

Notice of Meeting:

I hereby give notice that an ordinary meeting of Strategy & Policy Committee will be held on:

Date: Tuesday 11 August 2015
Time: 1.30pm
Meeting Room: Council Chamber
Venue: Municipal Building, Garden Place, Hamilton

Richard Briggs
Chief Executive

Strategy & Policy Committee OPEN AGENDA

Membership

Chairperson	Cr A O'Leary
Deputy Chairperson	Cr A King
Members	Her Worship the Mayor J Hardaker Cr G Chesterman Cr M Forsyth Cr M Gallagher Cr K Green Cr D Macpherson Cr G Mallett Cr R Pascoe Cr L Tooman Cr E Wilson Cr P Yeung

Quorum: A majority of members (including vacancies)

Meeting Frequency: Six weekly

Brendan Stringer
Committee Advisor

5 August 2015
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Terms of Reference:

- To develop and recommend strategies, plans and policies to the Council that advance the Council's vision and goals, and comply with the purpose of the Local Government Act.
- To monitor implementation and effectiveness of strategies, plans and policies.
- Develop and recommend bylaws to the Council.
- Develop and approve submissions to government, local authorities and other organisations.

Power to act:

- Recommend all strategies, policies and plans.
- Approve all submissions made by Hamilton City Council to other Councils, central government and other bodies.
- Recommend reserve management plans.
- In relation to bylaws, approve for consultation and consider submissions.

Power to recommend:

- Bylaws to Council.
- Strategies, policies and plans.
- Reserve management plans.

Sub-committees:

This Committee will be supported in its work by the:

- Civil Defence and Emergency Management Sub-committee.
- Community Forum Sub-committee.
- Business and Investment Sub-committee.
- Hearings Sub-committee.

Matters may be referred to this Committee from the:

- Event Sponsorship Sub-committee.
- External Funding Sub-committee.
- Council Controlled Organisations (CCO) Sub-committee.

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1 Apologies

2 Confirmation of Agenda

The Committee to confirm the agenda.

3 Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

4 Public Forum

As per Hamilton City Council's Standing Orders, a period of up to 30 minutes has been set aside for a public forum. Each speaker during the public forum section of this meeting may speak for three minutes or longer at the discretion of the Chair.

Please note that the public forum is to be confined to those items falling within the terms of the reference of this meeting.

Speakers will be put on a Public Forum speaking list on a first come first served basis in the Council Chamber prior to the start of the Meeting. A member of the Council Democracy Team will be available to co-ordinate this. As many speakers as possible will be heard within the allocated time.

If you have any questions regarding Public Forum please contact Democracy by telephoning 07 838 6772.

Committee: Strategy & Policy Committee **Date:** 11 August 2015
Report Name: Strategy and Policy Committee **Author:** Brendan Stringer
Open Minutes 7 July 2015;
Extraordinary Strategy and
Policy Committee Open
Minutes 3 August 2015

Status	<i>Open</i>
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Recommendation

That the Committee confirm and adopt as a true and correct record the Open Minutes of the:

- a) Strategy and Policy Committee Meeting of 7 July 2015; and
- b) Extraordinary Strategy and Policy Committee Meeting of 3 August 2015.

1. Attachments

2. Attachment 1 - Strategy and Policy Committee Open Minutes 7 July 2015.
3. Attachment 2 - Extraordinary Strategy and Policy Committee Open Minutes 3 August 2015.

Strategy & Policy Committee

OPEN MINUTES

Minutes of a meeting of the Strategy & Policy Committee held in Council Chamber, Municipal Building, Garden Place, Hamilton on Tuesday 7 July 2015 at 1.30pm.

PRESENT

Chairperson	Cr A O'Leary
Deputy Chairperson	Cr A King
Members	Her Worship the Mayor J Hardaker
	Cr G Chesterman
	Cr M Forsyth
	Cr M Gallagher
	Cr K Green
	Cr D Macpherson
	Cr G Mallett
	Cr L Tooman
	Cr E Wilson
	Cr P Yeung

In Attendance	Richard Briggs - Chief Executive
	Blair Bowcott - General Manager Performance,
	Chris Allen - General Manager Infrastructure,
	Lance Vervoort - General Manager Community,
	Aaron Fleming - Unit Manager, Strategy & Research
	Tegan McIntyre - Programme Manager - Policy and Bylaws,
	Sally Sheedy - Parks & Open Spaces Manager,
	Renee McMillan - Team Leader Planning and Assets,
	Michelle Rivers - Cemeteries and Crematorium Manager,
	Ihsana Ageel - Acting Programme Manager, Strategy & Relationship Management,
	Nick Johnston - Strategic Policy Analyst,
	Fraser McNutt - Applications Team Leader,
	Susan Henderson - Principal Planner,
	Robyn Denton - Network Operations Team Leader,
	Christopher Barton - Project Development Manager,
	Mark Brougham - Programme Manager Strategic Analysis and Business Intelligence

Also in attendance: Mike Garrett – Chief Financial Officer, Waikato Regional Council,
Andrew Wilson – Public Transport Operations Manager, Waikato Regional Council,
Kaye Clark – State Highways Manager, New Zealand Transport Agency (NZTA)

Committee Advisors Mr B Stringer and Mrs J Pani

1. Apologies

Resolved: (Her Worship the Mayor Hardaker/Cr Forsyth)

That the apologies from Councillor Pascoe be received and accepted.

2. Confirmation of Agenda

The Chairperson referred to the Late Report circulated to Elected Members prior to the Meeting in relation to the Local Government New Zealand Annual General Meeting's remits and noted that:

- the subject matter of that report was only received by the Chief Executive on 6 July 2015; and
- the report could not be delayed as the AGM was to take place on 19 July 2015 and there was not another opportunity to consider the matters raised.

The Chairperson recommended that the Late Report be considered at the end of the Meeting.

Resolved: (Crs O'Leary/Chesterman)

The Committee to confirm the Agenda with the inclusion of the Late Report.

3. Declarations of Interest

No members of the Council declared a Conflict of Interest.

4. Public Forum

There was no Public Forum.

5. Strategy and Policy Committee Chairperson's Report

The Chairperson noted the following:

- She had attended the recent meetings for some of the Advisory Panels and that she would catch up with the respective Chairs of each Panel twice a year;
- Each Panel's Chairperson would present their annual report to the Strategy and Policy Committee at the August or September 2015 Strategy and Policy Committee meetings;
- The Committee's Work Programme would be presented to Advisory Panels in order that they would assess whether they, respectively, needed to review an issue in further detail.

Elected Members were reminded that they could attend the meetings of Advisory Panels even if they were not current members of a Panel.

Resolved: (Crs O'Leary/Gallagher)

That the Report be received.

6. Strategy and Policy Committee Open Minutes 26 May 2015

Resolved: (Crs O'Leary/Wilson)

That the Committee confirm and adopt as a true and correct record the Open Minutes of the Strategy and Policy Committee Meeting of 26 May 2015.

7. Policy Review Programme – Update

The Chairperson provided an overview of where the programme was positioned.

Resolved: (Her Worship the Mayor Hardaker/Cr Forsyth)

Recommendation to Council

That:

- a) the Report be received;
- b) the Playgrounds, Cellular Network Sites, Graffiti Management and Asset Management Policies be deleted;
- c) the key content of the Asset Management Policy (in particular around roles) and Graffiti Management Policy be captured in Management Policies; and
- d) the 'Playgrounds of the Future' document be updated to capture key policy direction and adopted as Council's Playgrounds Plan.

8. Hamilton Cemeteries Management Plan 2015 Adoption Report

The Parks & Open Spaces Manager, supported by the Team Leader Planning and Assets and Cemeteries and Crematorium Manager ('CC Manager'), responded to the following questions:

- **Presentation of Plan**

Staff agreed that they would incorporate an action list in the Plan to clearly record the objectives and the estimated timeframes to achieve them, together with any budget allocated. It was also suggested that the Plan could be presented in an easier-to-read format.

- **Reception Lounge**

Staff had originally drafted the Plan based on the review of the Burial and Cremation Act 1964 ('Act') that was in progress in order to scope for future developments. Legal advice signaled that construction of a lounge/reception building at Hamilton Park Cemetery was not authorised under the Act. The Team Leader advised an alternative option was to change the classification of the land to enable the development to proceed.

Following discussion, it was noted that the proposed building would only become an issue under the Act at the point it was constructed. As staff had confirmed there was no budget to progress this matter under the 10-Year Plan and therefore did not have funding to progress during that period, staff were requested to reinsert reference to the prospective development in the Plan.

- **Cost recovery**

Hamilton cemeteries adopted a 100% cost recovery approach to burial plot fees. The CC Manager stated that compared to some other local authorities, Hamilton City Council did not receive subsidies from rates in relation to plot costs.

Resolved: (Cr Macpherson/Her Worship the Mayor Hardaker)

Recommendation to Council

That:

- a) the Report be received.
- b) the Hamilton Cemeteries Management Plan 2015 ('the Plan'), including the option to construct a building at Hamilton Park Cemetery to house a lounge and administration/reception area, as proposed in the draft Plan that went out to public consultation, is adopted;
- c) staff reformat the Plan to an easy-to-read format; and
- d) staff report back to the 11 August 2015 Strategy and Policy Committee meeting with an action list to be included in the Plan that includes a timeline of when actions will be completed.

Councillors Mallett and King dissenting.

The Meeting adjourned from 2:55pm to 3:05pm during debate on Item 8.

9. Public Art Sub-Committee

The Acting Programme Manager Strategy & Relationship Management and Strategic Policy Analyst responded to the following questions:

- **Public Art Support Fund**

The Fund had a budget of \$30,000 for 2015/16. The approved Public Art Plan and Development Guide ('the Plan') authorised the Subcommittee to approve funding from that Fund.

- **Development Process**

The Subcommittee would oversee the first two stages for proposed permanent public artworks in the development process.

Staff were requested to review and revise the draft Terms of Reference to reflect the specific role of the Public Art Subcommittee as outlined in the Plan.

Resolved: (Her Worship the Mayor Hardaker/Cr Gallagher)

Recommendation to Council

That:

- a) the Report be received;
- b) the revised Public Art Plan and Development Guide Appendix 3 amendments be adopted; and
- c) the Terms of Reference and appointment of members to the Public Art Subcommittee come back to the 11 August 2015 Strategy and Policy Committee meeting.

10. Draft Hamilton Alcohol Control Bylaw 2015 for Public Engagement

The Chair noted that due to a printing error only part of Attachment 2 to the staff report (*Outline of changes to the bylaw*) appeared in the printed Agenda. A completed version was circulated to Elected Members at the Meeting.

The Unit Manager Strategy & Research spoke to the Report and highlighted the changes to the bylaw. Supported by the Acting Programme Manager Strategy & Relationship Management, the following points were discussed:

- **Central Business District Plan**

The CBD Plan (identified in Attachment 1 of the staff report) had not been amended to reflect the CBD boundaries detailed in the Proposed District Plan as that would constitute an adverse change to individuals' rights. The boundaries reflected the operative District Plan at the time of the 2007 bylaw.

- **Definition of 'public place'**

The definition had changed to incorporate a legislative amendment. The Acting Programme Manager noted a school hall was an example that fell within the revised meaning.

Resolved: (Crs Forsyth/Tooman)

Recommendation to Council

That:

- a) the Report be received;
- b) Council determine that the proposed draft Hamilton Alcohol Control Bylaw 2015 is the most appropriate form of bylaw;
- c) Council determine that the proposed draft Hamilton Alcohol Control Bylaw 2015 does not give rise to implications under the New Zealand Bills of Rights Act 1990;
- d) the proposed draft Hamilton Alcohol Control Bylaw 2015 be adopted by Council for public engagement;
- e) an Alcohol Control Bylaw Hearing Subcommittee (comprising of Councillors Tooman (Chairperson), Mallett and O'Leary) be established to hear and deliberate on submissions made to the Proposed Hamilton Alcohol Control Bylaw 2015, and that the subcommittee be disestablished at the completion of the hearing process; and
- f) the Subcommittee reports a summary of the oral submissions and evidence presented on the Proposed Hamilton Alcohol Control Bylaw 2015, including recommendations, to the 3 November 2015 Strategy and Policy Committee meeting as part of the staff report for deliberation and adoption.

11. Gambling Polices Review

The Programme Manager – Policy and Bylaws, supported by the Applications Team Leader, highlighted the proposed changes to the Gambling Policies and confirmed that staff were seeking direction from the Committee in order to finalise a Statement of Proposal for public consultation.

The Programme Manager and Team Leader responded to the following questions:

- **Relocation**

If the relocation clause was removed from the Gambling Venue Policy ('GV Policy'), gambling establishments would not be permitted to move their pokie machines to another location.

The GV Policy intended to incentivise those establishments situated in lower socio-economic areas to move into gambling permitted areas. There were seven such venues trading, none of which had relocated under the existing policy. Option 3 in the staff report would permit such relocations, whereas Option 2 would not. The Programme Manager advised that since 2010, four venues had relocated; all of which were from permitted areas to other permitted areas.

- **Merger of clubs**

Merger of clubs to an existing site was not considered a relocation under the GV Policy. Ministerial approval would be required for merged clubs to transfer to a new venue.

- **Pokie Machines**

In the 10 year period up to December 2014, the number of authorised pokie machines had decreased from 650 to 451. The Programme Manager suggested this was due, in part, to the previous relocation policy.

Staff would report back to the 11 August Strategy and Policy Committee meeting with a tracked-changed version of the GV Policy to consider for public consultation.

Motion: (Crs King/Macpherson)

That:

- a) the Report be received;
- b) for the Class 4 Gambling Venues Policy, Council support Option 2 – without a relocation clause, gambling venues could not move from their existing locations. This would result in a true sinking lid;
- c) Council support the general updating of the Class 4 Gambling Venues Policy including simplifying the layout and language of the policy, ensuring the clause on merging clubs appropriately reflects legislative requirements and the removal of detailed information on fees;
- d) for the TAB Board Venues Policy, Council agrees to a 'no new TAB Board venues' approach and this be tested through the public consultation process; and
- e) a Statement of Proposal reflecting Council's decisions be brought back to the 11 August Strategy and Policy Committee meeting for approval to commence public consultation.

Amendment: (Crs Chesterman/Forsyth)

- a) That the Report be received;
- b) That for the Class 4 Gambling Venues Policy, Council support Option 3 (to retain the ability for gaming venues to relocate but under more prescribed circumstance) in response to the requirement in section 97A of the Gambling Amendment Act 2013 and this be tested through the public consultation process;
- c) That Council support the general updating of the Class 4 Gambling Venues Policy including simplifying the layout and language of the policy, ensuring the clause on merging clubs appropriately reflects legislative requirements and the removal of detailed information on fees;
- d) That for the TAB Board Venues Policy, Council agrees to a 'no new TAB Board venues' approach and this be tested through the public consultation process; and
- e) That a Statement of Proposal reflecting Councils decisions be brought back to the 11 August Strategy and Policy Committee meeting for approval to commence public consultation.

The Amendment was put.**Those for the Amendment:**

Her Worship the Mayor Hardaker,
Councillors Mallett, Forsyth, Yeung,
Chesterman and O'Leary

Those against the Amendment:

Councillors King, Gallagher, Green,
Wilson, Macpherson and Tooman

The Chairperson elected not to exercise her casting vote. The status quo therefore remained and the Amendment was not carried.

Prior to the Motion being put, a further amendment was moved:

Amendment: (Crs Gallagher/Wilson)

- a) That the Report be received;
- b) That Council support the general updating of the Class 4 Gambling Venues Policy including simplifying the layout and language of the policy, ensuring the clause on merging clubs appropriately reflects legislative requirements and the removal of detailed information on fees
- c) That for the TAB Board Venues Policy, Council agrees to a 'no new TAB Board venues' approach and this be tested through the public consultation process; and
- d) That staff are instructed to prepare a Statement of Proposal reflecting options 2 and 3, and the decisions made in (b) and (c), to be brought back to the 11 August Strategy and Policy Committee meeting for approval to commence public consultation.

The Mover and Seconder agreed to withdraw the Motion, which was replaced by the second Amendment as the substituted motion in accordance with Standing Order 3.7.6.

Resolved: (Crs King/Macpherson)

Recommendation to Council

That:

- a) the Report be received;
- b) Council support the general updating of the Class 4 Gambling Venues Policy including simplifying the layout and language of the policy, ensuring the clause on merging clubs appropriately reflects legislative requirements and the removal of detailed information on fees
- c) for the TAB Board Venues Policy, Council agrees to a 'no new TAB Board venues' approach and this be tested through the public consultation process; and
- d) staff are instructed to prepare a Statement of Proposal reflecting Options 2 and 3 (from the staff report), and the decisions made in (b) and (c), to be brought back to the 11 August Strategy and Policy Committee meeting for approval to commence public consultation.

The Meeting adjourned from 4:15pm to 4:25pm

12. Strategic Round Up Report

Resolved: (Her Worship the Mayor Hardaker/Cr Chesterman)

Recommendation to Council

That:

- a) the Report be received
- b) Council adopt the Future Proof Implementation Committee Agreement and Terms of Reference as contained in Attachment 2 and are signed on behalf of HCC.

Councillors Gallagher, Macpherson and Wilson returned to the Meeting (4:26pm) after Item 12 and did not take part in voting on that matter.

13. Regional Operations Roundup Report

The General Manager City Infrastructure ('the GM') introduced Mr Mike Garrett and Mr Andrew Wilson, both representatives of the Waikato Regional Council. The following matters were discussed in response to questions:

Hamilton Public Transport Joint Committee:

- **Patronage Data Correction**
The error in calculating passenger numbers for local bus services had no impact on revenue, or the overall analysis completed for bus routes. The correct patronage increase for 2013/14 was 1.2% (compared to 2.2% as originally reported); the 2014/15 data was still to be collated.
- **Regional Public Transport Plan**
The network changes would take effect during 2017 and 2018, to coincide with the expiry of existing supplier contracts and a tender for new arrangements. A business case to advocate additional bus routes in the northern suburbs commencing at an earlier stage was to be presented at the Joint Committee's September meeting; the intention was to have such services in place before the 2016 school year commenced.

- **Service Performance**

The performance across the public transport network was constantly reviewed to achieve the most efficient plan possible. Changes to the Regional Public Transport Plan reflected a move to provide demand-driven services.

Councillor Tooman, as Council's representative on the Regional Speed Management Governance Group, noted the following:

- It was important that speed limits were set to adequately reflect the road's environment and safety; and
- Action was needed to make it safer for children to cycle to schools.

Resolved: (Her Worship the Mayor Hardaker/Cr Chesterman)

That the Report be received.

14. **Waikato Expressway**

The GM introduced Miss Kaye Clark (NZTA) and summarised the next stages of the Expressway project and the scope of the draft Memorandum of Understanding attached to the staff report.

The GM and Miss Clark discussed and responded to questions in relation to the following matters:

- **Resolution Drive Connections**

Kay Road/Borman Road

The GM stated that following further public consultation after the 8 April 2015 Committee meeting, staff advocated that the completion of the Borman Road extension would provide a better strategic benefit than the proposed connection between Kay Road and Resolution Drive. It was recommended that that connection did not proceed.

The GM also explained that to resolve the topographical issues that affected Kay Road would involve substantial expenditure. It would not be financially prudent as such works would likely need to be removed as part of the proposed Northern River Crossing development.

Horsham Downs

The focus for the community was provision of safe pedestrian passage for school children along Resolution Drive, which formed part of the plans for the extension.

- **Osborne Road Overbridge**

The GM confirmed that the issue of Osborne Road's connection to the Expressway was within Waikato District Council's jurisdiction. Public consultation through the planning process was being progressed by NZTA. Staff would investigate options available to Council to actively participate in consultation processes outside its territory – a joint committee with Waikato District Council was briefly explored as an example.

The retention of the proposed Osborne Road overbridge could result in the loss of the Horsham Downs Road link to the Expressway. The GM advised it was in Council's interests to ensure the Horsham Downs connection was completed.

NZTA ideally wanted the hearings in relation to Osborne Road to be completed before the Hamilton section tender was awarded. Miss Clarke noted NZTA needed to obtain further data to inform its decision-making and for public consultation on that matter. Elected Members

were invited to attend the additional NZTA public session on these matters.

A cycle/pedestrian bridge had been considered as an alternative by NZTA but it did not believe that would address the community's concerns.

- **Resolution Interchange Ramps**

NZTA were aware of Council's preference to have both north and south-facing ramps constructed. However, NZTA did not believe south-facing ramps were required immediately, though the groundworks would be completed. Funding would also need to be discussed should that position change. Concern was expressed by some Elected Members that not providing both ramps could result in higher traffic volumes through Hamilton streets by vehicles seeking an entrance to the Expressway.

- **Expressway Ramps**

Lessons had been learned from Auckland's experience and ramps for the Expressway were situated at a more desirable spacing of two to three kilometres.

Resolved: (Her Worship the Mayor Hardaker/Cr Forsyth)

Recommendation to Council

That:

- a) the Report be received;
- b) Council delegates approval to the Chief Executive to enter into a Memorandum of Understanding with the New Zealand Transport Agency (NZTA), Waikato District Council (WDC) and Tainui Group Holdings Ltd (TGH) for the development of the Hamilton section of the Waikato Expressway as set out in this report and included as Attachment 2 to the staff report;
- c) Council agrees to revise the macro scope of its Resolution Drive project to exclude a vehicular connection between Resolution Drive and Kay Road west, and to complete the Borman Road west extension to Kay Road instead, as shown on Attachment 3 to the staff report;
- d) Council approves in principle NZTA undertaking the construction of HCC's Resolution Drive extension project subject to reporting back on the financial details in the form of a Multi-Party Funding Agreement to the 23 July 2015 Finance Committee meeting; and
- e) Council confirms its support for the Horsham Downs link and the full interchange, with both north and south facing ramps being constructed as part of the Waikato Expressway.

15. Wairere Drive - Cambridge to Cobham Drive Section

The GM, supported by the Project Development Manager, responded to questions on the following matters:

- **Overbridge Design**
Staff acknowledged that the overbridge would constitute an important piece of infrastructure and appropriate urban design advice would be obtained when proposals were collated.
- **Future-proofing Roundabout**
The GM advised that the roundabout design was expected to deal with increased capacity, though other opportunities would be considered at the design stage. It was also noted Council had already asked staff to consider future-proofing the connection between Cobham Drive and Ruakura, which would be considered as part of the management of the East Town belt.
- **Speed Issues**
Staff would work with NZTA, and through the formal processes in place, to consider the appropriate speed limits for this section of road.

Resolved: (Crs Forsyth/Gallagher)

Recommendation to Council

That:

- a) the Report be received;
- b) the revised macro scope for the section of Wairere Drive from Cambridge Road to Cobham Drive is approved as shown on Attachment 2 of the staff report; and
- c) staff report back to Council on options for the pedestrian/cycle over bridge prior to committing to any particular design.

16. Integrated Transport Initiative Programme

The GM responded to questions on the following points:

- **Minor Improvement and Bus Stop Infrastructure programme**
'Minor' was defined as being under \$300,000. The programme's focus was more related to safety issues.
- **Discretionary Transport Working Group**
Staff agreed to circulate papers for Working Group meetings to all Elected Members for their consideration.

Resolved: (Cr Forsyth/Her Worship the Mayor Hardaker)

Recommendation to Council

That:

- a) the Report be received
- b) Council approves the following broad allocations for the Integrated Transport Initiative programme over the next 10 years

Integrated Transport Initiatives	Year 1 2015-16 \$	Year 2 2016-17 \$	Year 3 2017-18 \$	Years 4-10 2018-2025 \$	10-year total \$
- Biking	600,000	600,000	500,000	2,100,000	3,800,000
- Walking	53,000	100,000	100,000	700,000	953,000
- Public Transport	100,000	200,000	300,000	3,500,000	4,100,000
- Gallagher Intersection	147,000	0	0	0	147,000
Total	900,000	900,000	900,000	6,300,000	9,000,000

- c) staff work with the Discretionary Transport Working Group to prioritise projects within the Discretionary Transport programmes and the broad allocations approved for the Integrated Transport Initiative programme.

Councillors Mallett and Wilson dissenting.

17. **Consideration and Retrospective Approval of HCC's Submission to the Rules Reduction Taskforce/Options for Earlier Approval of Council Submissions**

The Unit Manager Strategy & Research and Programme Manager Strategic Analysis and Business Intelligence responded to questions on the following matters:

- **Rules Reduction Taskforce Submission**

Clarification was provided by staff through some examples to support the position outlined in the second bullet point under paragraph 2.3 of that Submission. It was noted this was not a critical point of the submission.

- **Notification timeframes for submissions**

The timeframe for staff to respond to an issue that required a submission varied; one month was standard.

- **Councillor feedback**

It was explained that Elected Member feedback on submissions was considered by the appropriate business areas and, if time permitted, would be reconciled in a second draft. Staff advised the number of Members that provided feedback generally ranged from none to four.

The General Manager Performance highlighted the options noted in paragraph 10 of the staff report to enable submissions to be endorsed by Council prior to being sent. He elaborated on what would be required in terms of meeting timeframes should such an approach be adopted.

With Government requesting submissions on new policies, it was not possible for staff to align draft submissions with Council's policy position as there was no formal Council position established. Currently, if there was no policy position staff would send the submission to Elected Members for comment prior to preparing a draft submission.

- **Nature of submissions**

There were three type of submissions considered by staff:

- i. Submissions that were sent to the Committee for retrospective approval;
- ii. Technical submissions that staff completed; and
- iii. Submissions that staff had decided not to progress.

It was estimated that, in aggregate, staff would work on 50-60 submissions per year.

- **Retrospective approval**

Under the existing process, submissions were qualified that Council could make additional comments once a particular matter was circulated for retrospective approval. Such additional comments or instructions were then issued to the relevant organisation to which the submission was sent.

It was agreed that the current system was not working well, but there was not an easy solution. Council had delegated to the Strategy and Policy Committee to allow for retrospective approvals and also staff submissions.

Motion: (Crs King/Gallagher)

That:

- a) the Report be received;
- b) the 15 June 2015 submission to the Rules Reduction Taskforce be considered and retrospectively approved;
- c) the Rules Reduction Taskforce be advised of any changes made to HCC's submission at the 7 July 2015 Strategy and Policy Committee meeting;
- d) subsequent to the Strategy and Policy Committee's approval, HCC's final submission to the Rules Reduction Taskforce be uploaded to HCC's website;
- e) local Members of Parliament be advised of HCC's submission to the Rules Reduction Taskforce adopted at the 7 July 2015 Strategy and Policy Committee meeting;
- f) all submissions, prior to being sent from and on behalf of Council, must always comply with the following process:
 - i. An open briefing meeting with Elected Members to consider whether a submission is to be made and, if so, identify the key messages to be included in that submission; and
 - ii. A formal open meeting of the Strategy and Policy Committee (or the Council) to approve the submission.

Amendment: (Crs Chesterman/Forsyth)

- a) That the Report be received.
- b) That the 15 June 2015 submission to the Rules Reduction Taskforce be considered and retrospectively approved.
- c) That the Rules Reduction Taskforce be advised of any changes made to HCC's submission at the 7 July 2015 Strategy and Policy Committee meeting.
- d) That subsequent to the Strategy and Policy Committee's approval, HCC's final submission to the Rules Reduction Taskforce be uploaded to HCC's website.
- e) That local Members of Parliament be advised of HCC's submission to the Rules Reduction Taskforce adopted at the 7 July 2015 Strategy and Policy Committee meeting.
- f) That all submissions, prior to being sent from and on behalf of Council, must always comply with the following process:
 - i. An open briefing meeting with Elected Members to consider whether a submission is to be made and, if so, identify the key messages to be included in that submission.
 - ii. As well as an open briefing, Councillors can submit by email or any other form of communication.

Those for the Amendment:

Councillors Forsyth and Chesterman

Those against the Amendment:

Her Worship the Mayor Hardaker,
Councillors Mallett, King, Gallagher,
Green, Wilson, Macpherson, Yeung,
O'Leary, and Tooman

The Amendment was declared lost.

Resolved: (Crs King/Gallagher)

That:

- g) the Report be received.
- h) the 15 June 2015 submission to the Rules Reduction Taskforce be considered and retrospectively approved.
- i) the Rules Reduction Taskforce be advised of any changes made to HCC's submission at the 7 July 2015 Strategy and Policy Committee meeting.
- j) subsequent to the Strategy and Policy Committee's approval, HCC's final submission to the Rules Reduction Taskforce be uploaded to HCC's website.
- k) local Members of Parliament be advised of HCC's submission to the Rules Reduction Taskforce adopted at the 7 July 2015 Strategy and Policy Committee meeting.
- l) all submissions, prior to being sent from and on behalf of Council, must always comply with the following process:
 - iii. An open briefing meeting with Elected Members to consider whether a submission is to be made and, if so, identify the key messages to be included in that submission; and
 - iv. A formal open meeting of the Strategy and Policy Committee (or the Council) to approve the submission.

Councillors Chesterman and Forsyth dissenting.

18. Action List for 7 July 2015; Actions Still Underway or Pending for HCC submissions to External Organisations; and Policy & Bylaw Review Scheduling

It was confirmed that the Hamilton Lake Domain Review would be presented to a Council briefing session in August.

Resolved: (Her Worship the Mayor Hardaker/Cr O'Leary)

That the Report be received.

19. Local Government New Zealand AGM 2015 - Remits (Late Report)

The Chief Executive presented this late report for the Committee to consider a number of remits submitted for consideration at the Local Government New Zealand AGM to be held on 19 July 2015.

Each Remit was put to the Committee by way of a separate vote.

Resolved:

That Council provide directions to its delegate in relation to each of the 2015 Remits, as set out in Attachment 1 of this Report, as follows:

- a. Remit 1:
That LGNZ requests that the government develops and implements legislation to prohibit smoking outside cafes, restaurants and bars.

There was no motion to support the Remit.

- b. Remit 2: (Crs Forsyth/Chesterman)
That LGNZ ask the government to impose a compulsory levy on plastic shopping bags at point of sale.

Those for the Motion: Her Worship the Mayor Hardaker,
Councillors Gallagher, Green, Wilson,
Forsyth, Macpherson, Yeung and
Chesterman

Those against the Motion: Councillors Mallett, King, O'Leary, and
Tooman

The Remit was supported.

- c. Remit 3: (Crs Forsyth/Macpherson)
i. That LGNZ urgently engages with government to have the water and wastewater subsidy schemes re-introduced; and
ii. That LGNZ proposes that the funding available be \$20 million per annum for water supply schemes and \$20 million per annum for wastewater schemes.

Those for the Motion: Councillors Gallagher, Green, Wilson,
Forsyth, Macpherson, Yeung and
Chesterman

Those against the Motion: Her Worship the Mayor Hardaker,
Councillors Mallett, King, O'Leary, and
Tooman

The Remit was supported.

- d. Remit 4: (Crs Wilson/Chesterman)
That LGNZ investigate the possibility, practicality and principle of territorial authorities charging rates against Crown-owned properties.

Councillor King dissenting.

The Remit was supported.

The Meeting was declared closed at 7.05pm.

Extraordinary Strategy & Policy Committee

OPEN MINUTES

Minutes of a meeting of the Strategy & Policy Committee held in Council Chamber, Municipal Building, Garden Place, Hamilton on Monday 3 August 2015 at 5:30pm.

PRESENT

Chairperson	Cr A O'Leary
Deputy Chairperson	Cr A King
Members	Her Worship the Mayor J Hardaker
	Cr G Chesterman
	Cr M Forsyth
	Cr M Gallagher
	Cr R Pascoe
	Cr L Tooman
	Cr P Yeung

In Attendance:	Blair Bowcott – Acting General Manager Strategy & Research
	Luke O'Dwyer – Unit Manager City Planning
	Susan Henderson – Principal Planner
	Mark Brougham – Programme Manager Strategic Analysis and Business Intelligence
	Aaron Fleming – Unit Manager Strategy & Research
	Keith Hornby – Strategic Policy Analyst

Committee Advisors:	Mr B Stringer and Mrs M Birch
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1. Apologies

Resolved: (Crs O'Leary/Yeung)

That the apologies from:

- a) Councillors Macpherson, Green and Mallett; and
- b) Councillor Wilson (lateness),

be received and accepted.

2. Confirmation of Agenda

Resolved: (Crs O'Leary/Chesterman)

The Committee to confirm the Agenda.

3. Declarations of Interest

No members of the Committee declared a Conflict of Interest.

4. Public Forum

There was no public forum.

5. Consideration and Approval of HCC's Draft 2 Submission to the NZ Productivity Commission's Draft June 2015 Report 'Using Land for Housing'

The staff report was taken as read.

The following comments were made by Elected Members in relation to the draft submission, attached to the staff report. The Unit Manager City Planning, supported by the Principal Planner and Programme Manager, responded to questions in that regard:

- **Typographical Corrections**

Staff would correct the following points in the submission:

- i. Duplication of paragraphs 65 and 68;
- ii. Amend paragraph 73 and Appendix 1 to record that Council has moved from land value to capital value.

- **Other Comments**

- iii. Paragraph 11, page 8: Staff would include statistics in relation to Hamilton city's housing supply as detailed in Council's January submission.
- iv. Paragraph 13, page 8: Staff clarified that the measurement for affordable housing was defined by legislation. The submission stated the availability of affordable housing was not a problem in Hamilton.
- v. Paragraph 30, page 11: Feedback from previous briefings was that Elected Members fully supported the issue highlighted in section R4.1 of the Commission's Report.
- vi. Paragraph 34, page 11: Staff advised Council already had a number of macro policies to address issues of supply and demand for development in Hamilton. The Unit Manager City Planning recommended that it was not considered appropriate for Council to have additional controls on subdivision covenants, as proposed in the Commission's Report.
- vii. Paragraph 40, page 13: Council's response to be extended to clarify the process under the Resource Management Act that would be duplicated, and the consequential increased costs that would accrue.
- viii. Paragraph 47, page 14: It was suggested an example was given in relation to significant time and costs incurred in relation to development agreements.
- ix. Paragraph 59, page 16: The submission should note that Council agreed with the

proposed statement in the Commission's report.

- x. Paragraph 77, page 19: Staff were requested to remove the following wording in the last sentence:
"(although in reality we would never apply a 'Commercial' rate to these property types)".
- xi. Appendix, page 20: The fact Council had not found any evidence that a capital value rating system acted as a disincentive to development should be elucidated in the submission.

Staff noted that there were intangible benefits for Council to send this submission.

The Chairperson and General Manager provided clarification as to the process for making Council submissions, as agreed at the Committee meeting on the 7 July 2015.

Resolved: (Crs Pascoe/Tooman)

That:

- a) the report be received;
- b) HCC's **Draft 2** submission to the NZ Productivity Commission's 17 June 2015 draft report 'Using Land for Housing' be considered and approved;
- c) any requested changes made at the 3 August 2015 Extraordinary Strategy and Policy Committee meeting be incorporated into HCC's final submission;
- d) HCC's final submission be signed by the Chief Executive and sent to the NZ Productivity Commission to meet the 4 August 2015 submission closing date;
- e) HCC's final approved submission then be uploaded to Council's website; and
- f) local Members of Parliament be advised of HCC's submission to the NZ Productivity Commission adopted at the 3 August 2015 Council meeting.

Councillor King dissenting.

During Debate, it was agreed that in respect of comments v., vii., viii., ix., and xi., there was no requirement to include any amendments to the submission.

The Chairperson asked that Democracy staff provide a written clarification to Elected Members as to whether Standing Order 3.6.8 permitted a member to speak more than once to a motion during a Committee meeting.

The Meeting was declared closed at 6:35pm

Committee: Strategy & Policy Committee

Date: 11 August 2015

Report Name: Annual Reports from the
Chairs of the Advisory Panels

Author: Brendan Stringer

Status	<i>Open</i>
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Recommendations

Please refer to each of the attached Reports as to the respective Recommendations.

1. Attachments

- Attachment 1 - Arts Forum Advisory Panel Chairperson's Report
- Attachment 2 - Heritage Advisory Panel Chairperson's Report
- Attachment 3 - Young Persons Advisory Panel Chairperson's Report



Arts Forum Advisory Panel Chairperson's Report

August 11, 2015

1. THIS IS THE ANNUAL CHAIRPERSON'S REPORT TO THE STRATEGY AND POLICY COMMITTEE OF COUNCIL.

2. ADVISORY PANEL MEETINGS SINCE INCEPTION:

- 5 September 2012
- 26 September 2012
- 17 October 2012
- 22 November 2012
- 13 December 2012
- 31 January 2013
- 21 February 2013
- 18 April 2013
- 13 June 2013
- 5 September 2013
- 28 November 2013
- 20 February 2014
- 11 March 2014
- 20 March 2014
- 15 May 2014
- 10 July 2014
- 20 November 2014
- 12 February 2015
- 9 April 2015
- 4 June 2015
- 6 August 2015

3. UPDATE ON THE ADVISORY PANEL'S WORK PROGRAMME

The Arts Forum was originally established as a strategic leadership group to Council in August 2012. The Arts Forum was adopted as an advisory panel under Council's governance structure on 28 November 2013.

The first meeting was held on 5 September 2012 and the first project was the development of the Arts Agenda action plan. This action plan identified projects of strategic significance that would deliver on the priorities of the Arts Agenda.

Key actions included:

- Develop a comprehensive citywide public art catalogue
- Support the city's Public Art Plan by streamlining processes to make public spaces more accessible for art activities
- Develop an annual event to celebrate Maaori arts.
- Develop a partnership plan that strengthens the relationships between business, philanthropy and the arts.
- Advocate for an increase in funding and support from national and international sources for Hamilton and the Waikato Region.

- Form a working group to complete a feasibility study on the development of an international standard contemporary public art gallery to support a nationally recognised art collection in Hamilton.

The majority of the actions identified in the Action Plan have been delivered by Creative Waikato and Wintec. The Arts Forum focused its attention on advocating for a pre-feasibility study for a public art gallery for Hamilton.

The Action Plan monitoring was discontinued after the Arts Forum Terms of Reference were changed in June 2014.

Under the new Terms of Reference our purpose is now to:

- o provide advice to the Council in relation to the content of relevant strategies, policies, plans and bylaws where art is relevant, capital investment projects relating to the arts, and any matter that the Arts Forum considers of particular interest or concern to the growth and development of arts in Hamilton
- o provide advice and feedback on the effectiveness and performance of the Arts Agenda
- o administer the Public Art Panel, and provide advice on the public art process
- o provide advice about the arts to the Urban Design Panel when required

While the Arts Forum has encouraged improved networking and a more cohesive response to arts issues in Hamilton, the change to our ToR means we are no longer positioned to publically advocate and encourage; this must be left to other groups.

There is work to be done on the communication processes and collective understanding of the direction and value of the arts for our city. We are currently reviewing the Arts Agenda and feel that once we have completed the review it needs to be owned and publicly communicated by Councilors.

We recommend a workshop or presentation to Councilors once the new Arts Agenda is adopted to talk about what projects might look like and how Councilors can support initiatives.

Public Art Panel

The Arts Forum has played a major role earlier this year in the development of the recently adopted Public Art Plan and Development Guide.

The Public Art Panel sits under the Arts Forum in Council's governance structure. There has been a high volume of public art activity for the Public Art Panel to review in the past year. 'The Line of Fire', an artwork depicting Sapper Horace Moore-Jones, was gifted to the city by TOTI Charitable Trust and unveiled in March 2015. Another major upcoming artwork is 'Tongue of the Dog' by renowned New Zealand artist Michael Parekowhai. This is the third major project from Mesh Sculpture Trust. Both of these artworks respond strongly to Council's vision for public art in the city.

There are several small and large scale artworks being developed through Council's Public Art Development Process. These works are primarily funded by the philanthropic sector. Now that Council has adopted a more streamlined Public Art Development Process, the Arts Forum hopes to see an increase in public art activity once the Public Art Sub-Committee is established.

4. MAJOR ACHIEVEMENTS

- Development of the Arts Agenda action plan
- Community groups and organisations delivering on actions and projects that were identified in the Action Plan:
 - o Development of a citywide public art catalogue – a partnership between Hamilton City Council and Wintec.
 - o Strategic elements of the Art in Public Places Plan have been captured in the new Public Art Plan and Development Guide
 - o Matariki ki Waikato event
 - o Increased investment of Creative New Zealand funding in the Waikato Region through the regional pilot programme.
 - o Increased philanthropic investment in high quality public art
- Input into the Theatres Review, 10 Year Plan and annual plans.
- Public Art Plan and Development Guide
- Arts Agenda review (on-going)

5. EMERGING ISSUES

- 10 Year Plan commitments – Founders Theatre
- Art Gallery feasibility study resourcing
- Museum Review – the arts forum is interested in discussions about the museum's future purpose, how an art gallery feasibility study could assist decision-making around the museum's strategy, and how the Arts Forum could factor the museum's goals and resources into our thinking more than has happened in the past..

6. RECOMMENDATIONS

1. That the Arts Forum present to Councilors once the new Arts Agenda is adopted to talk about what projects might look like and how Councilors can support initiatives.
2. That the Strategy and Policy Committee provide feedback to the Arts Forum on recommendations sent through to the Committee in February 2015 as follows:

2015-02-12-1	<p>That the External Funding Subcommittee support a Council application to fund the art gallery pre-feasibility study.</p> <p><i>A pre-feasibility study will determine the most effective art gallery option for the city in consideration of the current economic, social and political climate. It would test a range of options that arose from our workshop with the arts sector in March 2014 and make a recommendation for one operational and one capital model to progress to a feasibility study. This project has been costed at \$40,000 and external funders have expressed interest in funding this.</i></p>
2015-02-12-2	<p>That the \$100,000 Founders Theatre business case is included in the Draft 10 Year Plan.</p> <p><i>Members discussed that the \$100,000 allowed for is sensible, to fund a business case in 2015/2016 to explore all options in detail regarding an upgrade of Founders Theatre.</i></p>
2015-02-12-3	<p>That:</p> <ul style="list-style-type: none"> • The Arts & Culture Grant is included in the Small Community Grant as currently proposed • The Performing Arts Contestable Fund is retained • Creative Waikato continues to administer the Creative Communities Scheme Fund. <p><i>This is in relation to proposed changes to the Community Assistance Grants. Members raised concerns about the lack of funds allocated specifically for arts, the \$5000 application threshold, the lack of information on the evaluation processes and the potential lack of arts practitioners on general grants funding panels.</i></p> <p><i>Members discussed the Creative Communities Scheme Grants and the benefits of the fund being administered by Creative Waikato, including the wraparound service</i></p>

	<i>to assist applicants with promotion, connections with the wider community and governance development.</i>
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3. That the Chairperson's Report for the Arts Forum Advisory Panel be received.



