

Notice of Meeting:

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

Date: Tuesday 22 September 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

16 September 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:** 22 September 2015
Report Name: Strategy and Policy Committee **Author:** Brendan Stringer
Open Minutes 11 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 Strategy and Policy Committee Meeting of 11 August 2015.

1. Attachments

- Attachment 1 - Strategy and Policy Committee Open Minutes 11 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 11 August 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 R Pascoe
	Cr L Tooman
	Cr E Wilson
	Cr P Yeung

In Attendance	Richard Briggs – Chief Executive
	Blair Bowcott – Executive Director Special Projects
	Chris Allen – General Manager City Infrastructure
	Lance Vervoort – General Manager Community
	Sean Murray – Executive Director H3 & Events
	Debra Stan-Barton – Acting General Manager City Environment
	Aaron Fleming – Unit Manager Strategy & Research
	Deanne McManus-Emery – Community Development & Leisure Manager
	Tegan McIntyre – Programme Manager – Policy & Bylaws
	Nick Johnston - Strategic Advisor, Waikato Museum
	Katherine Johns - Strategic Transport Planner
	Renee McMillan - Team Leader Planning and Assets
	Mark Brougham - Programme Manager Strategic Analysis and Business Intelligence
	Phil Saunders – Principal Building Advisor

Also In Attendance	Gavin Lysaght, New Zealand Automobile Association
	Pam Roa, Chairperson of Arts Forum Advisory Panel
	Roxy Dhanjee, Chairperson of Young Persons Advisory Panel

1. Apologies

Resolved: (Crs O'Leary/King)

That the apologies from Councillors Macpherson and Gallagher (both for lateness) be received and accepted.

2. Confirmation of Agenda

Resolved: (Crs O'Leary/Wilson)

The Committee to confirm the agenda.

3. Declarations of Interest

No members of the Committee declared a Conflict of Interest.

4. Public Forum

Gavin Lysaght, representing the New Zealand Automobile Association, spoke in support of the Biking Plan (Item 10). Mr Lysaght emphasised the importance of establishing safe cycleways, particularly for school children, and promulgating an education campaign for all stakeholders.

5. Strategy and Policy Committee Open Minutes 7 July 2015; Extraordinary Strategy and Policy Committee Open Minutes 3 August 2015

The Chairperson suggested the following Minute Notes be added to the Committee Open Minutes of 7 July 2015:

- In relation to the Resolution 8(d), subsequent to the 7 July Meeting it was agreed that staff would report back to the 27 August Council Meeting instead of the 11 August 2015 Strategy and Policy Committee meeting.
- In relation to the Resolution 9(c), the Terms of Reference and appointment of members to the Public Art Subcommittee were adopted at the 30 July 2015 Council Meeting instead of the 11 August 2015 Strategy and Policy Committee meeting.

In relation to the words 'public engagement' used in the Resolution 10(d), it was requested that a copy of Council's Significance and Engagement Policy be re-circulated to Elected Members.

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

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, subject to the addition of the Minute Notes; and
- b) Extraordinary Strategy and Policy Committee Meeting of 3 August 2015.

6. Annual Reports from the Chairs of the Advisory Panels

Arts Forum Advisory Panel

Pam Roa, Chairperson of the Arts Forum Advisory Panel ('Arts Forum'), supported by the Strategic Advisor, Waikato Museum, highlighted the following from, and responded to questions in relation to, the recommendations in her report:

- **Arts Agenda**
The Arts Forum suggested that the new Arts Agenda, once adopted, should be owned and publicly communicated by Councillors.
- **Art Gallery Pre-Feasibility Study**
In relation to the art gallery pre-feasibility study, it was clarified that the Arts Forum was not requiring Council to build an arts gallery. The Advisory Panel sought the External Funding Subcommittee's support to encourage third-party support for the study. The General Manager Community advised that no budget had been allocated by Council in the 10 Year Plan to support the study.

Resolved: (Crs O'Leary/Chesterman)

That:

- a) the Arts Forum Chairperson's report be received;
- b) the Strategy and Policy Committee acknowledge the Arts Forum's recommendations;
- c) staff arrange a briefing for Elected Members following the adoption of the revised Arts Agenda;
- d) staff liaise with the Arts Forum and Creative Waikato on pre-feasibility research for an art gallery, and report back on this matter before the 2016 Draft Annual Plan is adopted; and
- e) Strategy and Policy Committee notes that since the Arts Forum recommendations from February 2015:
 - i. The Founders Theatre business case has been accepted in the 10 Year Plan for 2015-2025;
 - ii. The Council completed its review of Community Assistance Funding Programme in April 2015. Staff considered concerns raised by the Arts sector and minor changes were implemented in the Community Assistance Policy prior to Council approval in April. The External Allocation Committee successfully allocated \$252,000 per annum over three years to art sector organisations through the 2015-2018 Multi-Year Community Grant.

Councillor Mallet dissenting

Heritage Advisory Panel

Councillor Chesterman, Chairperson of the Heritage Advisory Panel, introduced his report. He advised the Committee that he had been appointed as patron of the Waikato Historical Society and did not believe that this would give rise to any conflict of interest.

Resolved: (Crs Chesterman/Pascoe)

That the report be received.

Youth Council Advisory Panel

Roxy Dhanjee, Chairperson of the Youth Council Advisory Panel, introduced her report and presented a short video of one of the successful 30 Under 30 project young people, David Nyika (<https://www.youtube.com/watch?v=NR0opU4h41Q&feature=youtu.be>). Miss Dhanjee, supported by the Social Development Policy Advisor, stated that the 30 Under 30 Project provided a showcase of talented young people in Hamilton to break down stereotypes of youth. Over 70 nominations were lodged; the profiles of the successful recipients would be presented through the Council's website, the *City News* and various social media channels.

Resolved: (Crs Forsyth/Chesterman)

That:

- a) the report be received; and
- b) the Committee formally acknowledge the input of the Young Persons Advisory Panel and thank the Panel's members for their support.

7. Hamilton Rangatahi Youth Action Plan Review

The Social Development Policy Advisor and Miss Dhanjee, Chairperson of the Youth Council Advisory Panel, supported by the General Manager Community and Community Development & Leisure Manager, responded to questions on the report, which was taken as read:

- **Budget**
It was confirmed that no additional funding was required to implement the Hamilton Rangatahi Youth Action Plan ('the Plan') as costs would fall within Community's existing operational budget. Approximate costs within that budget could be provided, if required.
- **Measurements**
Each goal specified in the Plan either had a completion date or would be an annual action. It was proposed that the Community Development Unit would report back to the Committee each year. Project plans for some new actions had yet to be formulated. Staff noted the Plan was subjected to a robust process and believed all actions detailed were achievable.
- **Statistics**
Staff would check that the median age for Hamilton, as specified in the Plan, was correct.
- **Plan Ownership**
Under Council's Governance Structure, the Youth Council Advisory Panel advised Elected Members on youth-related matters in Hamilton. The Plan would be owned by Council.

Resolved: (Crs Chesterman/Forsyth)

Recommendation to Council

That:

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

Those for the Motion:

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

Those against the Motion:

Councillors Mallett, King, Green, Wilson
and Macpherson

The Motion was declared carried.

Councillor Macpherson joined the meeting (2:30pm) during discussion on Item 7.

8. Class 4 Gambling Venues and TAB Board Venues Polices ('the Gambling Policies') - Statement of Proposal

The Programme Manager – Policy and Bylaws, supported by the Acting General Manager City Environments, took the report as read and provided a brief summary of the current position in respect of the Gambling Policies. They responded to the following questions:

- **Public consultation**

It was clarified that reference to 'public consultation' in the staff recommendation referred to the Special Consultative Procedure under Council's Significance and Engagement Policy.