Heritage Advisory Panel Chairperson's Report

August 11, 2015

1. THIS IS THE ANNUAL CHAIRPERSON'S REPORT TO THE STRATEGY AND POLICY COMMITTEE OF COUNCIL.

2. ADVISORY PANEL MEETINGS SINCE INCEPTION:

- First meeting held 20th May 2014;
- 3 other meetings held in 2014 (21st July, 8th September and 17th November)
- 2 meetings have either been held (8th June) or proposed (7th September) in 2015

3. UPDATE ON THE ADVISORY PANEL'S WORK PROGRAMME

Key project for the Panel has been the formation of a draft Heritage Plan for adoption by Council. The draft was adopted for public engagement at the 26th May 2015 Strategy & Policy Meeting. Public engagement occurred between the 1st and 31st of July with a well attended 'drop-in' session held at the ArtsPost on the 15th July.

4. MAJOR ACHIEVEMENTS

- Formulation of the draft Heritage Plan and draft Historic Heritage Fund Guideline;
- Feedback provided on the Cemeteries Management Plan;
- Provision of advice to the Frankton Neighbourhood Plan team.

5. EMERGING ISSUES

The program for the Panel will align with the actions confirmed in the draft Heritage Plan. The Panel will also be utilized in the allocation of the heritage fund from 2017.

6. RECOMMENDATIONS

That the Chairperson's Report for the Heritage Advisory Panel be received.



Youth Advisory Panel Chairperson's Report

August 1, 2015

1. THIS IS THE ANNUAL CHAIRPERSON'S REPORT TO THE STRATEGY AND POLICY COMMITTEE OF COUNCIL.

2. ADVISORY PANEL MEETINGS SINCE INCEPTION:

- The Youth Advisory Panel has been operational since April 2014.
- We have held meetings on:
 - 6 May 2014
 - 17 July 2014
 - 13 August 2014
 - 16 October 2014
 - 18 December 2014
 - 4 February 2015
 - 10 June 2015

3. UPDATE ON THE ADVISORY PANEL'S WORK PROGRAMME

We have had input in the following key areas:

- Library Plan – a former Panel member was involved in the working group for this review.
- Zoo Master Plan – The chair spoke with staff at Hamilton zoo to learn about the Zoo plan and how the Youth Advisory Panel will be involved in the future development of the zoo.

- Frankton Neighbourhood Plan—City planners have attended a panel meeting to give an overview of the neighborhood plan, and take feedback from a youth perspective. This work is ongoing.
- HCC 10 Year Plan – Youth Council provided feedback on the Ten Year Plan during the submission period.

Following a meeting with other Chairs of Advisory Panels, the Youth Advisory Panel will consult the Strategy & Policy work plan and address key areas of work before they go to working groups. Currently, we are considering the following key areas:

- Museum Plan
- Gambling Policy Review
- Smokefree Policy
- Public Places Liquor Control
- Hamilton Lake Domain Management Review

The above will alter as the S&P Committee go through their working plan.

4. MAJOR ACHIEVEMENTS

Meeting Hon Nikki Kaye

In March 2015, Hon Nikki Kaye came to Hamilton to meet with our Panel. As a Panel, we embraced the opportunity to discuss with the Minister the key events and issues that local youth were involved with. The Minister also shared with us what the outlook on the youth sector at a national level.

30 Under 30

In 2015, the Youth Advisory Panel in conjunction with Hamilton City Council hosted Hamilton's first 30 Under 30 during Youth Week 2015. The aim of this project was to celebrate 30 of Hamilton's successful or high-achieving young people.

After a rigorous selection process, the Youth Advisory Panel identified 30 outstanding young people who continue to achieve and contribute to our beautiful city in a number of areas, including sport or athletic pursuits, academic study, arts & culture, community work, environmental & conservation work, overcoming adversity and employment & career.

Profiles of the 30 young Hamiltonians are celebrated through the Council's website, in the monthly City News publication, and through various social media channels. Close to 15 profiles have been released so far.

Review of the Hamilton Rangatahi Youth Action Plan

This is currently being finalized and will be presented at the Strategy and Policy Committee meeting on 11 August 2015.

5. EMERGING ISSUES

- There are currently no emerging issues.

6. RECOMMENDATIONS

That the Chairperson's Report for the Youth Advisory Panel be received.

Committee: Strategy & Policy Committee

Date: 11 August 2015

Report Name: Hamilton Rangatahi Youth
Action Plan Review

Author: Deanne McManus-Emery

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Hamilton Rangatahi Youth Action Plan</i>
Financial status	<i>There is not budget allocated Amount \$nil</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is/is not considered to have a high degree of significance</i>

1. Purpose of the Report

- The purpose of the report is to provide Council with the revised Hamilton Rangatahi Youth Action Plan for approval.

3. Executive Summary

- Hamilton's Rangatahi Youth Action Plan was developed and agreed by Council in 2013.
- The review of the Hamilton Rangatahi Youth Action Plan was triggered by an action in the Hamilton Central City Safety Plan, which was approved by Council in 2014.
- The review of the Hamilton Rangatahi Youth Action Plan was supported by staff and members of the Youth Council Advisory Panel. The Action Plan is a council focused plan that contains achievable actions to be delivered by council over the coming years.
- The purpose of the plan is to maximise opportunities for young people to be actively involved in their city, and has three outcomes and five goals that will support the deliverables of the action plan.

8. Recommendations from Management – Recommendation to Council

That:

- the report be received; and
- Council approve the reviewed Hamilton Rangatahi Youth Action Plan; and
- Progress on the Hamilton Rangatahi Youth Action Plan be reported to the Strategy and Policy Committee annually.

9. Attachments

10. Attachment 1 - Youth Council Advisory Panel - Draft Youth Action Plan - August 2015

11. Key Issues

12. Background

- The Rangatahi Youth Action Plan was first developed in partnership with the previous Hamilton Youth Council in 2013.
- The historic Youth Council was actively involved in both the development and implementation of the previous Rangatahi Youth Action Plan, providing more scope for the Youth Council to implement and deliver projects on behalf of Council.
- Following the Local Government elections in 2013, the scope of the historic Youth Council changed to an advisory panel model, and is supported by a Terms of Reference that provides clarity of the new role of the Youth Council Advisory Panel. The Youth Council Advisory Panel Terms of Reference were adopted by Council in 2014.
- The adoption of the Hamilton City Safety Plan in 2014 triggered the review of the Hamilton Rangatahi Youth Action Plan, recommending that the reviewed action plan align and support the goals of the Hamilton Central Safety Plan.
- The review was undertaken by staff and the Youth Council Advisory Panel, and supported by relevant stakeholders with an interest in youth issues.
- The changes to the reviewed Hamilton Rangatahi Youth Action Plan include; the removal of actions that have been completed or are no longer relevant, and the inclusion of new updated actions to align to the Hamilton Central City Safety Plan, supported by a new look to the formatting of the plan.
- The purpose of the plan is to provide maximum opportunity for young people to be actively involved in their city, and is supported by three outcomes and five goals.
- The three outcomes ensure young people in Hamilton:
 - are connected, engaged and empowered,
 - feel safe, valued and able to fully contribute to the community and,
 - have increased educational and employment opportunities.
- The five goals within the plan are aligned to one of the three outcomes listed above:
 - **Positive Youth Development** – youth development pathways are identifiable and information that is important to young people is easy to find.
 - **Young people contribute to issues that matter to them and Hamilton** - opportunities exist for young people to engage with Council and inform decision making
 - **Strengthen the perceptions of and from young people towards safety and security** – Council programmes and facilities consider the safety needs of young people
 - **Enable young people to build a future in Hamilton** – Education and employment sectors collaborate to create more opportunities for young people, and research on young people is undertaken and made available.
 - **Help build a positive profile for young people's contribution to Hamilton** – The profile of Hamilton's young people and their contribution to the community is raised through multiple channels.

- The action plan identifies clear deliverables and timeframes, which will be implemented and monitored by the Community Development Unit. It is anticipated the action plan will be reported to the Strategy and Policy Committee annually.

13. Consultation

- Staff have actively engaged with the youth sector and advised them of the review, to ensure the sector had the opportunity to provide feedback on the plan.

14. Financial and Resourcing Implications

15. There are no financial implications as the implementation of the actions will be met within existing budgets.

Signatory

Authoriser	Lance Vervoort, General Manager Community
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HAMILTON RANGATAHI YOUTH ACTION PLAN



Hamilton City Council

Te kaunihera o Kirikiriroa

PLAN PURPOSE

**TO MAXIMISE OPPORTUNITIES FOR HAMILTON'S YOUNG
PEOPLE TO BE ACTIVELY INVOLVED IN THEIR CITY**

Kia Puaawai te Toorunga Pai Moo te Taapaetanga o te Hunga Rangatahi ki Kirikiriroa



INTRODUCTION

Koorero Whakataki

Hamilton City Council developed the Hamilton Plan, to build a stronger economy and a more attractive city for families. Hamilton is home to many young people and families and is one of the few place in New Zealand that will continue to experience future growths in its youth population.

Our growing youth population brings challenges and opportunities for our city to meet the needs of young people now and in the future. Aligned with Council's Strategic Framework, the Hamilton Rangatahi Youth Action Plan has been developed by Hamilton City Council in collaboration with the Youth Council Advisory Panel and other key agencies.

This Action Plan commits to providing ways for our young people to contribute to the development of their city. It also provides a practical way forward in planning for youth in Hamilton and offer opportunities to showcase our future leaders.

YOUNG PEOPLE IN HAMILTON

Te Hunga Rangatahi noo Kirikiriroa

HAMILTON IS A YOUTHFUL CITY

- The median age for Hamilton is 32.2 years, compared to the national median of 38.0 years. The Median age for Maaori in Hamilton is 22.4 years.
- Just over a quarter of Hamilton's population is aged between 15 and 30, compared to a fifth of New Zealand as a whole. Hamilton has an ethnically diverse young population. There are over 160 ethnicities living in Hamilton, many of which have a youth population.
- It is projected that Hamilton will continue to have a more youthful population than the national average for the next thirty years.
- Hamilton is a key centre for regional areas, drawing young people from around the Waikato region and further afield to education and employment opportunities. Around 40 thousand students live in Hamilton.
- Hamilton City Council has a key role to play in youth development for the city. Council recognises a number of key agencies are involved in youth development, sometimes in partnership with Council.



MAGIC
Michael Bradely Photography

OUTCOMES

Ngaa Hua

For Hamilton to be a place where young people want to live, we need to ensure that young people:

1. Are connected, engaged and empowered.
2. Feel safe, valued and able to fully contribute to the community.
3. Have increased educational and employment opportunities.

GOAL 1: POSITIVE YOUTH DEVELOPMENT

Whakawhanake Toorunga Rangatahi

Youth leadership pathways are identifiable, and information that is important to young people is easy to find

Links to Outcomes: 1 and 2

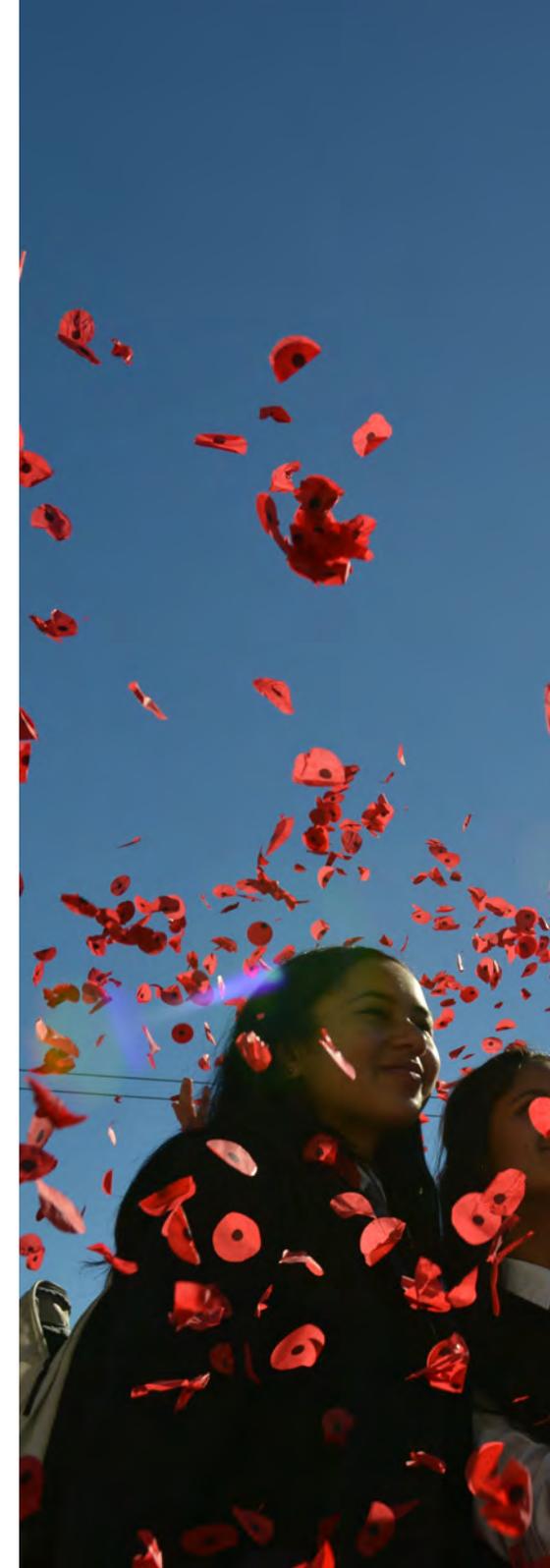
WHAT IS COUNCIL CURRENTLY DOING?

- 1.1 Hosts a youth leadership event/camp annually in May to connect youth across Hamilton.
- 1.2 Facilitates a minimum of two youth leadership programmes in aquatic facilities per year.
- 1.3 Hosts a minimum of 4 HTown Youth Connect youth sector meetings per year.
- 1.4 Shares information and online resources for the youth sector.

NEW ACTIONS

- 1.5 Develop and sustain a youth leadership programme in Enderley by June 2016.
- 1.6 Develop and implement a web strategy for the HTown Youth website by December 2016.
- 1.7 Work with schools and community groups to build partnership agreements, implementing and sustaining "24/7 Youth Work" programmes (minimum of 1 per year)*

** 24/7 YouthWork is a trust relationship between a local school and a local church in the context of the community working together. it is based on relationship building rather than project work.*





GOAL 2: YOUNG PEOPLE CONTRIBUTE TO ISSUES THAT MATTER TO THEM AND HAMILTON

Ka Taapae atu Te Hunga Rangatahi I O Raatou Koorero me O Raatou Whakaaro Ki Ngaa ake o Kirikiriroa

Opportunities exist for young people to engage with Council and inform decision making

Links to Outcomes: 1 and 2

WHAT IS COUNCIL CURRENTLY DOING?

- 2.1 Facilitating early engagement with the Youth Council Advisory Panel on council plans and strategies.
- 2.2 Providing opportunities for young people to contribute to a variety of decisions and programmes at Hamilton libraries through 'Young Friends of the Library'.

NEW ACTION

- 2.3 Implement a minimum of one project or campaign per year to increase knowledge and engagement of youth in democratic processes in Hamilton.

GOAL 3: STRENGTHEN THE PERCEPTION OF AND FROM YOUNG PEOPLE TOWARDS SAFETY AND SECURITY

*Kia Whai Whakaaro te Hunga Rangatahi Ki Te Kaupapa
Whakaruruhau me te Kaupapa Haumaruru*

*Council programmes and facilities consider the safety needs
of young people*

Links to Outcomes: 2

WHAT IS COUNCIL CURRENTLY DOING?

3.1 Implementing recommendations from the Transport Centre research project relating to safety and security by June 2016.

NEW ACTION

3.2 Develop information about staying safe in Hamilton in a format accessible to young people using online and social media tools.





GOAL 4: ENABLE YOUNG PEOPLE TO BUILD A FUTURE IN HAMILTON

Kia Aawhina Te Hunga Rangatahi Ki te Hanga Oranga Aa Koo Koo ake Nei Ki Kirikiriroa

Education and employment sectors collaborate to create more opportunities for young people, and research on young people is undertaken and made available

Links to Outcomes: 3

WHAT IS COUNCIL CURRENTLY DOING?

- 4.1 Working in partnership with the Tertiary Education Commission 'Gateway' to train and develop young people. This will be through the provision of training and employment opportunities in Life Saving, Learn to Swim and recreation. Provide a minimum of one programme per year.
- 4.2 Monitoring Smart Waikato's FAN Activate Pilot, connecting youth and businesses and providing mentoring in the workplace, to be completed by March 2016.
- 4.3 Continuing to support programmes and activities that benefit young migrants and refugees.

- 4.4 Continuing to work with Smart Waikato on providing a range of opportunities for young people to be successful in the workplace in Hamilton, and meet quarterly to discuss opportunities for youth engagement in the workplace.

NEW ACTIONS

- 4.5 Identify gaps in existing research on Hamilton's young people and prioritise five research projects by July 2015.
- 4.6 Implement a minimum of one research project a year as a result of identified analysis and make results available through Council's communication channels.

GOAL 5: HELP BUILD A POSITIVE PROFILE FOR YOUNG PEOPLE'S CONTRIBUTION TO HAMILTON

*Kia Puaawai te Toorunga Pai Moo te Taapaetanga o te
Hunga Rangatahi ki Kirikiriroa*

The profile of Hamilton's young people and their contribution to the community is raised through multiple channels. A framework is in place to showcase our future leaders.

Links to Outcomes: 1 and 2

WHAT IS COUNCIL CURRENTLY DOING?

- 5.1 30 under 30 - project to showcase the diverse talents of 30 young people in Hamilton will be undertaken once every three years.
- 5.2 Celebrating Youth Week annually in May, and work with other agencies that celebrate it.

NEW ACTION

- 5.3 Promote civic awards through youth networks and leadership forums and encourage all to nominate young people.





Sportspix
Kevin Booth

For more information, please contact

Community Development and Leisure Unit
PH: 838 6699
E: communitydevelopment@hcc.govt.nz

 [/hamiltoncitycouncil](https://www.facebook.com/hamiltoncitycouncil)

 [@CouncilHamilton](https://twitter.com/CouncilHamilton)

Find out more at: Hamilton.govt.nz



Draft August 2015

Committee: Strategy & Policy Committee **Date:** 11 August 2015

Report Name: Class 4 Gambling Venues and TAB Board Venues Polices - Statement of Proposal **Author:** Tegan McIntyre

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Legal requirement</i>
Financial status	<i>There is not budget allocated</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Council's Significance and Engagement Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i>

1. Purpose of the Report

2. The report presents a Statement of Proposal including copies of the proposed Class 4 Gambling Venues Policy and TAB Board Venues Policy.
3. Council consideration and adoption is sought to commence public consultation.

4. Executive Summary

5. The Class 4 Gambling Venue Policy (controlling the location of electronic gaming machines) and TAB Board Venue Policy (controlling the location of stand-alone TAB venues) were last reviewed in August 2013.
6. The Gambling Act was amended in September 2013 to introduce relocation provisions (Section 97A). Relocation provisions must be considered 'the first time that a territorial authority commences a review of a policy after the Gambling (Gambling Harm Reduction) Amendment Act 2013 comes into force'.
7. At its meeting 7 July 2015, the Strategy and Policy Committee discussed a number of key issues with the Class 4 Gambling Venues Policy and TAB Board Venues Policy and resolved to;
 - Support two relocation options for the **Class 4 Gambling Venues Policy** for the purposes of public consultation. This is reflected in the Statement of Proposal and submission form (Attachment 1). Note: two versions of the policy reflecting the two different options: A (no relocation) and B (limited relocation) are provided for greater clarity.
 - Not allow any new **TAB Board Venues** to establish in the city i.e. to cap the number of TAB Board venues at the existing two.
8. Track changed versions of the proposed Policies will be circulated at the meeting.
9. It is recommended that the public consultation period commence 2 September and close 2 October 2015 with hearings to be held late October 2015.

10. Recommendations from Management – Recommendation to Council

- a) That the report be received;
- b) That the Statement of Proposal including copies of the proposed Class 4 Gambling Venues Policy (reflecting 2 relocation options for feedback) and TAB Board Venues Policy be adopted for public consultation; and
- c) That the consultation period commences 2 September and closes 2 October 2015.

11. Attachments

12. Attachment 1 - Statement of Proposal for the review of Councils Gambling Policies
13. Attachment 2 - Current Class 4 Gambling Venue Policy
14. Attachment 3 - Current TAB Board Venue Policy

15. Key Issues

16. Background
17. Council's two gambling policies control the establishment and location of new Class 4 (non-casino) gambling machines and stand-alone TAB (not including TAB kiosks or agencies in other venues) gambling venues in the city.
18. The policies specify whether new venues may establish, and if so, provides conditions on where they may establish. In respect of Class 4 gambling venues, the policy specifies any restrictions on the number of gambling machines that may be operated.
19. Class 4 Gambling Venues Policy – key proposed changes
20. The key changes to the proposed Class 4 Gambling Venues Policy are:
 - Clarification that a merger of two or more clubs must be to a single existing venue;
 - The consideration of two options for the relocation of gambling venues; Option A -no relocation and Option B - restricted relocation (only from outside of a Gambling Permitted Area to within a Gambling Permitted Area);
 - Reflecting legislative change by allowing venues that relocate to operate the same number of machines at the new venue as the number of gaming machines permitted to operate at the old venue immediately before the licence relating to the old venue is cancelled (no longer a maximum number of 9 machines);
 - Streamlining and simplifying the policy layout and language for better readability;
 - Removing detailed fees from policy and reflecting them in the Annual Plan Fees and Charges schedule;
 - Removing the discretionary and hearing processes as the decision making required is simplified to merging of clubs (Option A) and very restricted relocations (Option B).
21. TAB Board Venues Policy – key changes proposed
22. The key change to the proposed TAB Board Venues Policy is:
 - Removing the allowance for one TAB Board venue per 30,000 population (up to four Board Venues to establish in Hamilton at this current point in time) to reflect a no new TAB Board venues approach e.g. the number of TAB Board venues would be capped at the existing two venues.

23. The rationale for these proposed changes to both policies is outlined in the Statement of Proposal (Attachment 1).
24. Impact of proximity restrictions and District Plan changes
25. Schedule 1 shows Gambling Permitted Areas (pg. 5 – 12 of draft policy). Clubs are only allowed to merge to an existing site within these areas and under Option B, Class 4 gambling venues are allowed relocate from outside of these areas to within these areas.
26. It should be noted that gambling venues ability to merge or relocate may be further reduced due to proximity restrictions within the policy and District Plan requirements. The proximity measures remain unchanged in the proposed policies.
27. In summary, gambling venues in the central city can not locate adjacent to the principal entrance of any other class 4 venues or casino. Outside the central city, class 4 gambling venues can not locate within 50m of another class 4 venue.
28. These restrictions mean that the fringes of many Gambling Permitted Areas that border with residential areas are affected and relocation could not occur.
29. No venue can locate adjacent to any school or early childhood centre or closer than 100m to a residentially or special character zoned land or community facilities zoned land, so depending on the location of these facilities and zoning, further areas within the Gambling Permitted Area may be affected.
30. In addition to this, the Gambling Permitted Areas are based on the 2004 District Plan zones. In some Gambling Permitted Areas, the zoning of the land has changed with the recent review of the District Plan. Some of these changes affect the type of land use permitted.
31. For example, under the proposed District Plan, licensed clubs and bars are no longer permitted activities within large parts of the Northern Te Rapa Gambling Permitted Area.
32. Legislative requirements and consultation
33. The Class 4 Gambling Venue Policy and TAB Board Venue Policy are a requirement under the Gambling Act 2003 and Racing Act 2003 respectively.
34. In developing its policies, Council is also required under the Racing Act and Gambling Act to consider the social impact of gambling within its district.
35. Existing research on the social impact of gambling has been collated and included in the Statement of Proposal. This information supports the links between problem gambling and lower social economic areas and higher prevalence with Maori and Pacific Island populations.
36. Both policies are required to be reviewed every three years in accordance with the Special Consultative Procedure.

37. Financial and Resourcing Implications

38. The cost of the review will be undertaken using existing budgets and will include consultation costs in order to meet the legislative requirement to use the Special Consultative Procedure.

39. Risk

40. The changes in the proposed policies are significant and represent further restrictions on the gambling industry. This is likely to result in opposition and scrutiny of process from this sector.

41. However, the changes are able to be undertaken within the existing legislative frameworks and a robust deliberation and decision making process will mitigate any risks.

Signatory

Authoriser	Debra Stan-Barton, Planning Guidance Manager
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Statement of Proposal

Review of the Hamilton City Gambling Policies (Aug - Sept 2015)

INTRODUCTION & REASON FOR THE PROPOSAL

This Statement of Proposal has been prepared to fulfil the requirements of the Local Government Act 2002, Gambling Act 2003 and Racing Act 2003.

The Gambling Act 2003 and Racing Act 2003 require Council to have a Class 4 Venues Policy and a TAB Board Venue Policy to:

- regulate the location and the number of Class 4 venues in their area; and
- specify whether TAB venues may be established and if so, where they may be located.

The policies must be reviewed every three years using the Special Consultative Procedure. The review of both policies must have regard to the social impacts of gambling in the city.

The Class 4 Gambling Venues Policy (controlling the location of non-casino electronic gaming machines also known as

pokies) and TAB Board Venue Policy (controlling the location of stand-alone TAB venues) were reviewed in August 2013.

The Gambling Act was amended in September 2013 to introduce relocation provisions (Section 97A). This has created inconsistencies with the Class 4 Gambling Venues Policy that needs addressing.

In addition, the legislation requires relocation provisions to be considered the first time that Council commences a review of a policy after the Gambling (Gambling Harm Reduction) Amendment Act 2013 comes into force.

Hamilton City Council is reviewing its Class 4 Gambling Venue and TAB Board Venue policies and is seeking your view.

This document outlines the options for consideration and presents proposed policies for feedback.

CONSULTATION AND SUBMISSIONS

We encourage you to tell us your views.

How to make a submission

For a copy of the Statement of Proposal, including the draft policy and submission form, visit the Hamilton City Council website www.hamilton.govt.nz/gamblingreview

Submission forms are also available from all Hamilton City Council libraries, and from the Ground Floor reception of Council's Municipal Building in Garden Place. For any queries please ring Strategy and Research (Ph. 07 838 6537)

Submissions open 2 September 2015 and closes midnight 2 October 2015.

Submissions can be made via www.hamilton.govt.nz/gamblingreview or can be sent to Hamilton City Council, Strategy and Research Unit, Private Bag 3010, Hamilton 3240.

STATEMENT OF PROPOSAL

SUMMARY OF THE POLICIES

Summaries of both policies are provided below. Full copies of the proposed policies are also included at the end of this document.

Class 4 Gambling Venue Policy - key points

The purpose of this policy is to control the growth of Class 4 gambling venues (places where gambling machines, known as pokies, are located) and aims to minimise the harm caused by Class 4 gambling.

- The Policy identifies a series of locations where gambling venues may be permitted. These are referred to as Gambling Permitted Areas and are mapped in Schedule 1 of the Policy. These have not changed.
- Council will NOT grant a new venue consent except in the following circumstances:

Option A (no relocation allowed)

Consents issued only where two or more private clubs merge and consolidate at a single existing venue. This would represent a sinking lid.

Option B (restricted relocation allowed)

Consents issues where:

- Two or more private clubs merge and consolidate at a single existing venue, or
- Where a society undertakes to permanently close an existing Class 4 gambling venue located outside of a Gambling Permitted Area to relocate within a Gambling Permitted Area. The number of machines would remain the same.

- Class 4 Venues located within the Central City (Map 1, Schedule 1) shall not be adjacent to any other Class 4 gambling venue or casino.
- Venue premises located outside the Central City (Map 1, Schedule 1) shall not be:
 - Within 50 metres (in a straight line) of the principal entrance of any other class 4 gambling venue or casino.
 - Adjacent to any school, or early childhood centre.
 - Closer than 100 meters (in a straight line) to any residentially or special character zoned land or community facilities zoned land as outlined in the Proposed District Plan (or resulting Operative District Plan).
- The policy continues to allow for the merger of two or more clubs, but clarifies that mergers must be to a single existing venue.
- The policy layout and language has been simplified for better readability.
- Detailed fees have been removed from the policy. Fees have no changed but are more appropriately reflected in the Annual Plan Fees and Charges schedule.
- The provision of discretionary and hearing processes have been removed from the policy as the decision making required is simplified to merging of clubs (Option A) and very restricted relocations (Option B).

Rationale

Council, at its meeting 7 July 2015, was divided in its opinion on relocation. Half the Council favoured Option A, an approach that did not allow for any relocation to occur.

STATEMENT OF PROPOSAL

Without a relocation clause, gambling venues could not move from their existing locations. This would result in a true sinking lid.

This position was advocated for by a number of submitters in 2013 review.

A relocation provision existed in the Class 4 venues policy. However, of the 7 venues that are located outside of a gambling permitted area, none have taken the opportunity to relocate to a Gambling Permitted Area since 2004 when the Policy was first adopted.

Half the Council however saw some value in retaining relocation provisions in the policy providing the situations where relocations could take place were be limited to allowing gambling venues that sit outside of the Permitted Gambling Area to move into a Permitted Gambling Area. There are 7 venues that are located outside of a gambling permitted area. They were located in these areas prior to the Gambling Act and Council Policy and therefore had existing rights. This policy provision would allow them to shift.

This will not result in a reduction in gambling venues but may produce some better location outcomes.

TAB Board Venue Policy – key points

The purpose of the proposed policy is to control the growth of gambling, minimise the harm caused by gambling and to reflect the views of local communities in respect of the provision of gambling in Hamilton.

The proposal is to prohibit the relocation of existing venues and prevent any further TAB Board venues from establishing.

The current policy allows for one TAB Board Venue per 30,000 population (up to four Board Venues to establish in Hamilton at this current point in time).

Rationale for change

There are a number of TAB agencies operating out of licensed premises throughout the city. Under the legislation, these do not require Council consent and are not controlled by the Council Policy.

A change in policy direction is suggested for the following reasons:

- Despite the current ratio (1 venue per 30,000 population), there are currently only two Board Venues in Hamilton. This suggests limited demand.
- There is already adequate access to race and sports betting facilities through the TAB agencies located throughout the city (that are not subject to the policy).
- The areas where venues are likely to locate are in highly socially deprived areas and are therefore at higher risk of problem gambling.

HAMILTON CITY GAMBLING POLICIES SUBMISSION FORM – 2015
SECTION 1

Name: _____

Company / Organisation (if applicable): _____

Street Number & Name or PO Box: _____

Suburb: _____ Town/City: _____ Post Code: _____

Phone (day): _____ Phone (evening): _____

Email: _____

*All submissions are treated as public documents and will be loaded on to the Council's website with names and details and submitters included. If you have any questions about making a submission please phone **07 838 6537**.*

Important

Do you wish to speak about your submission at a Council hearing?

 Yes No

If you **do not** tick a box we will assume that you **do not wish to speak at a hearing**.

Hearings are anticipated to be held end of October 2015. Please note if you indicated that you wish to be heard, we will contact you once hearing dates have been finalised.

SECTION 2: CLASS 4 GAMBLING VENUE POLICY

Council was divided on the issue of whether to continue to allow for the relocation of gambling venues. Half the Council supported a true sinking lid policy where relocation was not allowed (Option A). Half the Council, however, saw some value in retaining relocation provisions in the policy providing the situations where relocations could take place were be limited to allowing gambling venues that sit outside of the Gambling Permitted Area to move into a Gambling Permitted Area.

We would like to know your preference to inform Council decision making on this issue.

 1. Which relocation option do you support? *(Please tick one option)*

 Option A (no relocation allowed/true sinking lid)

 Option B (restricted relocation allowed)
Comments

2. Do you have any comments on the following issues as proposed in the policy?

Location Restrictions

Proximity Restrictions

Other Comments

SECTION 3: TAB BOARD VENUE POLICY

3. Do you support the proposed TAB Board Venue Policy in principal? Yes No

Comments

Submissions can be:

- submitted online: www.hamilton.govt.nz/gamblingreview
- posted to Freepost 172189, Strategy & Research Unit, Hamilton City Council, Private Bag 3010, Hamilton 3240
- delivered to the main reception, ground floor of the Council Building, Garden Place

Important Reminder: Submissions must reach Council by midnight on 2 October 2015. Late submissions will not be accepted.

BACKGROUND AND SOCIAL IMPACT ASSESSMENT OF GAMBLING

Gambling may be viewed as a form of entertainment but it can also result in harm. Problem gambling a social and health issue in New Zealand that causes substantial problems for gamblers and the people around them, including their family, whānau, friends and work colleagues and the wider community.

A range of impacts and costs of excessive gambling include¹:

- Impaired physical and mental health especially those related to chronic stress, depression and suicide
- Disruption of the family and interpersonal relationships
- Indebtedness
- Criminal offending
- Bankruptcy
- Productivity loss
- Impact on criminal justice system
- Distress of family
- Breakup, divorce or separation
- Violence
- Counselling services

Although a considerable amount of data on the social impacts of gambling exists from an international perspective, the evidence base for New Zealand particularly Hamilton is limited.

NEW ZEALAND CONTEXT

The negative impacts of gambling are not exclusive to the problem gamblers themselves. Approximately one in forty people were negatively affected by other people's gambling². Gambling is popular in New Zealand with high rates of participation by international standards. It is estimated that approximately 10 per cent of New Zealanders are regular continuous gamblers involved in pokies, race betting or casino gambling while 90 per cent of those over the age of 18 have undertaken some form of gambling³. The Ministry of Health⁴ cites various New Zealand surveys showing that a majority of adults in New Zealand gamble, with most who do gamble playing Lotto and a minority of adults (approx 10 per cent) playing non-casino gaming machines, gambling in casinos or betting on horse or dog races or on sports events.

Gambling expenditure in New Zealand has increased from \$145 million in 1994 to \$20.91 billion in 2014⁵. Gaming machines proceeds as of July 2014 for Hamilton City is \$5.68 million⁶. Ministry of Health's survey between 2011-2012 found that, half of all New Zealanders had gambled in the previous year. Out of these **more than half were female gamblers** (53.5 per cent)⁷.

¹ Abbot, M.W. (2001) *What do we know about Gambling and Problem Gambling in New Zealand*: Report Number Seven of the New Zealand Gaming Survey. Wellington: Department of Internal Affairs.

² Ministry of Health (2012) *Problem Gambling in New Zealand. Preliminary findings from the New Zealand Health Survey (July 2011 to March 2012)* <http://www.health.govt.nz/system/files/documents/publications/problem-gambling-preliminary-findings.pdf>

³ Abbot, M.W. (2001) *What do we know about Gambling and Problem Gambling in New Zealand*: Report Number Seven of the New Zealand Gaming Survey. Wellington: Department of Internal Affairs.

⁴ Ministry of Health (2009) *Problem Gambling Resource for Local Government*. Wellington: Ministry of Health.

⁵ Figures and information from the Department of Internal Affairs website, accessed on 5 Feb 2015

⁶ http://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-Information-We-Provide-Gambling-Expenditure-Statistics

⁷ Information accessed from DIA website on 5 Feb 2014

⁸ [http://www.dia.govt.nz/pubforms.nsf/URL/GMPSeptember2014.pdf/\\$file/GMPSeptember2014.pdf](http://www.dia.govt.nz/pubforms.nsf/URL/GMPSeptember2014.pdf/$file/GMPSeptember2014.pdf)

⁹ Ministry of Health (2012) *Problem Gambling in New Zealand. Preliminary findings from the New Zealand Health Survey (July 2011 to March 2012)* <http://www.health.govt.nz/system/files/documents/publications/problem-gambling-preliminary-findings.pdf>

The prevalence of Maori gamblers was at 53.3 per cent, while European/other were at 54.9 per cent. It should be noted that, this is a very high representation of Maori in the gambling statistics given that the percentage of Maori only makes up around one fifth of the entire population. Prevalence of Pacific people and Asian people were at 42.9 per cent and 37.3 per cent respectively⁸.

Maori and Pacific people who gambled were more likely to be at high risk of gambling problems than those in other ethnic groups^{9,10}.

Table 1: Past-year gambling

	Prevalence (%)	Estimated number
Total population	52.1	1,833,000
Male	53.5	917,000
Female	50.7	916,000
Māori	53.3	237,000
Pacific	42.9	90,000
Asian	37.3	142,000
European/Other	54.9	1,506,000
15–24 years	32.4	208,000
25–44 years	55.5	647,000
45–64 years	60.8	678,000
65+ years	50.4	300,000

Source: July 2011–March 2012 NZHS, preliminary findings

Ministry of Health states that electronic gaming machines and TABs are more likely to be located in more socioeconomically deprived areas^{11,12}. 56 per cent of all non-casino gaming machines and expenditure occurred in census area units with deprivation decile rating of 8 or higher. Board(TAB) and New Zealand Lotteries Commission outlets were also concentrated in high-deprivation areas¹³.

Socioeconomic deprivation and ethnicity are closely related, with Maori and Pacific Islanders disproportionately more likely to live in more deprived areas. The Ministry of Health¹⁴ report that, after adjusting for age, Maori and Pacific adults were more than three and a half times more like than adults in the total population to be problem gamblers.

The Francis group¹⁵ reports that key issues include continued overrepresentation of Maori and Pacific people among problem gamblers and linkages between more deprived areas and higher prevalence gambling opportunities and higher expenditure. Research also found that people living in neighbourhoods in high-deprivation areas are more exposed to gambling and are more likely to be problem gamblers and to suffer gambling-related

⁸ Ibid

⁹ Ibid

¹⁰ Ministry of Health, Department of Internal Affairs (2010) *Regulatory Impact Statement: Problem Gambling Levy 2010/11 – 2012/13*. Wellington: Ministry of Health.

¹¹ Ministry of Health (2006) *Problem Gambling Resource for Local Government*. Wellington: Ministry of Health

¹² Ministry of Health (2009) *Problem Gambling Resource for Local Government*. Wellington: Ministry of Health

¹³ Ministry of Health, Department of Internal Affairs (2010) *Regulatory Impact Statement: Problem Gambling Levy 2010/11 – 2012/13*. Wellington: Ministry of Health.

¹⁴ Ministry of Health (2008) *A Portrait of Health: Key Results of the 2006/07 New Zealand Health Survey*. Wellington: Ministry of Health.

¹⁵ Francis group. (2009) *Informing the 2009 Problem Gambling Needs Assessment: Report for the Ministry of Health*.

harm than are people living in other neighbourhoods^{16, 17, 18}. Research findings also show that low-income groups spend proportionately more of their household income on gambling¹⁹. A disproportionate amount of gambling expenditure comes from problem gamblers.²⁰

The proportion of New Zealanders who take part in gambling activities declined between 2002/03 and 2011/12, the largest decrease occurring between 2006/07 and 2011/12²¹. This decline in the proportion of the population who had gambled in the past year was primarily due to a reduction in recreational and low-risk gambling. **By contrast there was no change in rates of participation by people with a moderate or high risk of gambling problems²².**

TAB racing and sports betting increased by 5.6 per cent from \$294 million to \$331 million. This increase was driven in large part by the TAB's biggest ever betting event, the Football World Cup 2014, which attracted 10,440 new customers.

NZ Lottery products rose 7.2 per cent from \$432 million to \$463 million, this is a continuation of the upward trend in Lotto sales since 2003.

Spending on gaming machines in pubs and clubs decreased by -2.2 per cent from \$826 million to \$808 million. This is a continuation of a downward trend in gaming machine expenditure since a peak in 2004, when expenditure reached \$1035 million²³. This change downward trend could be attributed to the decline in the gambling activities of the recreational and low-risk gamblers.

INTERNATIONAL CONTEXT

Individuals with gambling problems often experience a range of other problems, including drug and alcohol and mental health problems in what are termed 'co-morbid relationships'. For example, the Australian Productivity Committee reported that around one in five severe problem gamblers suffers from alcoholism or other dependencies. Other studies have found similarly elevated rates of conditions such as alcoholism, drug addiction, mental health problems, homelessness and criminal behaviour. Because of this, it can often be difficult to disentangle the effects of gambling from those of a range of other factors. While problem gambling may exacerbate other dependencies, these in turn may exacerbate problem gambling. A verity of social impacts have been associated with problem gambling and these are reviewed here²⁴. Social and Personal Impacts²⁵

1. The Australian Productivity Commission found that between five and ten people are affected by every individual who is a problem gambler, including spouses, children and other family members, friends, co-workers and employers as well as those involved in financial relationships.
2. The financial stress, lying and arguments that can develop around problem gamblers lead to significant pressure on families, with one in ten Australian problem gamblers saying

¹⁶ Health Sponsorship Council (2007) *2006/07 Gaming and Betting Activities Survey: New Zealander's knowledge, views and experience of gambling and gambling-related harm*. Auckland: Health Sponsorship Council.

¹⁷ Ministry of Health (2008) *A Portrait of Health: Key results of the 2006/07 New Zealand Health Survey*. Wellington: Ministry of Health.

¹⁸ Ministry of Health (2008). *Raising the Odds? Gambling behaviours and neighbourhood access to gambling venues in New Zealand*. Wellington: Ministry of Health.

¹⁹ Abbot M, Volberg, R., (2000) *Taking the Pulse on Gambling and Problem Gambling in New Zealand: Phase one of the 1999 National Prevalence Survey*. report no. 3 of the New Zealand Gaming Survey. Wellington: Department of Internal Affairs.

²⁰ Productivity Commission (2009) *Gambling: Productivity Commission draft report*. Canberra: Common of Australia.

²¹ Ministry of Health (2012) Problem Gambling in New Zealand. *Preliminary findings from the New Zealand Health Survey (July 2011 to March 2012)* <http://www.health.govt.nz/system/files/documents/publications/problem-gambling-preliminary-findings.pdf>

²² Ministry of Health (2012) Problem Gambling in New Zealand. *Preliminary findings from the New Zealand Health Survey (July 2011 to March 2012)* <http://www.health.govt.nz/system/files/documents/publications/problem-gambling-preliminary-findings.pdf>

²³ Ministry of Health (2012) Problem Gambling in New Zealand. *Preliminary findings from the New Zealand Health Survey (July 2011 to March 2012)* <http://www.health.govt.nz/system/files/documents/publications/problem-gambling-preliminary-findings.pdf>

²⁴ Findings reported from Roith,G.(2006) Research on The Social Impacts of Gambling. The Scottish Centre for Social Research (ScotCen). Scottish Executive Social Research: Glasgow. http://www.gla.ac.uk/media/media_34552_en.pdf

²⁵ Ibid

- that their behaviour had led to relationship breakdown, and one in ten of those in counselling admitting it had led to domestic violence.
3. Reduced familial stability and household income can also affect the children of problem gamblers, who may display behavioural problems and problems at school.
 4. Other studies have borne out of these findings. For example, one found that the children of problem gamblers have a higher than normal involvement with addictive substances more psycho-social problem, and more problems at school with others. Wives of problem gamblers report higher than average rates of depression, verbal and physical abuse and suicide attempts.
 5. When individuals are preoccupied with ways in which to find the time and money to gamble, their work life tends to suffer, although the Australian evidence found the effects of this to be relatively slight.
 6. Other studies have found that problem gamblers report higher than average incidences of job loss, and those who remain in work report lost productivity through lateness, non-attendance and preoccupation with gambling
 7. Problem gamblers also tend to suffer greater ill-health than the general population, including conditions such as depressive moods, insomnia, anxiety, headaches and stomach problems, which may also contribute to absenteeism.
 8. The Australian Productivity Commission found that around 60% of those with gambling problems indicated that they had suffered depression as a result of gambling
 9. Another study of gamblers attending Gamblers Anonymous in the U.S revealed that 13% had attempted suicide, compared with 1.1 per cent for the general population.
 10. As with many of the social and personal impacts involving gambling, casual relations can be difficult to establish here. For example, the Australian Productivity Commission point out, it may be the case that an individual is depressed, goes on a gambling binge with devastating financial consequences, and eventually considers suicide. Is gambling here the cause or an effect of initial depression? However, despite the complexities involved in disentangling the various contributory factors to such scenarios, the Commission concluded that the weight of evidence showed that gambling did have distinct effect, stating: 'In summary, there can be little doubt that there are suicides linked to gambling'

BENEFITS OF GAMBLING

While there are social costs associated with problem gambling, there are also benefits arising from gambling by way of economic growth and employment in the local community. The gaming industry also puts money back into the community by way of grants administered through various trusts that operate the machines at the venues. These grants provide lifeblood to many clubs and organisations that find it increasingly difficult to obtain sponsorship and other revenue streams. A minimum of 37.12 per cent of gaming machine funds raised is required to be distributed to the community.