- **Amendments to the Gambling Policies**

- i. The word 'be' would be removed from the fourth line of first paragraph under the heading '*Section 2: Class 4 Gambling Venue Policy*' on page 5 of the Statement of Proposal (Attachment 1 of the staff report).
- ii. A note would be inserted under question 2 on page 6 of the Statement of Proposal to clarify the interpretation of that question based on the option selected by the submitter under question 1.
- iii. The word 'fine' would be substituted for 'find' on the fourth line of the first paragraph under the heading '*Benefits of Gambling*' on page 10 of the Statement of Proposal.
- iv. A clarifying note would be added to the words 'in principal' in question 3, page 6 of the Statement of Proposal.
- v. Illustrative examples, by way of clarifying what was meant under paragraphs 4(a)(iii) and 4(b)(iii) in Option A, Draft Class 4 Gambling Policy and paragraphs 6(c) and 7(c) in Option B, Draft Class 4 Gambling Policy (both in Attachment 1 of the staff report), would be added to the Statement of Proposal.

- **Litigation Risk**

Staff noted that while there was always a risk of stakeholders that objected to the Gambling

Policies proceeding with litigation, they were confident the correct process had been followed. No threats of litigation had been received.

Staff confirmed the next steps in the process for the Gambling Policies. The special consultative procedure would include targeted consultation with approximately 30 stakeholders.

Resolved: (Crs O'Leary/Macpherson)

Recommendation to Council

That:

- a) the report be received;
- b) 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 and to commence the special consultative procedure;
- c) the special consultative procedure period commences 2 September and closes 2 October 2015; and
- d) hearings of submissions and deliberations be received and considered at an Extraordinary Strategy and Policy Committee.

Minute Note: Subsequent to the Meeting, it was clarified that an ordinary meeting of the Strategy and Policy Committee meeting would suffice to hear and deliberate on submissions.

The Meeting adjourned from 3:00pm to 3:15pm

9. Governance Policies - Review

The Chief Executive and Programme Manager – Policy and Bylaws introduced the report, which was taken as read. They responded to the following questions:

- **Election Signs**

- i. It was confirmed that the new Election Signs Policy proposed to prohibit election signs on any Council property, and clarified this did not arise as a result of District Plan requirements.
- ii. The General Manager City Infrastructure advised he was not aware of any issue of election signs previously located on Council property adversely affecting services.
- iii. The new Election Signs Policy would still permit signs being attached to private property. The District Plan did limit the number of signs used on a single property.
- iv. The new policy was circulated by the Democracy Manager to all Elected Members in June 2015, to which no feedback was received.
- v. Staff understood that national political parties were not consulted in relation to the proposed changes to the Election Signs Policy.

- **Clarke Lounge ('the Lounge')**

The following points were raised in relation to Councillor King's motion:

- i. It was not clear whether the terms relating to the gifting of the Lounge to the Council permitted its use for commercial gain. Further advice would be required.
- ii. There would be a net neutral impact on Council budgets to account for the application of a market rate for use of the Lounge. Adjustments could be made to individual group

budgets based on reasonable use of the Lounge.

- iii. The Executive Director H3 & Events provided estimates as to the market rate that could apply to core venue hire of the Lounge.

- **IT and Equipment**

The new Elected Members Support Policy clarified that Elected Members would either be On Network and use Council IT equipment, or Off Network and use their own IT equipment and receive reimbursement. It was believed that that reimbursement would not be to the same level as was available under the existing policy.

Councillor Gallagher joined the Meeting (3:55pm) during discussion on Item 9.

Motion: (Crs King/Mallett)

That:

- a) the report be received;
- b) the 'Elections – Communicating with the Public' Policy (Attachment 8 in the staff report) 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) the:
 - i. Councillor attendance at Conferences, Seminars and Training Policy (Attachment 4 in the staff report) be **deleted**;
 - ii. Elected Members' Expenses and Allowances Policy (Attachment 5 in the staff report) be **deleted**;
 - iii. Elected Members' IT Policy (Attachment 6 in the staff report) be **deleted**,
 and the key principles captured in a new Elected Member Support Policy (Attachment 1 in the staff report);
- d) the New Elected Member Support Policy (Attachment 1 in the staff report) be **adopted**;
- e) the Corporate Hospitality and Entertainment Policy is updated for the following:
 - i. That the Clarke Lounge is made available for casual lease at full market rate with the exception of allowing use to host the Clarke family, and Waikato Mayors and Chief Executives for one game annually respectively.

That should Council require the Clarke Lounge for hosting purposes the appropriate Council cost centre is charged for use at market rates, following approval of the Chief Executive or their delegate.

- ii. That elected members, when accessing Council facilities during events carry a valid ticket at full market price.

If the attendance is required for:

- building relationships;
- networking opportunities;
- representing the organisation;

- hospitality where this has a clear business purpose;
- recognising significant business achievement;
- advancing commercial objectives; or
- building revenue,

the appropriate Council cost centre is to be charged, following approval of the Chief Executive or their delegate.

Council or Elected Members will not accept or facilitate complimentary tickets for Elected Members from hirers of Council facilities.

- f) Council notes that the Citizens Initiated Referenda policy (Attachment 10 of the staff report) is still to be reviewed.

Amendment: (Crs O'Leary/Chesterman)

That:

- a) the report be received;
- b) the 'Elections – Communicating with the Public' Policy (Attachment 8 in the staff report) 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) the:
 - i. Councillor attendance at Conferences, Seminars and Training Policy (Attachment 4 in the staff report) be **deleted**;
 - ii. Elected Members' Expenses and Allowances Policy (Attachment 5 in the staff report) be **deleted**;
 - iii. Elected Members' IT Policy (Attachment 6 in the staff report) be **deleted** and the key principles captured in a new Elected Member Support Policy (Attachment 1 in the staff report);
- d) the New Elected Member Support Policy (Attachment 1 in the staff report) be **adopted**;
- e) the 'Corporate Hospitality and Entertainment' Policy (Attachment 7 in the staff report) be **retained** with no changes; and
- f) Council **notes** that the Citizens Initiated Referenda policy (Attachment 10 in the staff report) is still to be reviewed.

The Amendment was then put:

Those for the Amendment:	Her Worship the Mayor Hardaker, Councillors Wilson, Forsyth, Pascoe, Tooman, Chesterman, O'Leary and Yeung
Those against the Amendment:	Councillors Mallett, King, Gallagher, Green and Macpherson

The Amendment was declared carried and put as the substantive motion.

Resolved: (Crs O'Leary/Chesterman)

Recommendation to Council

That:

- a) the report be received;
- b) the 'Elections – Communicating with the Public' Policy (Attachment 8 in the staff report) 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) the:
 - i. Councillor attendance at Conferences, Seminars and Training Policy (Attachment 4 in the staff report) be **deleted**;
 - ii. Elected Members' Expenses and Allowances Policy (Attachment 5 in the staff report) be **deleted**;
 - iii. Elected Members' IT Policy (Attachment 6 in the staff report) be **deleted** and the key principles captured in a new Elected Member Support Policy (Attachment 1 in the staff report);
- d) the New Elected Member Support Policy (Attachment 1 in the staff report) be **adopted**;
- e) the 'Corporate Hospitality and Entertainment' Policy (Attachment 7 in the staff report) be **retained** with no changes; and
- f) Council **notes** that the Citizens Initiated Referenda policy (Attachment 10 in the staff report) is still to be reviewed.