The Ministry of Health (2009) also relate the findings of a 2007 that concluded that 'socialising, enjoyment and fun directly related to more communal activities such as housie and community raffles. Based on the findings, there is a clear view that people who genuinely do enjoy

Permitted participating in gambling activities, and the benefits of being able to socialise with others, particularly whanau members'.

The challenge for local authorities in adopting a policy on the number of gambling venues/machines is to balance the negative effect of gambling with the positive contributions that gambling makes to the community.

TABLE 1: NUMBER OF GAMING MACHINES BY SUBURB IN HAMILTON DISTRICT AS AT 31 MARCH 2015

Area/ cluster of areas	Total number of venues	Total number of Electronic Gaming Machines (EGMs)	Total Gaming Machine Proceeds (GMP) (\$)
Claudlands	3	45	\$ 552,305.02
Frankton	4	57	\$ 524,146.90
Hamilton Central	13	208	\$ 2,247,447.66
Dinsdale/ Hillcrest/ Pukete	3	45	\$ 595,545.41
Glenview/ Hamilton East	3	39	\$ 305,553.10
Newton/ Te Rapa	3	54	\$ 916,850.31

TABLE 2: CLASS 4 GAMBLING VENUES AND MACHINES IN THE HAMILTON DISTRICT AS AT JUNE 2014

SOCIETY NAME	VENUE NAME	VENUE PHYSICAL ADDRESS	NUMBER OF GAMING MACHINES
GRASSROOTS TRUST LIMITED	5 CROSSROADS SPORTS BAR AND CAFE	5 CROSS ROADS SHOPPING CENTRE 236 PEACHGROVE ROAD CLAUDELANDS HAMILTON 3214	9
THE SOUTHERN TRUST	ALEWAYS HOTEL	40 HIGH STREET FRANKTON HAMILTON 3204	18
GRASSROOTS TRUST LIMITED	AXCES BAR	28 ALEXANDRA STREET HAMILTON CENTRAL HAMILTON 3204	18
GRASSROOTS TRUST LIMITED	BAR 101	192 VICTORIA STREET HAMILTON CENTRAL HAMILTON 3204	18
THE LION FOUNDATION (2008)	CBD CORNER PUB	26-28 HOOD STREET HAMILTON CENTRAL HAMILTON 3204	18
THE LION FOUNDATION (2008)	DINSDALE TAVERN	140 WHATAWHATA ROAD DINSDALE HAMILTON 2001	18
New Zealand Community Trust	EASTSIDE TAVERN	CORNER COOK AND GREY STREETS HAMILTON EAST HAMILTON 3216	18
HAMILTON WORKINGMENS CLUB INCORPORATED	FRANKTON JUNCTION BOWLING GREENS	73 COMMERCE STREET FRANKTON HAMILTON 3204	12
FRANKTON RAILWAY BOWLING CLUB (INC)	FRANKTON RAILWAY BOWLING CLUB (INC)	51A RIFLE RANGE ROAD FRANKTON HAMILTON 3204	9
GLENVIEW CLUB INCORPORATED	GLENVIEW CLUB	211-217 PEACOCKS ROAD GLENVIEW HAMILTON 2001	9
HAMILTON COMBINED RETURNED SERVICES CLUB INCORPORATED	HAMILTON COMBINED RETURNED SERVICES CLUB INCORPORATED	50 ROSTREVOR STREET HAMILTON CENTRAL HAMILTON 3204	18

HAMILTON COSMOPOLITAN CLUB INCORPORATED	HAMILTON COSMOPOLITAN CLUB INCORPORATED	CLAUDELANDS ROAD CLAUDELANDS HAMILTON 3214	18
HAMILTON WORKINGMENS CLUB INCORPORATED	HAMILTON WORKINGMEN'S CLUB	20 KING STREET HAMILTON CENTRAL HAMILTON 3204	18
THE LION FOUNDATION (2008)	HILLCREST TAVERN	1 YORK STREET CLAUDELANDS HAMILTON 3214	18
GRASSROOTS TRUST LIMITED	HOMESTEAD BAR AND EATERY	276 CAMBRIDGE ROAD HILLCREST HAMILTON 3216	18
THE LION FOUNDATION (2008)	HYPERDOME KARAOKE & SPORTS BAR	48 ALEXANDRA STREET HAMILTON CENTRAL HAMILTON 3204	9
THE SOUTHERN TRUST	RHYTHM & BOOGY	231 VICTORIA STREET HAMILTON CENTRAL HAMILTON 3204	9
THE LION FOUNDATION (2008)	SMITH & MCKENZIE CHOPHOUSE	UNIT 1 13 LYNDEN COURT CHARTWELL HAMILTON 2001	18
New Zealand Community Trust	STILL WORKING	UNIT 12 13 LYNDEN COURT CHARTWELL HAMILTON 2001	9
New Zealand Racing Board	TAB TE RAPA	618 TE RAPA ROAD HAMILTON CENTRAL HAMILTON 3204	9
THE LION FOUNDATION (2008)	TE RAPA TAVERN	2 Mainstreet Place TE RAPA HAMILTON 3200 NEW ZEALAND	18
New Zealand Community Trust	THE COCK AND BULL (HAMILTON)	4 MAUI STREET PUKETE HAMILTON 2001	9
TRILLIAN TRUST	THE COOK CAFE & BAR	7 COOK STREET HAMILTON CENTRAL HAMILTON 3204	12
GRASSROOTS TRUST LIMITED	THE DINSDALE OFFICE	UNIT 40 DINSDALE SHOPPING CENTRE WHATAWHATA ROAD HAMILTON CENTRAL HAMILTON 3204	18
TRILLIAN TRUST	The Local	36 BRYANT ROAD TE RAPA HAMILTON 3240	18
THE LION FOUNDATION (2008)	THE QUADRANT	CORNER ALMA AND VICTORIA STREETS HAMILTON CENTRAL HAMILTON 3204	14
GRASSROOTS TRUST LIMITED	THE RIV	CLYDE STREET SHOPPING CENTRE HAMILTON CENTRAL HAMILTON 3204	18
TRILLIAN TRUST	TWO GUNS SALOON	165 COMMERCE STREET FRANKTON HAMILTON 3204	18
WAIKATO COMMERCE CLUB INCORPORATED	WAIKATO COMMERCE CLUB	197 COLLINGWOOD STREET HAMILTON CENTRAL HAMILTON 3204	14
Masse Incorporated	WAIKATO SNOOKER & 8 BALL CLUB INCORPORATED	60-62 ROSTREVOR STREET HAMILTON CENTRAL HAMILTON 3204	18
GRASSROOTS TRUST LIMITED	YARDHOUSE	GRANDVIEW MALL CORNER GRANDVIEW ROAD & HYDE AVENUE NAWTON HAMILTON 3200	18

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Document number:	
Associated documents:	Gambling Act 2003
Sponsor/Group:	City Growth



DRAFT CLASS 4 GAMBLING VENUE POLICY

Purpose

1. To control the growth of Class 4 gambling venues.
2. To minimise the harm caused by Class 4 gambling.

Option A

Definitions

Adjacent	Allotments sharing one or more common boundaries
Allotment	<p>a) any parcel of land under the Land Transfer Act 1952 that is a continuous area and whose boundaries are shown separately on a survey plan, whether or not:-</p> <ol style="list-style-type: none"> i). the subdivision shown on the survey plan has been allowed, or subdivision approval has been granted, under another Act; or ii). a subdivision consent for the subdivision shown on the survey plan has been granted under this Act; or <p>b) any parcel of land or building or part of a building that is shown or identified separately:-</p> <ol style="list-style-type: none"> i). on a survey plan; or ii). on a licence within the meaning of Part I of the Companies Amendment Act 1964; or <p>c) any unit on a unit plan; or</p> <p>d) any parcel of land not subject to the Land Transfer Act 1952.</p>
Class 4 Gambling Venue	a building located on one or more contiguous allotments at which gambling machines are located, or for the purposes of application at which it is proposed that gambling machines be located
Gambling Machine	As defined in the Gambling Act 2003
Premises	A building in which a Class 4 gambling venue is located
Private Club	In this context meeting the criteria of operating as a club as defined in Section 65 (3), in the Gambling Act 2003
Society	A corporate society as defined in the Gambling Act 2003 (including reference to Section 33), which has an operator's licence for Class 4 gambling machines.

Policy

3. To be considered for a venue consent under this policy, the primary activity of a venue must be either for:
 - a. the sale of alcohol or, the sale of alcohol and food where the venue is subject to an on licence (but not being a bring-your-own licence) or club licence; or
 - b. the conducting of race and sports betting in stand alone, alcohol free New Zealand Racing Board venues under the Racing Act 2003.

DRAFT

4. Council will not grant consent for the establishment of any new Class 4 gambling venues or machines except where two or more private clubs merge and consolidate the operation of their class 4 gambling activities at a single existing gambling venue that is located within a Gambling Permitted Area (as outlined in Schedule 1); and
 - a. If the proposed single existing gambling venue premises is located **within the Central City** (Map 4, Schedule 1):
 - i. the premises must not be adjacent to any other Class 4 gambling venue or casino; and
 - ii. must not be adjacent to any school, or early childhood centre; and
 - iii. must not be closer than 100 metres (in a straight line) to any residentially or special character zoned land or community facilities zoned land as outlined in the Hamilton City Proposed District Plan (or resulting Operative District Plan),
 - b. If the proposed single existing gambling venue premises is located **outside of the Central City** (Maps 1,2,3,5,6,7,8,9, Schedule 1):
 - i. the premises must not be within 50m (in a straight line) of the principal entrance of any other Class 4 gambling venue or casino; and
 - ii. must not be adjacent to any school, or early childhood centre; and
 - iii. must not be closer than 100 metres (in a straight line) to any residentially or special character zoned land or community facilities zoned land as outlined in the Hamilton City Proposed District Plan (or resulting Operative District Plan).
5. To avoid doubt, this policy does not include a relocation policy as allowed for in section 101(3) of the Gambling Act, 2003.
6. Two or more private clubs which merge may consolidate the number of gambling machines being operated at the merged private club venue to the lesser of:
 - a. 24 gambling machines or
 - b. the sum of the number of gambling machines previously operated by each private club individually.

Application and Fees

7. Applications for a Venue Consent must be made on the approved form.
8. Application fees and charges will be set annually through the Annual Plan (fees schedule) process.

Exemptions from Meeting Parts of the Policy

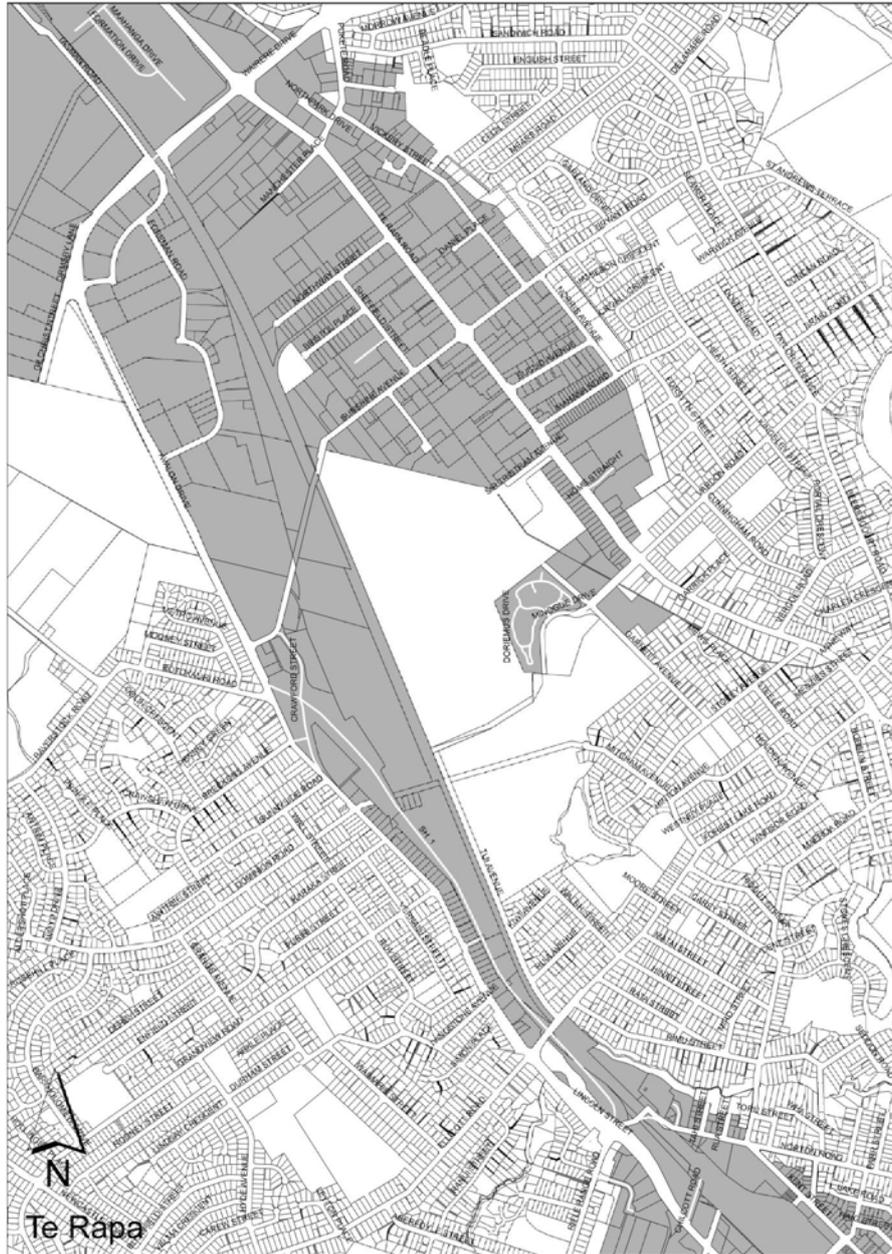
9. Where a legally established venue is required to apply for a venue consent at a new site because its existing site has been rendered physically incapable of being reused for the purpose of the venue (meaning a fire, earthquake or similar event), Council will consider the application under clause 4(a) and 4(b) of the venue policy for a venue consent. The consent shall allow for up to the number of gambling machines the venue was licenced for immediately prior to the cessation of activity.

SCHEDULE 1 – GAMBLING PERMITTED AREAS

The Gambling Permitted Area is indicated by the grey shaded areas of the following maps:

- Map 1 - Gambling Permitted Area Northern Te Rapa
- Map 2 - Gambling Permitted Area Southern Te Rapa
- Map 3 - Gambling Permitted area Frankton Industrial
- Map 4 - Gambling Permitted Area Central City
- Map 5 - Gambling Permitted Area Hamilton East
- Map 6 - Gambling Permitted Area Frankton Commercial
- Map 7 - Gambling Permitted Area Dinsdale
- Map 8 - Gambling Permitted Area Claudelands
- Map 9 - Gambling Permitted Area –Chartwell

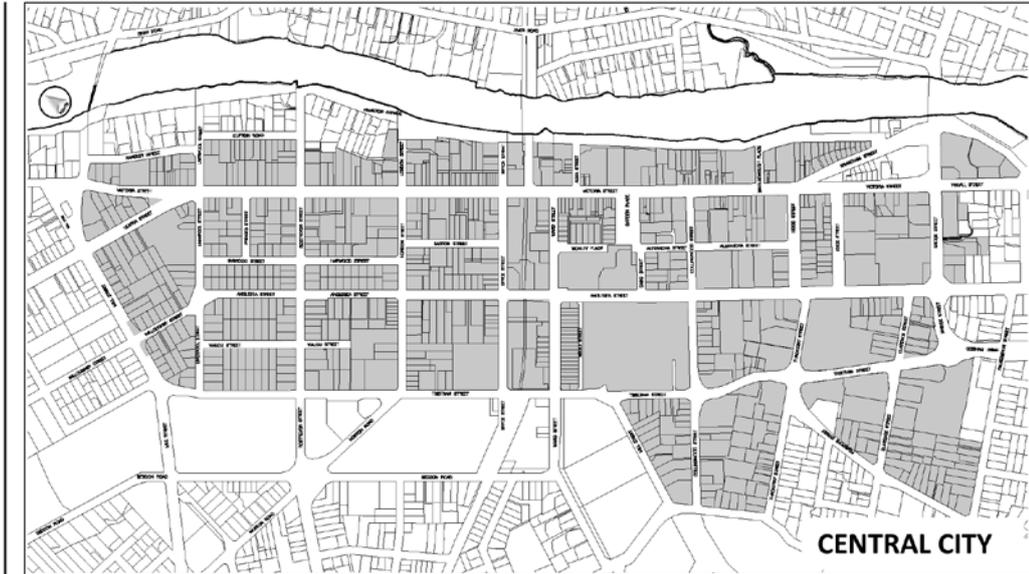
MAP 2
Gambling Permitted Area, Southern Te Rapa



MAP 3
Gambling Permitted Area, Frankton Industrial



MAP 4
Gambling Permitted Area, Central City



MAP 5
Gambling Permitted Area, Hamilton East



MAP 6
Gambling Permitted Area, Frankton Commercial



MAP 7
Gambling Permitted Area, Dinsdale

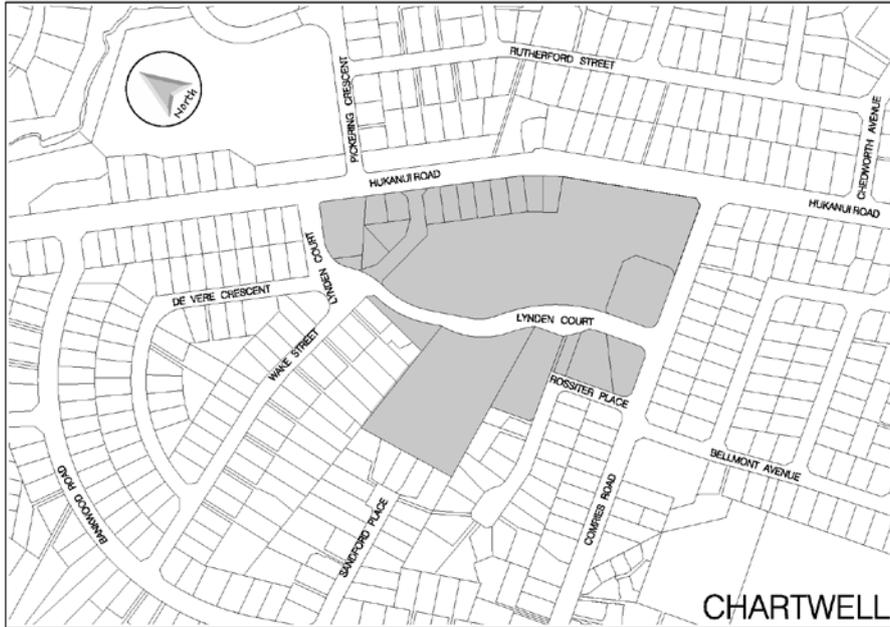


MAP 8
Gambling Permitted Area, Claudelands



MAP 9

Gambling Permitted Area, Chartwell



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Associated documents:	Gambling Act 2003
Sponsor/Group:	City Growth



DRAFT CLASS 4 GAMBLING VENUE POLICY

Purpose

1. To control the growth of Class 4 gambling venues.
2. To minimise the harm caused by Class 4 gambling.

Definitions

Adjacent	Allotments sharing one or more common boundaries
Allotment	<p>a) any parcel of land under the Land Transfer Act 1952 that is a continuous area and whose boundaries are shown separately on a survey plan, whether or not:-</p> <ol style="list-style-type: none"> i). the subdivision shown on the survey plan has been allowed, or subdivision approval has been granted, under another Act; or ii). a subdivision consent for the subdivision shown on the survey plan has been granted under this Act; or <p>b) any parcel of land or building or part of a building that is shown or identified separately:-</p> <ol style="list-style-type: none"> i). on a survey plan; or ii). on a licence within the meaning of Part I of the Companies Amendment Act 1964; or <p>c) any unit on a unit plan; or</p> <p>d) any parcel of land not subject to the Land Transfer Act 1952.</p>
Class 4 Gambling Venue	a building located on one or more contiguous allotments at which gambling machines are located, or for the purposes of application at which it is proposed that gambling machines be located
Gambling Machine	As defined in the Gambling Act 2003
Premises	A building in which a Class 4 gambling venue is located
Private Club	In this context meeting the criteria of operating as a club as defined in Section 65 (3), in the Gambling Act 2003
Society	A corporate society as defined in the Gambling Act 2003 (including reference to Section 33), which has an operator's licence for Class 4 gambling machines.

Policy

3. To be considered for a venue consent under this policy, the primary activity of a venue must be either for:
 - a. the sale of alcohol or, the sale of alcohol and food where the venue is subject to an on licence (but not being a bring-your-own licence) or club licence; or
 - b. the conducting of race and sports betting in stand alone, alcohol free New Zealand Racing Board venues under the Racing Act, 2003.

DRAFT

4. Council will not grant consent for the establishment of any new Class 4 gambling venues or machines except in the following circumstance(s):
 - a. Where two or more private clubs merge and consolidate the operation of their class 4 gambling activities at a single existing gambling venue that is located within a Gambling Permitted Area (Schedule 1); or
 - b. Where a society undertakes to permanently close an existing class 4 gambling venue located outside of a Gambling Permitted Area as part of an application for a new Venue Consent and the proposed new Class 4 gambling venue is located within a Gambling Permitted Area (outlined in Schedule 1).
5. This relocation policy only applies:
 - a. Where the applicant surrenders the existing venue licence (with the Department of Internal Affairs) for the existing venue, and
 - b. The application meets all other provisions of this policy.

Location restrictions

6. If the proposed gambling venue premises is located **within the Central City** (Map 4, Schedule 1):
 - a. the premises must not be adjacent to any other Class 4 gambling venue or casino; and
 - b. must not be adjacent to any school, or early childhood centre; and
 - c. must not be closer than 100 metres (in a straight line) to any residentially or special character zoned land or community facilities zoned land as outlined in the Hamilton City Proposed District Plan (or resulting Operative District Plan).
7. If the proposed gambling venue premises is located **outside of the Central City** (Maps 1,2,3,5,6,7,8,9, Schedule 1):
 - a. the premises must not be within 50m (in a straight line) of the principal entrance of any other Class 4 gambling venue or casino; and
 - b. must not be adjacent to any school, or early childhood centre; and
 - c. must not be closer than 100 metres (in a straight line) to any residentially or special character zoned land or community facilities zoned land as outlined in the Hamilton City Proposed District Plan (or resulting Operative District Plan).

Number of machines

8. On the relocation of a Class 4 Gambling Venue, the maximum number of machines permitted to operate at the new Class 4 Gambling Venue at the time when the new Class 4 venue licence takes effect is the same as the maximum number of gaming machines permitted to operate at the old venue immediately before the licence relating to the old venue is cancelled (as prescribed in Section 97A of the Gambling Act 2003).
9. Two or more private clubs which merge may consolidate the number of gambling machines being operated at the merged private club venue to the lesser of:
 - a. 24 gambling machines or
 - b. the sum of the number of gambling machines previously operated by each private club individually.

Application and Fees

10. Applications for a Venue Consent must be made on the approved form.

11. Application fees and charges will be set annually through the Annual Plan (fees schedule) process

Exemptions from Meeting Parts of the Policy

12. Where a legally established venue is required to apply for a venue consent at a new site because its existing site has been rendered physically incapable of being reused for the purpose of the venue (meaning a fire, earthquake or similar event), Council will consider the application under clause 6 and 7 of the venue policy for venue consent. The consent shall allow for up to the number of gambling machines the venue was licenced for immediately prior to the cessation of activity.

SCHEDULE 1 – GAMBLING PERMITTED AREAS

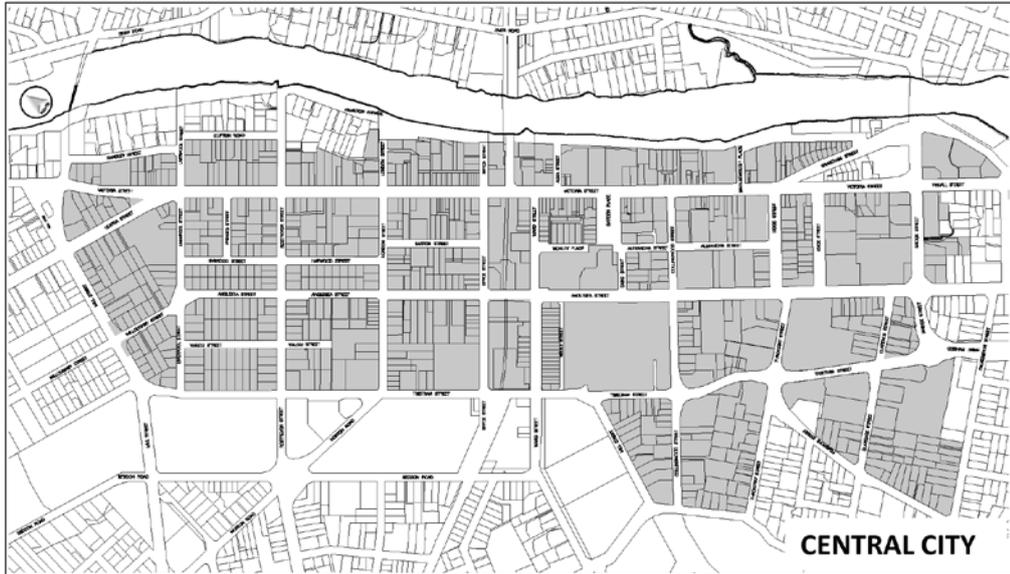
The Gambling Permitted Area is indicated by the grey shaded areas of the following maps:

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- Map 8 - Gambling Permitted Area Claudelands
- Map 9 - Gambling Permitted Area –Chartwell

MAP 3
Gambling Permitted Area, Frankton Industrial



MAP 4
Gambling Permitted Area, Central City



MAP 5
Gambling Permitted Area, Hamilton East



MAP 6
Gambling Permitted Area, Frankton Commercial



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MAP 7
Gambling Permitted Area, Dinsdale



MAP 8
Gambling Permitted Area, Claudelands



MAP 9
Gambling Permitted Area, Chartwell



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Engagement required:	SCP
Document number:	
Associated documents:	Racing Act 2003
Sponsor/Group:	City Growth



DRAFT TAB BOARD VENUE POLICY

Purpose

1. To control the growth of gambling in Hamilton City within the scope of the Racing Act 2003, while allowing those who wish to participate in sports or racing gambling to do so.
2. To minimise the harm caused by gambling, including problem gambling in Hamilton City
3. To reflect the views of local communities in respect of the provision of gambling in Hamilton City

Definitions

Board venues	Premises that are owned or leased by the New Zealand Racing Board and where the main business carried on at the premises is providing racing betting or sports betting services under the Racing Act 2003 (the Act).
Premises	Building in which a TAB Board venue is located.

Policy

4. From the date this Policy comes into force, no further Board venues may be established in Hamilton City.
5. Existing Board venues (as outlined in Schedule 1) are not permitted to relocate from one premises to another.
6. Signage on Board venue sites may include corporate colours, logos, and signage but not include details of individual gambling promotions.
7. Board venues may also host Class 4 gaming machines subject to Council's Class 4 Gambling Venue Policy.

(Text in italics (in clause 7) to be deleted if Class 4 Gambling Policy does not allow for any relocation)

SCHEDULE 1 - TAB BOARD VENUES (EXISTING AT THE TIME OF POLICY ADOPTION)

- Te Rapa TAB (618 Te Rapa Rd) and
- Frankton TAB (20 King St).

DRAFT

CLASS 4 GAMBLING VENUE POLICY

The purpose of this policy is to state how Council will fulfil its legislative responsibilities pursuant to the Gambling Act 2003.

CONTENTS

1. Policy Objectives and Scope
2. Strategic Alignment
3. Definitions
4. Principles of Policy
5. Policy Guidelines
6. Monitoring and Implementation
7. References
8. Schedules

REVISION HISTORY

Revision #	Policy Sponsor	Approval Date and date of next scheduled review	Council or Committee Decision	# TRIM Reference	Related Operating Guidelines
1	General Manager City Environments	22 August 2013 Review by August 2016	Council	D-1015398	None

1. POLICY OBJECTIVES AND SCOPE

The purpose of this policy is twofold:

- to provide for the continued availability of Class 4 gambling within Hamilton City in accordance with the purpose and intent of the Gambling Act 2003 and
- to encourage a decrease over time in the number of class 4 venues and gambling machines authorised in Hamilton city.

This policy applies to:

- All venues / societies wanting to increase the number of gambling machines able to be operated at any venue regardless of the date at which the venue operated gambling machines, and
- All new Class 4 gambling venues, and
- All venues established after 17 October 2001, and
- All venues for which no Class 4 venue licence has been held for the last 6 months.

2. STRATEGIC ALIGNMENT

This policy assists in the delivery of Councils outcomes and goals as follows:

PROSPEROUS AND INNOVATIVE	OUTSTANDING CITY LEADERSHIP	PEOPLE LOVE LIVING HERE
<ul style="list-style-type: none"> ▪ Hamilton has a strong, productive economy and we build on our economic strengths. ▪ We have a thriving CBD. ▪ It's easy to do business here. ▪ Our city grows and prospers in a sustainable way. 	<ul style="list-style-type: none"> ▪ The city is led by effective, open and responsive governance. ▪ Council's finances are sustainable for the long term. ▪ We operate efficiently and provide exceptional service. ▪ The city takes a leadership role regionally and nationally. 	<ul style="list-style-type: none"> ▪ Hamilton embraces the Waikato River and it is the focal point of our city. ▪ We value, preserve and protect Hamilton's natural, green environment. ▪ Our city is attractive, well-designed and compact with outstanding architecture and distinctive public spaces. ▪ Our city is a fun place to live with a vibrant Arts scene. ▪ Hamilton is a safe city. ▪ It's easy to get around. ▪ We celebrate our people and many cultures.

■ = primary contribution

3. DEFINITIONS

Adjoin: allotments either sharing one or more common boundaries or separated only by a road width or similar equivalent.

Adjacent: allotments sharing one or more common boundaries.

Allotment: a) any parcel of land under the Land Transfer Act 1952 that is a continuous area and whose boundaries are shown separately on a survey plan, whether or not:-

- i). the subdivision shown on the survey plan has been allowed, or subdivision approval has been granted, under another Act; or
- ii). a subdivision consent for the subdivision shown on the survey plan has been granted under this Act; or

- b) any parcel of land or building or part of a building that is shown or identified separately:-
 - i). on a survey plan; or
 - ii). on a licence within the meaning of Part I of the Companies Amendment Act 1964; or
- c) any unit on a unit plan; or
- d) any parcel of land not subject to the Land Transfer Act 1952.

APA: the amenity protection area designated within a zone, as defined in the Hamilton City Operative District Plan (July 2012) or any subsequent amendments.

CBD area: the City Centre zone and Commercial Service zone surrounding the City Centre zone as shown in the CBD Area map, Schedule 2.

Class 4 gambling venue (Venue): a place located on one or more contiguous allotments at which gambling machines are located, or for the purposes of application at which it is proposed that gambling machines be located.

Gambling machine: refer to definition of 'Gaming Machine' in Gambling Act 2003.

Place: includes —

- a). a building, structure or tent whether fully or partly constructed; and
- b). a room in a building or structure; and
- c). a court or a mall; and
- d). land; and
- e). a vehicle, vessel, or aircraft; and
- f). a caravan or a trailer or other conveyance.

Premises: building in which a venue is located.

Primary Activity: the activity(s) primarily associated with and promoted by the venue.

Private Club: refer to definition of 'Club', and in this context meeting the criteria of operating as a club as defined in Section 65 (3), in the Gambling Act 2003.

School/Licensed early childhood centre: as defined in Sections 2 and 308 of the Education Act 1989 respectively.

Society: a corporate society as defined in the Gambling Act 2003 (including reference to Section 33), which has an operator's licence for Class 4 gambling machines.

TAB Board Venues: premises that are owned or leased by the New Zealand Racing Board and where the main business carried on at the premises is providing racing betting or sports betting services under the Racing Act 2003 (the Act).

Venue: same meaning as Class 4 gambling venue.

Zone: an area of the city, defined as a zone in the Hamilton City Operative District Plan (July 2012) or any subsequent amendments.

4. PRINCIPLES OF THE POLICY

- Council supports the purpose and intent of the Gambling Act 2003.
- Council recognises the CBD area of Hamilton City as the preferred locality for Class 4 gambling within the city

- Council seeks to avoid the establishment of Class 4 gambling activities in locations close to residential areas, or other identified sensitive land uses and/or the proliferation of Class 4 gambling venue strips or blocks within the city.
- Venue Consents will be limited to the relocation of a venue or to the merging of private clubs.
- Council encourages responsible gambling practices and attitudes in Class 4 gambling venues.
- Council will facilitate community access to information about the funds produced and distributed from Class 4 gambling within the city.
- Council will ensure as far as practicable that actual and reasonable costs relating to venue consent applications are borne by the applicant(s).

5. POLICY GUIDELINES

5.1 Exemptions from Meeting Parts of the Policy

- (i) Notwithstanding any other condition in this policy, where a legally established venue is required to apply for a venue consent at a new site because its existing site has been rendered physically incapable of being reused for the purpose of the venue (meaning a fire, earthquake or similar event), Council will consider the application under the venue policy for a venue consent, except that in relation to Section 5.3 of this policy, the consent shall allow for up to the number of gambling machines the venue was licenced for immediately prior to the cessation of activity. Where the society has ceased operating at any site under this part of the policy it must demonstrate that it has a current approval from the Secretary of Internal Affairs for the venue to remain inactive but licenced, under Section 71 (1)(g) of the Gambling Act 2003.
- (ii) Notwithstanding any other provisions within this policy, venues first established and licenced with the Department of Internal Affairs as class 4 gambling venues between 18 October 2001 and 19 September 2003, as identified in Schedule 1 of this policy are exempted from complying with:
 - Section 5.2,
 - Section 5.3 (i),
 - Section 5.5 (i) a,
 - Section 5.6 (i) and (iii),
 - Section 5.7 (i) to (ii),
 - Section 5.8 (iv) to (vi),

provided that the venue has not subsequent to 19 September 2003 had a period of six months or more where no society held a Class 4 venue licence for that venue.

5.2 Issuing of new venue consents

- A new Venue Consent will only be issued by Council in the following circumstances:
 - (i) where two or more private clubs undertake to merge and consolidate the operation of their class 4 gambling activities at a single venue and the application meets all other provisions of this policy;
- For clarity, depending on the proposed number of gambling machines to be operated, the merge of private clubs may or may not require Ministerial approval under Section 95 of the Gambling Act.

- (ii) where a society undertakes to permanently close an existing class 4 gambling venue as part of an application for a new Venue Consent and;
 - a. undertakes to surrender the existing venue licence for the venue that will cease to have gambling machines, and
 - b. can ensure to Council's satisfaction that a new class 4 venue licence will not be able to be obtained by any society within 6 months of surrendering an existing venue licence under clause 5.2 (ii) a, and
 - c. the application meets all other provisions of this policy.
- 5.3 Numbers of gambling machines to be allowed – per venue
- (i) Subject to meeting the other requirements of this policy, venues may operate up to a maximum of 9 gambling machines per venue.
 - (ii) Two or more private clubs which merge may consolidate the number of gambling machines being operated at the merged private club venue to the lesser of:
 - a. 24 gambling machines or
 - b. the sum of the number of gambling machines previously operated by each private club individually.
- For clarity, the merged private club must operate within a Gambling Permitted Area, but may operate outside the CBD. It is noted that the private clubs must first obtain Ministerial Consent under Section 95 of the Gambling Act 2003 to obtain a licence to operate up to a maximum of 24 gambling machines.
- 5.4 Primary activity of class 4 gambling venues
- To be considered for a venue consent under this policy, a venue must either:
 - (i) be a TAB Board Venue or,
 - (ii) be a venue with an 'on' or a 'club' liquor licence, or a permanent charter under the Sale and Supply of Alcohol Act 2012 and the primary activity of the venue shall be:
 - a. for sporting activities, or
 - b. for private club activities, or
 - c. for the sale of liquor, or for the sale of liquor and food, for consumption on the premises.
- 5.5 Areas of the city where class 4 gambling venues may be established
- (i) Class 4 gambling venues may only be established:
 - a. within the Gambling Permitted Area shown in Schedule 2, subject to meeting the other conditions of this Policy or
 - b. on land within the recreation major zone or recreation general zone as defined in the Hamilton City Operative District Plan (July 2012), subject to meeting the other conditions of this Policy, and the venue being a recognised sports or other recreational non-profit club operating as an incorporated society.
 - (ii) Class 4 gambling venues may not be established on any land comprising the residential zone or in any community facilities zone, future urban zone, major facilities zone, recreation environment zone, as defined in the Hamilton City Operative District Plan (July 2012) or any subsequent amendments.
- 5.6 Restrictions on the location of venues and proximity to other activities
- (i) Venue premises located within the CBD Area shall not be adjacent to any other Class 4 gambling venue or casino

- (ii) Venue premises located outside the CBD Area shall not be within 50 metres (in a straight line) of the principal entrance of any other class 4 gambling venue or casino
- (iii) The venue place shall not adjoin any school, or licenced early childhood centre
- (iv) The principal entrance of the venue premises shall not be located closer than 100 metres (in a straight line) to any residentially zoned land or community facilities zoned land.

5.7 Other criteria

- Requirements applying to all locations:
 - (i) The applicant shall provide a declaration that the gambling area in a venue will not have a separate entrance, separate name, or otherwise seem to be separate from the primary activity of the venue.
 - (ii) The society applying for and/or operating a Venue Consent must supply Council, as and when reasonably requested, details of successful and unsuccessful grant applications in an agreed electronic format. Electronic details should include the name of the applicant club and/or individual applying, the amount sought, the amount granted, the applicant's address, and the purpose for which the funds will be applied.
 - (iii) The applicant must meet all relevant declaration, and fee requirements.

5.8 Applications for a venue consent (Contents of Application)

- Applications for a Venue Consent must be made on the approved form and must provide:
 - (i) Name and contact details for the application, including the society name, the venue trading name(s), any other name(s) related to the venue, and the venue operator's name(s),
 - (ii) Street address of premises proposed for the Class 4 venue,
 - (iii) A specific legal description with deposited plan where required clearly identifying the area where the venue is proposed to be located,
 - (iv) The names of key persons at the society and the venue,
 - (v) If not in the CBD area, a declaration certified by a registered surveyor that the distance to the nearest residentially zoned or community facilities zoned land, and to the nearest school, or registered early childhood centre or kindergarten, and to other Class 4 gambling venues, are not within the proximity conditions detailed in the policy,
 - (vi) Details of liquor licence(s) applying to the premises,
 - (vii) Other relevant information requested by the territorial authority.

5.9 Hearings process

5.9.1 Discretionary Provisions

- A hearings process will be instituted where an application:

- (i) Does not comply with the provisions of Section 5.5 subsection (i) (a) insofar as the proposed venue is not located within the Gambling Permitted Area but is within an adjoining APA area of an industrial zone, and/or
 - (ii) Does not comply with Section 5.6 subsection (i), and/or
 - (iii) Does not comply with Section 5.6 subsection (ii), and/or
 - (iv) Does not comply with Section 5.6 subsection (iii), and/or
 - (v) Does not comply with Section 5.6 subsection (iv).
- Notwithstanding this, where an application does not comply with any other provision in this Policy, the application will be declined.

5.9.2 Process

- Venue consent applications received and identified as complying with all conditions and provisions of this policy, except one or more of the discretionary conditions, will be notified.
- Under this policy, the Statutory Management Committee (Committee) has delegated authority to appoint one or more Commissioners to the Committee for the purposes of this policy, and to conduct hearings and make decisions on applications at those hearings.
- A hearing date will be set, and submissions invited from affected parties and the public (see 'Notification').
- Submissions in writing shall be invited over a period of not less than 7 working days, with submitters invited to indicate if they wish to be heard on the hearing date.
- The Committee shall consider all submissions (written and oral), and shall make a decision (including reasons) on the application. The Committee's decision shall be final.
- The applicant and all submitters shall be advised of the decision, and the reasons for the decision, as soon as practicable.
- In considering any application and submissions, the Committee shall have regard to provisions of the Gambling Act 2003, the Objectives of this policy (see Section 1), and the criteria outlined for Hearings Considerations in this section.

5.9.3 Notification

- Any venue consent application requiring a hearing shall be publicly notified as follows:
 - in the public notice section of a local newspaper circulating within the city, within 13 working days of receipt of the application
 - by way of a public notice displayed prominently in the window of the proposed venue for the period during which submissions are open
 - by the direct notification in writing of all owners and residents of any property where any part of that property is located within 100m of the subject site.

5.9.4 Hearings Considerations

- The Committee would consider each application on its merits, judged against the following criteria:

- (i) The extent to which the application meets the objectives of the Hamilton City Council Class 4 Gambling Venue Policy, and the purpose and intent of the Gambling Act 2003, and
- (ii) That the extent to which an application that does not meet a discretionary provision is of minor (de minimis) effect, and
- (iii) The extent of the potential impact on the character of the zoned area/ locality, and
- (iv) The potential cumulative effects of additional gambling in that locality, and
- (v) Whether the venue has reasonable potential to have a negative effect on the operation, amenity, or reasonable enjoyment of residential and/or sensitive land uses in the locality.

5.10 Application fees

- (i) Where an application meets all of the criteria within the Venue Policy, and no hearing is required, a non-refundable fee of \$600 (inclusive of GST) must accompany an application for a venue consent, or the consent will not be granted. It is recommended that a society check an application for compliance with the policy, and whether gambling machines are available under the city cap, prior to submitting the application.
- (ii) Where an application does not meet all of the criteria within the Venue Policy, a deposit of \$1,400 must accompany the application for the application to be considered. In this event:
 - a. Charges will include actual and reasonable costs of processing the application, including but not limited to any notification, consultation, hearings, administration costs, legal costs, and inspection.
 - b. The deposit will be utilised to pay for costs and fees associated with the application, and any further costs or disbursements will be charged to the applicant in the event the deposit is all used up. Where applicable, any unused portion of the deposit will be refunded.
 - c. All fees and costs must be paid in full prior to a consent being issued.

6. MONITORING AND IMPLEMENTATION

The General Manager City Environments will monitor the implementation of this policy.

The policy will be reviewed every three years as required by the Gambling Act 2003, or at the request of Council, or in response to changed legislative and statutory requirements, or in response to any issues that may arise.

7. REFERENCES

- Gambling Act 2003

SCHEDULE 1 – SITES IDENTIFIED FOR THE PURPOSES OF SECTION 4(II)

Sites identified for the purposes of Section 4 (ii) of the Hamilton City Class 4 Gambling Venue Policy are:

- (i) 742 Victoria Street - Lot 1 DPS 5043 (currently known as 'Biddy Mulligans Irish Pub
- (ii) Shop 13 Chartwell Shopping Centre - PU12, DPS 76410 (currently known as 'Still Working')
- (iii) 236 Peachgrove Road - PUGZ, DPS 68671 (currently known as '5 Crossroads Sports Bar & Cafe').

SCHEDULE 2 – GAMBLING PERMITTED AREAS

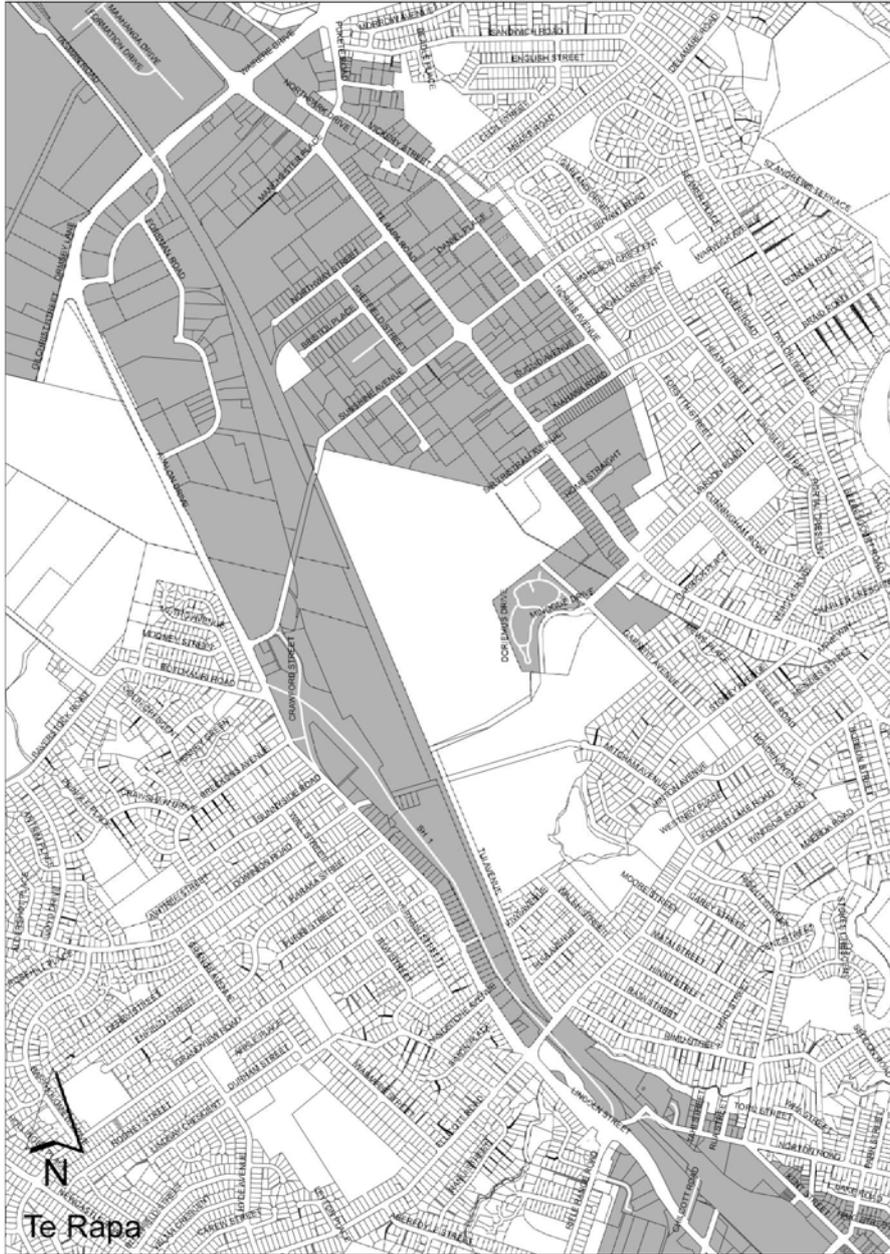
The Gambling Permitted Area is indicated by the grey shaded areas of the following maps:

- (i) Gambling Permitted Area – Northern Te Rapa
- (ii) Gambling Permitted Area – Southern Te Rapa
- (iii) Gambling Permitted area – Frankton Industrial
- (iv) Gambling Permitted Area – CBD
- (v) Gambling Permitted Area – Hamilton East
- (vi) Gambling Permitted Area – Frankton Commercial
- (vii) Gambling Permitted Area – Dinsdale
- (viii) Gambling Permitted Area – Claudelands
- (ix) Gambling Permitted Area – Chartwell

Gambling Permitted Area — Northern Te Rapa



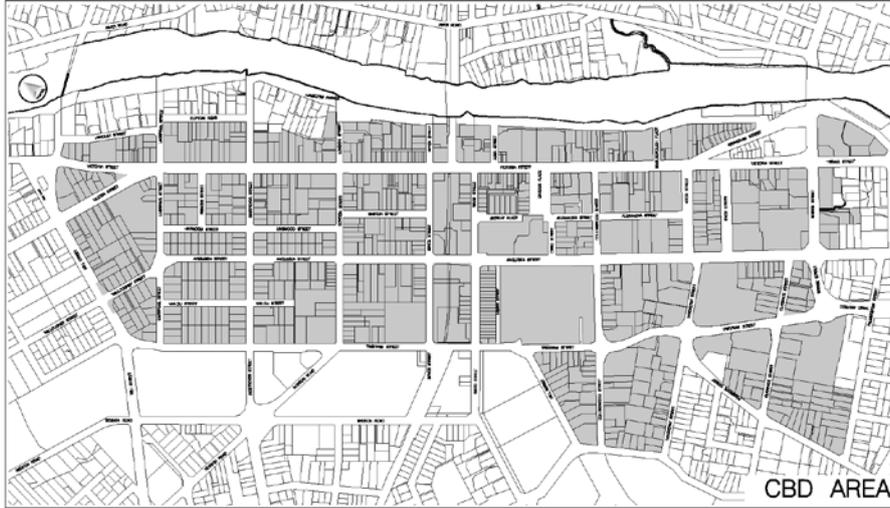
Gambling Permitted Area — Southern Te Rapa



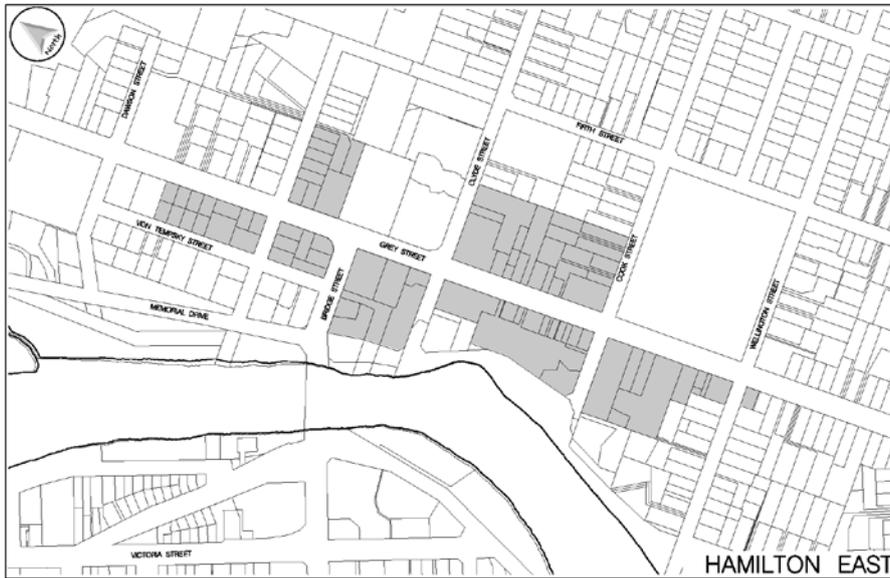
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Gambling Permitted Area — CBD



Gambling Permitted Area — Hamilton East



Gambling Permitted Area — Frankton Commercial



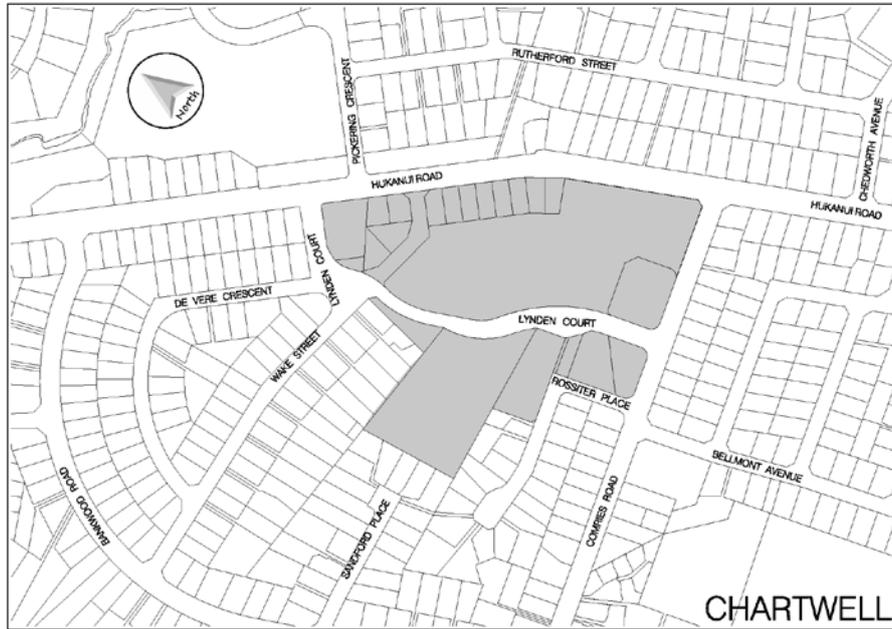
Gambling Permitted Area — Dinsdale



Gambling Permitted Area — Claudelands



Gambling Permitted Area – Chartwell



BOARD (T.A.B.) VENUE POLICY

The purpose of this policy is to state how Council will fulfil its legislative responsibilities pursuant to the Racing Act 2003.

CONTENTS

1. Policy Objectives and Scope
2. Strategic Alignment
3. Definitions
4. Principles of Policy
5. Policy Guidelines
6. Monitoring and Implementation
7. References
8. Schedules

REVISION HISTORY

Revision #	Policy Sponsor	Approval Date and date of next scheduled review	Council or Committee Decision	# TRIM Reference	Related Operating Guidelines
1	General Manager City Environments	22 August 2013 Review by August 2016	Council	D-1015364	None

1. POLICY OBJECTIVES AND SCOPE

The purpose of this policy is to ensure the council and the community has influence over the location of new Board Venues in the city/district as well as to control the growth of gambling within the scope of the Act, while allowing those who wish to participate in sports or racing gambling to do so within the city/district.

This policy applies to:

- Any new Board (TAB) venues seeking to establish in the city.

2. STRATEGIC ALIGNMENT

This policy assists in the delivery of Councils outcomes and goals as follows:

PROSPEROUS AND INNOVATIVE	OUTSTANDING CITY LEADERSHIP	PEOPLE LOVE LIVING HERE
<ul style="list-style-type: none"> Hamilton has a strong, productive economy and we build on our economic strengths. We have a thriving CBD. It's easy to do business here. Our city grows and prospers in a sustainable way. 	<ul style="list-style-type: none"> The city is led by effective, open and responsive governance. Council's finances are sustainable for the long term. We operate efficiently and provide exceptional service. The city takes a leadership role regionally and nationally. 	<ul style="list-style-type: none"> Hamilton embraces the Waikato River and it is the focal point of our city. We value, preserve and protect Hamilton's natural, green environment. Our city is attractive, well-designed and compact with outstanding architecture and distinctive public spaces. Our city is a fun place to live with a vibrant Arts scene. Hamilton is a safe city. It's easy to get around. We celebrate our people and many cultures.

■ = primary contribution

3. DEFINITIONS

Adjoin: allotments sharing one or more common boundaries or separated only by a road width or similar equivalent.

Allotment: a) any parcel of land under the Land Transfer Act 1952 that is a continuous area and whose boundaries are shown separately on a survey plan, whether or not:-

- the subdivision shown on the survey plan has been allowed, or subdivision approval has been granted, under another Act; or
- a subdivision consent for the subdivision shown on the survey plan has been granted under this Act; or

b) any parcel of land or building or part of a building that is shown or identified separately:-

- on a survey plan; or
- on a licence within the meaning of Part I of the Companies Amendment Act 1964; or

- c) any unit on a unit plan; or
- d) any parcel of land not subject to the Land Transfer Act 1952.

Board venues (Venue): premises that are owned or leased by the New Zealand Racing Board and where the main business carried on at the premises is providing racing betting or sports betting services under the Racing Act 2003 (the Act). It is noted that the Act specifies that this policy does not apply to Board facilities that are part of another venue.

Place: includes –

- a) a building, structure or tent whether fully or partly constructed; and
- b) a room in a building or structure; and
- c) a court or a mall; and
- d) land

Population Estimate: The calculation of population shall be based on Statistics New Zealand June estimates for the city and will be applied to any Board venue number calculations on 1 February the following year, subject to being made publicly available by Statistics New Zealand.

Premises: Building in which a venue is located.

School / Licensed early childhood centre: As defined in Sections 2 and 308 of the Education Act 1989 respectively.

Zone: An area of the city, defined as a zone in the Hamilton City Operative District Plan (July 2012) or any subsequent amendments.

4. PRINCIPLES OF THE POLICY

- The community should have influence over the location of new Board (TAB) venues in the city.
- The number of Board (TAB) venues in the city should be based on a ratio relative to the city's population.
- Any new Board (TAB) venues should be located within specified areas of the city.

5. POLICY GUIDELINES

5.1 Numbers of Board venues to be allowed

- Hamilton city shall maintain a limit on the total number of board venues of not more than 1 board venue per 30,000 population. The cap shall be calculated annually on 1 February (or if 1 February is not a working day, the nearest subsequent working day) according to the above ratio and using the latest relevant population estimate.

5.2 Where board venues may be established

- Board venues may only be established within the Gambling Permitted Area shown in Schedule 1, subject to meeting the other conditions of this Policy.

5.3 Other Criteria

- Requirements applying to all locations:
 - (i) Signage on Board Venue sties may include corporate colours, logos, and signage, but not include details of individual gambling promotions.
 - (ii) The venue premises shall not adjoin any school, or licenced early childhood centre.
 - (iii) The principal entrance of the venue premises shall not be located closer than 50 metres (in a straight line) to any residentially zoned or community facilities zoned land.
 - (iv) The venue shall not be part of a place where another venue, a Class 4 venue or a casino is located.
 - (v) The venue premises shall not be within 50 metres (in a straight line) of the principal entrance of any other board venue, or casino.
 - (vi) Meeting application and fee requirements.

5.4 Applications for a board venue consent

- Applications for territorial authority consent must be made on the approved form and must provide:
 - (i) name and contact details for the application, the venue trading name(s), any other name(s) related to the venue,
 - (ii) street address of premises proposed for the Board Venue,
 - (iii) a specific legal description with deposited plan where required clearly identifying the area where the venue is proposed to be located,
 - (iv) the names of management staff,
 - (v) evidence of the distance to the nearest residential and community facility zones, and to the nearest school, early childhood centre, kindergarten, place of worship, and to other gambling venues,
 - (vi) other relevant information requested by the territorial authority.

5.5 Application fees

- A non-refundable fee of \$600 (inclusive of GST) must accompany an application for a venue consent, or the consent will not be granted. It is recommended that a society check an application for compliance with the policy, and whether machines are available under the city cap, prior to submitting the application.

6. MONITORING AND IMPLEMENTATION

The General Manager City Environments will monitor the implementation of this policy.

The policy will be reviewed every three years as required by the Racing Act 2003, or at the request of Council, or in response to changed legislative and statutory requirements, or in response to any issues that may arise.

7. REFERENCES

- Racing Act 2003

8. SCHEDULE 1 – GAMBLING PERMITTED AREA

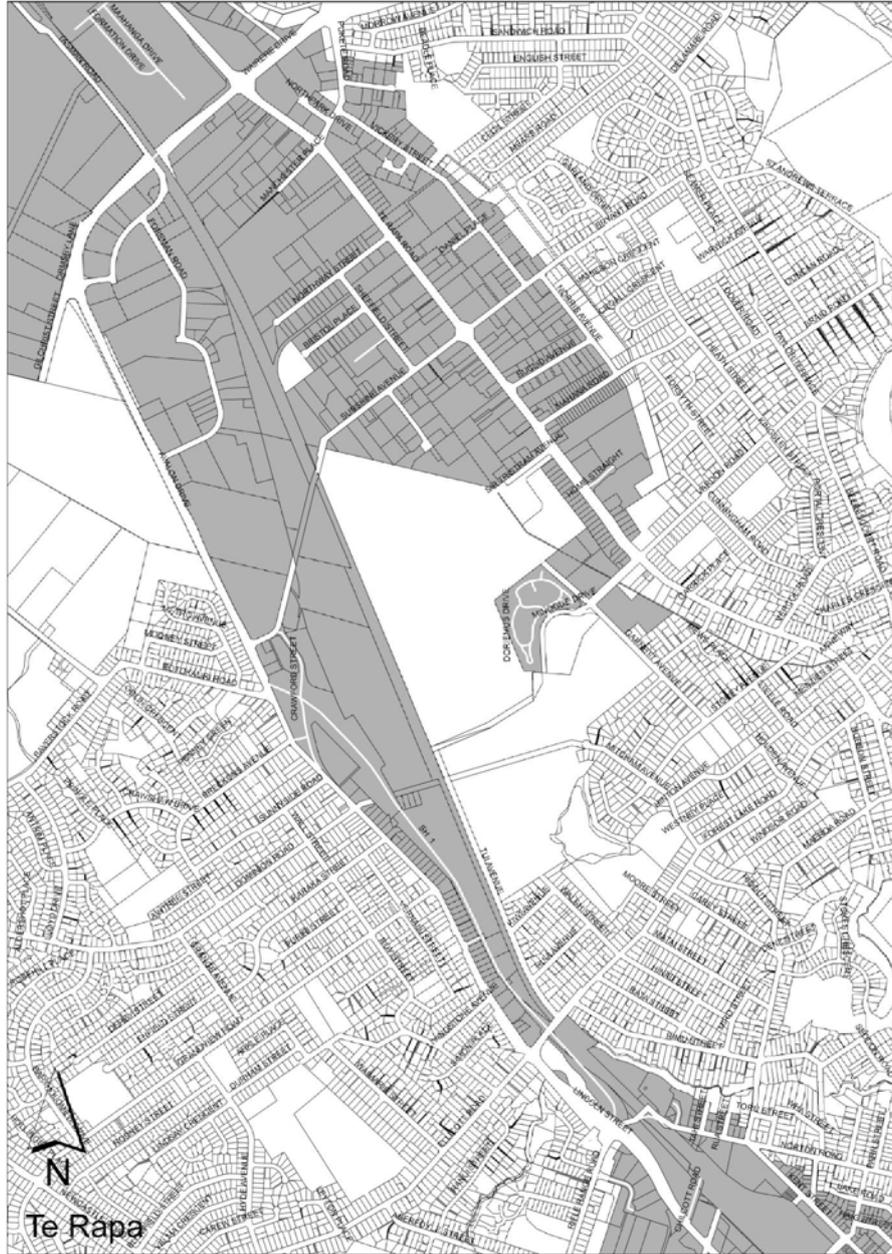
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Gambling Permitted Area — Northern Te Rapa



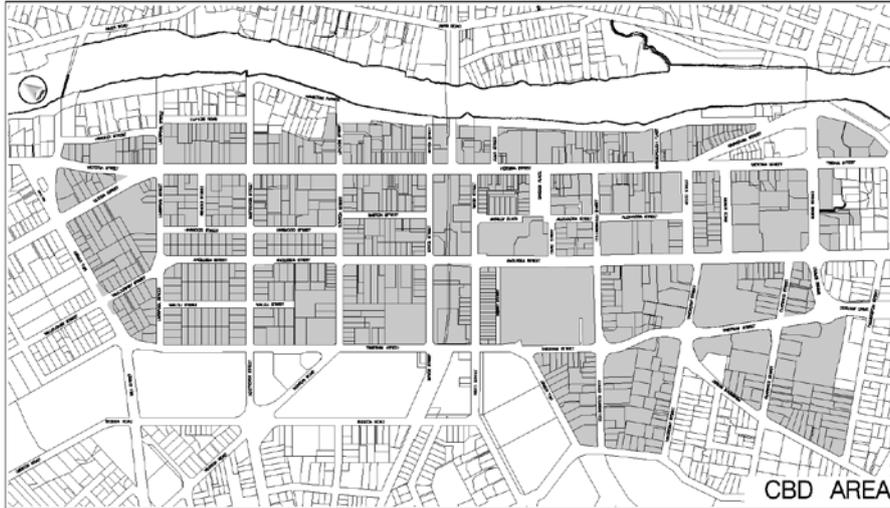
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Gambling Permitted Area — Frankton Industrial



Gambling Permitted Area - CBD



Gambling Permitted Area – Hamilton East



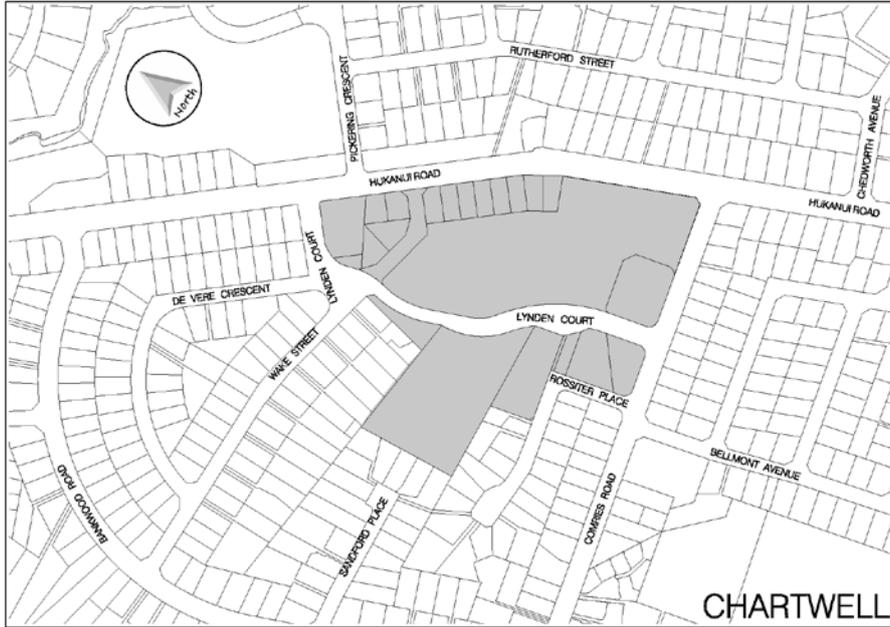
Gambling Permitted Area – Frankton



Gambling Permitted Area – Dinsdale



Gambling Permitted Area – Chartwell



Committee: Strategy & Policy Committee **Date:** 11 August 2015

Report Name: Governance Policies - Review **Author:** Jude Pani

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Governance Policies</i>
Financial status	<i>There is not budget allocated</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance and Engagement Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i>

1. Purpose of the Report

2. To present for approval the findings of a review of seven Council Policies as part of the Policy Review Programme.

3. Executive Summary

4. The following Policies were identified to be reviewed, in accordance with the Policy Review Programme, with a view to consolidating this suite of policies into one or two Council policies:
 - a) Councillors' Attendance at Conferences, Seminars and Training
 - b) Elected Members' Expenses and Allowances
 - c) Elected Members' IT
 - d) Corporate Hospitality and Entertainment
 - e) Elections – Communication with the Public
 - f) Election Signs
 - g) Citizens Initiated Referenda
5. The review highlighted duplication, policies that were no longer required, policies that might be retained and policies that had been superseded by new processes or activity that could be directed by other guidelines.
6. To inform Council decision-making all of the policy documents, including a summary schedule, are attached as listed under paragraph 10 below.
7. The following is the outcome of this review:
 - i. Policies a), b), c) are deleted and the key content captured in a (new) single overarching policy – 'Elected Member Support Policy'.
 - ii. Policy d) is retained. (A reference to the Office of the Auditor-General (OAG) Guidelines "Controlling sensitive expenditure: Guidelines for public entities" is included in the new 'Elected Member Support Policy'.)

- iii. Policy e) is deleted and Council is guided by the OAG Guidelines – “*Good Practice for Managing Public Communications by Local Authorities*”. A reference to these OAG Guidelines is included in the Code of Behaviour (current Council policy).
 - iv. Policy f) is updated to remove provision of Council sites.
 - v. Review of Policy g) is deferred.
8. The new single overarching policy ‘Elected Member Support Policy’, which would be implemented with the newly elected Council following the October 2016 Local Government Elections, signals a move away from prescriptive rules to a more principle-based approach.

9. Recommendations from Management – Recommendation to Council

- a) That the report be received;
- b) That the ‘Elections – Communicating with the Public’ Policy (Att 8) be **deleted** (with a reference to the OAG Guidelines – “*Good Practice for Managing Public Communications by Local Authorities*, be included in the Council’s Code of Behaviour);
- c) That the
 - i. Councillor attendance at Conferences, Seminars and Training Policy (Att 4) be **deleted**;
 - ii. Elected Members’ Expenses and Allowances Policy (Att 5) be **deleted**,
 - iii. Elected Members’ IT Policy (Att 6) be **deleted**
 and the key principles captured in a new Elected Member Support Policy (Att 1);
- d) That the
 - i. Updated Election Signs Policy (Att 9) and
 - ii. New Elected Member Support Policy (Att 1) be **adopted**;
- e) That the ‘Corporate Hospitality and Entertainment’ Policy (Att 7) be **retained** with no changes; and
- f) That Council **notes** that the Citizens Initiated Referenda policy (Att 10) is still to be reviewed

10. Attachments

- 11. Attachment 1 - Elected Member Policies - Summary Document
- 12. Attachment 2 - Draft Elected Member Support Policy - New
- 13. Attachment 3 - Draft Election Signs Policy - New
- 14. Attachment 4 - Councillor Attendance at Conferences, Seminars and Training - Delete
- 15. Attachment 5 - Elected Members' Expenses and Allowances - Delete
- 16. Attachment 6 - Elected Members' IT - Delete
- 17. Attachment 7 - Corporate Hospitality and Entertainment Policy - Retain
- 18. Attachment 8 - Elections - Communicating with the Public - Delete
- 19. Attachment 9 - Election Signs - Delete
- 20. Attachment 10 - Citizens Initiated Referenda - Retain

21. Background

- 22. Early in this Council triennium, Council identified the Policies listed in paragraph 4 a) – g) for review.
- 23. The Democracy Manager, with support from Strategy and Research, has led this policy review process. There have been several conversations with Elected Members on this administrative matter at their team discussions. Attachments 1 – 3 were circulated by email to all Elected Members in early July 2015 indicating that the policy documents would be presented to an upcoming Strategy and Policy Committee for consideration.
- 24. Council's two other governance policy documents – Standing Orders and Code of Behaviour – are both required by legislation and were reviewed following the 2013 Local Government Elections.

25. Risk

- 26. Elected Members need to be mindful of the requirement to provide transparent and effective democratic and governance processes. Streamlining this suite of policies delivers a more transparent and easy to understand set of governance policy documents.

GOVERNANCE POLICIES

Key Recommendations:

- 6 Governance policies deleted and key content captured in a (new) single overarching policy – “Elected Member Support Policy”
- Corporate Hospitality Policy is retained.
- Elections Signs Policy is retained but updated.
- Citizens Initiated referenda Policy review is deferred

Policy	Purpose	Issues	Recommendation
Councillor Attendance at Conferences, Seminars and Training	Process and levels of funding for councillors	Duplicates what is already contained within the Expenses and Allowances Policy	Delete and capture key points in Elected Member Support Policy
Elected Members Expenses and Allowances	Sets levels of payments to Members – includes IT and Conferences	Document is approved by the Remuneration Authority for the triennium – along with remuneration for elected members	Delete and incorporate content from other policies into a new Elected Members' Support Policy
Elected Members IT	Outlines IT services and support	Policy includes detailed guidelines for On Network and Off Network IT Services. Complicated and not a consistent approach. Council to decide whether off-network still an option for 2016 incoming Council.	Delete. New high level guidelines to be captured as key points in Elected Member Support Policy. Develop IT Usage Standards and Guidelines for EM
Corporate Hospitality and Entertainment	Outlines roles and responsibilities around corporate hospitality, hosting and entertainment opportunities	Policy includes detailed guidelines for allocation of complimentary seats/tickets.	Retain policy as it is used for both Council and Management. Reference the OAG guidelines in the Elected Members Support Policy
Elections – Communicating with the Public	Sets out guidelines to control use of Council resources by sitting Members for re-election purposes	Duplicates the Auditor-General publication: <i>Good Practice for Managing Public Communications by Local Authorities</i> . Council's current Code of Behaviour refers to expectations in the pre-election period.	Delete and provide a link to the OAG Guidelines in the Code of Behaviour.
Election Signs	Council's Guide for election signage for LG elections	Duplicates what is in the DP with inclusion of a number of Council sites. Problem with sites in 2013. Difficult and staff intensive to enforce. Need Council direction on whether Council sites still to be provided. Rely on rules in District Plan/Bylaws.	Delete and replace with a new updated Policy to remove provision of Council sites.
Citizens Initiated Referenda	Public ability to request Council to conduct a referendum.	No legislation covering the ability for a CIR.	Review deferred
Code of Behaviour	Council's Code of Conduct	Required by legislation	Retain. Include references to OAG guidelines.
Standing Orders	Council's Standing Orders	Required by legislation – remote participation now possible if Standing Orders provide for it	Retain

D-1875288

First adopted:	August 2015 – implementation following the October 2016 local government election.
Revision dates/version:	Version 1
Next review date:	November 2019
Engagement required:	Not required
Document number:	
Associated documents:	Remuneration Authority Determination and OAG guidelines
Sponsor/Group:	General Manager Customer Relationships



ELECTED MEMBERS SUPPORT POLICY

Purpose and Scope

1. To set out clear and transparent levels of expenses and allowances paid to, or on behalf of, elected members of Hamilton City Council.
2. To outline the level of support provided to elected members to enable them to carry out their roles.

Policy

Equipment

3. At the commencement of each 3 year term, all elected members will be provided with the option of using Hamilton City Council approved standard IT equipment (mobile phone, and laptop OR iPad). Elected members who are provided with Hamilton City Council approved standard IT equipment will be connected to Council's IT network and provided with IT support services.
4. All Council equipment must be returned at the end of each 3 year term.
5. Any equipment provided must be used in accordance with the EM's IT usage Standards and Guidelines¹.
6. Elected members have the opportunity of having a Remuneration Deduction to cover personal use of Council mobile devices.

Stationery

7. Council will provide a reasonable supply of stationery requirements to elected members for their use on Council business, including business cards, compliment slips and consumables (i.e. paper, printer cartridges, etc) used on private computers.
8. Where appropriate, elected members will be reimbursed for consumables purchased directly from suppliers for use on Council business.

¹ EM's IT Usage Standards and Guidelines (to be developed based on HCC Information Services IT Management Policy and attached to this EM Support Policy)

Communications Expenses and Allowances

9. Elected members who do not use Council equipment are entitled to a communications allowance at the rate determined by the Remuneration Authority. These allowances are set out in the Local Government Elected Members Determination which is issued after each local government election.
10. Elected members must submit all tax invoices and receipts to the Democracy Manager for reimbursement. On receipt of supporting tax invoices or receipts, the Democracy Manager may authorise reimbursement for the following:
 - i. Council related telephone calls made on private telephones (including mobile phones).
 - ii. 50% of a telephone line rental (including a message facility) per household, and where more than one Councillor resides at the same residential address, Council will only reimburse 50% of the actual telephone line rental incurred per household.
 - iii. The total cost of a mid-level broadband connection plan.
(Reimbursement in ii and iii are capped at \$100 per month.)

Conference Attendance

11. Elected members may attend professional development courses, conferences and seminars of elected members' own choice up to a maximum of \$5,000 per annum per elected member. This includes the cost of travel, accommodation and meals, noting that the cost of accommodation and meals should not exceed a mid-range, reasonable and defensible level. Professional development must be relevant to the business of Council.
12. Council will pay or reimburse elected members for costs incurred for representing Council outside of the City boundary.
13. The Chief Executive may on a case-by-case basis approve the payment of a contribution to a host in lieu of accommodation for actual and reasonable costs. This reimbursing allowance is paid to cover actual and reasonable costs incurred when staying in private accommodation (friends/relatives) when travelling on Council business. The maximum amount payable will be \$50 per night.

Vehicle Mileage Allowance and Taxi Costs

14. No vehicle mileage allowance or taxi costs will be paid to, or on behalf of, elected members for travel within the City boundary, or if they reside outside the City boundary for travel to and within the City boundary.
15. A vehicle mileage allowance for elected members is determined by the Remuneration Authority after each local government election. Elected members will be reimbursed in accordance with the rates and parameters issued by the Remuneration Authority.

Items of Possible Private Benefit

16. The Remuneration Authority has issued clear guidelines on the following items of possible private benefit. The following matters that are for private benefit will not be paid for or reimbursed:
- **Carparking**
The carparking provided for elected members is to be used only for Council business, and only for Councillors. No private use is permitted.
 - **Medical Insurance**
Elected members are not permitted to obtain medical insurance through the Hamilton City Council medical insurance scheme.
 - **Staff Discounts**
Elected members are not permitted to access discounts for their own personal purchases through the use of Council's purchasing power.
 - **Life, Accident and Income Replacement Insurance**
Council will not take out any insurance policy on behalf of elected members where the payment of a claim is made to the elected representative or his or her estate.
 - **Corporate Hospitality and Entertainment**
Refer to Council Policy² and Office of the Auditor General – Controlling Sensitive Expenditure: Guidelines for public entities.³

Non Remuneration Matters

17. The Remuneration Authority have issued clear guidelines on the following non-remuneration matters:
- **Airpoints**
Elected members should not use, for private benefit, airpoints earned from travel paid for by the Council.
 - **Spouse/Partner Travel**
Travel by spouses at Council's expense should be the exception rather than the rule and be based on a sound business case.

Approval of Elected Member Expense Reimbursement Claims

18. All claims for reimbursement of expenses must be submitted on the councillor expense claim form to the Democracy Manager. Claims must be signed by the elected member, and all expenses claimed must be supported by a tax invoice or receipt.
19. The Democracy Manager will approve all expenses claims that are in accordance with this Policy, with the exception of any claims that are unusual and items outside of this policy which must be approved by the Chief Executive Officer.
20. The remuneration and allowances paid and all expenses reimbursed to elected members will be reported to all elected members on a monthly basis.

Updated following 8 April 2015 Elected Member Team Meeting.
Updated following discussion at the 26 May 2015 Elected Member Team Meeting.
Emailed to Elected Members 13.7.15.

² <http://www.hamilton.govt.nz/our-council/policies-bylaws/policies>

³ Office of the Controller and Auditor-General. (2007). Controlling Sensitive Expenditure: Guidelines for Public Entities. Wellington. <http://www.oag.govt.nz/2007/sensitiveexpenditure/docs/sensitive-expenditure.pdf>

ELECTION SIGNS POLICY

Purpose and Scope

1. To clarify the rules about erection and display of election signs on Council owned or controlled land within the Hamilton City Council boundary.
2. The policy applies to local elections, general elections and referendum.

Definitions

Election Sign	Election sign – for the purposes of this policy, means any sign, billboard or hoarding that may reasonably be regarded as being used to encourage voters to vote or not to vote for any candidate, party, view or positions under contention at a general election, a nationwide referendum or a local body election
Council	Means Hamilton City Council

Policy

1. No election signs will be permitted on any Council property, including Council road reserve, reserve, parks or public places controlled by Council.
2. Candidates will be asked to remove any non-complying sign within 24 hours. If Council is required to remove the sign, the cost incurred in removing the sign may be recovered from the owner of the sign.
3. Any sign removed by the Council will be released to the owner on payment of any costs incurred by the Council to remove and store it. Any sign that remains unclaimed within one month will be disposed of by the Council.

Hamilton City Council

POLICY MANUAL

Subject	Councillors' Attendance at Conferences, Seminars and Training	File Reference	38/6/1
Approved By	Council	Date Approved	28 February 1996
		Date Reviewed	25 August 2011
Sponsor	Chief Executive	Community Outcome	Not Applicable.

OBJECTIVE

To provide guidelines for the approval of attendance at conferences, seminars and training by elected members.

POLICY

- a) **Attendance by Resolution**
Council, or a Standing Committee, may resolve that up to two elected members represent Council at a conference or seminar. In this case, the cost is charged to the Councillor Services budget.
- b) **Attendance by Choice**
 - i) All Councillors will be provided with an allocation of \$2,000.00 per annum to be used for conferences, seminars and training that they choose to attend and have not been the subject of a Committee or Council Resolution. This amount is non-transferable and is to cover actual and reasonable expenses.
 - ii) The conference, seminar or training session selected, must contribute to the Councillor's ability to carry out Council business.
 - iii) If additional funds are required by individual Councillors to attend conferences, seminars and training courses of their choice, the matter will be referred to a Panel consisting of Her Worship the Mayor, and the Chief Executive Officer for approval, if considered appropriate. Meetings of the Panel will be convened by the Chief Executive Officer, or their deputies.

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Page 1

Hamilton City Council

POLICY MANUAL

c) Attendance without Resolution

There will be occasions when it is not possible due to meeting schedules to obtain a Council or Committee Resolution that particular elected members should represent Council at a conference or seminar. In this situation, authority will be delegated to Her Worship the Mayor, Chief Executive Officer, or their deputies, to approve Councillor attendance at conferences and seminars, subject to any expenditure incurred being within the Annual Budget Allocation.

d) Other Matters

- i) When a Councillor attends a conference or seminar, a written report is required, with a copy to be circulated to all Members of Council and the Democratic Support Services Manager, within two months of attendance.
- ii) All administrative matters will be directed via the Democratic Support Services Unit.
- iii) A register of all Council attendances at conferences, seminars and training, will be maintained by the Democratic Support Services Manager and will be included in the monthly reimbursement summary form.

Previous Review Dates

10 March 2008
13 May 2005
25 September 2002

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Page 2

ELECTED MEMBERS EXPENSES AND ALLOWANCES

Purpose of the policy is to set the levels of expenses and allowances paid to or on behalf of members of Council's Committees and Subcommittees for the electoral tenure commencing 22 October 2013.

CONTENTS

1. Policy Objectives
2. Strategic Alignment
3. Policy Guidelines
4. Monitoring and Implementation

REVISION HISTORY

<i>Revision #</i>	<i>Policy Sponsor</i>	<i>Approval Date and date of next scheduled review</i>	<i>Council or Committee Decision</i>	<i># TRIM Reference</i>	<i>Related Operating Guidelines</i>
1	General Manager Customer Relationship Group	11 April 2012 Review by April 2013	Council	D-534656	

Draft prepared for 2013-2016 triennium.

1. POLICY OBJECTIVES AND SCOPE

To set the levels of expenses and allowances paid to or on behalf of members of Council's Committees and Subcommittees.

2. STRATEGIC ALIGNMENT

This policy assists in the delivery of Council's outcomes and goals as follows:

PROSPEROUS AND INNOVATIVE	OUTSTANDING CITY LEADERSHIP	PEOPLE LOVE LIVING HERE
<ul style="list-style-type: none"> ▪ Hamilton has a strong, productive economy and we build on our economic strengths. ▪ We have a thriving CBD. ▪ It's easy to do business here. ▪ Our city grows and prospers in a sustainable way. 	<ul style="list-style-type: none"> ▪ The city is led by effective, open and responsive governance. ▪ Council's finances are sustainable for the long term. ▪ We operate efficiently and provide exceptional service. ▪ The city takes a leadership role regionally and nationally. 	<ul style="list-style-type: none"> ▪ Hamilton embraces the Waikato River and it is the focal point of our city. ▪ We value, preserve and protect Hamilton's natural, green environment. ▪ Our city is attractive, well-designed and compact with outstanding architecture and distinctive public spaces. ▪ Our city is a fun place to live with a vibrant Arts scene. ▪ Hamilton is a safe city. ▪ It's easy to get around. ▪ We celebrate our people and many cultures.

■ = primary contribution

3. POLICY GUIDELINES

3.1. Expenses and Allowances

3.1.1. Provision of Mobile Phone and Laptop

- All elected members have the option of being provided with a mobile phone and laptop or iPad, either on the Council network, or off the Council network as per the Council policy.
- All elected members will be required to reimburse Council for any private calls made on the mobile phone provided by Council.

3.1.2. Council related Telephone Calls

- Council will reimburse elected members for Council related telephone calls made on private telephones (including mobile phones).

3.1.3. Telephone Line Rental Reimbursement

- Council will reimburse elected members 50% of a telephone line rental (including a message facility) per household, and where more than one Councillor resides at the same residential address, Council will only reimburse 50% of the actual telephone line rental incurred per household. The reimbursement will be based on a supporting tax invoice.

3.1.4. Broadband Connection Reimbursement

- Council will reimburse elected members the total cost of a mid level broadband connection plan, based on a supporting tax invoice.