Those for the Motion: Her Worship the Mayor Hardaker,
Councillors Wilson, Forsyth, Pascoe,
Tooman, Chesterman, O'Leary and Yeung

Those against the Motion: Councillors Mallett, King, Gallagher,
Green and Macpherson

The Motion was declared carried.

The Committee separately debated the updated Elections Signs Policy (Attachment 3 in the staff report).

Motion: (Crs Macpherson/Wilson)

That the Updated Election Signs Policy (Attachment 3 in the staff report) be referred via staff to all affected principal stakeholders and to be reported back to the next Strategy and Policy Committee meeting.

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

That the Updated Election Signs Policy (Attachment 3 in the staff report) be **adopted**.

The Amendment was then put:

Those for the Amendment: Her Worship the Mayor Hardaker,
Councillors Mallett, Forsyth and O'Leary

Those against the Amendment: Councillors King, Gallagher, Green, Wilson, Macpherson, Pascoe, Tooman, Chesterman and Yeung

The Amendment was declared lost. The Motion was then put.

Resolved: (Crs Macpherson/Wilson)

That the Updated Election Signs Policy (Attachment 3 in the staff report) be referred via staff to all affected principal stakeholders and to be reported back to the next Strategy and Policy Committee meeting.

Councillor King dissenting.

10. The Biking Plan

Resolved: (Crs Forsyth/Tooman)

Recommendation to Council

That:

- a) the report be received; and
- b) the Biking Plan be recommended to Council for adoption.

Councillor Mallett dissenting.

The Meeting adjourned from 5:15 to 5:25pm

11. Open Space Plan Implementation Update

The General Manager Community and Team Leader Planning and Assets introduced the report and responded to the following questions:

- **Scope of Plan**
The focus of the Open Space Plan was land held by Council under the Reserves Act.
- **Local Indigenous Biodiversity Strategy**
This was agreed with the Waikato Regional Council in response to its challenge to Council's Proposed District Plan. It was noted that it was not unusual for local authorities to reach such agreements with regional councils.

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

That:

- a) the report be received; and
- b) the action plan (Attachment 1 in the staff report) be implemented.

Councillor Mallett dissenting.

12. Hamilton Strategic Social Housing Plan Update Report

The General Manager Community and Community Development & Leisure Manager confirmed that the direction for the Strategic Social Housing Plan was led by the third sector, at its request.

The Community Development & Leisure Manager and City Planning Unit Manager represented Council on the Hamilton Social Housing Strategic Governance Group. Staff time was allocated in operational budgets which were discussed as part of the 10 Year Plan. Estimated costs of staff time for specific projects could be provided, if required.

Resolved: (Crs Forsyth/Wilson)

That:

- a) the report be received; and
- b) the Hamilton Strategic Social Housing Plan be reported to Council in December 2015.

13. Strategic Regional Round Up Report

The Executive Director Special Projects introduced the report and advised that an update on the Waikato Plan would be presented at the Councillors' Briefing on 18 August 2015.

In response to a question on the 'Financial status' section of the staff report, the Chairperson stated that she would work with the Chairperson of the Finance Committee and Executive Director Special Projects to ensure there was clarity as to the impact on budgets in reports.

Resolved: (Crs Wilson/Chesterman)

That the report be received.

14. Consideration and Approval of HCC's Draft Submission to the Psychoactive Substances Regulatory Authority's July 2015 Proposal on Local Approved Product Policies

Staff agreed that the following words would be inserted in paragraph 2.2 of the draft submission (Attachment 1 of the staff report) after "*HCC would need the following information...*":

"...to be provided by the authority..."

The Unit Manager Strategy & Research, supported by the Programme Manager Strategic Analysis and Business Intelligence, clarified that Council would set the Local Approved Product Policy (LAPP). The submission requested that the Psychoactive Substances Regulatory Authority make the decisions based on that Policy. If Council was required to administer the Policy, which was not the preferred position, some staff resource would be required.

Resolved: (Crs Pascoe/Chesterman)

That:

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

15. 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

Resolved: (Crs Pascoe/Chesterman)

That:

- a) the report be received;
- b) 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) 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) 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) 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.

16. Action List for 11 August 2015; Actions Still Underway or Pending for HCC submissions to External Organisations; and Policy & Bylaw Review Scheduling

The following changes were requested to the Committee Action List:

- In relation to the Sustainable Hamilton Strategy (referenced at the Committee meeting of 15 August 2014), it be noted that the Chairperson of the Sustainability Advisory Panel, Jeanette Fitzsimmons, would present her report to the Committee at its meeting on 22 September 2015.
- The 'Status' column in the Action List should include an anticipated date when the action would be completed.

Resolved: (Crs O'Leary/Pascoe)

That the Report be received.

The Meeting was declared closed at 5:52pm

Committee: Strategy & Policy Committee

Date: 22 September 2015

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

Author: Brendan Stringer

Status	<i>Open</i>
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Recommendations

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

1. Attachments

- Attachment 1 - Urban Design Advisory Panel Chairperson's Report



Urban Design Advisory Panel Chairperson's Report

September 22, 2015

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

2. INTRODUCTION

- The Urban Design Advisory Panel was formed in 2008 with the purpose of providing free, independent expert advice on the key urban design elements of significant projects throughout the city;
- The panel operates in accordance with an approved 'Terms of Reference';
- The advice is non-statutory and the process voluntary;
- The panel comprises key design professionals, developers and others;
- The advice includes environmental, social, cultural and economic aspects;
- The panel has reviewed in excess of fifty projects since inception in 2008;
- The panel's remit is based on the premise that Hamilton deserves good design – especially in the public realm.

3. TERMS OF REFERENCE

- The panel's primary role is:
 - To champion the ongoing improvement of Hamilton's urban design quality and the visual attractiveness of the city through:*
 - Supporting Hamilton's vision
 - Providing urban design advice for private development
 - Providing advice to council on capital projects and policy
- The criteria for selection of projects to be reviewed by the panel are:

1. City Centre Zone: significant buildings and capital projects
2. Community / Commercial focal points in structure plan areas
3. Strategic gateways to city
4. Defined heritage and character precincts
5. Subdivisions
6. Council capital projects
7. Other public projects

4. ADVISORY PANEL MEETINGS

- This report focuses only on the meetings held by the current Panel who were confirmed in July 2013;
- A briefing to elected members on the Panel's activities was held on 24 February 2015;
- Since July 2013, the Panel has met formally on the following ten occasions:

Date	Project	ToR Category						
		Advice to Council: Projects & Policy	1 City Centre Zone	2 Community / commercial focal points	3 Strategic gateways to city	4 Heritage and character precincts	5 Subdivisions	6 Council capital projects
27/11/13	New Countdown supermarket, Peachgrove Rd							
26/02/14	New showroom Ebbett Motors, Clyde & Grey St							
13/05/14	Affordable Housing Project, Enderley							
18/06/14	Resolution Village, medium density housing							
04/09/14	Discussion on the Proposed District Plan							
29/10/14	Glaisdale medium density residential project							
20/11/14	New office block, Ward Street							
18/02/15	DV Bryant Trust, Collingwood & Alexandra St							
04/06/15	Mixed-use residential dev. 192 Collingwood St							
27/08/15	Live-work units in Frankton							

- Apart from the above, individual panel members have provided more informal feedback on specific aspects of a number of other projects around the city.

5. UPDATE ON THE PANEL'S WORK PROGRAMME

- Under the Terms of Reference, the Panel's mandate for meeting includes:
 - Championing Hamilton's urban design aspirations including the marketing and promotion of Vista principles through advocacy and educational initiatives.
 - Policy review and advice to council, including urban design input on key policies and strategies that have implications for the city's urban form.
 - To provide advise on projects with significant public interest, or in locations which are key to the identity of the City;
- As the timing of these projects is unknown, there is no defined work programme;
- The Panel will be meeting on September 23 to discuss two upcoming projects, namely an update on the Rototuna Town Centre work and the latest stage of development within Temple View;
- There is a need to confirm the current Panel membership through to July 2017.

6. MAJOR ACHIEVEMENTS

- The Panels work is about awareness and a change in attitude – a major achievement is to ensure that conversations around 'quality urban design' are ongoing.
- Hamilton City Council is a signatory to the New Zealand Urban Design Protocol and the ongoing operation of the Panel is a reflection of Councils commitment to improving the quality of the built environment consistent with the objectives and Policies of the Proposed District Plan;
- In many cases the Panel has endorsed the designs presented to them. On other occasions a proposal has been fundamentally altered (for example the Countdown building on Peachgrove Road) as a result of input

from the Panel. On other occasions, the Panel has recommended that the client team revisit the design completely.

7. EMERGING ISSUES

- VISTA update needed
- Review of UDP urban design advocacy and educational initiatives

8. RECOMMENDATIONS

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

Committee: Strategy & Policy Committee **Date:** 22 September 2015
Report Name: Review of the Hamilton City Public Places Bylaw - Determination Report **Author:** Kelvin Powell

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Central City Transformation Plan, Central City Safety Plan, ACCESS Hamilton</i>
Financial status	<i>There is budget allocated within operating budgets for the review of the bylaw, including legal input. Internal costs include staff time.</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

- The purpose of this report is to determine whether a bylaw and the associated policy is the most appropriate mechanism of addressing the issues associated with managing trading activity in public places across the city.

3. Executive Summary

- The Hamilton City Public Places Bylaw was last reviewed in 2009 and must be reviewed within five years as per the requirements of the Local Government Act 2002 (LGA 2002). Should the bylaw not be reviewed within that five year period, that bylaw will automatically be revoked two years after the five year period has expired.
- A review of the Public Places Bylaw has been postponed until the Central City Transformation Plan had progressed to ensure alignment. It is now timely to commence the review of the Public Places Bylaw to ensure a replacement bylaw is adopted prior to the existing bylaw being revoked on 25 February 2016.
- A bylaw is still considered the most appropriate mechanism to address the management of public places across the city given the increasing demand for commercial activities such as outdoor dining areas, the placement of private street furniture in public places, placing of signage on footpaths and other public places, street markets and stalls, buskers and charitable collections. A bylaw provides a means to enforce non-compliance and protect pedestrian access and public safety.
- The review of the supporting Public Places Policy needs to be considered in conjunction with the review of the bylaw.

8. Recommendations from Management

Recommendation to Council

- a) That the report be received;
- b) That Council determine that a bylaw continues to be the most appropriate mechanism to manage commercial activities in public places whilst ensuring pedestrian access and public safety is not compromised (Option 3); and
- c) Should Council determine that a bylaw is the most appropriate way forward and should be put in place prior to revocation (25 February 2016), that:
 - i. a draft bylaw, in conjunction with a draft policy, be presented to the Strategy and Policy Committee on 3 November 2015 to be adopted for public engagement.
 - ii. an extraordinary meeting of Council be convened on 3 November 2015 to adopt the bylaw for public engagement.

9. Attachments

10. There are no attachments for this report.

11. Key Issues

12. Background

13. In 2008/2009 Council reviewed the Hamilton City Trading in Public Places Bylaw 1999 and the Hamilton City Public Places and Signs Bylaw 1996.
14. It was resolved that a single bylaw supported by a policy was the appropriate mechanism for managing issues related to public places in the city.
15. The [Hamilton City Public Places Bylaw 2009](#), supported by the [Public Places Policy 2009](#), was the most appropriate form to deal with these issues in the city.
16. The purpose of the bylaw and policy is broadly to regulate trading in public places, control signage, protect public from nuisance and maintain public health safety.
17. Activities in public places such as al fresco dining or street performance can add to the vibrancy, safety and look and feel of the city. The bylaw ensures that such activities are managed in an appropriate way and do not compromise pedestrian access and public safety city wide.
18. The existing bylaw and policy are able to be enforced by authorised members of staff with correct warrant cards and training.

19. Legislative requirements or legal issues

20. Section 146 of the LGA 2002 has a specific bylaw-making power for the purpose of regulating 'trading in public places'. Section 145 of the LGA 2002 also has general bylaw-making powers in respect of 'protecting the public from nuisance' and 'protecting, promoting, and maintaining public health and safety'. However there is no legal requirement for Council to have either a bylaw or a policy on public places.
21. The LGA 2002 requires the following two-step process to be used when reviewing bylaws:
 - Determine if a bylaw is the most appropriate mechanism to deal with the problem; and
 - Determine the most appropriate form for the bylaw and consider if the bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990.

22. Appropriateness is addressed in this report, while form and Bill of Rights implications will be addressed in a subsequent report. It is a requirement of the LGA 2002 that these matters are dealt with separately.
23. If a bylaw is not considered the most appropriate mechanism to deal with a problem, it should not be used to address the problem. Similarly, no bylaw can be made that is inconsistent with the New Zealand Bill of Rights Act 1990.
24. Problem Definition
25. The problems that the Public Places Bylaw aims to address are:
- Regulate trading in public places (this extends to mobile trading, street performances, busking (and similar activities), street markets, placement of private street furniture);
 - Regulate signage to protect infrastructure and provide safe public spaces; and
 - Provide a balance between addressing the demand for commercial activities, such as outdoor dining areas, and provision of a clear footpath for pedestrians and people with disabilities.
26. Without a bylaw to manage these activities on public land, there would be an unregulated policy environment. Whilst the existing bylaw and policy recognise that these activities can contribute to a lively and vibrant city, they also recognise that such activities can cause public nuisance, and/or compete with pedestrian access and public safety.
27. The desire for commercial activity in public places has not diminished since 2009, and a bylaw and supporting policy are still considered necessary. Without a bylaw, Council staff could not regulate these activities through the issuing of permits, nor take enforcement action.
28. Early identification of issues
29. The following issues have been identified through discussion with internal staff, recorded issues that have been reported and initial discussions with some of the above mentioned key stakeholders.

Issue	Details
Continuous clearways	The width and location of clearways varies from street to street and sides of street. This lack of consistency makes access for visually impaired confusing and dangerous.
Mobile shops, street markets and individual stalls.	They are a popular way to encourage trading and bring greater vibrancy to an area. This needs to be managed against the effect they can have on established businesses and safety and access for other users of the space.
Busking	Busking can add vibrancy to the city however this needs to be managed to ensure we do not have an over supply of buskers in the more popular areas of the city.
Street furniture	Need to balance the use of public spaces for activities such as outdoor dining and the ability of the public to use the footpaths to get to and from their destinations safely. This is increasingly becoming an issue in many areas across the city.
Footpath signs	Placement of signs on footpaths causing obstacles for pedestrians, especially visually impaired, wheelchair users and infant buggies. They can also cause a visual impairment for vehicles. Pull down signs can also be damaging to footpaths and can cause trip hazards.