3.1.5. Travel and Conference Costs

- Council will pay on behalf of elected members or reimburse elected members for travel or conference costs incurred whilst representing Council outside of the City boundary.
- Council will make payments on behalf of elected members or reimburse elected members up to a maximum of \$2,000 per annum per elected member for professional development courses, conferences and seminars of elected members own choice. This includes the cost of travel, accommodation and meals, noting that the cost of accommodation and meals should not exceed a mid range, reasonable and defensible level. It is a requirement that the professional development course, conferences and seminars must be relevant to the business needs of Council. Any reimbursement will be based on supporting tax invoices.
- There is no limit on conference attendances where they are resolved by Council.
- The Chief Executive may on a case-by-case basis approve the payment of a contribution to a host in lieu of accommodation for actual and reasonable costs. This reimbursing allowance is paid to cover actual and reasonable costs incurred when staying in private accommodation (friends/relatives of elected members) when travelling on local authority business. The maximum amount payable will be \$50 per night.

3.1.6. Vehicle Mileage Allowance and Taxi Costs

- No vehicle mileage allowance or taxi costs will be paid to, or on behalf of elected members, for travel within the City boundary, or if they reside outside the City boundary for travel to the City boundary.
- Any vehicle mileage allowance that qualifies (i.e. travel costs incurred whilst representing Council outside of the City boundary) will be reimbursed in accordance with the rates and parameters as noted below which are consistent with the Remuneration Authority determination;

3.1.6.1. Council will pay an elected member a vehicle allowance for travel by elected member each day, but only if:

- a) the elected member is not otherwise provided with a vehicle by Council; and
- b) the distance travelled by the elected member on the day exceeds the threshold distance and
- c) the travel is-
 - (i) in a private vehicle: and
 - (ii) on Council's business: and
 - (iii) by the most direct route that is reasonable in the circumstances.

3.1.6.2. The vehicle mileage allowance is payable only in respect of the elected member travel for that day that exceeds the threshold distance.

3.1.6.3. The maximum mileage allowance payable to the elected member in any 12 month period is:

- a) 77 cents per kilometre for the first 5000 kilometres for motor vehicles (39 cents per kilometre for motor cycles).
- b) 37 cents per kilometre for any distance over 5000 kilometres for motor vehicles (19 cents per kilometre for motor cycles).

3.1.6.4. The threshold distance for council is 30 kilometres

3.1.7. Provision of Stationery

- Council will provide a reasonable supply of stationery requirements to elected members for their use on Council business, including business cards, compliment slips and consumables (i.e. paper, printer cartridges, etc) used on private computers.
- Where appropriate, elected members will be reimbursed for consumables purchased directly from suppliers.

3.1.8. Communications Allowance

- In circumstances where elected members do not provide tax invoices for telephone line rental costs, mobile phone and a mid level broadband connection plan, a taxable allowance is paid to elected members (50% of telephone line rental costs and of portion of a mobile phone cost and a mid level broadband connection plan). The maximum amount that can be claimed for the communications allowance is \$750 per annum or \$62.50 per month.

3.1.9. Items of Possible Private Benefit

- The Remuneration Authority have issued clear guidelines on the following items of possible private benefit:
 - a) Carparking
The carparking provided for elected members is to be used only for Council business, and only for Councillors. No private use is permitted.
 - b) Medical Insurance
Elected members are not permitted to obtain medical insurance through the Hamilton City Council medical insurance scheme.
 - c) Staff Discounts
Elected members are not permitted to access discounts for their own personal purchases through the use of Council's purchasing power.
 - d) Life, Accident and Income Replacement Insurance
Council will not take out any insurance policy on behalf of elected members where the payment of a claim is made to the elected representative or his or her estate.

3.1.10. Non Remuneration Matters

- The Remuneration Authority have issued clear guidelines on the following non remuneration matters:
 - a) Airpoints

Elected members should not use, for private benefit, airpoints earned from travel paid for by the Council.

b) Spouse/Partner Travel

Travel by spouses at Council's expense should be the exception rather than the rule and be based on a sound business case.

3.2. Approval of Elected Member Expense Reimbursement Claims

- All claims for reimbursement of expenses are to be submitted on the councillor expense claim form to the Democracy Manager. Claims must be signed by the elected member, and all expenses claimed must be supported by a tax invoice or receipt.
- The Democracy Manager will approve all expenses claims that are in accordance with the provisions of this policy, with the exception of any claims that are unusual and items outside of this policy which must be approved by the Chief Executive Officer.

3.3. Reporting

- The remuneration and allowances paid and all expenses reimbursed to elected members will be reported to all elected members on a monthly basis.

4. MONITORING AND IMPLEMENTATION

The General Manager Customer Relationship Group will monitor the implementation of this policy.

The policy will be reviewed every three years or at the request of Council or in response to legislative and statutory requirements.

Elected Members IT Council Policy

Objective:

To provide Elected Members with a policy for On Network and Off Network IT services that is consistent with the service level agreed by Democratic Services Manager and the HCC CIO (Chief Information Officer).

Policy Scope:

This policy runs for the duration of the Triennium and covers all elected members who have taken either of the IT options offered at the start of the 2010 triennium. The On Network or Off Network offer is to be taken in its entirety.

IT 'On Network' Offer;

- HCC laptop/desktop
- HCC email address in the form of councillor@council.hcc.govt.nz
- HCC internet access /network use
- HCC mobile device and calendar synchronicity
- HCC Service Desk support
- HCC Training
- Access to a secure FTP site supported by Council for agendas, minutes and general communication postings

IT 'Off Network' Offer;

- Standalone laptop/desktop (procured directly by the Elected Member via purchase order)
- Standalone mobile (procured directly by the Elected Member via purchase order)
- Personal email address
- Wireless connectivity to the internet on the 9th floor, Council Chambers and Committee Room One
- Access to a secure FTP site supported by Council for agendas, minutes and general communication postings
- Capped funding for training and support (procured directly by the Elected Member via purchase order)
- Printer connectivity on the 9th

Communication of this policy to Elected Members will be incorporated into the induction process at the beginning of any new triennium or via the Democratic Support Services Manager during the term.

Policy:

Acquisition— All hardware and/or software procurement will be in accordance with this policy:

On Network

1. All hardware and/or software procurement is to be requested through Information Services (IS) via the IS Service Desk and remains the property of HCC.
2. All Elected Members will be provided with Democratic Support Services Manager approved hardware and software that is deemed appropriate to support their role as a councillor in council. (Refer Appendix A HCC Elected Members Hardware and Software Standards).
3. The standard build, as outlined in appendix A will be updated on a regular basis as directed by the Democratic Support Services Manager in conjunction with the CIO.
4. All hardware will be replaced at the pre determined lease end period.
5. If the current HCC standard approved model is made obsolete the hardware will be updated to the new standard model specifications at the lease end period.
6. All costs including maintenance and operating costs are to be funded by the Democratic Support Services budget.
7. All lost or stolen hardware is to be reported to the IS Service Desk as soon as possible. Replacement hardware and software will follow the standard specifications and service delivery agreement. (Refer appendix A section 1 and 2).

Off Network

1. The Elected Member will provide itemised quotes for the purchase of hardware and/or software and /or services.
2. The hardware and/or software is deemed appropriate to support their role as an HCC Elected Member.
3. Where the Elected Members supplier is not already registered as an HCC vendor the Elected Member will arrange for the completion of the 'New Supplier Starter Pack' directly with the vendor.
4. HCC will provide the Elected Member with an HCC purchase order no greater than the agreed capped value as referred to in Appendix B.
5. The Elected Member will procure the goods and /or services directly from their supplier.
6. All hardware and/or software procurement remains the property of HCC and is to be returned at the completion of the triennium with all personal information removed.
7. Elected Members can financially contribute to the purchase cost at their discretion; repayment of such contributions will be paid on return of the asset and will be based on current asset/software residual value and percentage of contribution.
8. All lost or stolen hardware is to be reported to Democratic Support Services as soon as possible. Replacement hardware and software will follow this policy.
9. All HCC costs are to be funded by the Democratic Support Services budget

Operation & Use — All HCC provided Information technology must be used in accordance with this policy.

Training

On Network

1. Training will be provided to all Elected Members on hardware and software that is applicable to Council's activities.

Off Network

1. HCC will provide, if required, advice on minimum specifications and functionality prior to purchase.
2. HCC will provide the Elected Member with a capped value, as referred to in Appendix B for the purpose of training (procured directly by the Elected Member via purchase order or reimbursed via expense claim). The Elected Members will arrange all training needs direct with their preferred supplier.
3. HCC will provide, if required in house training on how to access the FTP site and set up your own email address.

Hardware & Software**On Network**

1. All hardware (including mobile phone devices) and/or software problems are to be reported to the IS Service Desk. The problem will then be allocated a job number and given a priority based on the impact to the business. The resolution process will be managed according to the VIP service level agreement. (Refer Appendix A HCC Elected Member Service Level Agreement)
2. Authorization can be gained directly through the Service Desk where a change is of low risk. In this instance the Councilor will be able to carry out the change. High risk changes e.g upgrades to Internet Explorer, will be managed through the Service Desk during normal business hours (refer Appendix A section 2).
3. No attempt should be made to resolve faults by the user themselves or by any third party without prior authorisation from the CIO.
4. Prior authorisation is required by Democratic Support Services Manager in conjunction with the CIO if other non-standard/non-approved HCC owned software (e.g visio or project) is required to carry out your role.
5. Where non standard or non approved software is identified on an Elected Members laptop: The laptop is to be returned to the onsite engineer and configured to the current agreed standard specifications. (Refer appendix A section 1 for agreed current specification).
6. All licensing agreements are to be adhered to: Software procured for one user is not be distributed and used on another PC. Not adhering to license agreements is illegal and can attract substantial penalties and possible legal action against HCC.

Off Network

1. Elected Members will have no connectivity to the HCC Elected Members' networked services as provided under the On Network Option.
2. HCC will provide the Elected Member with a capped value, as referred to in Appendix B for the purpose of service and support (procured directly by the Elected Member via purchase order or reimbursed via expense claim). The Elected Members will be responsible for managing all their IT related issues by liaising directly with their preferred supplier (warranty & support).
3. Where the Elected Members supplier is not already registered as an HCC vendor the Elected Member will arrange for the completion of the 'New Supplier Starter Pack'.

4. All licensing agreements are to be adhered to: - Software procured for one user is not be distributed and used on another PC. Not adhering to license agreements is illegal and can attract substantial penalties and possible legal action.
 5. Elected Members will be provided with printing functionality on the 9th floor.
 6. Elected Members will be responsible for any management/service plans required to ensure data is protected and recoverable.
-

Network

On Network

1. Elected Members will be allocated a unique login name.
2. Passwords must:
 - Be changed every 90 days with a new unique password of no less than seven characters containing no less than two numerical and one special character (eg; council12#); this action is to comply with Audit NZ requirements
 - Not be disclosed or made accessible to any other person.
3. Elected Members must not share their own or use other HCC login names or passwords.
4. The Network is to be used for HCC business purposes only. All files and data stored on the Network are the property of HCC and are subject to the conditions of the PRA (Public Records Act 2005).
5. Where there is a general requirement to review content and use HCC will seek authorisation from the Elected Member in conjunction with the Support Services Manager prior to any action being taken.
6. Where a request is made through the Local Government Official Information Act 1987 or the Privacy Act 1993 the Acts will be followed.
7. Elected Members must fully comply with all internal audit procedures and controls required to ensure the integrity, security and availability of information stored on the Network.

Off Network

1. Elected Members will have no connectivity to the HCC Elected Members' networked services as provided under the On Network offer
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Internet/Email

On Network

1. To facilitate the day to day operation of HCC's activities, Elected Members will be given appropriate access to the Internet and e-mail.
2. The Internet/e-mail is to be used for HCC business purposes.
3. Your Internet/e-mail is not to be used for non HCC business related purposes. Reasonable other personal use of the Internet/e-mail is permitted provided it does not result in additional costs or liability to HCC.
4. The sending or receiving of e-mails containing large attachments may threaten the integrity of HCC's systems, in which case the e-mail may be blocked by Mail Marshall from either being sent or received. (Refer Appendix A Mail Marshall Restrictions) In this event notification advice will be sent to your email address by the IS Service Desk.

5. HCC reserves the right to recover all additional costs incurred as the result of personal Internet/e-mail use.
6. In using the internet/e-mail for personal use the Elected Member understands and accepts that HCC will not accept any liability for any loss incurred or damage suffered by the Elected Member or any third party and the user agrees to indemnify HCC and hold HCC harmless for any loss.
7. Your Internet/ e-mail access is not to be used to store, copy or distribute material or a file that is in breach of the [NZ Copyright Act 1994 & Amendment 2008](#).
8. Software or streaming media must not be downloaded from the Internet.
9. All e-mail (business and personal) remains the property of HCC and are subject to the conditions of the PRA (Public Records Act 2005).
10. HCC will seek authorisation from the Elected Member in conjunction with the Privacy Officer prior to any action being taken where there is a general requirement to review content.
11. Where a request is made through the Local Government Official Information Act 1987 or the Privacy Act 1993 the Acts will be followed.
12. E-mail attachments must not be opened where the source is unknown to you.
13. No website is to be accessed where it may effect/interfere with the laptop and or the network function.
14. A secure FTP site supported by Council will be provided to all Elected Members, it will provide access to Council agendas, minutes and general communication postings with Elected Members.

Off Network

1. A secure FTP site supported by Council will be provided to all Elected Members, it will provide access to Council agendas, minutes and general communication postings with Elected Members.
2. Elected Members will provide their own email address. Constituents who send email to the Elected Members generic email address (@council.hcc.govt.nz) will be advised by automatic email response of the Elected Members correct email address.
3. Elected Members will deal with any email issues directly with their external provider.
4. Elected Members will be provided with assistance in the set up of forwarding their personal emails to the Elected Member's email address, or visa versa, at the start of the new term.
5. Elected Members will have wireless connectivity to the internet on the 9th floor, Council Chambers and Committee Room One.
6. Elected Members will have access to a non-networked printer on the 9th floor.

Mobile Phones & Data Cards

On Network

1. Elected Member's who have been allocated a mobile phone are to manage their business and private usage either by; printed invoice paper copy or through the HCC vendor software package 'SpendManager'. A copy of the guide will be available via the Democratic Support Services Manager.
2. If the Elected member chooses to use Spendmanager all known business and private numbers are to be identified, tagged and managed through spendManager.
www.vodafone.co.nz/knox/login_handler.jsp?template=myvodafone
3. Any private use, including but not limited to, calls, text and internet usage, is to be accounted for and reimbursed each month within 5 working days of receiving the statement notification.
4. Lost, mislaid or stolen mobile phones are to be reported to IS Service Desk as soon as possible.

5. Elected Member's are to ensure the security of their mobile phone at all times. This includes but is not limited to using the security options offered on mobile phones, (key guard & password).
6. The phone is to be used in a responsible and safe manner at all times and the user is to comply with any applicable legislation (Telecommunications Bill) *Hands free kits (including head phones) are to be used when driving. If not available you are to pull over when safe to do so to take/make a call.*
7. Where available, all roaming to the internet must be accessed through the HCC network.
8. Prior to overseas usage, the mobile phone and or data card user shall obtain usage and pricing information from Information Services.
9. Where Telecommunication equipment is no longer required it is to be returned intact and with accessories to the Information Services Unit.

Off Network

1. Elected Members will have no connectivity to the HCC Elected Members' networked services as provided under the On Network offer.
2. Elected Members will be required to claim back some operational costs, i.e. mobile phone activity and rental - (currently paid through the current Elected Members' provision).
3. The Elected Member will provide itemised quotes for the purchase of the mobile device.
4. The mobile device is deemed appropriate to support their role as an HCC Elected Member.
5. Where the Elected Members supplier is not already registered as an HCC vendor the Elected Member will arrange for the completion of the 'New Supplier Starter Pack'.
6. HCC will provide the Elected Member with an HCC purchase order no greater than the agreed capped value as referred to in Appendix B.
7. The Elected Member will procure their goods and /or services directly.
8. The mobile phone remains the property of HCC and is to be returned at the completion of the triennium with all personal information removed.
9. Elected Members can financially contribute to the purchase cost at their discretion; repayment of such contributions will be paid on return of the asset and will be based on current asset/software residual value and percentage of contribution.
10. All HCC costs are to be funded by the Democratic Support Services budget.
11. In the event of a lost or stolen phone the Elected Member will be required to contact their provider directly.

Operational Constraints

1. **Fringe Benefit Tax** — Council will be liable for Fringe Benefit Tax (FBT) where any private use (including availability for private use) is not reimbursed by the employee.
2. User acceptance is to be signed and returned to the Democratic Support Services Manager (Refer Appendix B)
3. Any non standard or non-approved software applications installed will not be covered under the service level agreement. (Refer point 4 under Hardware & Software and Appendix A Section 2)

Appendix A**Section 1; HCC Elected Members Hardware and Software Standards**

Hardware - The HCC standard approved hardware model has been designed to meet HCC elected members business needs and has the following minimum specifications;

1 x Laptop and Docking Station (second docking station on request)

Laptop

Operating system installed	Windows XP Professional	Processor speed	2.80 GHz
Processor type	Intel® Core™ i7-640M Processor (2.80 GHz, 4 MB L3 cache)	Hard disk drive speed	5400 rpm
Optical drives	DVD+/-RW SuperMulti DL LightScribe	Wireless technologies	Intel® Wireless LAN 802.11a/b/g/n, Bluetooth 2.0+
Standard Memory	4 GB DDR3	Internal Drive	320GB
Screen Size	15.6" widescreen	Optical drives	DVD+/-RW SuperMulti DL LightScribe

Mobile Device - As the approved mobile device model changes frequently the specifications will always be based on the approved standard model currently being used by HCC.

Councillors will receive a device that enables them;

Make and receive calls

Make and receive appointments

Send and receive email

Open and view attachments

Create tasks

Browse the internet using the HCC Elected Member Network

Software Applications

Adobe Flash and Shockwave

Adobe Acrobat Reader

IPSwitch WS_FTP Pro (Agendas access)

MS Office 07

Quicktime

Shadow Protect

E-Trust Antivirus

Windows Desktop Search 4.0

Section 2; HCC Elected Member Service Level Agreement

Hardware Procurement and Delivery

Standard HCC agreed hardware will be delivered to the Elected Member within 8 business days from date of purchase.

Call Management

8.00am to 5.30pm Business Days:

Onsite Engineer will respond within 15 minutes of the call being logged with the Service Desk, and will arrange a suitable time to attend onsite.

If the job logged is greater than 4 hours the On Site Engineer will seek approval from the Democratic Support Services Manager prior to continuing.

24 x 7 (outside the above hours):

Calls can be logged by **phoning** the the Service Desk (0800 84 84 84) at anytime. Outside of the business hours stated the Service Desk After Hours Response person will take the Elected Members immediate contact details and pass these on to a Level 2 Engineer, who will call back the Elected Member within 15 minutes of the call being placed with the Service Desk.

The Level 2 Engineer will provide phone support for up to 30 minutes.

Where the Level 2 Engineer is unable to resolve the issue within the 30 minutes the call will be escalated to the Elected Members On Site Engineer. The On Site Engineer will contact the Elected Member at their first available opportunity on the next business day.

Where it is identified that the root cause of the call is due to non standard or non approved software applications after hour's service will not be provided. The laptop is to be returned to the onsite engineer and rebuilt to standard specification during normal business day hours.

Section 3; Mail Marshall Restrictions

The following restrictions apply:

Inbound Email:

- Blocking of known junk mail, viruses, hoaxes, or threats. Note: the blacklists that assist with identifying these are updated every night
- Blocking of spam relating to, or containing reference to, pornography, inappropriate language, or phishing for personal details
- Blocking of attachments that are; .exe files, virus infected, suspicious, containing passwords, video files, image files (over 3MB), sound files, or are of an unknown type
- Blocking of email over 30MB (HCC email address) or 15MB (general email address) in size

Outbound Email:

- Blocking of known viruses or threats
- Blocking of attachments that are; .exe files, virus infected, suspicious, containing passwords, video files, image files (over 3MB), sound files, or are of an unknown type
- Blocking of email relating to, or containing reference to, pornography or inappropriate language
- Blocking of email over 30MB (HCC email address) or 15MB(general email address) 15MB in size

Appendix B

Home Landline & Broadband Continued to be covered under the Elected Members' Expenses & Allowances Policy

ELECTED MEMBERS IT FUNDING MAXIMUM VALUE FOR 2010			HCC off-network Maximum Value 2010 All pricing shown is exclusive of GST	
		Specifications/Requirements	Computer	Procurement Option
Hardware (HW) per Triennium	Laptop (refer specifications) and hardware peripherals Mobile Phone	Suitable for mid range business use, 3 year warranty Members are contactable by mobile phone	\$3,600	PO
Software (SW) per Triennium	Microsoft Office Professional & software assurance	Suitable for mid range business use, 3 year warranty & virus protection	1,400	PO
Services	Wireless connectivity	Provided on 9th floor	x	HCC provided
	Printing Facilities x2	Provided on 9th floor	x	HCC provided
	Elected Members email address	Contactable for constituents and council staff by email	Emails sent to xxx@council.govt.nz will be auto responded to advising sender of Elected Members correct address	
	HW & SW Support	Based on 10 hours per annum	\$2,500	PO or Expense Claim
	Training	\$500.00 per annum	\$1,500	PO or Expense Claim
Total Triennium Funding				\$9,000
Monthly Operational Expenses	Mobile rental and data plan	36 month contract	\$1,800	Monthly Expense Claim
	Mobile calls	All HCC business related calls funded on network through Talkzone	x	Monthly Expense Claim

Appendix C
HCC Elected Members IT Policy On and Off Network User Acceptance Form

1. I have read and understood the HCC Elected Members IT Policy.
2. I agree to abide with the terms and conditions as documented in the HCC Elected Members IT Policy that relate to the network option I have selected below

Network Option	<div style="display: flex; justify-content: space-around;"> On Network Off Network </div> (delete one)
Name:	
Position:	HCC Elected Member
Date:	
Signature:	

CORPORATE HOSPITALITY AND ENTERTAINMENT

The purpose of this Policy is to outline Council’s roles and responsibilities around corporate hospitality, hosting and entertainment opportunities.

CONTENTS

1. Policy Objectives and Scope
2. Strategic Alignment
3. Principles of Policy
4. Policy Guidelines
5. Monitoring and Implementation
6. References

REVISION HISTORY

<i>Revision #</i>	<i>Policy Sponsor</i>	<i>Approval Date and date of next scheduled review</i>	<i>Council or Committee Decision</i>	<i># TRIM Reference</i>	<i>Related Operating Guidelines</i>
1	Chief Executive	11 April 2012 Review by April 2015	Council	D-448149	Ticket Allocation SOP D-131730

1. POLICY OBJECTIVES AND SCOPE

It is appropriate that from time to time hospitality and entertainment is extended for official business, commercial and networking purposes and for building relationships which benefit the strategic aspirations of the city.

The policy clarifies how these opportunities can be utilised for corporate hospitality and entertainment.

This policy applies to:

- All Council-owned facilities.
- All complimentary tickets received as a result of HCC financial support.
- All Council staff and Elected Representatives.

2. STRATEGIC ALIGNMENT

This policy assists in the delivery of Councils outcomes and goals as follows:

PROSPEROUS AND INNOVATIVE	OUTSTANDING CITY LEADERSHIP	PEOPLE LOVE LIVING HERE
<ul style="list-style-type: none"> ▪ Hamilton has a strong, productive economy and we build on our economic strengths. ▪ We have a thriving CBD. ▪ It's easy to do business here. ▪ Our city grows and prospers in a sustainable way. 	<ul style="list-style-type: none"> ▪ The city is led by effective, open and responsive governance. ▪ Council's finances are sustainable for the long term. ▪ We operate efficiently and provide exceptional service. ▪ The city takes a leadership role regionally and nationally. 	<ul style="list-style-type: none"> ▪ Hamilton embraces the Waikato River and it is the focal point of our city. ▪ We value, preserve and protect Hamilton's natural, green environment. ▪ Our city is attractive, well-designed and compact with outstanding architecture and distinctive public spaces. ▪ Our city is a fun place to live with a vibrant Arts scene. ▪ Hamilton is a safe city. ▪ It's easy to get around. ▪ We celebrate our people and many cultures.

■ = primary contribution

3. PRINCIPLES OF POLICY

The guiding principles for this policy have been adopted from the Office of the Controller and Auditor-General's good practice guide as follows:

- The dominant purpose for usage of Council facilities or expenditure for hospitality and entertainment must be a justifiable business purpose which can be understood along the following lines:
 - building relationships;
 - networking opportunities;
 - representing the organisation;

- reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality;
 - recognising significant business achievement;
 - advancing commercial objectives;
 - building revenue.
- It is recognised that Elected Representatives play an important role in building relationships, advancing commercial objectives and representing the organisation.
 - Decisions about expenditure and facility use for corporate hospitality and entertainment must be transparent, impartial and made by the appropriate delegated authority.
 - As decisions are likely to be scrutinised, expenditure and use of facilities therefore needs to pass the test of what is reasonable by community standards.
 - Officers arranging the hospitality must exercise discretion and conservatism when determining the level of expenditure for official entertainment and hospitality.
 - Access to Council facilities (including the offering of free or complimentary tickets to events and access to reception facilities such as the Clarke Lounge at Waikato Stadium) is not to be viewed as “as of right” or “perks” to staff or Elected Representatives.

4. POLICY GUIDELINES

4.1 Access to Council facilities for Official Hospitality and Entertainment

- A number of complimentary seats and/or tickets are set aside, by clients and hirers of Council facilities as part of their Venue Hire Agreement, for Council use.
- The events and number of complimentary tickets which are available will be communicated to the Chief Executives Office by the Events Facilities Unit, the Communication and Marketing Unit and the Community Services Group.
- In recognising their unique role in governance and representing the organisation, six (6) tickets for events at Founders Theatre; four (4) tickets to events at Clarence St Theatre; two (2) tickets to events at The Meteor and up to nineteen (19) tickets to the Clarke Lounge at Waikato Stadium will be allocated to elected representatives and their guests depending on availability e.g. where such tickets can be procured from the event promoter and/or are not required for commercial purposes.
- The Clarke Lounge tickets may be substituted for seated stand tickets at Waikato Stadium.
- Members of the Clarke family to be invited to the lounge for a Waikato National Provincial Competition (NPC) or equivalent game on one occasion each year.
- The five district Councils (Waipa, Waikato, Matamata-Piako, Otorohanga and Hauraki) who contributed to the Stadium development will be invited to use the Clarke Lounge for one game each year. The occasion will be hosted by the Mayor or their delegate, or the CEO or their delegate.
- Where tickets are allocated under Section 4.1, for the Clarke Lounge the cost of any food and beverage for elected representatives and any guests will be paid for personally by the respective elected representatives.
- Where elected representatives and their guests attend the Clarke Lounge to specifically further city and business opportunities, hospitality costs for themselves and their guests will be charged to the group or Unit concerned with prior approval from the Chief Executive.

- Complimentary seats and tickets (including those specifically allocated for Councillor use) will be allocated based on the guidelines of the Ticket Allocation Standard Operating Procedure D-131730.
- Access to Council facilities will be by ticket or valid entry pass only.
- Council's corporate hospitality and entertainment requirements will take precedence for the utilisation of Council facilities.
- The Chief Executives Office will establish a Hospitality and Entertainment Register. This will outline the purpose of function, date of function, recipients of complimentary tickets and the event attended or facility used. The Events Facilities Unit will establish a register to document complimentary tickets utilised for advancing commercial purpose. This will include the number of tickets, recipients and reason for issuing of tickets.
- Documentation must be adequate to satisfy internal and external audit requirements, including corporate, accounting and taxation requirements with the business purpose being identified.

4.2 Official Hospitality for Business Meetings and Functions

- There must be a direct and demonstrable link between the provision of hospitality and the business of the Council. Managers must ensure that they know the reasons for and scope of the intended hospitality, including the intended participants.
- The staff member arranging the hospitality should bear in mind Council's obligations to be financially prudent. Where a restaurant is involved, it should be of an appropriate standard but not unduly expensive with a reasonable balance between the cost of food and the cost of alcohol (if provided).
- The staff member arranging the hospitality must ensure that;
 - arrangements for hospitality are fully detailed in respect of purpose, participants and costs, and approved by the relevant manager in advance ;
 - only those staff who are relevant to the business concerned should be included in a hospitality event;
- Alcohol provision (if available) needs to be carefully managed in terms of the principles and strategic aspirations of this policy. Responsible host principles also need to be followed therefore consideration needs to be given to:
 - The length and reason for the function
 - Safe transport options
 - Provision of food/catering
- The cost of hospitality and entertainment for guests and visitors must be charged to the appropriate account code. Council finance policies must be followed.

5. MONITORING AND IMPLEMENTATION

The Chief Executives' Office will monitor the implementation of this policy.

The policy will be reviewed every three years or at the request of Council or in response to triggers, legislative and statutory requirements.

6. REFERENCES

- Office of the Controller and Auditor-General. (2007). Controlling Sensitive Expenditure: Guidelines for Public Entities. Wellington. <http://www.oag.govt.nz/2007/sensitive-expenditure/docs/sensitive-expenditure.pdf>

ELECTIONS - COMMUNICATING WITH THE PUBLIC

The purpose of this Policy is to provide guidelines to control the use of Council resources by a sitting member for re-election purposes.

CONTENTS

1. Policy Objectives and Scope
2. Strategic Alignment
3. Principles of Policy
4. Policy Guidelines
5. Monitoring and Implementation
6. References

REVISION HISTORY

<i>Revision #</i>	<i>Policy Sponsor</i>	<i>Approval Date and date of next scheduled review</i>	<i>Council or Committee Decision</i>	<i># TRIM Reference</i>	<i>Related Operating Guidelines</i>
1	General Manager Customer Relationships	11 April 2013 Review by May 2015	Council	D-974838	– ‘Good practice for managing public communications by Local Authorities’ Office of the Auditor General

1.1

POLICY OBJECTIVES AND SCOPE

Communication of information at public expense or in an official capacity always carries the risk of criticism. The commonest complaints are that a communication is unnecessary, unbalanced, or politically biased.

The purpose of this policy in relation to Council’s communications practices is to:

- provide a general framework for the conduct of a Council’s communications activities
- help with clarifying roles and responsibilities especially between sitting Elected Representatives, communications staff and advisers
- set benchmarks for particular types of communications especially as to what is acceptable in the political context and at critical times such as during a pre-election period.

Pre-election period means the three months before the close of polling day for the purposes of calculating “electoral expenses”. See Local Electoral Act 2001, Section 104.

This policy must be read in conjunction with The Controller & Auditor General publication: *“Good Practice for Managing Public Communications by Local Authorities”*.

STRATEGIC ALIGNMENT

This policy assists in the delivery of Councils outcomes and goals as follows:

PROSPEROUS AND INNOVATIVE	OUTSTANDING CITY LEADERSHIP	PEOPLE LOVE LIVING HERE
<ul style="list-style-type: none"> ▪ Hamilton has a strong, productive economy and we build on our economic strengths. ▪ We have a thriving CBD. ▪ It’s easy to do business here. ▪ Our city grows and prospers in a sustainable way. 	<ul style="list-style-type: none"> ▪ The city is led by effective, open and responsive governance. ▪ Council’s finances are sustainable for the long term. ▪ We operate efficiently and provide exceptional service. ▪ The city takes a leadership role regionally and nationally. 	<ul style="list-style-type: none"> ▪ Hamilton embraces the Waikato River and it is the focal point of our city. ▪ We value, preserve and protect Hamilton’s natural, green environment. ▪ Our city is attractive, well-designed and compact with outstanding architecture and distinctive public spaces. ▪ Our city is a fun place to live with a vibrant Arts scene. ▪ Hamilton is a safe city. ▪ It’s easy to get around. ▪ We celebrate our people and many cultures.

■ = primary contribution

PRINCIPLES OF POLICY

- Council will play a neutral role in an election

- Council assets should not be used by candidates to gain an unfair electoral advantage

POLICY GUIDELINES

1.1 Members' personal profile

- Council endorses Principle 11 of The Controller & Auditor General publication: "Good Practice for Managing Public Communications by Local Authorities", which states: *Care should be exercised in the use of Council resources for communications that are presented in such a way that they raise, or could have the effect of raising, a Member's personal profile in the community (or a section of the community). In permitting the use of its resources for such communications, Council should consider equitable treatment among all Members.*
- It is important that the public know who their Councillors are. Council is justified in using, or in some circumstances permitting Members to use, Council facilities for communications that have the objective of raising a Member's personal profile.
- Giving a "human face" to a piece of information can be an effective communications strategy to attract attention and make the information relevant and understandable to its audience.
- It is acceptable for Council to use photographs of Members, personal quotes/attributions, and other standard journalistic techniques provided they are consistent with these objectives. However, Council needs to bear in mind the inherent risk of favouritism and unequal treatment of members.
- For example, a "photo opportunity" shot, in a Council-funded publication of a Mayor or Committee Chairperson announcing a Council decision helps to draw the reader's attention to the decision, and thereby improve the effectiveness of its communication, but could also have an unintended and beneficial spin-off for the Member's personal or political profile in the community.
- Allowing Members representing a particular Ward to issue their own newsletter to constituents could have a similar effect. There is nothing wrong with such an idea in principle. However, the principle of equitable treatment makes it important that the same communications opportunity is available to Members representing other Wards. Matters such as editorial and quality control and attribution should also rest with the Council's communications staff in accordance with Council policy.

1.2 Communications in the pre-election period

- Council endorses Principle 12 of The Controller & Auditor General publication: "Good Practice for Managing Public Communications by Local Authorities", which states: *A local authority must not promote, nor be perceived to promote, the re-election prospects of a sitting member. Therefore, the use of Council resources for re-election purposes is unacceptable and possibly unlawful.*
- Promoting the re-election prospects of a sitting Member, directly or indirectly, wittingly or unwittingly, is not part of the proper role of a local authority.
- Council would be directly promoting a Member's re-election prospects if it allowed the member to use Council communications facilities (such as stationery, postage, internet, e-mail or telephone) explicitly for campaign purposes.

- Other uses of Council communications facilities during a pre-election period may be unacceptable. For example, allowing Members access to Council resources to communicate with constituents, even in their official capacities as members, could create a perception that the Council is helping sitting Members to promote their re-election prospects over other candidates.
 - For this reason, it is recommended that mass communication facilities such as Mayoral or Members' columns in Council publications be suspended during a pre-election period.
- Promoting the re-election prospects of a sitting Member could also raise issues under the Local Electoral Act 2001. For example: Local elections must be conducted in accordance with the principles set out in Section 4 of the Local Electoral Act. The principles apply to any decision made by a Council under that Act or any other Act, subject only to the limits of practicality. A breach of the principles can give rise to an "irregularity" which could result in an election result being overturned.
- The publication, issue, or distribution of information, and the use of electronic communications (including web site and e-mail communication), by a candidate are "electoral activities" to which the rules concerning disclosure of electoral expenses apply.
- "Electoral expenses" include:
 - a reasonable market value of any materials applied in respect of any electoral activity that are given to the candidate or that are provided to the candidate free of charge or below reasonable market value; and
 - the cost of any printing or postage in respect of any electoral activity.
- A Member's use of Council resources for electoral purposes could therefore be an "electoral expense" which the Member would have to declare – unless it could be shown that the communication also related to Council business and was made in the candidate's capacity as a Member.

1.3 Principle 13

- Council endorses Principle 13 of The Controller & Auditor General publication: "Good Practice for Managing Public Communications by Local Authorities", which states: *A Council's communications policy should also recognise the risk that communications by or about Members, in their capacities as spokespersons for Council, during a pre-election period could result in the Member achieving electoral advantage at ratepayers' expense. The chief executive officer (or his or her delegate) should actively manage the risk in accordance with the relevant electoral law.*
- Curtailing all Council communications during a pre-election period is neither practicable nor (as far as mandatory communications, such as those required under the LGA, are concerned) possible. Routine Council business must continue. In particular:
 - Some Councils publish their annual reports during the months leading up to an October election, which would include information (including photographs) about sitting Members.
 - Council leaders and spokespersons need to continue to communicate matters of Council business to the public.
- However, care must be taken to avoid the perception, and the consequent risk of electoral irregularity, referred to in the commentary to principle 12. Two examples are:

- Journalistic use of photographic material or information (See Members’ personal profile No. 1 b) that may raise the profile of a Member in the electorate should be discontinued during the pre-election period; and
 - access to Council resources for Members to issue media releases, in their capacities as official spokespersons, should be limited to what is strictly necessary to communicate Council business.
- Even if Council’s Communications Policy does not vest the power to authorise Council communications solely in management at normal times, it should do so exclusively during the pre-election period.

MONITORING AND IMPLEMENTATION

The General Manager Customer Relationships will monitor the implementation of this policy.

The policy will be reviewed every three years or at the request of Council or in response to changed legislative and statutory requirements or in response to any issues that may arise.

REFERENCES

- Local Electoral Act 2001
- The Controller & Auditor General publication: “Good Practice for Managing Public Communications by Local Authorities”.

ELECTION SIGNS

The purpose of this Policy is to outline the high level approach and guidelines for displaying local authority election signs on Council land in the city.

CONTENTS

1. Policy Objectives and Scope
2. Strategic Alignment
3. Principles of Policy
4. Policy Guidelines
5. Monitoring and Implementation
6. References
7. Schedules

REVISION HISTORY

Revision #	Policy Sponsor	Approval Date and date of next scheduled review	Council or Committee Decision	# TRIM Reference	Related Operating Guidelines
1	General Managers Customer Relationships and City Environments	11 April 2013 Review by April 2015	Council	D-974254	<ul style="list-style-type: none"> – 'Good practice for managing public communications by Local Authorities' Office of the Auditor General – Hamilton City District Plan

1. POLICY OBJECTIVES AND SCOPE

During the lead up to local authority elections, it is common practice throughout the country for candidates to display information relating to their election via hoardings, posters, signs and other similar types, which are in a fixed position for a short period of time.

The purpose of this policy is to:

- clarify the rules and considerations around the display of election signs on Council land,
- outline available sites on Council land, and
- ensure that election signs do not present a risk to public safety.

This policy must be read in conjunction with the Hamilton City District Plan.

2. STRATEGIC ALIGNMENT

This policy assists in the delivery of Councils outcomes and goals as follows:

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<ul style="list-style-type: none"> ▪ Hamilton has a strong, productive economy and we build on our economic strengths. ▪ We have a thriving CBD. ▪ It's easy to do business here. ▪ Our city grows and prospers in a sustainable way. 	<ul style="list-style-type: none"> ▪ The city is led by effective, open and responsive governance. ▪ Council's finances are sustainable for the long term. ▪ We operate efficiently and provide exceptional service. ▪ The city takes a leadership role regionally and nationally. 	<ul style="list-style-type: none"> ▪ Hamilton embraces the Waikato River and it is the focal point of our city. ▪ We value, preserve and protect Hamilton's natural, green environment. ▪ Our city is attractive, well-designed and compact with outstanding architecture and distinctive public spaces. ▪ Our city is a fun place to live with a vibrant Arts scene. ▪ Hamilton is a safe city. ▪ It's easy to get around. ▪ We celebrate our people and many cultures.

■ = primary contribution

3. PRINCIPLES OF POLICY

- Council acknowledges that election signs are a normal feature of elections.
- Council recognises that it should play a neutral role in an election.
- Council assets should not be used by candidates to gain an unfair electoral advantage.
- Election sign sites shall be located on road reserve land.

4. POLICY GUIDELINES

4.1 Council sites

- No election sign shall be placed on any Council property or on any road (including roundabout or traffic island) or on any reserve or other public place, except those sites identified in Schedule 1.
- Election signs may be up to 2.5m in height or the maximum sign height for permanent signs on the site under zone rules, whichever is the greater.
- Signs may be up to the maximum size allowable under the District Plan however candidates are limited to 1 sign per site.
- Vehicle mounted election signs are not permitted.
- Permission is required and candidates must complete a Corridor Access Register (CAR) process by completing a single form to cover all of the sites in schedule 1 that they intend to use ahead of any signs being erected on this land. There will be no charge for this application.
- Where site space is limited, use of the site will be based on first in approach.
- The permit requirements of the Public Places Bylaw 2009 or the Public Places Policy will not apply to these sites.
- Council will not be responsible for any vandalism or other damage and/or loss to signs on sites on council land.

4.2 Signage requirements

- Temporary election signs for local authority elections are subject to the authorisation requirements as set out in the Local Electoral Act 2001.
- Temporary election signs do not require a building consent or fee payable prior to their erection unless they are over 6m² in area.
- The period of display for temporary election signs in Hamilton City is limited to three calendar months prior to local election.
- All election signs shall be removed before polling day.
- Electoral signs on Council land must not:
 - exceed the number and size limitations in the District Plan (*candidates should note these sizes vary depending on the zoning of the land*),
 - use reflective material or illumination or have moving parts; and
 - look like a traffic sign in shape or colour.
- Candidates must ensure that there is no damage to footpaths or other infrastructure caused by the installation of the signage.

- The installation of signs must be by hand digging only to reduce any potential damage to underground infrastructure and the depth of installation must be no more than 300 mm - 400 mm as a further precaution.

4.3 Safety requirements

- All signs and their supporting structures shall be constructed, fixed and placed in a manner so they do not pose a danger to property or the public. This shall be the responsibility of the sign owner.
- Any election sign must be securely braced from the ground up to carry wind loads and must not be affixed to any tree, building or structure in a public place.
- No sign shall be erected or allowed to remain near roads where in the opinion of the Council that sign will:
 - Obstruct the line of sight of any corner, bend, intersection or vehicle crossing for vehicles, cycles or pedestrians.
 - Obstruct, obscure or impair the view of any traffic sign or signal.

4.4 Non-complying signs on Council land

- Council may remove any non-complying or unsafe sign. The cost incurred in removing the sign shall be recoverable from the owner of the sign.
- Any sign removed by the Council shall be released to the owner upon payment of the costs incurred in its removal and storage. Any sign that remains unclaimed or not released for a period exceeding one month may be disposed of by the Council.

5. MONITORING AND IMPLEMENTATION

The General Manager Customer Relationships and General Manager City Environments will monitor the implementation of this policy.

The policy will be reviewed every three years or at the request of Council or in response to changed legislative and statutory requirements or in response to any issues that may arise.

6. REFERENCES

- Local Electoral Act 2001
- Electoral Act 1993
- District Plan (as defined in the Resource Management Act 1991)

7. SCHEDULE 1 – COUNCIL LAND FOR THE DISPLAY OF ELECTION SIGNS

EAST WARD

Site Name	Location description/ Access Information
1. River Rd	Use on-street parking. Be aware of traffic hazards if crossing the road.
2. Wairere Dr	Between the Carrs Rd overbridge and the Church. Candidates will need to park in the church car park and walk in to site. Please ask church for parking permission first.
3. Ruakura Rd	Use on-street parking. Be aware of traffic hazards if crossing the road.
4. Clyde St (road reserve)	Dey St Park. Use on-street parking on Dey St and walk back to site.
5. Wairere Dr	Park in Te Puroa Pl and walk in to site.

WEST WARD

Site Name	Location description/Access information
1. Ruakiwi Rd	Use on-street parking.
2. Wairere Dr (Road reserve)	Just past Totara Dr overbridge. Park in Totara Drive and walk in to site using pedestrian accessway.
3. Te Rapa bypass (storm water pond)	Site 1 is provided under Wairere Drive interchange. Park in Tasman Rd and walk in.
4. Te Rapa bypass (storm water pond)	Site 2 is provided under Wairere Drive interchange. Park in Tasman Rd and walk in.
5. Lincoln St	Use on-street parking. Be aware of traffic hazards if crossing the road.

CITIZENS INITIATED REFERENDA

The purpose of this policy is to clarify the circumstances under which a citizen's initiated referendum may be held and to ensure that Council's referenda processes comply with statutory requirements.

CONTENTS

1. Policy Objectives and Scope
2. Strategic Alignment
3. Principles of Policy
4. Policy Guidelines
5. Monitoring and Implementation
6. References

REVISION HISTORY

<i>Revision #</i>	<i>Policy Sponsor</i>	<i>Approval Date and date of next scheduled review</i>	<i>Council or Committee Decision</i>	<i># TRIM Reference</i>	<i>Related Operating Guidelines</i>
1	General Manager Customer Relations	26 Sep 2013 26 Sep 2016	Council	D-1083372	

1.1

1. POLICY OBJECTIVES AND SCOPE

From time to time Hamilton City Council will hold referenda on any matter relating to either the services that are provided or that may be provided by Council, or any policy or intended policy of the Council.

Referenda are held at the request of Council but may also be initiated through public demand.

2. STRATEGIC ALIGNMENT

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■ = primary contribution

3. PRINCIPLES OF THE POLICY

- Council recognises the use of referenda as contributing and improving Council's decision-making through community involvement.
- Citizens initiated referenda will be non-binding.

4. POLICY GUIDELINES

4.1 Making a request for a Citizens Initiated Referendum

- A petition containing **not less than 1500 signatures** of residents of Hamilton City, inclusive of the principal petitioner, all being on the Electoral Roll for Hamilton City and eligible to vote, shall be presented to the Hamilton City Council advising of the petitioners' request for a referendum.
- All petitions will be considered by the appropriate Standing Committee of Council, together with staff advice.
- The subject of that petition must be considered by Council within 60 days of receipt.

- If Council declines to hold a referendum as requested, the petitioners have a period not exceeding 90 days from the Council's decision to collect **a further petition containing signatures from not less than 10% (trigger level)** of Hamilton residents being on the Electoral Roll for Hamilton City and eligible to vote to demand a referendum.
- Failure to present a further petition within the 90 day period will invalidate the request for a referendum.

4.2 Process for a Citizens Initiated Referendum

- The sequence of events to be followed for a public-demanded referendum is as follows:
 - i. The proposer submits a proposal for a referendum to Council and the wording of the petition to demand the referendum must be determined in conjunction with the Electoral Officer.
 - ii. The proposer collects the details and the signatures for the petition in accordance with the requirements of Section 4.3.
 - iii. The proposer presents the completed petition to Council.
 - iv. The Electoral Officer validates the petition.
 - v. On receipt of a valid petition which meets the requirements of Section 4.3. Council will, within fourteen (14) days, direct the Electoral Officer to initiate the referendum in accordance with the Local Electoral Act. Council may decide in the interests of economics to delay a request for a referendum to enable two or more issues to be decided concurrently.
 - vi. The referendum then takes place using the wording from the petition.
- Once Council has determined that a referendum is required, the provisions of the Local Electoral Act 2001 specify the detailed procedure to be followed. Council will follow the process included in the Local Electoral Act, though that process has not been restated in this policy.
- Council will have the right to initiate counter proposals to the subject of the petition and require the two issues to be voted on jointly.
- Council may, of its own volition, initiate a referendum.
- There shall be no restriction on the number of referenda held at any one time. No similar petition shall be put to referendum again for a period of three years unless the Council considers that there are extraordinary circumstances justifying a further petition within that period of time.

4.3 Valid petition - criteria

- The petition shall contain not more than twenty (20) eligible and original signatures per page on A4 white paper.
- Each signature shall be next to the printed name and address of the person signing, given with sufficient detail to enable that person to be identified on the electoral roll of the City.
- The petition shall also include a statement that the act of signing the petition is no more or less than a request to hold a referendum on the issue.
- The petition must show the estimated cost of the referendum to the ratepayer. This estimated cost will be provided by the Electoral Officer.
- To request a referendum the petition must contain **not less than 1500 signatures** of residents of Hamilton City, inclusive of the principal petitioner, all being on the Electoral Roll for Hamilton City and eligible to vote (as outlined in Section 4.1).

- To demand a referendum the petition must contain signatures from **not less than 10% (trigger level)** of Hamilton residents, all being on the Electoral Roll for Hamilton City and eligible to vote (as outlined in section 4.1)

4.4 Consequences of Referenda

- The result of the referendum shall not be binding on the Council, but the Council shall, where legally possible, give favourable consideration to the view of the majority of valid votes cast at a referendum. Where there are legal or other constraints on the Council, the Council shall endeavour to inform the public prior to the referendum of the qualifications on its decision making process.
- The principal petitioner may appoint up to three (3) scrutineers to observe the counting of votes and the procedures used. Any informality of procedure must be advised in writing to the Chief Executive of Hamilton City Council by the principal petitioner or one of the scrutineers so appointed within seven (7) days of the results of the referendum being declared by the Electoral Officer.
- No issue becoming the subject of a referendum will proceed or be withdrawn until the issue has been declared valid or invalid. Council may proceed with or withdraw any issue where there are legal requirements or where the Council considers that there is a good reason.

5. MONITORING AND IMPLEMENTATION

The General Manager Customer Relations will monitor the implementation of this policy.

The policy will be reviewed every three years or at the request of Council, or in response to changed legislative and statutory requirements, or in response to any issues that may arise.

6. REFERENCES

- Local Electoral Act 2001

Committee: Strategy & Policy Committee

Date: 11 August 2015

Report Name: The Biking Plan

Author: Katherine Johns

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Access Hamilton Strategy and Hamilton Plan</i>
Financial status	<i>There is budget allocated Amount \$25,000</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i>

1. Purpose of the Report

- To provide an overview of the public feedback received and present the Biking Plan for consideration and adoption.

3. Executive Summary

- The purpose of the Biking Plan is set the strategic direction for biking in the city over the next 30 years.
- A three week public engagement period was undertaken resulting in a total of 265 responses.
- There have been no significant amendments to the intent or direction of the Biking Plan following public feedback.

7. Recommendations from Management – Recommendation to Council

- That the report be received.
- That the Biking Plan be recommended to Council for adoption.

8. Attachments

- Attachment 1 - The Biking Plan
- Background
- At the 16 July 2014 Strategy and Policy Committee, elected members agreed to the formation of a working group to develop the Biking Plan consisting of elected members and external representatives.
- The Biking Plan was approved for a period of public engagement at the 26th May 2015 Strategy and Policy Committee meeting.

13. Consultation
14. The Biking Plan was available for public engagement for a period of three weeks.
15. A total of 265 responses were received
 - 219 to the Hamilton City Council survey
 - 39 to a Generation Zero survey
 - 7 responses via e-mail.
16. The majority of the feedback was positive in support of the Biking Plan Vision. 93% support from the Hamilton City Council survey, 100% from the Generation Zero survey.
17. Improved safety through separation from traffic and encouraging school children to ride a bike to school were commonly referenced and formed the primary focus for the Generation Zero survey feedback.
18. Respondents to the Hamilton City survey were asked to rank which of the actions would encourage them to ride a bike, with 1 being the most likely and 7 being the least likely. The below table shows the ranked order.

Rank	Action
1.	Bike networks separated from traffic
2.	Fully connected bike networks connecting suburbs with major destinations
3.	Well maintained networks
4.	Bike facilities at key locations
5.	Signage of routes
6.	Education
7.	Promotion

19. Following the feedback there have been no significant amendments to the intent or direction of the Biking Plan and it is now presented for adoption.

20. Financial and Resourcing Implications

21. Council allocated \$25,000 in the 2014/15 Annual Plan for the development of the Plan which has been completed within budget.
22. At the 7th July 2015 meeting of the Strategy and Policy Committee, \$3.8million of the 10 year Integrated Transport Initiatives fund was allocated to biking. Depending on the project there will be opportunities to also attract additional NZTA subsidy funding.
23. Biking and pedestrian facilities will also be included as part of capital projects such as the Ring Road, Resolution Drive and the Waikato Expressway.
24. Staff will continue to maximise external funding opportunities to supplement the funds set aside by Council.

Signatory

Authoriser	Chris Allen, General Manager City Infrastructure Group
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HAMILTON BIKING PLAN 2015 - 2045

OUR VISION:
A BIKE FRIENDLY CITY



INTRODUCTION

Biking as a travel option is experiencing a resurgence internationally and in New Zealand, growing as a family-friendly and healthy recreational activity and an efficient and cheap form of commuting.

Around the world, well-known and significant metropolitan cities are on journeys to recreate themselves as bike-friendly places, some like Copenhagen and Portland have been on the way for years. They have recognised that responding effectively to congestion and creating liveable cities involves more than building bigger roads for cars.

Hamilton's population is increasing quickly and it is not practical or affordable to respond to congestion by building bigger roads. Hamilton's roads will have to accommodate an estimated 130,000 additional daily journeys to work or to drop children at school by 2045. Hamilton's size and relatively flat landscape make it an ideal city for biking and walking. Both are excellent

options for commuting to work or school while Hamilton's river paths already provide quality, scenic recreational routes. The New Zealand Government is encouraging major urban centres to develop quality biking infrastructure and they are investing heavily in this through the Urban Cycleways Fund.

Hamilton already has some wonderful, high quality biking facilities, so we're not starting from scratch, we're building on a great base. Over the next 30 years this plan will deliver projects that will create a fully connected biking network that is safe, family-friendly and attractive. The plan is not just about building new cycleways, its also about providing direction and guidance for roading maintenance programmes, and educational programmes ensuring that we create a bike-friendly city for Hamiltonians now and well into the future.





**WE WANT
BIKING TO BE
A NORMAL
PART OF
DAY-TO-DAY
LIFE**

Student Flights
go your own way

OUR VISION: A BIKE FRIENDLY CITY

SAFE

Safe, accessible, biking options available to everyone.

EASY

Biking is an easy activity for transport and recreation.

VISIBLE

Everywhere you look, people are riding bikes.

ADDS VALUE

Biking adds value to the economy and contributes to a healthy liveable city.



OUR GOALS

1 A fully-connected, primary and secondary biking network linking the city and suburbs.



2 Recreational biking routes are attractive and enjoyable places to ride.



3 More people biking, more often.



4 Hamilton's biking network connects to the regional network.



5 Hamilton's biking network encourages bike tourism.

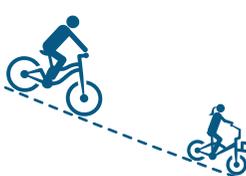


6 The biking plan is integrated into transport and city planning.





WHY THE OUTCOMES MATTER



Safe

Concern about biking safety is often said to be the biggest barrier to people riding a bike. Safe biking involves segregating cars and bikes wherever possible and especially on high volume or high speed roads. Hamilton has a number of sections on the network already which provide separated biking and walking routes, for example, Wairere Drive. The Biking Plan will deliver a fully connected network that provides direct routes to key destinations using separated paths or low speed, low traffic volume roads and fit for purpose interventions.

Visible

The Biking Plan is about enabling travel choice and promoting biking as a convenient, healthy and enjoyable option for getting around Hamilton, especially for journeys of 3 kilometres or less. We want to see more

people biking more often as part of their everyday activities. Educating all road users about responsible road use is part of ensuring we have a network that is safer for existing and future riders of all ages.

Easy

Hamilton's primary network is designed to provide direct routes to key destinations within the city. It is also designed to ensure consistency of travel time between destinations so that people biking can be confident how long it will take them to get where they are going regardless of when they are travelling. Biking is efficient and economical, providing for quicker journey times than travelling by car on many routes. Effective signs along the biking network will direct people onto and through the routes they need and provide them with information about distance to travel and journey times.

Adds Value

Increasing the number of people choosing to ride a bike, has many benefits for a growing city. Our transport strategy takes a balanced approach to making sure it will be easy to get around the city in the future. Walking and biking have many well documented benefits; not only do individuals benefit, but so do communities. There are flow on effects of reducing congestion and vehicle emissions as well as improving community accessibility and public health. The Biking Plan will contribute to a more attractive and liveable city for families.

BIKING FACTS



Hamilton has an existing biking network consisting of:

21km off road
97km on road
28km river paths

In 2013 the number of Hamilton people riding a bike to work was 1776



Since 1990 the numbers of NZ school children riding a bike to school have declined by approximately

75%



3%

of people working in the Hamilton CBD ride a bike to work.



Te Awa River Ride has 100,000 visitors annually. The Hauraki Rail Trail generates between \$1.8 and \$2.8 million to the economy each year.



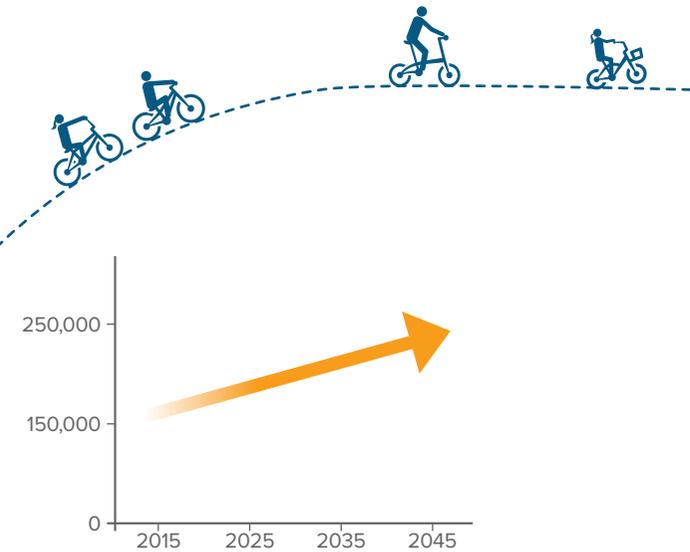
Between 2009 & 2014 an average of

9
cyclists

per year were seriously injured or died on Hamilton's roads



A person who rides a bike to and from work every day reduces their risk of death from all causes by 30%.



POPULATION INCREASE

In 30 years, Hamilton's total population is predicted to increase by

60,000

to 210,000 people. That represents population growth of around 40%.

HAMILTON BIKING NETWORK

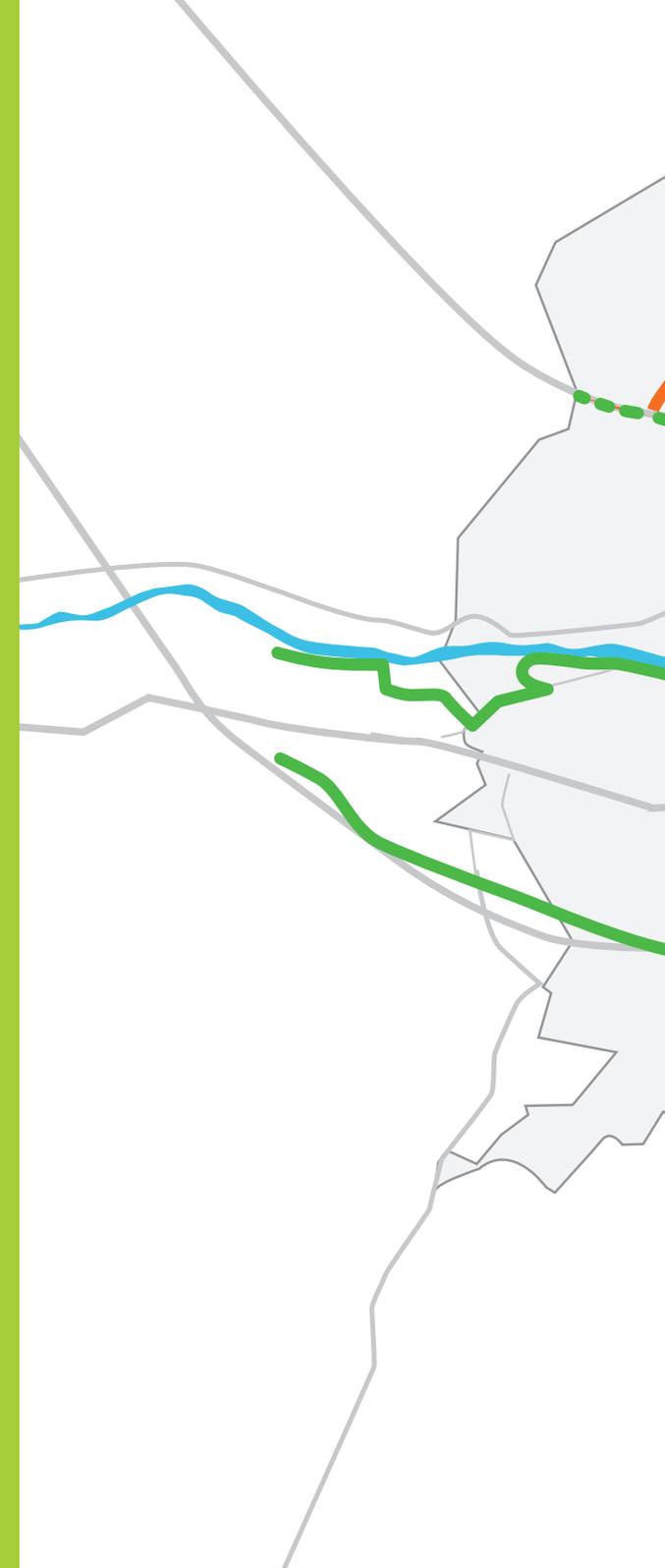
The Biking Plan has a goal to have a fully connected primary and secondary biking network linking the central city and suburbs.

The biking plan will develop and implement projects that fill in the gaps in the biking network, connecting people with more parts of the city making sure biking is safe, visible, convenient and adds value.

The **primary network** provides direct routes to key destinations in Hamilton. It is designed to ensure consistent travel times between destinations that people choosing to ride a bike can rely on. The primary network is on high speed, high traffic volume roads where safety is

paramount. Wherever possible bikes and cars are kept apart on the primary routes – this may mean off road bike paths or lane separators which provide a physical barrier between bike and vehicle lanes.

The extensive **secondary network**, is typically on lower speed, low traffic roads, usually connector roads through and around the city suburbs. Safety is also very important on the secondary network but interventions are more likely to be on-road. This could however include providing physical separation from vehicles where the people riding bikes are likely to be children.





KEY TO BIKE ROUTES

- Primary Existing Route 
- Primary Proposed Route 
- Secondary Existing Route 
- Secondary Proposed Route 

NETWORK DESIGN AND STANDARDS

There are a number of approaches for providing biking infrastructure. The objective of the primary network is to separate people on bikes from vehicles where possible. The secondary network will also include separation from vehicles; particularly where the users are likely to be children. The images here show the different approaches to be applied across the network.

Cycleways fully separated from vehicles and parking.



Provide on and off road options at major intersections. Bicycle priority traffic signals will be considered as appropriate.





On road cycleway with bollards and lane separators.



On road painted cycleway.



Quiet residential streets only require signage.



ACTIONS



1 BIKING NETWORK

Make the Hamilton biking network visible by providing maps which identify the primary and secondary networks and the gaps which are barriers to safe and convenient biking. Make the maps available on the Hamilton City Council website by quarter 4 2015.



2 MAJOR PROJECTS

Continue to evaluate and deliver projects to connect the network. The first project, the Western Rail Trail, to be opened in 2016.



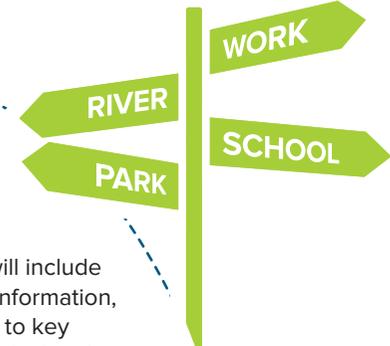
3 DESIGN STANDARDS

Align with national standards for safe biking network design. The National Cycling team are developing the national standards and these are due to be available during 2016. The Hamilton technical standards and specifications will recognise and reflect best practice in safety interventions, particularly for biking controlled intersections, roundabouts and where bicycles and vehicles share the road space.



4 SIGNAGE

Implement signage which will include directional and wayfinding information, including time and distance to key destinations as well as historical and educational information about the route. All new projects to include signage during the build stage, retrofitting of signage to existing routes completed in three years.



Chartwell

Flagstaff	3.5km
40 min	11 min
Rototuna	2.5km
30 min	8 min
Te Rapa	5 km
55 min	15 min
City Centre	5 km
55 min	15 min



5 MAINTAIN

Ensure the biking network is safe, available, well maintained and fit for purpose. Maintenance programmes appropriately address the projects and networks identified in the Biking Plan. Maintenance programmes will be aligned from 2016.



7 EDUCATE

Work with stakeholders to develop an education programme that encourages more people to bike. This will include a range of activities aimed at all road users. It will build confidence in and increase understanding of biking as a safe and convenient recreational and transport choice. Educational programmes targeting school aged children and adults who ride bikes are already in progress. Road safety programmes for all road users will be developed on a rolling annual basis.



6 BIKE FACILITIES

Identify appropriate places on the network for biking facilities including rubbish bins, bike parking, seating, drinking fountains and toilets. All new projects from 2015 will include facilities as they are built, for example the Western Rail Trail. Existing routes will be retrofitted over a 10 year period.



8 PROMOTE

Work with stakeholders, including Hamilton/ Waikato Tourism, Te Awa River Ride, Cycling New Zealand, Sport Waikato and the community to develop a marketing plan that promotes Hamilton as a biking destination for visitors. Initial engagement with stakeholders in the development and delivery of the plan will commence late in 2015.



9 MONITOR

Develop a reporting and monitoring framework that establishes key performance indicators and measures of success for the Biking Plan. These will be qualitative and quantitative, providing regular updates to Council on progress of the plan and the effectiveness of the goals and actions. The framework will include parameters to inform the public about progress of the plan, key trends and statistics as well as useful information on biking culture. The framework will be finalised in 2015.



MAJOR PROJECTS

10 projects have been identified which will improve and extend the existing Hamilton network. These projects are seen as key to delivering the outcomes and goals of this plan.

Funding models will be developed. Each project will include the upgrading of existing or the building of new infrastructure. In addition signage, bike friendly facilities, educational and promotional campaigns will be developed.





KEY TO BIKE ROUTES

SHORT TERM

- 1 Western Rail Trail – Providing an off road connection from the south west suburbs to the central city, parallel to the rail track.
- 2 School link – Providing a safe cycleway for almost 9,500 students who go to school within the Hukanui/Peachgrove Road corridor.
- 3 Resolution Drive – New cycleway facilities to match residential growth and provide links to and across the Waikato Expressway.
- 4 State Highway 3 – Provide a cycleway along State Highway 3 connecting southern suburbs to the city.

MEDIUM TERM

- 5 Minogue Park Bridge – a pedestrian/bike bridge across State Highway 1 and the Rail track providing a safe connection to the future destination playground.
- 6 University route – Continuation of the cycleway from the central city to the University parallel to the rail track.
- 7 Central City – Provide cycleways to connect to and through the central city.

LONG TERM

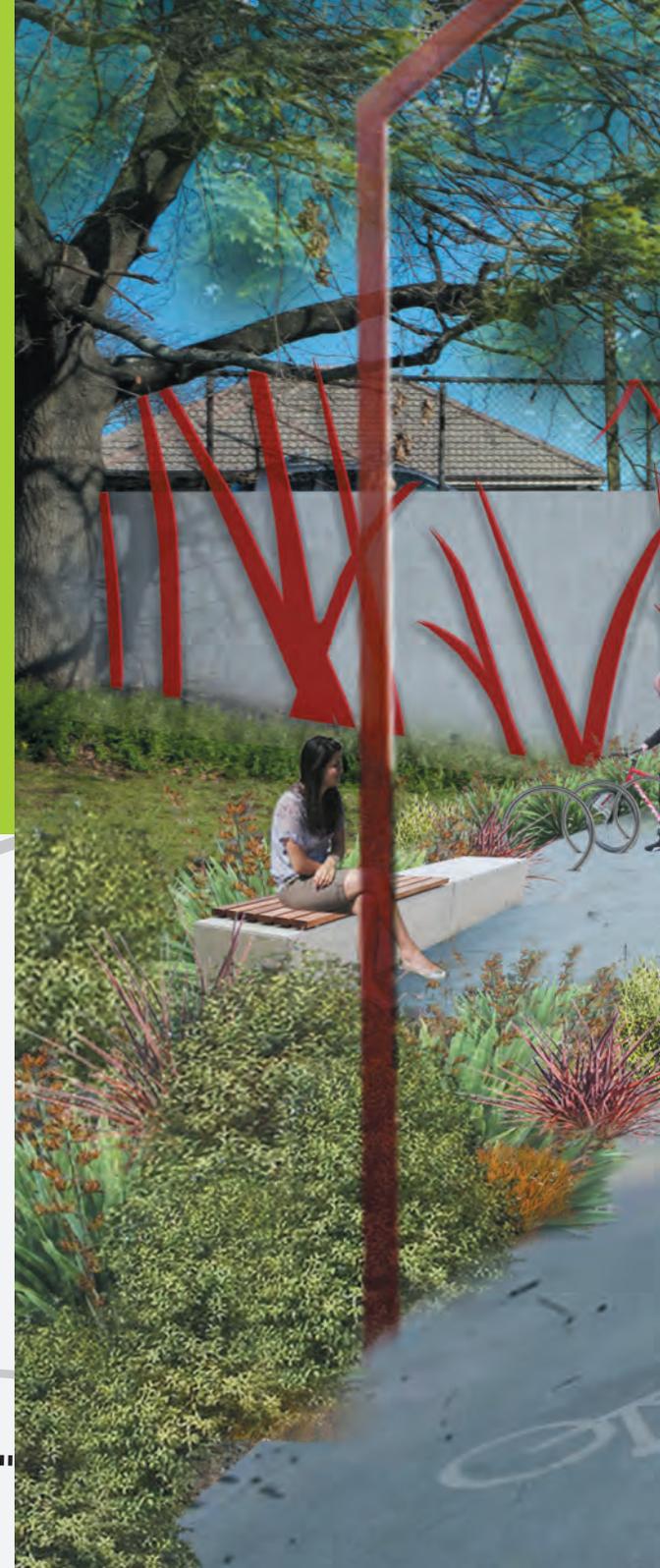
- 8 Te Awa River Ride South - Completing the Te Awa River Ride from Cobham Bridge through to the South of the city.
- 9 Wairere Drive – Upgrade the existing cycleway to separate it from vehicles between The Base and Wintec.
- 10 Te Awa River Ride, Hamilton river path – Upgrade the existing cycleway to provide a 3 metre shared path with appropriate bike friendly facilities.

WESTERN RAIL TRAIL

The Western Rail Trail will provide a connection from the south west suburbs of Hamilton through to the city. It will enable future links to Lake Rotoroa, the rail station, Frankton and the city's Seddon Park and Waikato Stadium.

It will provide a safe biking route for commuters, and an attractive recreational route for families wanting to enjoy a picnic at the Lake.

The route will be promoted and signage installed, along with biking facilities such as bike parks and seating, to make the experience easy and enjoyable.





LAKE ROAD ▲

hospiceshop

hospi

TE AWA RIVER RIDE: HAMILTON

The Hamilton River Path section of the Te Awa River Ride runs the length of the city along the Waikato River.

It is a key tourist attraction in Hamilton providing an attractive, bike and pedestrian friendly connection between the river, green spaces and the city. It is also a quick and accessible route into the Central City from many suburbs. The River Path builds on the regional linkages and attraction provided by the Te Awa River Ride and Te Araroa walking trails, providing access to the Waikato River and the Hamilton Gardens. It will also be a crucial connection to key River Plan developments such as Ferrybank, Wellington Street Beach and Braithwaite Park.

The Biking Plan will see the River Path from south of the Cobham Drive Bridge to the southern boundary of the city completed through the Te Awa River Ride South project. Other projects, associated with the River Plan, could include upgrading the path to a three metre wide shared path and providing improved facilities for people on bikes such as directional lanes, DIY bike repair stations, public toilets, drinking fountains, lighting, signage and cafes.





THE SCHOOL LINK

Concerns about road safety mean an increasing number of parents don't want their children riding a bike to school. A safe bike route to Hamilton schools could change that.

The School Link will connect **15 schools**, **almost 9,500 students**. It will provide a biking route which is separated from both traffic and parking.

Reducing the number of cars on these roads during school pick up times will provide additional benefit to drivers in the area.



Image from Modacity





KEY TO SCHOOLS

- 1 Hukanui Primary School
- 2 Bankwood School
- 3 Fairfield College
- 4 St Pauls Collegiate
- 5 Fairfield Intermediate School
- 6 Fairfield Primary School
- 7 Insoll Avenue School
- 8 St Joseph's Catholic School
- 9 Woodstock School
- 10 Te Ara Rima School
- 11 Southwell School
- 12 Peachgrove Intermediate School
- 13 Hamilton Boys' High School
- 14 Marion Catholic School
- 15 Sacred Heart Girls' College



KEY PERFORMANCE INDICATORS

Implementation of the Biking Plan will be monitored and reported annually. The Key Performance Indicators (KPIs) are long term. In 2018, the year of the next New Zealand Census, a comprehensive monitoring report on trends will be undertaken. Counters will be placed at specific sites across Hamilton and provide information for the monitoring report.

A decreasing trend in the number of death and serious injuries involving people riding bikes

An increasing trend in the number of people biking in Hamilton

An increasing trend in the number of Hamilton children riding a bike to school

An increasing trend in the number of Hamilton employees riding a bike to work

An increasing trend in the number of people on bikes entering and exiting Hamilton using the Te Awa River Ride

80% of people who ride bikes are highly satisfied with the biking network

Find out more at: Hamilton.co.nz



Committee: Strategy & Policy Committee **Date:** 11 August 2015

Report Name: Open Space Plan
Implementation Update **Author:** Renee McMillan

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Open Space Plan</i>
Financial status	<i>Implementation of the Open Space Plan is largely through the Parks and Open Spaces Unit operational budget</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i>

1. Purpose of the Report

2. This report provides an update on the implementation of the Open Space Plan (Plan) and presents priorities for implementation going forward, as requested by the Committee.

3. Recommendations from Management

- a) That the report be received.
- b) That the action plan be implemented.

4. Attachments

5. Attachment 1 - Open Space Plan Implementation Update

6. Key Issues

7. Background
8. In September 2013, Council adopted the [Plan](#) to provide strategic direction for Hamilton's parks and open spaces.
9. The Plan identifies a 50-year vision, which is supported by goals, priorities and actions that identify how we are going to achieve the vision.
10. The aspirations of the Plan are realised through implementation of the action plan led by the Parks and Open Spaces Unit.
11. The Plan is due for review in 2018.

- 12. Progress
- 13. This report provides an update on progress and identifies priorities going forward (refer Attachment 1).
- 14. Strategic alignment
- 15. There are no statutory powers attached to the Plan. The Plan is a document to inform and set out the actions Council wishes to undertake to demonstrate Council’s support for the City’s open space network.
- 16. The Plan supports the Hamilton Plan, River Plan and Biking Plan.

- 17. Financial and Resourcing Implications**
- 18. Implementation of the Plan is largely funded within existing Parks and Open Spaces Unit operations budgets. Some projects e.g. playgrounds are funded in the Long Term Plan.

- 19. Risk**
- 20. Projects are dependent on when funding and resources are available.

Signatory

Authoriser	Lance Vervoort, General Manager Community
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Hamilton City Open Space Plan Implementation

Hamilton City Council continues to focus on the following actions.

Short Term are projects that start within the next two years. Medium Term will be within the next five years. Long Term is beyond five years.

Key	
■	Completed
■	To commence
■	In progress
■	New project
■	Removed

Goal	Action	Timeframe	Status	Comment
Open spaces meet with constantly changing needs of our people	Review current approach to Reserves Act Management planning	Short-Term	■	Review of approach to management plans complete and programme for review is being implemented. Review of Hamilton Lake Domain Management Plan commenced in April 2015.
	Define a strategy for open space market research and visitor monitoring to better understand how our community use and value parks and open spaces.	Short-Term	■	We will develop methods this financial year.
	Review service level agreements for maintenance of parks and open spaces	Short-Term	■	Service Level Agreement with City Parks is being updated for implementation from January 2016.
	Assess recommendations from Waikato Regional Sports Facility Plan and Winter Sports Field Demand Study and incorporate into Long Term Plan	Short-Term	■	Analysis of the capacity and demand for winter sports fields in Hamilton has been completed. A further study has been undertaken to determine approaches to increasing field capacity to meet the predicted shortfall and associated facilities to meet user requirements for the next 30 years. The findings of these studies have been incorporated into the 2015-25 Long Term Plan (LTP).
	Complete Homes of Sport project with Sport Waikato	Short-Term	■	
	Increase the capacity of the sports field network to provide for current and future demand	Long-Term	■	The capital programme will be delivered as funded in the LTP to increase the capacity of the sports field network to provide for current and future demand. We partnered with Sport Waikato to develop the Waikato Regional Sports Facility Plan which examined current and future sport and recreational facility needs across the region and identifies what is needed (and not needed) and recommends how an agreed facility network approach can be implemented within the Waikato. Based on these recommendations, this year, we will work Sport Waikato to identify homes of sporting codes in Hamilton City.
	Develop an open space acquisition and disposal plan	Short-Term	■	This will inform the future review of the sports park management plan. Progress has been made on investigating approaches to the provision and acquisition of open space. Guidelines will be developed to inform provision and acquisition of land for open space in existing urban areas and Structure

Goal	Action	Timeframe	Status	Comment
Hamilton's green identity is upheld	Deliver the Pooches and Parks Plan	Short-Term		Plan areas this financial year.
	Review species list for planting in public open spaces	Short-Term		We will introduce eight new dog exercise areas in parks over the next three years. They'll come with clear signage, bins, waste bag dispensers and dog drinking fountains.
	Develop significant tree maintenance and replacement programme	Short-Term		To ensure appropriate species are planted as street trees a draft street tree species list has been developed. This is to be presented to the Business and Investment Committee as part of the Streetscape Beautification and Management Policy review.
	Vegetation Management Plan to guide and identify tree thinning and vegetation removal areas, future planting strategy and protection of viewing places and overall vegetation management along the length of the river	Short-Term		Significant tree maintenance and replacement programme to be developed in 2015/16 for implementation from 2016/17.
Ecosystems and biodiversity are understood, protected and restored	Identify priority planting areas to sustain and enhance Hamilton's ecological health	Short-Term		River Plan action, underway.
	Align Gully Reserves Management Plan priorities and programme with 10-Year Plan	Short-Term		Priority planting areas have been identified and incorporated into planting programmes for the next three years. Maintenance programmes have been amended to support the enhancement of priority planting areas.
	Complete restoration of Mangaiti Gully with assistance of Project Watershed	Short-Term		Gully restoration planting continues. Gully development programme developed but unfunded in 2015-25 LTP. Opportunities will be explored for alternative funding.
	Undertake detailed habitat assessment for Mangakotukutuku Gully and develop a restoration plan	Long-Term		
	Assess recommendations from The River Plan	Short-Term		
	Continue to protect riparian areas through requiring esplanade reserves and strips along the River and lakes as part of subdivision and development	On-going		River Plan adopted and being implemented. New actions developed. Progress has been made on the Vegetation Management Plan and Ferrybank/Roose Commerce Park Development Master Plan projects. Management Plans will be reviewed, once the master plan process has been completed.
		On-going		

Goal	Action	Timeframe	Status	Comment
Open spaces bring people together and celebrate our cultures and historic heritage	Investigate options to improve water quality at Hamilton Lake	Medium-Term	Orange	
	Develop a local indigenous biodiversity strategy to identify opportunities to restore and enhance biodiversity in Hamilton City in partnership with Waikato Regional Council	Medium-Term	Yellow	Development of a local indigenous biodiversity strategy has been agreed with Waikato Regional Council and is to start by 2016.
	Continue to restore Waiwhakareke Natural Heritage Park and implement the Management Plan	Long-Term	Green	Progressive planting of Waiwhakareke Natural Heritage Park continues, with 46,000 native plants planted at the previous two Arbor Days by 3,300 volunteers. No funding allocated in 2015-25 LTP for further development of Waiwhakareke Natural Heritage Park. Alternative methods of funding continue to be explored and implementation of the Management Plan is subject to funding.
	Work with other agencies to investigate Hamilton open space contribution to climate change and impact of climate change on Hamilton's open space	Long-Term	Yellow	
	Develop an implementation plan including initiatives to minimise risks, improve resilience and maximise opportunities as a result of research, findings and recommendations			
	Improve promotion of the value of parks and open spaces	Short-Term	Yellow	
	Develop an annual events calendar for open space	Medium-Term	Yellow	
	Improve signage in open spaces, including development of a signage family for parks and open spaces	Short-Term	Green	Progress has been made on developing a signage family for open spaces and will be completed by November 2015. New signage will be rolled out as funding allows.
	Develop interpretation strategy for parks and open spaces	Medium-Term	Yellow	
	Identify key historic heritage sites for conservation planning	Long-Term	Green	A Conservation Plan has been completed for Hamilton's heritage cemeteries.
Review Nga Tapuwae O Hotumauea Maori Landmarks on Riverside Reserves Management Plan	Short-Term	Orange	Discussions with iwi and hapu have commenced regarding review of Nga Tapuwae O Hotumauea Maori Landmarks on Riverside Reserves Plan to ensure it captures all stories.	

Goal	Action	Timeframe	Status	Comment
Open spaces are safe, well-designed and distinctly Hamilton	Develop guidelines for network utilities on parks and open spaces	Medium-Term		
	Develop design guidelines that encourage best practice in development and design of parks and open spaces	Short-Term		This project will commence this financial year.
	Promote and manage Hamilton's parks and open spaces as smoke-free environments, in accordance with Council's Smoke Free Environments Policy	On-going		Smoke Free Environments Policy prohibits smoking in parks and open spaces.
	Develop an open space network plan that prioritises actions for improving parks and open spaces	Medium-Term		
	Review the Parks, Domains and Reserves Bylaw to assist with the control of inappropriate use of parks and reserves	Medium-Term		Review required by September 2017.
	Implement the Playgrounds of the Future Plan	Short-Term		The Playgrounds of the Future Plan has been developed and sets out a new approach for playgrounds in Hamilton. Implementation started with the opening of the Hamilton Lake Domain destination playground in December 2014. Construction of a destination playground at Minogue Park will be completed in August 2015, including \$100,000 of external funding from the Vibrant Hamilton Trust. Planning has commenced for destination playgrounds at Hamilton Gardens and Dominion Park which will be constructed in Year 2 of the LTP. This year, a substantial renewal programme will be completed at existing destination and neighbourhood playgrounds. A neighbourhood playground will be upgraded in Hamilton East this financial year.
	Develop a Skate Park Plan to identify approach to skate parks in Hamilton	Medium-Term		
	Develop concept plans for the following parks in consultation with the community: <ul style="list-style-type: none"> Te Manatu Park Mangaiti Park Hamilton East Town Belt Rototuna North Sports Park 	Short-Term		Draft concept plans have been developed for Te Manatu Park and Mangaiti Park and will be presented to the 18 August Elected Member Briefing, prior to consultation with the community. Development of a concept plan for the Hamilton East Town Belt will commence in early 2016 and will consider space required to four lane Wairere Drive.

Goal	Action	Timeframe	Status	Comment
Open spaces are accessible, connected and make Hamilton easy to get around	<ul style="list-style-type: none"> Hare Puke Park Rotokauri Sports Park 			Concept plans for sports park will be developed following the sport homes project next financial year.
	Develop Biking Plan	Short-Term		The Hamilton Biking Plan is due to be presented for adoption by Strategy and Policy Committee on 11 August 2015.
	Support completion of construction of Te Awa River Ride in Hamilton City	Short-Term		Te Awa River Ride Horotiu to Pukete Farm Park opened in December 2013. A walkway already exists through much of Hamilton City. We continue to support Te Awa to enhance the existing trail, and in the development of the Ngaruawahia to Horotiu section.
	Develop networks of walkways and cycleways through open spaces including the following Biking Plan projects: <ul style="list-style-type: none"> Western Rail Trail – Providing an off road connection from the south west suburbs to the central city, parallel to the rail track Te Awa River Ride South – Completing the Te Awa River Ride from Cobham Bridge through to the South of the city Minogue Park Bridge – a pedestrian/bike bridge across State Highway 1 and the Rail track Te Awa River Ride, Hamilton river path – Upgrade the existing cycleway to provide a 3 metre shared path with appropriate bike friendly facilities 			Action superseded by the following new action.
Open spaces are enhanced by community partnerships	Undertake accessibility audits as part of park development projects	Long-Term		Accessibility audits being undertaken as part of park developments in partnership with CCS Disability Action.
	Continue to work with volunteer groups and organisations on community plantings to improve natural habitats and increase the city's biodiversity	Short-Term		We continue to work with community groups and residents on this with 75,436 natives planted in 2013/14 and 85,153 planted in 2014/15 through the community planting programme.
	Develop policy relating to commercial activities on public open space	Short-Term		A mobile trader trial at Swarbricks Landing was launched in 2014 and continues to work successfully. Guidelines are being developed to guide staff in decision making on applications.

Goal	Action	Timeframe	Status	Comment
Our open space network is world class	Develop community gardens guidelines	Medium-Term	Yellow	Also an action of the Older Persons Plan.
	Develop a sponsorship policy for open space	Short-Term	Blue	Generic sponsorship policy considered and discussed by the External Funding Sub committee. Decision not to proceed further.
	Establish formal community partnership agreements with key community groups e.g. Friends Groups	Medium-Term	Green	Agreement entered with Hamilton Mountain Bike Club for management and restoration of Pukete Farm Park Mountain Bike tracks.
	Establish Joint Use Agreements with other open space providers where appropriate	Medium-Term	Green	Formal agreement in place with Deanwell School Board of Trustees for neighbourhood playground partnership project. Playground will be located on school property, jointly funded by the Board of Trustees and Council. Construction will commence in March 2016. We are partnering with the Ministry of Education to create a blue print policy for shared facilities, such as playgrounds within Hamilton City.
	Investigate what a community education and engagement programme could be for our open space	Long-Term	Yellow	
	Work with our neighbours; Waipa District, Waikato District and Waikato Regional Council to optimise our open space network and maintain its sustainability	Medium-Term	Yellow	
	Establish formal partnership with the Department of Conservation	Medium-Term	Yellow	
	Establish Friends Groups for appropriate parks and open spaces	Medium-Term	Yellow	
	Complete annual national industry benchmark reporting	On-going	Green	On-going industry benchmarking being undertaken via Yardstick.
	Submit nominations for industry awards	On-going	Green	Plants for Gullies Seminar Series were submitted as a nomination for the 2014 NZRA awards.
	Participate in Parks Forum Peer Review Programme	On-going	Red	Parks and Open Spaces Manager participated in Parks Forum Review at Tauranga City Council in June 2014.
	Participate in Parks Forum – Great Parks Network Benchmarks Survey three years	On-going	Red	Parks Forum is no longer an entity; awaiting another organisation to take this over in New Zealand.
	Achieve Green Flag Award Accreditation	On-going	Red	

Committee: Strategy & Policy Committee

Date: 11 August 2015

Report Name: Hamilton Strategic Social
Housing Plan Update Report

Author: Deanne McManus-Emery

Report Status	<i>Open</i>
Strategy, Policy or Plan context	
Financial status	<i>There is/is not budget allocated Amount \$Nil</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is/is not considered to have a high degree of significance</i>

1. Purpose of the Report

- The purpose of the report is to provide an update to Council on the development of the Hamilton Strategic Social Housing Plan.