30. Determination

31. A bylaw is determined to be the most appropriate way to manage commercial activities in public places to ensure pedestrian assess and public safety is not compromised.
32. Benchmarking against other Councils showed that the issues to deal with trading in public places are commonly addressed through bylaws.
33. Section 78 of the LGA 2002 required local authorities to give consideration to the views and preferences of persons likely to be affected by, or have an interest in, the subject matter at every stage of the process.

34. Options

35. The following options have been identified and considered for the bylaw:

36. Option 1: No bylaw (remove all regulations that currently govern trading in public places)

37. This option means that the existing bylaw is revoked automatically on 25 February 2016 and no new bylaw is in place.
38. No new permits will be able to be issued (current permits will stay in place until they expire)
- Permits are currently issued for: Outdoor dining /furniture on footpaths, trading in any public place, signs /advertising in public places (signs that are covered in the bylaw are outside that of the District Plan, busking and mobile trading.)
39. Council could through the Annual Plan determine a fee that could be charged for permits. However Council will have to investigate another process outside a bylaw to allow for permitting. A policy alone is not enforceable by Council (under the LGA 2002).

40. There are certain powers under the LGA 2002 that would allow Council enforcement officers to remove private property from a public place (if it is causing nuisance). This means council will have to store the property for 6 months before they can be disposed of.

41. Council would not have the ability to proactively manage public places under this option.

42. Option 2: Delay the determination of a bylaw till after the adoption of the Central City Transformation Plan

43. This option means that the existing bylaw is revoked automatically on 25 February 2016 and that a new bylaw is not developed until after the adoption of the Central City Transformation Plan later this year. The length of time Council is without a bylaw will be determined by the time it takes to adopt the Central City Transformation Plan. It will take approximately four-six months from that date to make a new bylaw.

44. During the lapse period the risks outlined in Option 1 would still apply.

45. Option 3: Review the issues and develop a new bylaw to be adopted by 25 February 2016 (Recommended)

46. Due to the legislative timeframes, a review and adoption of the bylaw would have to be made as a new bylaw.

47. Should Council determine a bylaw to be the most appropriate mechanism to address this issue, the drafting of the bylaw should incorporate feedback from key stakeholders.

48. Financial and Resourcing Implications

49. The cost of developing and reviewing city bylaws is budgeted for in existing budgets, including staff time.

50. Risk

- 51. The key risk is with timing of process. The current bylaw will automatically be revoked on 25 February 2016.
- 52. With no bylaw, Council will not have the ability to regulate the issues in relation to trading in public places.

Signatory

Authoriser	Debra Stan-Barton, Planning Guidance Manager
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Committee: Strategy & Policy Committee **Date:** 22 September 2015
Report Name: Trade Waste and Wastewater Bylaw - Determination Report **Author:** Emily Botje

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Three Waters Strategy 2012</i>
Financial status	<i>There is budget allocated within operating budgets for the review of the bylaw, including legal input. Internal costs include staff time.</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

- The purpose of this report is to determine whether a bylaw is the most appropriate way of addressing the issues associated with managing discharge to and the protection of the wastewater system in Hamilton.

3. Executive Summary

- Council currently has the Trade Waste Bylaw 2006 to manage the problems related to the discharge of trade waste to the wastewater system. Trade waste is liquid waste generated through a business process that is discharged to the public wastewater system.
- The bylaw was last reviewed in 2006. As per the requirements of the Local Government Act 2002 (the LGA 2002) it must be reviewed within 10 years of the previous review. Should the bylaw not be reviewed within that 10 year period, that bylaw will automatically be revoked two years after the 10 year period has expired.
- A bylaw is considered the most appropriate mechanism to address the management of trade waste. The 10 year review of the trade waste bylaw provides opportunity to address other issues associated with the wastewater activity. These issues include:
 - control what enters the wastewater system in order to protect the operation of the wastewater system and consequently the natural environment;
 - protect our wastewater assets from damage;
 - protect staff and the public from public health and safety issues caused by inappropriate use of the wastewater system; and
 - effectively assist in the managing of the wastewater activity, future growth planning and minimising the amount of wastewater generated.
- The issues have been identified through internal staff and key stakeholder consultation and will be addressed in the new combined trade waste and wastewater bylaw.

8. Recommendations from Management

Recommendation to Council

- a) That the report be received;
- b) That Council determine that a combined trade waste and wastewater bylaw is the most appropriate mechanism to manage use of, and protect, the wastewater system; and
- c) That staff work with key stakeholders and draft a proposed trade waste and wastewater bylaw, to be presented to the Strategy and Policy Committee on 5 February 2016 to be adopted for public consultation.

9. Attachments

10. Attachment 1 - Trade waste and waste water issues and options (high level)

11. Key Issues

12. Background

13. In 2006 Council reviewed the Hamilton City Trade Waste Bylaw 1999 and it was resolved that a bylaw based on the standard model bylaw for trade waste was the appropriate mechanism for managing issues relating to trade waste.
14. The Hamilton City Trade Waste Bylaw 2006, was the most appropriate form to deal with these issues in the city. This bylaw was adopted on 16 August 2006.
15. The purpose of the bylaw is to regulate what trade premises may dispose of into the wastewater network. This is to protect the wastewater system (pipes, pump stations and treatment plant) and maintain public health and safety.
16. The existing trade waste bylaw is able to be enforced by authorised members of staff with the appropriate warrant cards and training.
17. Council has a shared services agreement with Waikato and Waipa District Councils to enforce trade waste bylaws. It is important to ensure that any proposed bylaw works with the other Councils bylaws.

18. Legislative requirements or legal issues

19. The LGA 2002 (section 146) provides Council with specific bylaw making powers to regulate, manage, regulate against, or protecting from, damage, misuse, or loss, or for preventing the use of, the land, structures, or infrastructure associated with the wastewater activity.
20. Section 148 give specific direction and requirements to make a trade waste bylaw, including:
 - Council must consult anyone the Minister of Health specifies as representative of the interests of owners or occupiers of trade premises
 - Council must give all owners and occupiers of trade premises two months to submit on a proposed bylaw and then must consider any submissions made within the submission period
 - After consultation and any further amendments arising from consultation but prior to making the bylaw, Council must send the proposed bylaw to the Minister of Health for their comments
21. Section 145 has general bylaw-making powers in respect of 'protecting the public from nuisance' and 'protecting, promoting, and maintaining public health and safety'.

22. Section 155 requires the following two-step process to be used when reviewing bylaws:
23. Determine if a bylaw is the most appropriate mechanism to deal with the problem; and
24. Determine the most appropriate form for the bylaw and consider if the bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990.
25. Appropriateness is addressed in this report, while form and Bill of Rights implications will be addressed in a subsequent report. It is a requirement of the LGA 2002 that these matters are dealt with separately.
26. If a bylaw is not considered the most appropriate mechanism to deal with a problem, it should not be used to address the problem. Similarly, no bylaw can be made that is inconsistent with the New Zealand Bill of Rights Act 1990.