3. Executive Summary

- The Council meeting held on the 27th March 2014 resolved that the Social Housing Working Group identify a process for the development of a Social Housing Plan for Hamilton, and in February 2015, staff reported to Council the process to develop the Hamilton Strategic Social Housing Plan.
- There has been a little progress to the development of the Hamilton Strategic Social Housing Plan, due to the high level discussions and strategic developments that have been held at a National level with both the Government and Community Housing sector, which will assist to inform the development of the Hamilton Strategic Social Housing Plan.
- The CEO, Wisers Group, and the Regional Manager, Habitat for Humanity are leading the development of a Hamilton Strategy Social Housing Plan in 2015.
- A Hamilton Social Housing Strategic Governance group with representation from the Community Housing Sector and Hamilton City Council senior staff convened in early July 2015 to progress the development of a Social Housing Strategy.
- The Community Housing sector has engaged Ruth Hungerford from Momentum Research to facilitate the development of the Hamilton Strategic Social Housing Plan, it is anticipated the plan will be completed by the end of the year.

9. Recommendations from Management

- That the report be received;
- That the Hamilton Strategic Social Housing Plan be reported to Council in December 2015.

10. Attachments

11. There are no attachments for this report.

12. Key Issues

13. Background

- In June 2014, representatives from the following organisations District Health Board, Te Runanga o Kirikiriroa, Habitat for Humanity, Spectrum Care, The Wises Group, Housing New Zealand, Child Matters, Ministry of Social Development, Te Puni Kokiri, Corrections and Hamilton City Council met to discuss the need for a Social Housing Strategy for the city. They endorsed the national housing vision, and agreed to a number of key objectives, that was later presented to the Social Housing sector in December 2014.
- At the December 2014 meeting, members of the Social Housing Sector agreed to lead and progress the Social Housing Strategy, and provided clarity that the strategy would be led by the Social Housing Sector, and not Council. They also requested that the appropriate senior council staff be appointed to participate as members of the Hamilton Social Housing Strategic Governance Group, of which Council approved at the Strategy and Policy Committee meeting in February 2015.
- In February 2015, Community Housing Aotearoa (CHA) released the Details Matter: *Taking stock of the community housing sector in Aotearoa* document, that outlines the community housing sectors (the Sector) perspective to deliver better social housing and community outcomes. The purpose of the paper was to encourage dialogue between local and central government, the Sector and the wider New Zealand community regarding the opportunities and challenges that must be collectively addressed.
- A proposed draft strategy '*Our Place*' *All New Zealanders well-housed* was completed by CHA on behalf of the community housing sector, that proposes direction for the community housing sector in Aotearoa, that will enable all stakeholders to work in partnership to provide positive social and community outcomes, it also highlights the priority areas that must be addressed by both the sector and government to achieve the social and community outcomes.
- The Hamilton Community Housing sector have been actively involved in the development of the draft national strategy, and have deliberately waited until this strategy was completed, before embarking on the development of the Hamilton Strategic Social Housing Plan, as this strategy will help to inform the Hamilton Strategic Social Housing Plan.
- The Hamilton Strategic Housing Governance Group was convened in early July 2015 to progress the initial discussions to date, and to discuss the plan moving forward. They have engaged Ruth Hungerford from Momentum research to facilitate the development of the Hamilton Strategic Social Housing Plan.
- The Community Housing sector agreed to the two phases of the project plan:
 1. Collate available data and information on the scope of the social housing current and future need in Hamilton, including supply and demand, assessment of current social housing options across all markets
 2. Develop in collaboration with key agencies, a Social Housing Plan for Hamilton that meets the current and future needs of Hamilton.

- It is anticipated a draft plan will be presented to the Hamilton Strategic Social Housing Governance Group in September 2015, and the approved plan to be completed by December 2015.

14. Consultation

- The Social Housing Sector key stakeholders have requested they lead the development and implementation of the Hamilton Strategic Social Housing Plan, and have ensured key social housing stakeholders have been involved in the process.

15. Financial and Resourcing Implications

16. Nil financial implications.

17. Risk

18. Nil risk.

Signatory

Authoriser	Lance Vervoort, General Manager Community
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Committee: Strategy & Policy Committee

Date: 11 August 2015

Report Name: Strategic Regional Round Up Report

Author: Susan Henderson

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Future Proof Sub-Regional Growth Strategy, Mayoral Forum</i>
Financial status	<i>There is budget allocated.</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance.</i>

1. Purpose of the Report

- To update elected member on HCC's involvement in regional and sub-regional planning partnerships through our commitments to Future Proof, the Upper North Island Strategic Alliance, the Waikato Mayoral Forum, Waikato Plan, and strategic waters matters.

3. Executive Summary

- Waikato Plan: There have been a number of changes to the Waikato Plan project since the last substantive update in February 2015. The Waikato Plan project stages and milestones have been re-scoped to focus on delivery and key priorities. There is now a focus on a strategic direction which will deliver a Waikato Plan in bite sized chunks, beginning with the agreed priorities, and a full draft plan expected by December 2016.
- The initial priorities for the Waikato Plan have been agreed as:
 - Maximising opportunities, including investment, through aligned planning;
 - Population Change – Growth and Decline;
 - Hamilton as the Waikato centre for innovation, employment and services, with a mutually beneficial economic relationship with the region's rural areas.
- Mayoral Forum: The business case on water, wastewater and stormwater service collaboration opportunities by Cranleigh is being considered by Council on 30 July 2015. On 16 June 2015, Waikato District Council decided to support the principle of formation of a rate payer owned CCO, to manage water for the three councils. Waipa District Council is expected to formally consider the report in August 2015.
- Work continues on the Mayoral Forum Policy/Bylaw work stream.
- An implementation governance group for the Waikato Economic Development Strategy (known as 'Waikato Means Business') has been appointed.

9. Other: Updates on Future Proof, UNISA, strategic waters, and Mayoral Forum roading projects will be provided in the next Strategic Round Up Report.

10. Recommendation from Management

That the report be received.

11. Attachments

12. There are no attachments for this report.

13. Key Issues

14. Waikato Plan

15. There have been a number of changes to the Waikato Plan project since the last substantive update in February 2015.
16. In April 2015, the Waikato Mayoral Forum agreed that there needed to be a workshop of Mayors, non Local-Government Joint Committee members and Chief Executives to discuss development of the Plan and concerns that insufficient progress was being made.
17. On 7th June, independent project advisers Bill Wasley and Ken Tremaine facilitated the workshop which considered a range of matters including the headline strengths, challenges and opportunities for the Region, the key priorities for the Plan, and the next steps required.
18. The workshop outcomes were summarised in a 'Moving Forward' report that was presented to the Joint Committee at their meeting on 24th July.
19. Some of the key changes to the project addressed in the 'Moving Forward' report included:
- The local government representation on the Joint Committee will now be made up of the majority of the Mayors and the Regional Chair.
 - Establishing a process for the Joint Committee to have greater tāngata whenua governance representation.
 - There will be three additional observers on the Joint Committee – the New Zealand Transport Agency, the District Health Board and Central Government (likely to be a National Infrastructure Unit official).
 - Bill Wasley will be the Governance Adviser providing independent advice to the Joint Committee.
 - Ken Tremaine will become the Project Adviser and take responsibility for overseeing the development of the Waikato Plan.
 - The Waikato Plan project stages and milestones have been re-scoped to focus on delivery and key priorities.
 - There is now a focus on a strategic direction which will deliver a Waikato Plan in bite sized chunks, beginning with the agreed priorities, and a full draft plan expected by December 2016.

20. The initial priorities for the Waikato Plan were agreed as:
 - Maximising opportunities, including investment, through aligned planning;
 - Population Change – Growth and Decline;
 - Hamilton as the Waikato centre for innovation, employment and services, with a mutually beneficial economic relationship with the region’s rural areas.
21. Detailed project plans for each of the three priority areas will be presented to the Joint Committee at their September meeting for adoption.

Mayoral Forum

22. Water, Wastewater and Stormwater services
23. The Waikato Waters Study report, known as the Cranleigh Report, was released on 11 May 2015 and examined options for an enhanced shared service for managing water across the three Councils, and a Council Controlled Organisation model against the status quo model. The report made two recommendations:
 - Councils should transfer their water and wastewater assets into a jointly owned not-for-profit CCO; and
 - Councils should retain ownership of their urban stormwater assets, but outsource management of those assets to the CCO on a cost recovery basis.
24. A copy of the report and all other information in relation to this study can be found at www.waterstudywaikato.org.nz.
25. Hamilton City Council will consider the report on 30 July 2015.
26. The Waikato District Council considered the report on 16 June 2015 and decided to support, in principle, the establishment of a ratepayer owned CCO to manage water on behalf of the three Councils.
27. Waipa District Council held a workshop on 2 June 2015 to discuss the report and currently plan to formally consider the report in August.
28. The report to Council on 30 July 2015 outlined likely next steps for the Waikato Water project if all three councils support in principle the formation of a Waters CCO.
29. Local Authority Shared Services (LASS) Policy/Bylaw work stream – Phase II
30. The recently adopted Significance and Engagement Policy was an early output from this project (Phase I), with a standard policy template/content for all Council’s to use.
31. In Phase II, LASS has created a standardised process for the high level review of council policies based on the process undertaken by HCC in April 2014.
32. This process has been shared with all participating councils. In addition to HCC, one other council has now completed the process, while most are in progress now that resources can be re-deployed from LTP processes.
33. It is hoped all will have a clear indication of what policies will be deleted and what requires review by the beginning of August 2015. This should result in a set of streamlined policy manuals.
34. The next step will be the development of a policy review programme with agreements as to which policies can be reviewed collaboratively and when.

35. Roading
36. An update on Mayoral Forum roading projects will be provided in the next Strategic Round Up Report.
37. Economic Development
38. An implementation governance group for the Waikato Economic Development Strategy (known as 'Waikato Means Business') has been appointed, comprising a number of business, community and political leaders, including Hamilton Mayor Julie Hardaker. This group will oversee the implementation phase of the strategy.
39. Future Proof
40. Work on the Future Proof update continues. The Future Proof Implementation Committee meets again on the 28th of August 2015.
41. Upper North Island Strategic Alliance
42. The UNISA Mayors and Chairs meeting will have occurred on the 7th of August 2015. Due to the timing of the agenda close for this Strategy and Policy meeting, a report back from the 7th of August UNISA meeting will be undertaken as part of the next Strategic Round-Up report.
43. Strategic Waters matters
44. There is no update to report in relation to strategic waters matters. There will be further updates in relation to the Healthy Rivers project being undertaken by the Waikato Regional Council in September/October.
- 45. Financial and Resourcing Implications**
46. There are allocated budgets for Future Proof, UNISA and Mayoral Forum for the 2015/16 year.
- 47. Risk**
48. The Future Proof risk register is monitored and regularly updated. Additionally, in relation to Future Proof, UNISA, Waikato Mayoral Forum, Waikato Plan and strategic waters projects, this report is for information purposes only so there is no decision-making risk at this stage.

Signatory

Authoriser	Blair Bowcott, General Manager Performance Group
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Committee: Strategy & Policy Committee **Date:** 11 August 2015

Report Name: Consideration and Approval of HCC's Draft Submission to the Psychoactive Substances Regulatory Authority's July 2015 Proposal on Local Approved Product Policies **Author:** Mark Brougham

Report Status	<i>Open.</i>
Strategy, Policy or Plan context	<i>HCC's process for developing submissions to external organisations.</i>
Financial status	<i>There is no budget allocated.</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance and Engagement Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance.</i>

1. Purpose of the Report

2. For the Strategy and Policy Committee to consider and approve HCC's draft 11 August 2015 submission to the Psychoactive Substances Regulatory Authority's July 2015 Proposal on Local Approved Product Policies (LAPPs).

3. Executive Summary

4. Elected Members met on 4 August 2015 to discuss the Psychoactive Substances Regulatory Authority's July 2015 proposal on LAPPs and to decide whether to make a submission.
5. The decision at this meeting was to make a submission, with a strong focus on territorial authorities having no role in assessing any element of an application made to the Psychoactive Substances Regulatory Authority for the retail of psychoactive substances.

6. Recommendations from Management

- a) That the report be received.
- b) That HCC's draft 11 August 2015 submission to the Psychoactive Substances Regulatory Authority's July 2015 proposal on LAPPs be considered and approved.
- c) That HCC's final submission be sent to the Psychoactive Substances Regulatory Authority to meet the 14 August 2015 submission closing date.
- d) That HCC's final submission to the Psychoactive Substances Regulatory Authority be uploaded to Council's website.

- e) That local Members of Parliament be advised of HCC’s submission to the Psychoactive Substances Regulatory Authority’s July 2015 proposal on LAPPS adopted at the 11 August 2015 Strategy and Policy Committee meeting.

7. Attachments

- 8. Attachment 1 - HCC's Draft Submission to the Psychoactive Substances Regulatory Authority July 2015 Proposal

Signatory

Authoriser	Blair Bowcott, Executive Director Special Projects
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Draft



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Submission by

Hamilton City Council

FEEDBACK ON COMPLIANCE WITH LOCAL APPROVED PRODUCTS POLICY

11 August 2015

1.0 THE APPROACH WE SUPPORT

- 1.1 Hamilton City Council (HCC) requests all applications be **managed in full** by the Psychoactive Substances Regulatory Authority (PSRA) and **no assessment be required** from territorial authorities. This is based on the following reasons:
- Efficient and timeliness of one agency managing one process. This reduces the risk of information being lost in transit between organisations or time delays.
 - Costs – territorial authorities have already incurred significant costs in developing policies. These policies are available online **OR** may be sent to the PSRA to enable the PSRA to assess the application. Territorial authorities may not recover the cost of developing a policy and, it appears, will not be able to recover the costs of assessing applications.
 - Resourcing - under the proposed process territorial authorities will be considered responsible for providing accurate data on the location of sensitive sites. This is extremely time consuming and could be better done by one central government agency (the PSRA) liaising with other central government agencies about sensitive site information, if needed.

2.0 PROPOSED PROCESS IF TERRITORIAL AUTHORITIES MUST CONFIRM ELIGIBILITY

- 2.1 HCC does not support territorial authorities assessing applications. If territorial authorities are required to assess applications, then HCC requests that sufficient time must be allowed and the appropriate information supplied to complete this part of the process.
- 2.2 HCC would need the following information from the applicant in order to confirm eligibility:
- Confirmation from the PSRA of the precedence of any particular application over any other application made at the same time.
 - Date and time stamp confirming time application received.
 - Map of proposed location/venue showing the applicants legal boundaries.
 - Map of all properties within 100m confirming their legal boundaries.

- Map showing proximity and distance to other retail premises from which approved products may be sold.
- Signed letters from each tenant/user/owner within 100m of the applicant's proposed location confirming they are/are not a 'sensitive site' as defined in the HCC Local Approved Products Policy.
- Confirmation from the PSRA when they need a response from the territorial authority whether the application meets the conditions of the Local Approved Products Policy.
- Name and contact for the applicant **OR** agreement from the PSRA of the channel of communication for any queries.

3.0 OTHER COMMENTS

- 3.1 HCC continues to advocate for a national ban on the retail and wholesale selling of psychoactive substances. This position was supported by the majority of submitters during the consultation process when developing our policy.
- 3.2 We request that a formal summary of submissions made to the consultation on the Ministry of Health's February 2014 '*Psychoactive Substances Regulations: A Consultation Document*' be published and be made publicly available. The Frequently Asked Questions section of your website does not address many of the concerns HCC raised through its submission to this consultation, and we would appreciate feedback from the PSRA on these points.
- 3.3 We request that a formal summary of submissions be made available for this consultation, as well as any future consultations, and that submitters be provided feedback on submission points raised.
- 3.4 We look forward to providing feedback to the Psychoactive Substances Retail Regulations later this year.

4.0 FURTHER INFORMATION

- 4.1 Should the Psychoactive Substances Regulatory Authority require clarification of the points raised by Hamilton City Council, or additional information, please contact Aaron Fleming (Strategy and Research Manager) on 07 838 6483, email aaron.fleming@hcc.govt.nz in the first instance.

Yours faithfully

Richard Briggs
CHIEF EXECUTIVE

Committee: Strategy & Policy Committee **Date:** 11 August 2015

Report Name: Consideration and Retrospective Approval of HCC's 16 July 2015 Submission to the Local Government and Environment Committee's Interim Report on the Building (Earthquake-Prone Buildings) Amendment Bill **Author:** Mark Brougham

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>HCC's process for developing submissions to external organisations.</i>
Financial status	<i>There is no budget allocated.</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i>

1. Purpose of the Report

- For the Strategy and Policy Committee to consider and retrospectively approve HCC's 16 July 2015 submission to the Local Government and Environment Committee's Interim Report on the Building (Earthquake-Prone Buildings) Amendment Bill.

3. Executive Summary

- HCC's 16 July 2015 submission to Local Government and Environment Select Committee was based on Council's original 17 April 2014 submission to the Building (Earthquake-Prone Buildings) Amendment Bill.
- It should be noted that this particular submission was already in development prior to the change of process for HCC submissions to external submissions made at the 7 July 2015 Strategy and Policy Committee meeting. Although all new submissions are being developed under the new process, due to time constraints we had to continue with this existing submission under the former process.
- HCC's draft submission was circulated to Elected Members on 13 July for feedback, with comments due back by 15 July. As no Elected Member feedback was received, the final submission sent to the Local Government and Environment Committee remained unchanged to that of the draft.
- The final version was emailed to the Local Government and Environment Committee on 16 July 2015 to meet the official submission closing date, meaning that the submission will need retrospective Council consideration and approval.

8. HCC representatives are also scheduled to speak to the Local Government and Environment Committee hearings scheduled for 30 July 2015 in support of Council’s submission.

9. Recommendations from Management

- a) That the report be received.
- b) That HCC’s 16 July 2015 submission to the Local Government and Environment Committee’s Interim report on the Building (Earthquake-Prone Buildings) Amendment Bill be considered and retrospectively approved.
- c) That the Local Government and Environment Committee be advised of any changes made to HCC’s submission at the 11 August 2015 Strategy and Policy Committee meeting.
- d) That subsequent to the Strategy and Policy Committee’s approval, HCC’s final submission to the Local Government and Environment Committee be uploaded to HCC’s website.
- e) That local Members of Parliament be advised of HCC’s submission to the Local Government and Environment Committee’s interim report on the Building (Earthquake-Prone Buildings) Amendment Bill adopted at the 11 August 2015 Strategy and Policy Committee meeting.

10. Attachments

11. Attachment 1 - HCCs Submission to the Local Government and Environment Committees Interim Report on the Building (Earthquake-Prone Buildings) Amendment Bill (16 July 2015)(PDF)

Signatory

Authoriser	Blair Bowcott, General Manager Performance Group
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Submission by

Hamilton City Council

Interim Report of the Local Government and Environment Committee – Building (Earthquake-prone Buildings) Amendment Bill

16 July 2015

1 Introduction

- 1.1 Hamilton City Council (HCC) sees this as an opportunity to assist the Ministry of Business, Innovation and Employment (MBIE) through our experience engaging and working with building owners and stakeholders since 2006, following the processes that were established with our Earthquake-Prone, Dangerous and Insanitary Buildings Policy.
- 1.2 MBIE will recognise that HCC's policy was one of a few proactive policies developed from the requirements of the Building Act 2004 and as a result the initial identification of earthquake-prone buildings, including categorisation based on risk, has already been completed for Hamilton. Over 85% of our potentially earthquake-prone buildings have had an engineering assessment, with the balance of approximately 300 buildings still awaiting the submission of an engineer's report. In working with our risk matrix to establish the list of potential earthquake-prone buildings, 2,500 plus buildings were assessed. Our process has proven accurate through hundreds of assessments that have been undertaken.
- 1.3 Our policy aligns with much of the proposed Bill, including the process for identifying potentially earthquake-prone buildings, establishing high-risk buildings (through assessing buildings against an engineer/Council developed risk matrix), notifying all affected building owners and occupiers that their building is considered earthquake-prone, requiring building owners to provide evidence to support that their building is not earthquake-prone where they disagree with Council's findings, and developing a complete database of information including building details, property address, owner, category (high, medium or low risk) and a copy of any engineering report or other evidence establishing if the building is earthquake-prone or not. Where a building is proven to not be earthquake-prone, it has been removed from our list and the owner advised accordingly. For our Category 3 buildings, it was elective for the owner to provide an engineer's report and many have done so, with a number where no reports have been provided to Council.
- 1.4 Our feedback focuses on identifying where we agree with the recommendations of the report and where we disagree. This is supported by constructive comments to guide MBIE to assist in understanding our submissions which are based on our experience in establishing and implementing what has been proven to be a very effective policy. We also take the opportunity to seek guidance from MBIE on a number of key points.
- 1.5 Our feedback follows the recommendations of the report in the order outlined in the report. (Recommendations included followed by HCC's comments with the same numbering.)

2 Commencement

Recommendations

1 Officials recommend:

- 1.1 no change to the commencement provision.
- 1.2 that the Bill be amended to provide that the methodology for the identification of earthquake-prone buildings must be made no later than one month after the Act comes into force.

3 HCC Comments

- 1.1 We agree with the recommendations.
- 1.2 We suggest that the methodology be completed as a priority given its importance in establishing the identification of earthquake-prone buildings, and ultimately before the Bill is passed or at least prior to the establishment of the regulations. Our policy has utilised a risk-based matrix developed in conjunction with a highly regarded structural engineer with many years of earthquake engineering experience. Our matrix aligns with the methodology proposed and as noted above has been proven over hundreds of building assessments to be 100% accurate. We appreciate that MBIE has made it clear they will accept risk assessments and engineer's reports that have already been completed and this work will not need to be repeated. It is important to us that the work that we have completed in carrying out initial risk assessments and establishing a list of potentially earthquake-prone buildings is recognised. We are assured that we will not need to repeat the exercise. **Given there has been considerable debate and submission on this very point and MBIE advises it can establish a draft methodology very quickly, then we suggest it should be completed before the Bill is passed to give stakeholders the greatest opportunity for comment and feedback.**

4 The Definition of Earthquake-Prone Building

Recommendations

2 Officials recommend that:

- 2.1 the definition of earthquake-prone building be amended to improve its clarity by:
- defining the term ultimate capacity in regulations
 - removing the reference to moderate earthquake from clause 23 new section 133AB(b)
- 2.2 the definition of earthquake-prone building in clause 23 new section 133AB be amended to exclude the following:
- farm buildings
 - retaining walls
 - fences
 - monuments that cannot be entered (e.g. statues)
 - wharves
 - bridges
 - tunnels
 - storage tanks (e.g. water reservoirs)
- 2.3 the transitional provisions in the Bill be amended so that any notices requiring remediation of the buildings listed in recommendation 2.2 issued under the current system for managing earthquake-prone buildings lapse upon commencement of the Act
- 2.4 the Bill be amended to insert a further 'carve-out' from the general residential exclusion for hostels, boardinghouses or other specialised accommodation, to clarify that the earthquake-prone building provisions apply in relation to these buildings
- 2.5 the definition of earthquake-prone building in clause 23 new section 133AB be amended to include injury or death to persons around the building, to ensure that it covers people on the same property as the building in the way that it covers people on other property
- 2.6 the Bill be amended to ensure parts of buildings are adequately and clearly covered.

5 HCC Comments

2.1 – 2.6 We agree with the recommendations.

6 Application of the Definition of Earthquake-Prone Building in Areas of Low Seismic Risk**Recommendation**

3 Officials recommend that:

- 3.1 no change be made to the definition of earthquake-prone building in relation to its application in areas of low seismic risk.**

7 HCC Comments

3.1 We agree with the recommendation.

8 Level of Remediation Required of Earthquake-Prone Buildings**Recommendation**

4 Officials recommend that:

- 4.1 no change be made to either the definition of seismic work in clause 23 new section 133AA or the level of remediation required under clause 23 new section 133AN.**

9 HCC Comments

4.1 We agree with the recommendation.

10 Seismic Capacity Assessments, Outcome Notices, the Seismic Capacity Register and Seismic Work Notices

Recommendations

5 Officials recommend amending the Bill to:

Identification of potentially earthquake-prone buildings and assessment

5.1 require territorial authorities to undertake initial investigations to identify potentially earthquake-prone buildings within their districts (using the methodology to be set and published by the Chief Executive of the Ministry of Business, Innovation and Employment), within the following timeframes from commencement:

- five years in areas of high seismic risk
- 10 years in areas of medium seismic risk
- 15 years in areas of low seismic risk

(and for territorial authorities to thereafter request that building owners undertake an engineering assessment of the building or part of the building)

- 5.2 define areas of high, medium and low seismic risk in connection with the Building Code (and associated approved solutions and verification methods), with reference to the seismic hazard factor (Z factor) as follows:
- high seismic risk (Z factor ≥ 0.3)
 - medium seismic risk (Z factor of 0.15 up to < 0.3)
 - low seismic risk (Z factor < 0.15)
- 5.3 require territorial authorities to prioritise for identification those buildings defined as a priority building (within half the timeframe for identification of other buildings)
- 5.4 require territorial authorities to send requests to owners of those buildings identified as potentially earthquake-prone that:
- state that the building has been identified as potentially earthquake-prone
 - state whether the building is a priority building
 - state that the building owner must provide an engineering assessment (using the tools and methods specified in the methodology) within 12 months of the request, unless they can provide conclusive evidence that their building is not earthquake-prone
 - set out the implications of an owner not undertaking an assessment i.e. that it will automatically be classified as potentially earthquake-prone (not assessed) and/or that a territorial authority may undertake the assessment and recover the costs of doing so
 - explain the timeframe within which the territorial authority will issue an earthquake-prone building notice for the building
- 5.5 change the name of the seismic capacity assessment to the engineering assessment
- 5.6 require building owners issued with requests to provide an engineering assessment within 12 months of the date of the request (using the tools and methods specified in the methodology) unless the building owner can provide conclusive evidence that their building is not earthquake-prone
- 5.7 provide territorial authorities with a limited discretion to extend the 12 month assessment period (for up to a further 12 months), for example where there is insufficient engineering resource available to undertake assessments
- 5.8 provide that if an engineering assessment provided to a territorial

authority means that the territorial authority is satisfied (in accordance with the methodology) that the building is earthquake-prone then the territorial authority must, as soon as practicable, issue an earthquake-prone building notice for the building

- 5.9 provide territorial authorities with discretionary powers to undertake an engineering assessment (using tools and methods specified in the methodology set by the Chief Executive of the Ministry of Business, Innovation and Employment) and if determined to be earthquake-prone to issue earthquake-prone building notices and to recover the costs of undertaking the assessment as a debt due to the territorial authority
- 5.10 provide that where an owner either advises the territorial authority that they do not wish to undertake an engineering assessment, or fails to provide an engineering assessment, the building is designated as potentially earthquake-prone (not assessed) and:
- is automatically categorised with earthquake-prone buildings that have the lowest level of performance
 - notices issued requiring work to be carried out on the building and the register will record the fact that the building is potentially earthquake-prone and an assessment has not been undertaken
 - remediation to ensure that the building is no longer earthquake-prone will be required as if the building was an earthquake-prone building
- 5.11 provide that the Chief Executive of the Ministry of Business, Innovation and Employment must set and publish a methodology that is risk-based and to specify:
- 5.12 the tools and methods to be used to identify potentially earthquake-prone buildings
- 5.13 the requirements for an engineering assessment of a potentially earthquake-prone building, including how evidence from engineering or other tests completed before the commencement of this Act may be used in the assessment

Seismic capacity and remediation notices

- 5.14 change the name of the seismic capacity register to the earthquake-prone buildings register
- 5.15 amend the register provisions so that the register only includes details of buildings that have been determined as being earthquake-prone, and the details of buildings designated as potentially earthquake-prone (not assessed), rather than including details of all buildings
- 5.16 clarify that the register includes relevant details where only part of the building is earthquake-prone

- 5.17 amend clause 35 new section 275A so that the register also includes details of an earthquake-prone building's percentage of new building standard (NBS) range or specific percentage NBS, or in the case of a potentially earthquake-prone building where no assessment has been undertaken, a statement that the building has not been assessed
- 5.18 change the name of the seismic work notice to the earthquake-prone building notice and amend the relevant provisions in the Bill so that:
- notices issued requiring work to be done for earthquake-prone buildings will specify its percentage NBS range or specific percentage NBS, or in the case of a potentially earthquake-prone building where no engineering assessment has been undertaken, a statement that it has not been assessed
 - the form of the earthquake-prone building notice be set in regulations (using a grading scheme to help differentiate earthquake-prone buildings and incentivise action)
- 5.21 provide owners with the ability to provide an engineering assessment to the territorial authority (in accordance with the tools and methods to be specified and published in the methodology) at any time after the issue of an earthquake-prone building notice, and in the event the territorial authority considers that this changes the outcome of the earthquake-prone building notice to require the territorial authority to reissue (or revoke) the notice and update the register
- 5.20 remove the requirement in clause 23 new section 133AN for territorial authorities to provide copies of earthquake-prone building notices to occupiers of the building
- 5.21 amend the timeframe requirements in clause 23 new section 133AM to remove the 20 working day requirement, and to adjust the timeframes as necessary to accord with the recommendations outlined in this report
- 5.22 remove the definition of existing building and new building in the Bill as these are no longer needed because they have been superseded by the approach in the recommendations above
- 5.23 clarify that Official Information Act 1982 applies to prescribed information (if any) in the register that is restricted from public access by the Chief Executive of the Ministry of Business, Innovation and Employment or through regulations (clause 35 new section 275B)
- Cost recovery of assessments by territorial authorities
- 5.24 clarify that territorial authorities can recover the costs of undertaking engineering assessments as a debt due to the territorial authority.

11 HCC Comments

- 5.1 We agree with the methodology recommended but submit that we have already carried out this exercise by identifying all earthquake-prone buildings in Hamilton using a framework that very much aligns with the recommended framework. MBIE has advised they will recognise risk assessments and engineer's reports already completed, so we are assured that we do not have to repeat this exercise again. **We are assured that regardless of the methodology yet to be established by MBIE we seek clarification that our policy framework has achieved exactly the desired result in identifying all earthquake-prone buildings.**
- 5.2 We agree with the recommendation.
- 5.3 We agree with the proposal and submit that we have already identified priority buildings in terms of applying a risk factor to buildings when completing the risk matrix for every individual building identified as potentially earthquake-prone – in our case these buildings are identified as Category 1 or High Risk. **We seek clarification from MBIE to ensure that we do not have to repeat this exercise again.**
- 5.4 We agree with the recommendation and advise that we have already sent an initial letter to owners stating:
- Their building has been identified as potentially earthquake-prone.
 - That the building owner must provide an engineering assessment for their building, unless they can provide evidence that their building is not earthquake-prone. We have advised them of a date based on the category rating of their building by which time they would need to upgrade the building or demolish the building. Our Category 1 timeframe according to current policy is due 2019 (that is the timeframe within which to carry out upgrading work or demolish the building) and our Category 2 timeframe is due 2030. Category 3 did not have any timeframes stipulated and it was elective for the building owner to provide a report or not.
- However, we have not:
- Advised building owners they must provide an engineering assessment within 12 months of the notice preferring to work with building owners to voluntarily provide assessments for their buildings. (Note in 1.2 we have received 85% of the required engineer's reports.)
 - Outlined to owners that failure to submit an assessment will result in their building being automatically classified as earthquake-prone. However, we have sent at least two reminder notices requesting reports be provided.
 - Issued any Section 124 notices.
- 5.5 We agree with the recommendation.
- 5.6 We agree with the proposal noting that we have already carried out this exercise through the application of our current policy **HCC is assured that we do not have to repeat this exercise.**
- 5.7 We agree with the recommendation.
- 5.8 We agree with the recommendation noting that we have not issued Section 124 notices where we have received an engineering assessment (or not), or other evidence that confirms a building is earthquake-prone.

- 5.9 We agree with the recommendation.
- 5.10 We agree with the recommendation. HCC is assured through the application of our policy that we have identified all potentially earthquake-prone buildings, provided notification to owners, and received over 85% of the required engineering assessments. **As all affected building owners have already been notified (whether they have or have not submitted an engineering assessment), we seek guidance from MBIE that:**
1. **We will not be required to issue Section 124 notices as we have already advised owners that their building is potentially earthquake-prone and received over 85% of the required engineering reports identifying the building is earthquake-prone.**
 2. **We will be able to issue Section 124 notices for the balance of the buildings (if we are required to) where we have not received an engineering report (once the Bill has been enacted) and if the particular recommendation is included in the Bill.**
- 5.11 We agree with the recommendation. We have already used a process, including a risk based approach to identify buildings. We know through hundreds of assessments and many engineering reports that our process has been correct and we have captured all potentially earthquake-prone buildings. It also aligns with the proposal in the Bill. **We seek guidance from MBIE that the work we have completed meets the criteria in the Bill so we can proceed as proposed in 5.10.**
- 5.12 We agree with the recommendation noting that we have been monitoring progress of HCC's policy since 2006 and will continue to do so. We will agree to keep MBIE informed of progress.
- 5.13 We agree with the recommendation.
- 5.14 We agree with the recommendation.
- 5.15 We agree with the recommendation.
- 5.16 We agree with the recommendation.
- 5.17 We agree with the recommendation.
- 5.18 We agree with the recommendation.
- 5.19 We agree with the recommendation, noting that we have already implemented this in terms of our policy.
- 5.20 We disagree with this recommendation as the building occupier has every right to be made aware of the situation as it affects the building they occupy. We also suggest that every effort should be made to identify the occupier. However, the Bill should not bind the Territorial Authority (TA) to identifying all occupiers as long as they have made a reasonable effort to do so.
- 5.21 We agree with the recommendation.
- 5.22 We agree with the recommendation.
- 5.23 We agree with the recommendation.
- 5.24 We agree with the recommendation and suggest that the TA should be able to directly invoice the building owner for the cost of the work completed and take whatever means necessary to recover any

outstanding debt where there is a failure to pay. We support that in some instances it may be appropriate to recover costs through making the debt a charge on the land.

12 Remediation Timeframes

2 Recommendations

6 Officials recommend amending the Bill to:

- 6.1 **remove the provisions in the Bill setting the timeframe for the remediation of most buildings at 15 years from assessment**
- 6.2 **set the timeframe for the remediation of earthquake-prone buildings at:**
- 15 years for areas of high seismic risk
 - 25 years for areas of medium seismic risk
 - 35 years for areas of low seismic risk
- 6.3 **provide that the timeframes for the remediation of earthquake-prone buildings run from when buildings are determined as earthquake-prone or designated as potentially earthquake-prone (not assessed)**
- 3 Priority buildings**
- 6.4 **define priority buildings in the Bill in areas of high and medium seismic risk as follows:**
- **hospital buildings – those components of a hospital necessary for it to be able to maintain essential services in the event of a significant earthquake, but excluding administration buildings and aged residential care facilities**
 - **school buildings – all buildings regularly occupied by 20 persons or more in an early childhood education centre, primary, secondary, or tertiary education facility, including registered private training establishments**
 - **emergency service facilities – emergency service facilities such as fire stations, police stations and emergency vehicle garages; and designated emergency shelters, designated emergency centres and ancillary facilities**
 - **corridor buildings – those buildings identified by the territorial authority, after consulting their communities (using the special consultative procedure in section 83 of the Local Government Act 2002) that could, if they were to collapse in an earthquake, impede transport routes of strategic importance in an emergency. The use of this provision would be optional for territorial authorities**

- 6.5 clarify that an earthquake-prone building notice will specify whether a building is a priority building
- 6.6 set the timeframe for remediating priority buildings at half the timeframe for other earthquake-prone buildings (after a building is determined as being earthquake-prone or designated as potentially earthquake-prone)
- 6.7 remove the provisions in the Bill allowing territorial authorities to set a shorter timeframe than 15 years for remediation for buildings that come within the definition of a priority building
- Additional substantial alterations trigger for upgrading earthquake-prone buildings*
- 6.8 include new provisions to add a further trigger for remediating earthquake-prone buildings so that where substantial alterations are to be carried out, a building consent will not be granted unless building work is undertaken so that the building (or the affected part) is no longer earthquake-prone
- 6.9 provide for a regulation making power to specify criteria that territorial authorities must apply when considering whether an alteration is a substantial alteration.

13 HCC Comments

- 6.1 We agree with the recommendation.
- 6.2 We agree with the recommendation.
- 6.3 We agree with the recommendation and have already carried out the work required to identify buildings as earthquake-prone and have notified building owners. **We seek guidance from MBIE that our timeframes have already been established from the date we notified building owners that their building is potentially earthquake-prone. We should be able to elect to issue Section 124 notices with the timeframe starting from date of original notice in the case where we have not already received an engineer's report. (Refer 5.10.)**
- 6.4 We agree with the recommendation and have already identified our high risk buildings.
- 6.5 We agree with the recommendation and note that the risk category in terms of our policy identifies the building as a priority building and is included in our notice to owners advising them that their building is potentially earthquake-prone. (Category 1 High Risk.)
- 6.6 We agree with the recommendation and have already identified priority buildings and advised the building owners accordingly. Our present policy makes 2019 the date by which owners must upgrade or demolish their building (take whatever action is necessary to safeguard the public) and they have already been notified that their building is classified as Category 1 High Risk. Therefore these building owners have already had 7 years (in most cases) from original notification. **We seek guidance from MBIE where we have identified in 5.10 and 6.3 that we wish to elect to issue Section 124 notices (if we choose to) in the case where we have not received an engineer's report and for priority buildings**

the timeframe should start from the date of the initial notices that have already been sent to building owners.

6.7 We agree with the recommendation.

6.8 We agree with the recommendation.

6.9 We agree with the recommendation.

14 Remediation Timeframes for Heritage Buildings

Recommendation

7 Officials recommend that:

- 7.1 **the Bill be amended to incorporate amendments arising as a result of the enactment of the Heritage New Zealand Pouhere Taonga Act 2014 for example to provide for owners of buildings on the National Historic Landmarks List to also apply for the extension of time of up to 10 years to complete seismic work.**

15 HCC Comments

- 7.1 We agree with the recommendation and suggest that where an extension of time to complete seismic work is granted, that the method of reducing the risk be defined by the building owner, submitted to the TA and agreed by the TA before the extension of time is granted. **We also suggest that the Bill includes for owners of heritage buildings included in any District Plan to be able to apply for an extension of time of up to 10 years to complete seismic work.**

16 Exemptions from Remediation Requirements

Recommendation

8 Officials recommend amending the Bill to:

8.1 include a purpose statement in the regulation-making power in clause 37 new section 401C(b) of the criteria for granting an exemption from a requirement to remediate an earthquake-prone building that includes but is not limited to:

- location (including streetscape and seismicity)
- the age of the building
- construction type
- building use
- building occupancy.

17 HCC Comments

8.1 We agree with the recommendation of granting an exemption for certain buildings and suggest that careful consideration is required to identify risk associated with particular buildings. This in our view could be achieved through the application of a risk matrix similar to the example in the attached Hamilton City Council policy, which will provide for consistency of approach on a National basis. The example provided of a rarely used rural church or community hall in our view could still be high-risk because at any point in time the occupant load could be large depending on the activity. Examples such as weddings and birthdays are common occurrences in rural communities and the criteria needs to be specific enough to exclude large rural community buildings capable of housing in excess of 100 people.

18 Upgrade Requirements

Recommendations

- 9 Officials recommend amending clause 23 new section 133AX to:
- 9.1 clarify that the exception applies in relation to interim work undertaken in advance of the main seismic work required to ensure the building is no longer earthquake-prone
- 9.2 clarify that the ability to not require upgrades can apply to upgrades to:
- *either the means of escape from fire, or*
 - *upgrades to access and facilities for persons with disabilities, or*
 - *both*
- 9.3 clarify the test to be applied by amending the Bill so that the criteria in new section 133AX(c)(i), which are to be defined in regulations, become considerations for territorial authorities to have regard to when applying the test in new section 133AX(c)(ii), rather than criteria that have to be met separately.

19 HCC Comments

- 9.1 We do not agree with the recommendation and suggest that it will result in a compromise to life safety and accessibility in buildings. We have made a number of submissions with regards to Section 112 and there is no justification (beyond a perceived cost implication) that suggests a compromise should be made with regard to the fundamental life safety and accessibility provisions of the Building Code. Accessibility and fire safety are strongly supported on an international basis where great attention is paid to making a building more usable and safe. The ability to balance all three requirements in terms of Section 112 is justified and everyone is aware there is a cost associated with that. In our view the education of stakeholders involved in the design and approval process is more paramount in order to ensure that the application of Section 112 is clear for all so there is a consistency of approach. MBIE has gone some way towards providing a helpful guide and the focus should be on providing further education to ensure everyone gets the balance right. The compromise of life safety and accessibility of a building for cost reasons is in our view simply unacceptable.

20 Enforcement and Offences

Recommendations

10 Officials recommend that:

- 10.1 the Bill be amended to clarify that the infringement regime that currently applies in respect of earthquake-prone buildings in the Building (Infringement Offences, Fees, and Forms) Regulations 2007 continues to apply in the revised system for managing earthquake-prone buildings provided for in the Bill
- 10.2 no change be made to the Bill in respect of the proposed infringement regime, as this will be dealt with as part of intended amendments to the Building (Infringement Offences, Fees, and Forms) Regulations 2007 before the Bill commences.

21 HCC Comments

- 10.1 We agree with the recommendation.
- 10.2 We agree with the recommendation and suggest that when considering the infringement regime that regard be had for incorporating other offences that could result from the implementation of the Bill.

22 Transitional Provisions

Recommendation

- 11 Officials recommend amending the Bill to:
- 11.1 replace the transitional provisions of the Bill in respect of notices already issued under section 124 of the Building Act 2004 for earthquake-prone buildings to provide that:
- decisions made by territorial authorities that led to section 124 notices being issued for earthquake-prone buildings remain valid
 - notices issued under section 124 for earthquake-prone buildings be reissued by the territorial authority under the Bill to ensure there are consistent notifications on earthquake-prone buildings
 - where the remediation timeframe remaining on the existing section 124 notices is less than the relevant timeframe of 15, 25, or 35 years (or the relevant timeframe for priority buildings) then the original remediation timeframe will apply
 - where the remediation timeframe remaining on the existing section 124 notices is longer than the relevant timeframe of 15, 25, or 35 years (or the relevant timeframe for priority buildings) then the new relevant timeframes referred to above will apply
 - building owners may apply to their territorial authority to have the relevant timeframe of 15, 25, or 35 years (or the relevant timeframe for priority buildings) apply from the date of issue of their original section 124 notice, and for the Ministry of Business, Innovation and Employment to provide guidance to territorial authorities on how to exercise their discretion as to whether to grant these applications.