27. Trade waste bylaw review and expansion to incorporate all wastewater

28. Historically Hamilton City Council has only held a trade waste bylaw, not a wastewater bylaw.
29. In the management of the city's wastewater system staff have identified a number of problems and issues that sit outside Councils control but can negatively impact on the wastewater system and our ability to meet our legislative and resource consent responsibilities.
30. Education programmes are in place; however education alone will not effectively and efficiently provide resolution. Through analysing the problems and issues, it has been found that a bylaw supported by an education programme is the best solution for Council.
31. The problems that have been identified include:
 - The current trade waste bylaw only addresses discharges from trade waste premises (approx. 17% of the volume accepted at the wastewater treatment plant) it does not address the damage that can be caused by the remaining 83% from our domestic customers.
 - Protecting wastewater assets from damage. Damage can occur by a 3rd party physically damaging the assets, or through the discharge of contaminants which can degrade / corrode pipes, pumps and treatment plants assets resulting in increased maintenance or assets needing to be renewed sooner than expected.
 - Controlling what enters the wastewater system in order to protect the operation of the wastewater system and consequently the natural environment. Our treatment plant is based on a biological treatment process, chemical imbalances from trade waste discharges can lead to biological breakdowns, and subsequent resource consent breaches.
 - Protect staff and the public from public health and safety issues caused by inappropriate use of the wastewater system. High trade waste flows, stormwater entering into the system and blockages from inorganic materials can lead to wastewater spills in private and public areas posing a health and environmental risk. Chemical discharges and build-up of gases could pose safety issues for those who work on the network and plant.
 - The managing of the wastewater activity, planning for future growth and minimising the amount of wastewater generated.
32. The following issues have been identified through discussion with internal staff and key stakeholders. The full table of issues, implications and options is provided in Attachment 1.
 - a. *Controlling what enters*
 - Discharge of inappropriate material to the wastewater network.

- Non-compliance with resource consent conditions for Wastewater Treatment Plant
- Optimising the capacity of the wastewater system to allow for future growth
- Acceptance of tankered wastewater at the wastewater treatment plant
- Managing stormwater inflow and groundwater infiltration into the wastewater system
- Protect public health

b. Protecting wastewater assets

- Accelerated deterioration of the wastewater network through discharge of contaminants that degrade / corrode assets
- Third party contractors damaging the wastewater network

c. Health and Safety

- Protect public health and health and safety of workers

d. Wastewater and Tradewaste Management and Minimisation

- Recovering additional costs of collection and treating trade waste
- Recovering the cost of repairs where damage has occurred through actions of others
- Waste minimisation and cleaner production techniques not applied by Hamilton businesses
- Need for a consistent approach to trade waste across the subregion
- Lack of guidance for businesses on technical matters
- Clarifying customer responsibilities for residential wastewater
- Ability to access private property for auditing trade waste or where stormwater inflow or infiltration is suspected.

33. The above problems and issues will be used to form the basis of a new proposed trade waste and wastewater bylaw.

34. Early identification of issues

35. Section 78 of the LGA requires local authorities to give consideration to the views and preferences of persons likely to be affected by, or have an interest in, the subject matter at every stage of the process.

36. There are over 800 trade premises in the city that hold trade waste discharge consents. Staff have worked with the following key stakeholders to identify issues.

- d. Waikato Tainui – Key stakeholder, alignment with the Waikato Tainui Environmental Plan objectives
- e. Waikato District Council – Key stakeholder, shared services
- f. Waipa District Council – Key stakeholder, shared services
- g. Dairy Goat – Major trade waste customer
- h. Mauri ANZ – Major trade waste customer

- i. Greenlea – Major trade waste customer
- j. FB Hall – Key stakeholder, plumber services
- k. MWH – Consultant
- l. Environmental Research and Technical Services – Consultant

37. **Options**

38. The following options have been identified and considered for the bylaw:
39. **Option 1:** Determine that no bylaw is required, go out to consult on revoking the trade waste bylaw 2006.
40. The Ministry of Health and the Minister of Health support trade waste bylaws as they protect the environment and public and worker safety.
41. Without a bylaw we have no control over what is discharged into the wastewater system which would leave council at significant risk of:
- a) Damage to the wastewater system, degradation / corrosion of pipes, pumps and the treatment plant
 - b) Breach of resource consent for contaminated discharge into the Waikato River and liability for significant fines and clean up costs
 - c) Being unable to protect the public adequately from public health issues arising from inappropriate discharges into the wastewater system
 - d) Being unable to adequately protect workers' health and safety
42. **Option 2:** Determine that a bylaw is required for trade waste, but not to protect all wastewater Infrastructure.
43. This would allow council to:
- a) Manage trade waste entering the wastewater system, but would not address inappropriate use of the wastewater system by residents;
 - b) Better protect public and work health and safety; and
 - c) Reduce the risk of breach or resource consent.
44. Option 2 would only address the issues from trade waste customers; it would not enable Council to fully protect its \$539 million wastewater assets from damage caused by third parties and domestic customers.
45. **Option 3:** Make a new wastewater and trade waste bylaw (Recommended).
46. A combined trade waste and wastewater bylaw would enable council to:
- a) Manage trade waste and residential wastewater entering the wastewater system
 - b) Better protect public and work health and safety
 - c) Reduce the risk of breach or resource consent
 - d) Better protects wastewater infrastructure
47. Benchmarking against other Councils showed that the issues to deal with trade waste and protection of wastewater systems are commonly addressed through bylaws.
48. This is the recommended approach as it would enable Council to adequately address the issues identified with managing and protecting the wastewater system.

49. Determination

50. A combined trade waste and wastewater bylaw is determined to be the most appropriate way to manage use of, and protect, the wastewater system. For a fuller explanation of staff recommendations on what a bylaw of this nature would include refer to the Preferred Approach column in Attachment 1.

51. Timeline

52. The review date for the trade waste bylaw is 16 August 2016.
53. The trade waste and wastewater issues are technical and the work that will need to be done with key stakeholders to produce a functional bylaw is likely to be significant and take at least four months to complete. This work can only be started once Council has determined that a trade waste and wastewater bylaw is the appropriate mechanism to deal with these issues.
54. Once drafted and presented to the Strategy and Policy Committee, (5 Februarys 2016), consultation with the key stakeholders as set out in the LGA 2002 can begin. Council is required to give owners and occupiers of trade waste premises not less than two months to respond to a proposed bylaw. This process is expected to be complete by the end of April 2016.
55. The proposed bylaw will be amended if required based on the consultation process. The proposed bylaw will then be sent to the Minister of Health for review. Advice from the Ministry suggests that this process can take up to six weeks.
56. Once feedback from the Ministry of Health is received (mid to end of June), the final bylaw will be presented to the Strategy and Policy Committee at the July /August 2016 meeting for adoption.

57. Financial and Resourcing Implications

58. The cost of developing and reviewing city bylaws is already budgeted for. Anticipated costs include legal input, consultation and staff time.
59. Technical input for the development of the bylaw is to be sourced internally from City Waters staff and through the use consultants where appropriate. Legal review may be sort. These works are funded through City Waters operational budgets.

60. Risk

61. The Section 148 requirements could lead to the consultation and deliberations part of the process being extended at short notice and a replacement bylaw not being adopted prior to the 10 year review period finishing (16 August 2016).
62. With no bylaw, Council will not have the ability to regulate the issues or recover costs in relation to the use of the wastewater system.

Signatory

Authoriser	Chris Allen, General Manager City Infrastructure Group
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Trade Waste and Wastewater Issues and Options

Protecting wastewater assets

Issue #1	Accelerated deterioration of the wastewater network
Description	Trade waste can be much stronger than household wastewater and can contain substances that lead to faster deterioration of Council's assets. Council's wastewater network assets have expected lives of up to 100 years and are valued at \$539 million.
Implications	If trade waste quality is not well controlled, pipe deterioration can occur earlier than expected, resulting in earlier than anticipated replacement, and increased renewals. Pipe replacement budget for 2015-25 is \$42.8 million.
Address via a bylaw	<i>Advantages:</i> Setting quality requirements that businesses need to meet will prevent deterioration of the wastewater network. Consistent with practice around New Zealand. <i>Disadvantages:</i> Cost of monitoring and auditing compliance
Address via other mechanisms	<u>Local Government Act 2002 Sections 175 and 232</u> <i>Advantages:</i> Ability to recover costs of damage or be prosecuted for an offence. <i>Disadvantages:</i> Damage must be negligent, malicious or wilful. Pipe deterioration can occur slowly and is often not evident until the asset is in very poor condition. Deterioration could be due to the cumulative effects of several discharges. <u>Education</u> <i>Advantages:</i> Improves awareness. <i>Disadvantages:</i> Relies on trade waste producers complying without enforcement. <u>Use of alternative pipe materials</u> <i>Advantages:</i> No deterioration of network <i>Disadvantages:</i> materials more expensive than plastic
Preferred approach	Provide a list of what can and cannot be discharged to the wastewater system in a bylaw.
Issue #2	Third party contractors damaging the wastewater network and recovering costs to repair
Description	Trenchless technology (drilling) is now regularly used to install small pipes for gas, water and telecommunications in existing areas. Damage to existing wastewater pipes is common and often results in significant disruption for households. Sometimes the damage is not evident until a CCTV inspection is undertaken months or years after the pipe is damaged.
Implications	<ul style="list-style-type: none"> • Cost of repairs for damage by contractors in the wastewater network in 2010/15 was \$192,000. • Trenchless technology is likely to continue to be used extensively in future because it is cheaper than other methods and does not damage the surface pavement. • Costs to repair are generally recovered from the contractor causing the damage (if known). Damaged assets are expected to have a reduced life expectancy compared to an undamaged asset. In the wastewater network, damage normally results in a

	blockage and spill.
Address via a bylaw	<p><i>Advantages:</i> Consistent with water and stormwater bylaws. Expectations for contractors working around existing assets are clear with emphasis on avoiding damage where possible.</p> <p><i>Disadvantages:</i> Enforcement via the District Court process can be time consuming and costly.</p>
Address via other mechanisms	<p><u>Local Government Act 2002 Sections 175 and 232</u></p> <p><i>Advantages:</i> Ability to recover costs of damage or be prosecuted for an offence.</p> <p><i>Disadvantages:</i> Damage must be negligent, malicious or wilful. Can be difficult to prove who has caused damage if not discovered immediately.</p> <p><u>Accurate plans showing location of all infrastructure</u></p> <p><i>Advantage:</i> All contractors will have access to accurate records showing where our infrastructure is</p> <p><i>Disadvantage:</i> Not all asset information is known, survey of unknown or inaccurate information is expensive. Does not stop negligent, malicious or wilful damage.</p> <p><u>Education</u></p> <p><i>Advantages:</i> Improves awareness.</p> <p><i>Disadvantages:</i> Relies on 3rd party contractors complying without enforcement.</p>
Preferred approach	Clarify responsibility to avoid and report damage to infrastructure in bylaw and recover costs of damage.

Controlling what enters

Issue #3	<p>Discharge of inappropriate materials to the wastewater system.</p> <ol style="list-style-type: none"> Industrial and commercial (trade waste) Pharmaceutical waste Residential wastewater
Description	<ol style="list-style-type: none"> There are currently 800 commercial and industrial businesses in Hamilton which have consent to discharge trade waste. Council inspects these businesses regularly to check their discharge is of a suitable quality and quantity. During the 2014/15 year there were 86 non-compliances with requirements of the trade waste bylaw. These were related to a variety of issues including not meeting quality or quantity limits, spills, lack of screens and not providing self-monitoring results. Currently pharmacies are not included in the trade waste bylaw however the Ministry for Health is advising that the discharge of large quantities of out of date medicines could be of concern and should be Councils should be addressing this through their bylaw reviews. Residential wastewater. The majority (83 %) of what is disposed is from residential properties. However there are a number of things that residents put down their waste water drains that could cause problems for the wastewater system including

	such things as paint thinners, paints, garden chemicals, fats and oils etc.
Implications	<ul style="list-style-type: none"> • A formal 'consent to discharge' for trade waste allows Council to put conditions on the discharge to prevent issues occurring within the wastewater system. • Over time businesses can expand or change ownership and problems could occur if the discharge is not regularly checked. • Costs would be incurred if trade waste discharges cause Council to breach resource consents for the plant and be liable for fines of up to \$600,000. • Our treatment plant is biological, chemical imbalances in the wastewater treated can lead to process failure, odour and resource consent breaches • 14,400 tonnes of biosolids are currently diverted from landfill each year. If the quality of trade waste is not controlled, biosolids may not be suitable for re-use and would need to be disposed of to landfill
Address via a bylaw	<p><i>Advantages:</i> Clear requirements, consistent approach for all businesses, options for criminal enforcement of breaches of bylaw exist. Consistent with practice around New Zealand. Required for Individual Trade Agreements.</p> <p><i>Disadvantages:</i> Criminal proceedings can be expensive and time consuming.</p>
Address via other mechanisms	<p><u>Food Act 2014/Food Hygiene Regulations 1974/Health Act 1956</u></p> <p><i>Advantages:</i> Penalties (infringement notice or prosecution) available when businesses are causing a food safety risk or event. Penalties up to \$1000 for nuisance under the Health Act.</p> <p><i>Disadvantages:</i> Doesn't cover all businesses producing trade waste. Reactive approach.</p> <p><u>Education</u></p> <p><i>Advantages:</i> Improves awareness.</p> <p><i>Disadvantages:</i> Relies on trade waste producers and residents complying without enforcement.</p>
Preferred approach	<ul style="list-style-type: none"> • Continue to provide a formal process for a trade waste consent via a bylaw to control the quantity and quality of trade waste discharged. • Provide a list of what can and cannot be discharged to the wastewater network for trade waste and domestic users.
Issue #4	Non-compliance with resource consent conditions for Wastewater Treatment Plant
Description	The wastewater treatment plant has resource consents which cover the treated discharge to the river, as well as discharges to air and land. Monitoring is undertaken and results are supplied to Waikato Regional Council. Since 2010/11 the level of overall compliance with resource consent conditions for the plant has been recorded by Waikato Regional Council as 'partial compliance'.
Implications	<ul style="list-style-type: none"> • Controlling the quality and quantity of inputs into the wastewater network is an important way of ensuring the wastewater treatment plant operates as designed and complies with resource consents. Non-compliance with resource consents can lead to degradation of the Waikato River or odour nuisance.

	<ul style="list-style-type: none"> • Council would be liable for fines under the RMA of up to \$600,000. • Biosolids from the plant are currently turned into vermicompost and reused. If the biosolids contain high levels of some substances (e.g. lead, pesticides) then they would need to be disposed of to landfill at a higher cost.
Address via a bylaw	<p><i>Advantages:</i> Assists in preventing problems at wastewater treatment plant due to overloading or substances that could damage the biological treatment process. Assists in producing biosolids that can be reused.</p> <p><i>Disadvantages:</i> Cost of monitoring and auditing compliance.</p>
Address via other mechanisms	
Preferred approach	<ul style="list-style-type: none"> • Continue to provide a formal process for a trade waste consent via a bylaw to control quantity and quality of trade waste discharged. • Provide a list of what can and cannot be discharged to the wastewater network for trade waste and domestic users.
Issue #5	Optimising the capacity of the wastewater system to allow for future growth
Description	To meet expected growth needs the 2015-25 10 Year Plan has approximately \$74 million to upsize the network and treatment plant to meet future growth needs. These upgrades have been based on retaining controls on trade waste discharges. Major industries can secure capacity of the networks and treatment plant via Individual Trade Waste Agreements. This gives more certainty for these businesses.
Implications	Trade waste currently accounts for 17% of the volume of wastewater received at the treatment plant. If the volume, strength and quality of the wastewater are not controlled, upgrades may need to occur sooner, could cost more or capacity will not be available for growth.
Address via a bylaw	<p><i>Advantages:</i> The quantity and quality of wastewater from trade waste businesses is controlled via trade waste consents. Required for Individual Trade Agreements.</p> <p><i>Disadvantages:</i> Businesses need to apply for trade waste consents.</p>
Address via other mechanisms	<p><u>Increase capacity of network and plant</u></p> <p><i>Advantages:</i> Infrastructure is upsized where there is demand.</p> <p><i>Disadvantages:</i> Expensive.</p> <p><u>Education</u></p> <p><i>Advantages:</i> Improves awareness.</p> <p><i>Disadvantages:</i> Relies on trade waste producers complying without enforcement.</p>
Preferred approach	Continue to provide a formal process for a trade waste consent and Individual agreements via a bylaw to control quantity and quality of trade waste discharged.
Issue #6	Need to control the disposal of tankered wastewater
Description	Residents with on-site wastewater systems need to have the 'solids' in their systems (including septic tanks) emptied every few years. This 'septage' waste is too thick to be disposed of into the wastewater network. Grease trap waste and some industrial