23 HCC Comments

- 11.1 We agree with the recommendations, referring to the submissions we have made regarding Section 124 notices in 5.10, 6.3 and 6.6.

24 Other Recommendations

25 HCC Comments

- 11.2 We agree with the recommendations 12, 13, 14, 15.

26 Further Information and Hearings

- 26.1 Should the Local Government and Environment Committee require clarification of the points raised by Hamilton City Council, or additional information, please contact Phil Saunders (Principal Building Advisor) on 07 838 6541, email phil.saunders@hcc.govt.nz in the first instance.
- 26.2 HCC **does wish to speak** at the hearings of the Local Government and Environment Committee in support of its written submission.

Yours faithfully



Richard Briggs
CHIEF EXECUTIVE

Although this submission has been circulated to HCC's Elected Members for consideration and feedback, it has not been adopted through the formal committee process. HCC's submission is to be considered and adopted retrospectively at the 11 August 2015 Strategy and Policy Committee meeting. We will advise you after this meeting if HCC makes any changes to its submission.

REFERENCE MATERIAL

1. **Draft Bill, including the Local Government and Environment Committee's recommendations and proposed changes.**
http://www.parliament.nz/en-nz/pb/sc/documents/reports/51DBSCH_SCR63267_1/interim-report-on-the-building-earthquake-prone-buildings
2. **Copy of Hamilton City Council's Earthquake-Prone, Dangerous and Insanitary Buildings Policy.**
http://www.hamilton.govt.nz/our-council/policies-bylaws/policies/Documents/EARTHQUAKE-PRONE,_DANGEROUS_AND_INSANITARY_BUILDINGS.pdf

Committee: Strategy & Policy Committee **Date:** 11 August 2015

Report Name: Action List for 11 August 2015;
Actions Still Underway or
Pending for HCC submissions
to External Organisations; and
Policy & Bylaw Review
Scheduling **Author:** Blair Bowcott

Status	<i>Open</i>
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Recommendation

That the Report be received.

1. Attachments

- Attachment 1 - Strategy and Policy Action List for 11 August 2015
- Attachment 2 - Actions Still Underway or Pending for Hcc Submissions to External Organisations
- Attachment 3 - Policy & Bylaw Review Scheduling

Strategy and Policy Committee - Action List at 5 August 2015

D-1330420

Meeting Date	Item	GM Responsible	Action	Status
06-Aug-13	Smoke-free Environment Policy Review	Performance	Staff to report back on alternative options for enforcement of the Smoke-free stance and the inclusion of synthetic cannabis.	In development (an action of Central City Safety Plan)
28-Nov-13	Events Strategy Development	E&ED	Deferred to align with CCTP schedule (via Business and Investment Subcommittee)	In progress
28-Nov-13	Develop and recommend a strategy to optimise use of the Municipal Endowment Fund and Domain Endowment Fund	E&ED	Deferred to align with CCTP schedule (via Business and Investment Subcommittee)	In Progress
18-Mar-14	Public Art Update (Passing Red Sculpture) - Hinemoa Park	Community	The artwork will be relocated to the former Horotiu Landfill site - adjacent to proposed Te Awa Cycleway in July/August 2015. Installation will be coordinated with construction of the Cycleway. No funding for Hinemoa Park redevelopment in 10-Year Plan.	In progress
30-Apr-14	Wairere Drive to Cobham Connection	Community Infrastructure	Parks and Open Spaces to include consideration of space required to four lane Wairere Drive during the review process of the East Town Belt Concept Plan which will take place in 2015/16. 7 July 2015: Staff to report back to Council on options for the pedestrian/cycle overbridge prior to committing to any particular design.	In progress
26-Jun-2014	Public Art Panel and Arts Forum Terms of References	Community	The Arts Forum Advisory Panel is aiming to complete a review of the Arts Agenda for September 2015.	In progress
16-Jul-14	Zoo Strategic Review - Zoo Master Plan	Community	The Working Group will reconvene in August, followed by a Council Briefing, before being reported back to S&P Committee on 3 November 2015.	In progress
15-Aug-14	Sustainable Hamilton Strategy (Sustainability Panel Report)	Performance	Strategy to be referred to the Community Forum Subcommittee, following receipt of Panel's submission for the LTP. Sustainability report was circulated to the Community Forum Subcommittee in Early June 2015 at the request of the Chair of the Community Forum Subcommittee. The Sustainability report is to be considered at the 19 August Community Forum Subcommittee.	In progress
03-Sep-14	Herbicides Policy (Streetscape Beautification)	Community	Staff to report on plants used in streetscapes as part of the Streetscape Beautification and Management Policy Review to be scheduled for Business and Investment Subcommittee.	In progress
	Frankton Neighbourhood Plan	City Environments	Working Group convened comprising Her Worship the Mayor, Cr O'Leary (Chair) and Cr Gallagher. Working Group to report back to Strategy and Policy Committee on 3 November 2015.	In progress
19-Nov-14	Cemeteries Draft Management Plan	Community	Plan adopted at 7 July Strategy and Policy Committee subject to action list and reformatted Plan to be incorporated and presented to August Council meeting for approval.	In progress
24-Feb-15	Wairere Drive/Huntington Drive (west) intersection	Infrastructure	a. Staff to consult further with the Huntington community on minor safety management measures; and b. Staff continue monitoring the safety performance of the intersection.	In progress Staff met with the petition organisers on 11 June and presented the proposed options for improvements to the intersection. Staff are now developing a survey via survey monkey to use for community feedback on the options. The survey will be tested with the petition organisers before releasing to the community.
24-Feb-15	Social Housing Strategy	Community	To provide progress report to the Committee on strategy development by 11 August 2015.	In progress
24-Feb-15	Local Alcohol Policy	Performance	A full briefing to be provided to Elected Members before the Policy comes before Council again. Presentation delivered at 12 May Briefing. Working Group reconvened on 22 July 2015 with all Elected Members invited to this meeting. Staff to prepare report back to S&P Committee for 29 September 2015.	In progress.
08-Apr-15	Waikato Expressway	Infrastructure	Staff to present an update on the MOU between NZTA, Hamilton City Council, Waikato District Council and Tainui at the 7 July Strategy & Policy Committee meeting. A Multi Party Funding Agreement (MPFA) that defines cost responsibility to deliver the Resolution Drive interchange to be presented at the 20 August 2015 Finance Committee. 7 July 2015: Staff to arrange for Elected Members to be invited to public consultation meetings arranged by NZTA. Staff to also explore means for HCC to play more active role in public consultation processes (re Osborne Road overbridge) outside its territory (eg joint committee with Waikato District Council).	In progress
08-Apr-15	Hamilton Lake Domain - Reserve Management Plan Review	Community	First stage consultation completed, over 50 submissions received. Staff to present to Briefing in September 2015, prior to reporting back to the November Committee meeting with a draft Management Plan for endorsement for public consultation.	In progress
08-Apr-15	Community Facilities Report	Community	Report deferred until September 2015, to ensure it aligns to the Libraries Facilities Plan, and the annual plan process.	In progress
08-Apr-15	Waikato Museum Strategic Review	Community	Staff to track costs in completing the review.	In progress
26-May-15	Biking Plan (Cycleways)	Infrastructure	Staff to: a. report final Plan back to 11 August 2015 S&P Committee meeting, following further public engagement; and b. recommend a 10-year spending plan for cycling and report back to the Committee.	Completed Completed (b) - 7 July 2015
26-May-15	Heritage Plan and Fund Guidelines	City Environments	Staff to: a. track progress of the Government's plans in relation to earthquake strengthening; b. seek feedback from faith and community groups on the draft Plan and Guidelines; c. report back to the 3 November 2015 Committee meeting with a final Plan and Guidelines.	a) This is being closely monitored by Phil Saunders, Building Unit, and advising City Planning accordingly on heritage matters. b) The Interfaith council was invited to the Heritage Plan drop-in session. c) On track - Engagement period closed 31 July 2015; meeting with Advisory Panel set for 7 September 2015.
26-May-15	Public Art Subcommittee	Community	Terms of Reference for a Public Art Subcommittee adopted at the 30 July 2015 Council meeting.	Completed
07-Jul-15	Gambling Policies Review	City Environments	Tracked-change version of the Gambling Venue Policy to be reported back to the 11 August Committee meeting, as part of the Statement of Proposal that reflects both Options 2 and 3 (from the staff report presented to the 7 July S&P Meeting).	Completed.

ACTIONS STILL UNDERWAY OR PENDING FOR HCC SUBMISSIONS TO EXTERNAL ORGANISATIONS: 11 AUGUST 2015 STRATEGY AND POLICY COMMITTEE AGENDA

(For all submissions made by HCC, refer <http://www.hamilton.govt.nz/our-council/consultation-and-public-notice/councilsubmissions/Pages/default.aspx>)

INFORMATION CURRENT AS AT 31/7/15

Submissions Removed – Process now Complete

- **No submissions removed.**

New Submissions Added

- **No new submissions added.**

Note: The following schedule identifies submissions made by HCC to external organisations since April 2013 where the process has not been fully completed and where various actions are still underway or pending. Updates to the schedule that formed part of the 7 July 2015 Strategy and Policy Committee meeting agenda are highlighted in yellow.

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
386B	Alteration to Designation for the Waikato Expressway – Hamilton Section Website no longer available	Waikato District Council	18/12/13	Final submission considered and retrospectively approved on 5/2/14.	<p>Waikato District Council and HCC received Notices of Requirement from the NZ Transport Agency (NZTA) for alterations to the existing designation for the Hamilton section of the Waikato Expressway.</p> <p>Waikato Regional Council received resource consent applications from the NZTA in relation to construction and operation of the Hamilton section of the Waikato Expressway. The hearing commenced on the 28/4/14 and the City Planning Manager tabled evidence on behalf of HCC. The hearing was then adjourned to 26/5/14 and closed on 10/6/14. Recommendations were sent to the NZTA as the Requiring Authority.</p> <p>The NZTA sent their decisions to all submitters and directly affected parties. The appeal period closed on 8/8/14. Two appeals were received to the Designation within Waikato District.</p> <p>Appeal ENV-2014-AKL-000139</p> <p>HCC lodged a notice with the Environment Court to be a party to the proceedings under Section 274 of the Resource Management Act in relation to one of the appeals (appellant A), which relates to the Resolution Drive Interchange. HCC advised the Environment Court that HCC agreed to participate in mediation of the appeal in the first instance.</p> <p>The NZTA was unable to resolve the appeal with Appellant A through direct negotiation, so Court-assisted mediation occurred on 25 May 2015, which two HCC staff members</p>

Item 16

Attachment 2

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
					<p>attended.</p> <p>A judicial telephone conference regarding this appeal was held on 3 July 2015. The appellants considered the settlement documents prepared by the NZTA did not reflect the agreement reached at mediation. As the NZTA is not prepared to attend a further mediation with the appellants, the Court has placed the appeal on hold for two months. During that period, the NZTA indicated it may either take action against the appellants for specific performance, or seek to cancel the mediation agreement and request that the appeal is set down for a hearing. The NZTA is required to provide a report to the Court by 4 September 2015 suggesting what further directions are needed, if any.</p> <p>Appeal ENV-2014-AKL-000138 The NZTA has yet to reach settlement with Appellant B.</p> <p>Appeal ENV-2015-AKL-000074 The NZTA's decisions (dated 8 July 2014) on its Notices of Requirement for Alteration U (Resolution Drive Interchange) and Alteration Z (Southern Interchange) included a lapse date for each of these designations of 31 May 2015, which was consistent with the then lapse date for the existing designations for the Waikato Expressway Hamilton Section.</p> <p>Earlier this year, the NZTA applied to HCC and Waikato District Council for, and was granted, an extension of the lapse date to July 2022 for the latter designations. However, the NZTA was unable to seek to vary the lapse dates for Alterations U and Z at the same time, because those Alterations were still subject to appeal.</p> <p>On 28 May 2015, the NZTA lodged an appeal with the Environment Court against its own decision on the lapse dates for Alterations U and Z. The appeal sought to extend these lapse dates. As the period for appealing the NZTA's decision had expired (on 8/8/14) the NZTA also applied for Waiver of Application.</p> <p>On 17 June 2015, HCC lodged with the Court a notice to become a Section 274 party in support of this appeal. Appellant A lodged a similar notice, but in opposition to the NZTA's appeal and Waiver of Application.</p> <p>A judicial telephone conference was held on 2 July 2015 regarding the NZTA's appeal.</p>

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
					The parties to the proceedings were directed to file submissions and any evidence on the waiver application according to a timetable issued by the Court. Accordingly, the NZTA lodged a submission and affidavits on 17 July 2015, and HCC lodged a submission on 24 July 2015. The NZTA is to lodge its reply to other parties' submissions and affidavits by 21 August 2015. A decision will be made "on the papers", that is, without a hearing.
398	HCC's and the NZ Transport Agency's Notices of Requirement to the Southern Links Project http://www.waipadc.govt.nz/HamiltonSouthernLinks	Waikato District Council, Waipa District Council and Hamilton City Council	28/2/14	Final submission considered and retrospectively approved on 18/3/14.	<p>The hearing commenced on 21/7/14. Staff spoke in support of HCC's submission on the NZTA's requirement on 24/7/14. Hearings were adjourned to 1/9/14 and were completed on that day.</p> <p>On 24/10/14, the Commissioners' made their recommendations on the NZTA's requirements and decisions on the NZTA's resource consent applications. The decisions and recommendations were issued to the parties the following week.</p> <p>The decision confirms HCC's requirement (with conditions, including a lapse period of 20 years) and grants HCC consent (with conditions, including lapse periods of 20 years) to construct a bridge over the Waikato River east of Hamilton Gardens and another over the Mangakotukutuku Stream. One appeal was lodged against the decision on HCC's requirement. HCC did not appeal the decision.</p> <p>The Commissioners have granted the NZTA consent (subject to conditions, including a lapse period of 20 years) to construct a bridge crossing the Waikato River at the Narrows and recommended the NZTA confirms the new designations and alteration to existing designation subject to conditions, including lapse periods of 20 years.</p> <p>The NZTA's decisions on the Commissioners' recommendations regarding the NZTA's requirements were issued in December 2014. Two parties have appealed aspects of the NZTA's decisions. HCC (as territorial authority) has not appealed and will not become a Section 274 party to these appeals. HCC (as Requiring Authority and the NZTA's Southern Links project partner) submitted a notice to become a Section 274 party to one of the appeals. Negotiations between the NZTA and this appellant are continuing. The Court has issued a minute requiring the NZTA to submit to it a reporting memorandum by 30/6/15.</p>

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
404	<p>Building (Earthquake-Prone Buildings) Amendment Bill</p> <p>http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL12960_1/building-earthquake-prone-buildings-amendment-bill</p>	Local Government and Environment Select Committee	17/4/14	Final submission considered and retrospectively approved on 30/4/14.	<p>A Council workshop on this topic was held on 15/5/13. Councillor O’Leary presented HCC’s submission via teleconference to the Local Government and Environment Select Committee hearing on 19/6/14 at 11.20 a.m. (a 20 minute timeslot). HCC’s Building Control Manager was also in attendance at the hearing.</p> <p>In December 2014 HCC staff sent an information update to all stakeholders/building owners advising them that the Building (Earthquake-Prone Buildings) Amendment Bill could potentially replace HCC’s ‘Earthquake-Prone, Dangerous and Insanitary Buildings Policy’ with a national regime for earthquake strengthening work. The letter updated stakeholders/building owners on key changes and how the Bill could affect them if enacted.</p> <p>The Local Government and Environment Select Committee is now scheduled to report back on this Bill to Parliament by 30/7/15 (the previous committee was originally scheduled to report back to Parliament on 5/9/14 – this was then extended to 30/3/15).</p> <p>On 10 May 2015, the Government announced major changes to how quickly earthquake-prone buildings will need to be assessed and strengthened to “better target regulations on buildings where location, use and type pose the greatest risk to life”.</p> <p>The four significant changes to the policy are:</p> <ul style="list-style-type: none"> • Varying the timetable for strengthening relative to earthquake risk. • Prioritising education and emergency buildings for strengthening. • Reducing the number of buildings requiring assessment. • Introducing new measures to encourage earlier upgrades. <p>Building and Housing Minister Dr Nick Smith says the changes will reduce the number of buildings that would require assessment from an estimated 500,000 to 30,000, and bring down the total estimated cost from \$1,360 million to \$777 million. Currently buildings that could be a risk need to be assessed within five years, with any strengthening carried out within 15 years.</p> <p>The country will now be split into 3 zones according to the risk of a big earthquake, and the timeframes for assessment and strengthening vary accordingly i.e.:</p> <ul style="list-style-type: none"> • High Risk Zone – including Gisborne, Napier/Hastings, Palmerston North,

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
	<p>Building (Earthquake-Prone Buildings) Amendment Bill - Interim Report of the Local Government and Environment Committee</p> <p>http://www.legislation.govt.nz/bill/government/2013/0182/latest/versions.aspx</p> <p>http://www.parliament.nz/resource/en-nz/51DBSCH_SCR63267_1/b48e2b01669564a6e9c9e6a7f02bbb55ae768006</p>	Local Government and Environment Select Committee	Submissions close on 16/7/15.	Final submission considered and retrospectively approved on 11/8/14.	<p>Wellington, Blenheim, and Christchurch (will keep the existing timeframe of assessment within five years and strengthening within 15 years).</p> <ul style="list-style-type: none"> • Medium Risk Zone – including Hamilton, Tauranga, Rotorua, New Plymouth, Wanganui, Nelson, Invercargill and Timaru. • Low Risk Zone – including Northland, Auckland, Oamaru and Dunedin. <p>The Government has also confirmed that the earthquake-prone building definition as being less than 34% of the new building standard, a 10-year extension for listed heritage buildings, and exemptions from strengthening for low risk, low occupancy buildings, would remain in the policy.</p> <p>As Hamilton has been classed as ‘medium risk’, buildings will have 10 years to be assessed and 25 years to be strengthened under the proposed policy. Many of Hamilton’s buildings have already been assessed by engineers and it is unlikely they will be subject to any further assessment.</p> <p>The return period for a significant earthquake (MM8) ranges from 120 years in Wellington, to 720 years in Christchurch, to 1700 years in Dunedin, and only once every 7,400 years in Auckland. Education and emergency buildings (e.g. hospitals) will be targeted by requiring that in high and medium seismic risk areas they be identified and strengthened in half the standard time.</p> <p>The passage of the Building (Earthquake-Prone Buildings) Amendment Bill has progressed with release of an interim report back to the House by the Local Government and Environment Committee on 23/6/15.</p> <p>The Bill has run into considerable difficulties due to its complexity and also the need to apply its provisions to a wide range of structures and circumstances.</p> <p>In its report, the Committee notes that it had received advice from the Ministry of Business, Innovation and Employment, the Parliamentary Counsel Office, and the Regulations Review Committee. As a result of that process, and in response to the issues raised by submitters, it was considering a range of potential changes to the original Bill.</p> <p>The Committee is particularly interested to receive written submissions on the following</p>

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
					<p>issues:</p> <ul style="list-style-type: none"> • The timeframes for the identification and remediation of earthquake-prone buildings to be based on the seismic risk of the area, and with reference to Z factors. • Reducing the scope of buildings to be covered by the Bill, such as excluding farm buildings, bridges, and tunnels, and whether to include only buildings determined as earthquake prone on the public register (instead of all buildings) and their earthquake rating. • The prioritisation of certain buildings in areas of medium and high seismic risk. These buildings would include hospitals, schools, and emergency response facilities. The applicable timeframe would be halved for the identification and remediation of these buildings. • Proposed new Section 133AX(2), which would require the upgrade of earthquake-prone buildings when substantial alterations are being undertaken. Criteria for assessing whether an alteration is substantial would be set out in regulations. • Proposed new Section 133AX, in relation to disability access and fire safety. <p>Staff from HCC's Building Control Unit analysed the implications of the Select Committee's interim report and developed HCC's draft submission, which was circulated to Elected Members on 13/7/15 for feedback, with comments due back by 15/7/15. As no Elected Member feedback was received, the final submission sent to the Local Government and Environment Committee remained unchanged to that of the draft.</p> <p>HCC's Principal Building Advisor spoke to the Local Government and Environment Committee at the 30 July 2015 hearing in support of Council's submission.</p> <p>It should be noted that this particular submission was already in development prior to the change of process for HCC submissions to external submissions made at the 7/7/15 Strategy and Policy Committee meeting. Although all new submissions are being developed under the new process, due to time constraints we had to continue with this existing submission under the former process.</p>

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414	<p>Proposed Auckland Unitary Plan – Further Submissions http://www.aucklandcouncil.govt.nz/EN/planspoliciesprojects/plansstrategies/unitaryplan/Pages/submissions.aspx</p>	Auckland Council	22/7/14	Submissions and further submissions in 2014 made under the Chief Executive's delegated authority for RMA submissions.	<p>The consultation period for further submissions opened on 11/6/14 and closed on 22/7/14. City Planning staff analysed approximately 100,000 further submission points and identified where any further submissions were required to be made in line with HCC's original 28/2/14 submission.</p> <p>As there were no points of a contentious nature, HCC's 'further submission' was made under the Chief Executive's delegated authority for RMA submissions.</p> <p>Hearings for further submissions commenced in September 2014 and the process will continue until July 2016. HCC's submission and further submissions will be considered as part of the Independent Hearings Panel hearing process. Hearing documents can be found at http://www.aupihp.govt.nz/hearings/</p> <p>HCC staff have not appeared in person at the hearings, given the structure of the hearings and the time/cost involved. However, Future Proof and the Future Proof partners of Waikato Regional Council and Waikato District Council have appeared at hearings covering the topic of Auckland growth. The focus of the evidence given is to highlight to Auckland Council the impacts of growth in the south of the Auckland Region on land use, settlement patterns and infrastructure impacts (namely the Waikato Expressway) in the Waikato.</p> <p>Related to the five previous HCC submissions made to the Auckland Council between May 2011 and July 2014 is the recent release of the Draft Auckland Future Urban Land Supply Strategy for public consultation.</p> <p>Elected Members were sent information on the Draft Auckland Future Urban Land Supply Strategy on 27/7/15. They have been asked to decide whether HCC should make a submission.</p> <p>The staff recommendation is that a Future Proof co-ordinated submission will pick up key points relevant to Hamilton, and that a separate HCC submission is not required.</p>

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
423	<p>Using Land for Housing (Issues Paper, November 2014) http://www.productivity.govt.nz/inquiry-content/2060?stage=2</p>	New Zealand Productivity Commission	23/1/15	Final submission considered and retrospectively approved on 24/2/15.	<p>The Government asked the NZ Productivity Commission to review and make recommendations on how to improve planning and development systems in order to deliver an adequate supply of land for housing.</p> <p>In particular, the Commission was asked to examine the bylaws, processes and practices of local planning and development systems across New Zealand's faster-growing urban areas. The Commission was also asked to identify councils that are effective in making enough land available to meet housing demand and processes that could be adopted more widely. In addition, the Commission will examine overseas approaches to identify leading practices that may provide valuable lessons for New Zealand.</p> <p>HCC's draft submission was circulated to Elected Members for feedback on 15/1/15. There was significant Elected Member input into development of HCC's final 23/1/15 submission.</p> <p>Staff from the NZ Productivity Commission met with HCC representatives on 23/2/15 to discuss Council's submission as well as the various processes that are used to ensure Hamilton has an adequate supply of land for housing development. The meeting was very successful and provided a useful opportunity to outline HCC's land release processes and key issues impacting Hamilton.</p>
	<p>Using Land for Housing (Draft Report 17 June 2015) http://www.productivity.govt.nz/inquiry-content/2060?stage=3</p>	New Zealand Productivity Commission	Closing date is 4/8/15	To be considered and approved at the 3 August 2015 Extraordinary Strategy and Policy Committee meeting.	<p>The Commission has now released its draft findings and recommendations based on consultation and feedback received, including submissions to the Issues Paper that was released for feedback in November 2014. The Productivity Commission's 17 June 2015 draft report finds that more can be done to enable cities to accommodate growing populations, and includes 38 draft recommendations.</p> <p>Details of the New Zealand Productivity Commission's draft 17 June 2015 report and key web-links were circulated to Elected Members on 23/6/15.</p> <p>An informal briefing and feedback meeting was held on 9 July with Elected Members to solicit key points for inclusion in HCC's submission. The City Planning Manager presented an overview of the Productivity Commission's draft report and the key points that are likely to be included in HCC's draft submission.</p>

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					<p>Following the meeting, links to the Productivity Commission's website and associated documents on the draft 17 June 2015 report were circulated again via email to Elected Members.</p> <p>HCC's Draft 1 submission was circulated to Elected Members on 20/7/15, with feedback requested by 23/7/15.</p> <p>A further meeting was held on 29/7/15 to discuss Draft 1. Staff have incorporated comments from this meeting to form Draft 2, which will be considered and approved at the 3/8/15 Extraordinary Strategy and Policy Committee meeting.</p> <p>Following consideration and approval of Draft 2, HCC's Final Submission will be sent to the NZ Productivity Commission to meet the 4/8/15 submission closing date.</p> <p>The Productivity Commission will present their final report to Government on 30/9/15.</p>
427	<p>Waikato District Draft Sports Park Reserve Management Plan http://www.waikatodistrict.govt.nz/Documents-Library/Files/Have-your-Say/Public-consultations/Sports/Draft-Sports-Park-Management-Plan-compressed.aspx</p> <p>Waikato District Council Draft General Reserve Policies Management Plan http://www.waikatodistrict.govt.nz/Documents-Library/Files/Have-your-Say/Public-consultations/Sports/Draft-General-Policies-Reserve-Mgmt-Plan-Master.aspx</p>	Waikato District Council	19/3/15	Final submission considered and retrospectively approved on 8/4/15.	<p>The Draft Sports Park Reserve Management Plan outlines the future use and development of sports parks (including golf courses and tennis courts) administered by Waikato District Council. The Draft General Reserve Policies Management Plan outlines management policies for all reserves in Waikato District.</p> <p>This was high level strategic submission (developed by the Parks and Open Spaces Unit) recommending that WDC's use and development of sports parks:</p> <ul style="list-style-type: none"> • Is aligned to the Waikato Regional Sports Facility Plan 2014. • Takes a holistic view and considers important cross-boundary issues that are cost-effective for ratepayers of Hamilton and the Waikato District. <p>HCC's draft submission was circulated to Elected Members for feedback on 10/3/15, with comments due by 18/3/15. There were some minor revisions made to the final submission to make it clearer that the Draft Sports Park Management Plan does not demonstrate how WDC has considered the findings and recommendations of the Waikato Regional Sports Facilities Plan i.e. it now states that "HCC seeks that WDC demonstrate how the Proposed Facility Approach of the Waikato Regional Sports Facilities Plan has been considered in developing proposals to develop, upgrade and</p>

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					<p>renew sports fields, in particular Tamahere Recreation Reserve”.</p> <p>HCC’s General Manager Community spoke on behalf of Her Worship the Mayor and the Chair of the Strategy and Policy Committee in support of HCC’s submission at the Waikato District Council hearings on 13/5/15.</p> <p>The response from WDC noted the following: <i>“The Waikato Regional Sports Facilities Plan had been considered in the formulation of the Draft Management Plan. However, the Management Plan does not seek to assess future demand for sports facilities, but rather enables the provision of such facilities should they be required in the future”.</i></p> <p>In response to HCC’s submission, WDC said that the Sports Park Reserve Management Plan shall note that in <i>“considering implementation of this management plan consideration should be given to the principles contained within the Waikato Regional Sports Facility Plan, specifically with regards to cooperation with other agencies and territorial authorities as part of Council’s decision-making process”.</i></p> <p>HCC’s submission also noted that <i>“To understand the impact on the Hamilton City network, HCC seeks clarification on the sports codes the fields will be allocated for, potential clubs targeted for occupation, and the likely timing of development”.</i> WDC’s response was that <i>“No codes or clubs have been targeted or allocated. No specific demand for use was identified during the consultation process other than casual play and community/school use”.</i></p> <p>HCC also requested that WDC takes a network wide view in terms of allocation and development of sports fields and consider cross-boundary partnerships to avoid duplicating facilities in neighbouring areas and to ensure provision of sports fields is cost-effective for ratepayers of Hamilton City and the Waikato District. WDC supports this approach.</p>

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
430	<p>Local Government Funding Review: A Discussion Paper (February 2015)</p> <p>http://www.lgnz.co.nz/home/news-and-media/2015-media-releases/lgnz-review-launches-discussions-on-new-funding-model-for-local-government/</p> <p>http://www.lgnz.co.nz/assets/Uploads/Our-work/Local-Government-Funding-Review.pdf</p>	LGNZ	9/4/15	Final submission considered and retrospectively approved on 26/5/15.	<p>On 2/2/15 LGNZ released a consultation paper outlining a number of fundamental challenges facing local government in New Zealand and said that a new cooperative funding model with central government is required.</p> <p>In the first of a two-stage review, LGNZ describes the extent of the demographic, economic and infrastructure challenges facing councils, and considers options and alternatives which can complement councils' available funding tools and provide incentives to stimulate economic growth.</p> <p>The paper notes that the funding challenge is not limited to operational costs. There are also pressures on long-term capital expenditure e.g. Auckland alone is likely to spend \$10 to \$15 billion over the next 30 years.</p> <p>LGNZ proposes a "principles-based partnership" model with central government. This would include central government "<i>fully considering the costs and benefits of decisions for local communities and co-funding costs where policy proposals have significant national and local benefit</i>".</p> <p>The second stage of the review will be to receive responses and incorporate the best ideas into a final paper which proposes a strategy and long-term, sustainable funding model. Councils presently spend approximately 10.5% of all public expenditure, yet raise only 8.3% of all public revenue.</p> <p>HCC's draft submission was circulated to Elected Members for feedback on 2/4/15, with comments due by 8/4/15. As no feedback was received, the final submission sent to LGNZ remained unchanged to that of the draft. LGNZ provided us an extension to the original 27/3/15 submission closing date through to 9/4/15.</p> <p>LGNZ received 28 submissions from councils, 25 from stakeholders and 15 from individuals. LGNZ has advised that HCC's submission was reviewed by a cross-sector working group in its work toward developing the final document.</p> <p>LGNZ's 'Local Government Funding Review 10-Point Plan: Incentivising Economic Growth and Strong Local Communities' was launched at the 2015 LGNZ conference. The manifesto is the culmination of LGNZ's year-long review of local government funding</p>

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
431	Waikato Regional Council's Proposed Regional Development Fund http://www.waikatoregion.govt.nz/ltf/	Waikato Regional Council	15/4/15	Final submission considered and retrospectively approved on 26/5/15.	<p>and follows its February 2015 discussion paper. It focuses on key actions and policy decisions needed to provide greater funding flexibility for councils and describes the next steps for local government and its sector partners.</p> <p>LGNZ's 10-Point Plan can be accessed at http://www.lgnz.co.nz/assets/In-background/LGNZ-Funding-Review-Full-17-July.pdf</p> <p>Through the 2015-2025 Draft Long Term Plan submission process, the Waikato Regional Council (WRC) is also seeking feedback on the proposed Regional Development Fund.</p> <p>The proposed Regional Development Fund has two key aims, which are to:</p> <ul style="list-style-type: none"> • Enable the WRC to make strategic investments in projects that will improve the region's economic outcomes in a way that also supports environmental, social and cultural outcomes. • Ensure projects receive support commensurate with the level of regional benefit by using a robust assessment framework. <p>Specifically, the WRC is seeking feedback on the merits of the proposal; the funding source; and the criteria of the draft Regional Development Fund Policy.</p> <p>Elected Members were advised of the draft plan being available for public submissions on 17/3/15 through Executive Update and given the opportunity to provide any key messages on the proposed Regional Development Fund and other sections of WRC's 2015-2025 Draft Long Term Plan by 23/3/15.</p> <p>WRC representatives made a presentation to HCC on their 2015-2025 Draft Long Term Plan and the Proposed Regional Development Fund Policy on 8/4/15. HCC's draft submission to the Proposed Regional Development Fund Policy (based on feedback raised by HCC's Elected Members at the 8/4/15 presentation) was circulated to Elected Members for comment on 10/4/15.</p> <p>HCC's final submission to the Proposed Regional Development Fund Policy was sent to WRC on 15/3/15. We received a half day extension from WRC to the submission closing date i.e. from 14/4/15 through to noon on 15/4/15.</p> <p>Her Worship the Mayor spoke in support of HCC's submission at the hearings on 6/5/15.</p>

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
433	Five General Statements of Heritage Policy http://www.heritage.org.nz/	Heritage New Zealand	17/4/15	Final submission considered and retrospectively approved on 26/5/15.	<p>The Waikato Regional Council's formal response to HCC's 15/4/15 submission was received on 27/7/15 and circulated to Elected Members that same day.</p> <p>Heritage New Zealand is preparing five general statements of policy under the Heritage New Zealand Pouhere Taonga Act 2014 to provide leadership and direction in key areas of work.</p> <p>The five policies being consulted on are:</p> <ul style="list-style-type: none"> • Administration of the archaeological provisions of the Heritage New Zealand Pouhere Taonga Act 2014. • Management and use of historic places owned or controlled or vested in Heritage New Zealand. • Administration of the NZ Heritage List/Rārangī Kōrero. • Administration of the National Historic Landmarks List/Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu. • Statutory role of advocacy for historical and cultural heritage. <p>The draft policies will be reviewed based on feedback and considered by Heritage New Zealand's Maori Heritage Council and Board for final approval. The final policies will be published on Heritage New Zealand's website no later than 20/11/15.</p> <p>Members of the Hamilton Heritage Advisory Panel were contacted to see if there were any matters/specific issues that they would like included in HCC's submission. HCC's draft submission was circulated to Elected Members for feedback on 10/4/15, with comments due back by 16/4/15.</p> <p>Feedback was received from the Deputy Mayor, who wanted to ensure that the submission took account of points raised by HCC's Heritage Taskforce members, and that it was in alignment with HCC's Draft Heritage Plan and Heritage New Zealand's Five General Statements of Heritage Policy. He was advised that the submission complied on all counts of his query.</p> <p>As there was no other feedback, the final submission sent to Heritage New Zealand remained unchanged to that of the draft. A formal response from Heritage New Zealand is yet to be received.</p>

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445	Watercare's December 2013 Application for a Water - Take Resource Consent from the Waikato River	Waikato Regional Council	TBC	TBC	<p>SLT discussed the Watercare application (amongst other strategic water issues) on 8/9/14. An update on strategic water issues, including the Watercare application, was outlined in the 'Strategic Round Up Report' discussed at the 24/2/15 Strategy and Policy Committee meeting (Item 18 of the agenda).</p> <p>The 24/2/15 Strategy and Policy Committee report noted that:</p> <ul style="list-style-type: none"> • "Watercare has made an application to the Waikato Regional Council to take a further 200,000 m³ of water, per day from the Waikato River to supply Auckland's growing water need. • Future Proof is currently looking at whether HCC, Waipa and Waikato District Councils have enough consented water to support current and projected populations. • The findings of this work will inform our position on the Watercare consent, should the application be publicly notified". <p>The Waikato Regional Council is still to assess the application and has indicated that they are unlikely to do so until 2016.</p>

Policy and Bylaw Review Scheduling 2015

S&P		Information current as at 28/7/15	
Committee	Draft policies or bylaw reports	Description of report	Review led by
Date			
11 August 2015	<ul style="list-style-type: none"> ▪ Councillor's attendance at Conferences, Seminars and Training ▪ Elected Member's Expenses and Allowances ▪ Remuneration to External Members of Council Committees ▪ Elected Member's Remuneration ▪ Elected Member's IT ▪ Corporate Hospitality and Entertainment Policy ▪ Elections – Comms with the Public ▪ Election signs 	<ul style="list-style-type: none"> ▪ Policies outline guidelines or 'rules' around elected member activity ▪ Review has identified overlap between policies and opportunity for significant streamlining. ▪ Recommendation that many of the policies be deleted and the key content be captured into 3 overarching key policies ▪ Briefing strongly recommended. Review contains some complex matters and potential implications on current practise. 	Democracy
	Class 4 Gambling Venue Policy* ** Gambling – Board (T.A.B) Venue Policy* **	<ul style="list-style-type: none"> ▪ Statement of Proposal and draft policies presented for adoption to commence consultation 	
22 Sept 2015	Trade Waste Bylaw 2006 Determination Report	LGA 2002 requires the bylaw be reviewed 10 years after it has been made. The review process set out in the LGA 2002 for Trade Waste bylaws requires at least a two month consultation period and specific consultation with the MoH	Trade Waste Bylaw 2006 Determination Report
29 Sept Tentative (Extra ordinary)	Liquor licensing Policy Licensed Premises Policy LAP**	<ul style="list-style-type: none"> ▪ The LAP working group has been reconvened to progress this work 	City Environments
3 Nov 2015	Event Sponsorship Policy		
	Road, Reserve and Park Naming Policy		
	Alcohol Control Bylaw adoption	<ul style="list-style-type: none"> ▪ Deliberations based on public consultation and decision making ▪ for adoption to commence public consultation 	City Environments
	Housing for the Older Person	<ul style="list-style-type: none"> ▪ Update/delete the policy based on the results of the REOI process. 	

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Policy and Bylaw Review Scheduling 2015

S&P		Information current as at 28/7/15	
Committee	Draft policies or bylaw reports	Description of report	Review led by
Date			
	Citizens Initiated Referenda		Democracy
Unknown	Municipal Endowment Fund Investment		Events & ED/ Business and Investment subcommittee
	Property Sale & Disposal		Events & ED/ Business and Investment subcommittee
	Free holding of Council Domain & Municipal Endowment Leases Policy		Events & ED/ Business and Investment subcommittee
	Earthquake prone, Dangerous and Insanitary Buildings* **	<ul style="list-style-type: none"> On hold until Building (Earthquake-prone) Bill 2013 becomes law 	City Environments
	Speed Management Policy	<ul style="list-style-type: none"> On hold until National Speed Management Plan is available 	City Infrastructure
	Business Improvement District Policy (BID)	<ul style="list-style-type: none"> Deferred to ensure alignment with CCTP. The policy provides guidance on the establishment and administration of BID programmes and associated targeted rates Minor changes suggested and need for supporting documents identified. 	Draft to be presented to Business and Investment subcommittee 2015
	Street & Directional Signage	<ul style="list-style-type: none"> Deferred until development of Central City Transformation Plan (B&I committee) To be reviewed in conjunction with the Gateways Policy Largely operational detail to guide staff implementation Recommendation is to delete both policies and incorporate into the Signage Plan Signage criteria likely to remain the same 	City Infrastructure/ Business and Investment subcommittee
	Hamilton City Gateways Policy	<ul style="list-style-type: none"> Deferred until development of Central City Transformation Plan (B&I committee) To be reviewed in conjunction with the Directional Signage Policy Strategic decisions required to determine location and LOS for gateways but does not need to be documented in Policy 	City Infrastructure (Community)/ Business and Investment subcommittee

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Policy and Bylaw Review Scheduling 2015

S&P		Information current as at 28/7/15	
Committee	Draft policies or bylaw reports	Description of report	Review led by
Date			
		<ul style="list-style-type: none"> ▪ Significant funding implications in the 10 Year Plan ▪ Recommend both policies deleted and content incorporated into Signage Plan 	
	Streetscape Beautification & Management	<ul style="list-style-type: none"> ▪ Deferred until development of Central City Transformation Plan (B&I committee) ▪ The Policy outlines the high level approach to managing the road reserve and has several focuses: street trees, street planting and berm management. ▪ Recommendation is that the policy be retained with some changes <ul style="list-style-type: none"> – streamline content – add in a broad criteria and process for the removal and/or replacement of trees – change name of policy to 'street beautification and berm maintenance' 	City Infrastructure/ Business and Investment subcommittee
	(Trading in) Public Places Policy and Bylaw determination report	<ul style="list-style-type: none"> ▪ Bylaw automatically revoked 25 February 2016. New bylaw must be in place by this time or Council will have no ability to enforce or charge any fees. ▪ City Environments/B&I subcommittee input 	Business and Investment subcommittee early consideration

- Bylaw or policy linked to bylaw
- New policies
- * Legislatively required
- ** Requires SCP

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Policy and Bylaw Review Scheduling 2015

Completed Reviews/Bylaw Milestones		Status
4 June 2014	External Funding Applications Policy	Adopted
16 July 2014	Council Representation on External Organisations Policy	Adopted
3 Sept 2014	Fencing Policy	Deleted - key content captured in management policy
	Use of Herbicides Policy	Deleted - key content captured in management policy
15 Oct 2014	Library Censorship Policy	Deleted - key content captured in management policy
	Library Collection Policy (proposed)	Incorporated into censorship management policy
19 Nov 2014	Significance and Engagement Policy*	New policy adopted
26 Nov 2014	Safety in Public Places Bylaw	New bylaw adopted
24 Feb 2015	Traffic Bylaw 2012 Amendment	Bylaw adopted
	Amendment to Garden Place Pedestrian Mall	Pedestrian mall declaration completed
	Open Air Burning Bylaw	New bylaw adopted
	Risk Management Policy	Adopted
8 April 2015	Community Assistance Guidelines and Criteria	Policy updated
26 May 2015	Dog Control Bylaw and Policy	Amended bylaw and policy adopted
	Storm Water Bylaw	New bylaw adopted
	Art in Public Places Policy	Policy deleted
	Older Persons Plan	Adopted
	Heritage Plan	Adopted for consultation
4 June 2015	Revenue and Financial Policy (s103)	Adopted
	Investment & Liability Policy	Adopted
	Rating (Rates Remission and Postponement) Policy	Adopted
	Funding Needs Analysis	Adopted
30 June 2015	Development Contributions Policy * (s106)	Adopted Resolved that 'a working group be established to work with the development community during 2015/16 on Council's DC Policy and Growth Funding Policy, and that staff report to Council on 30 June 2015 with draft TOR for this working group'.
7 July 2015	Class 4 Gambling Venue Policy* ** Gambling – Board (T.A.B) Venue Policy* **	Resolved to develop an SOP for consultation. To be presented to 11 August 2015 S&P
	Asset Management Policy	Deleted - content about roles and responsibilities captured in management policy
	Playgrounds Policy	Deleted – Playgrounds of the Future to be updated and adopted as a Plan
	Cellular Network Sites Policy	Deleted
	Graffiti Management Policy	Deleted - key content captured in management policy
	Alcohol Control Bylaw	Adopted for consultation

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