	waste are also collected by tankers and are disposed of at the wastewater treatment plant.
Implications	<ul style="list-style-type: none"> • Illegal discharges of tankered waste into the wastewater network could lead to blockages, overflows and odour. • Council needs to know what is in the tanker to check it won't harm the treatment process and to be able to charge a fair amount for disposing of the material. Damage to the treatment process could result in consent non-compliance. • Revenue from tankered waste disposal was \$72,000 for the 2014/15 year.
Address via a bylaw	<p><i>Advantages:</i> The requirements for tankered waste disposal are clear. The source of the waste is known. Lower risk of damage to the treatment process. Ability to recover costs.</p> <p><i>Disadvantages:</i> Cost of monitoring and auditing compliance.</p>
Address via other mechanisms	<p><u>Specific Contract</u></p> <p><i>Advantages:</i> Contract will just contain requirements relevant to tankered waste. Ability to recover costs</p> <p><i>Disadvantages:</i> Each service provider will need to enter into a contract with Council. Potential lack of consistency with other businesses disposing of trade waste. Higher administration costs for a separate system. Lack of consistency within the sub-region.</p>
Preferred approach	Continue to include requirements for tankered waste disposal in a bylaw
Issue #7	Managing stormwater inflow and groundwater infiltration into the wastewater system
Description	<p>Studies of catchments in Hamilton have shown that many areas have high levels of stormwater infiltration and groundwater inflow (I&I) into the wastewater system. Recent surveys of 1415 properties have identified 190 (13%) low/damaged/unsealed gully traps and 18 (1%) down pipes connected to a gully trap. Enabling stormwater I&I to enter into the wastewater system.</p> <p>If wastewater (incl I&I) flows exceed the capacity of the network the excess overflows into private property, roads, stormwater network or directly into streams and River. Council does not hold any resource consents for wet weather overflows.</p>
Implications	<ul style="list-style-type: none"> • Prosecutions under the RMA for regular overflows could result in fines of up to \$600,000. • The 10 Year Plan /Wastewater AMP has provided for wet weather storage within the network to minimise overflows. The cost of this programme is \$30.9M between 2015-2025. • Better control of I&I could reduce the expenditure required for wet weather storage and operational costs for pumping.
Address via a bylaw	<p><i>Advantages:</i> Clarifies that I&I is prohibited and it is the property owner's responsibility to repair any defects. Supports the education programme. Easier for property owners to understand than the Building Act process.</p> <p><i>Disadvantages:</i> Enforcement via the District Court process can be time consuming and costly.</p>
Address via other mechanisms	<p><u>Building Act 2004</u></p> <p><i>Advantages:</i> Ensures new buildings and alterations comply with the Building Code. Formal "Notice to Fix" process available for existing homes if 'insanitary'.</p> <p><i>Disadvantages:</i> Expensive and complex process. "Notices to Fix" are permanently on building file.</p> <p><u>Education</u></p> <p><i>Advantages:</i> Improves awareness.</p> <p><i>Disadvantages:</i> Relies on residents fixing problems without enforcement.</p>

	<p><u>Stormwater Bylaw</u> <i>Advantages:</i> Clarifies where not to discharge stormwater. <i>Disadvantages:</i> Does not cover groundwater infiltration, i.e. leaky pipes</p>
Preferred approach	<ul style="list-style-type: none"> Responsibilities of the property owner are identified in a bylaw . The bylaw would be supported by education so people understand the environmental effects of I&I.
Issue #8	Protect public health
Description	Wastewater systems were originally developed to protect public health and the environment by ensuring wastewater was collected, treated and disposed of appropriately. Disposal of unsuitable material to the wastewater system can result in blockages and overflows. When there is a blockage in the pipe network un-treated wastewater can flow out of gully traps and toilets. This material can make people sick if they are exposed to it. Overflows of un-treated wastewater can also lead to contamination of waterways and sickness in people or pets that swim in the area.
Implications	During 2014/15 there were 204 blockages in the wastewater network. It is not always possible to identify the cause of the blockages, however, 62 of the blockages were identified as due to fat. Rags, underwear, nappies and wet wipes from households also regularly cause blockages of pipes and pumps.
Address via a bylaw	<p><i>Advantages:</i> Controls on what can be discharged to the wastewater system for both trade waste and domestic wastewater can help to prevent blockages and overflows.</p> <p><i>Disadvantages:</i> Difficult for residents to understand bylaw requirements. Cause of blockages difficult to establish</p>
Address via other mechanisms	<p><u>Education</u> <i>Advantages:</i> Explains requirements in simple language. (e.g. Bin it, don't flush it brochure). <i>Disadvantages:</i> Relies on residents/businesses complying with requirements.</p>
Preferred approach	Include controls in bylaw on what can and cannot be discharged from domestic and trade waste premises supported by education material.

Health and Safety

Issue #9	Protect health and safety of workers
Description	Council staff and contractors can be exposed to wastewater when carrying out maintenance activities. Wastewater could contain materials that are toxic or harmful e.g. acid.
Implications	Council has responsibilities under the Health and Safety in Employment Act to avoid or mitigate potential harm to employees and contractors. Fines under the Health and Safety Act are up to \$500,000.
Address via a bylaw	<p><i>Advantages:</i> Both domestic and trade waste dischargers will have clear requirements on what can and cannot be discharged to the wastewater network.</p> <p><i>Disadvantages:</i> Difficult to monitor what domestic effluent contains.</p>

Address via other mechanisms	<u>Education</u> <i>Advantages:</i> Explains requirements in simple language. (e.g. Bin it, don't flush it brochure). <i>Disadvantages:</i> Relies on residents and trade waste companies complying with requirements without enforcement.
Preferred approach	Include controls in bylaw on what can and cannot be discharged from domestic and trade waste premises to minimise risk of health and safety issues for workers

Wastewater and Tradewaste Management and Minimisation

Issue #10	Recovering additional costs of trade waste collection and treatment
Description	The wastewater produced by trade waste businesses cost more to collect and treat due to higher flows and strength compared to domestic wastewater.
Implications	Revenue for trade waste charges was \$2,870,000 in the 2014/15 year. If the additional costs were not recovered from trade waste charges it would need to be funded from general rates or another source.
Address via a bylaw	<i>Advantages:</i> Consenting trade waste discharges allows sufficient information to be collected to recover additional costs of trade waste collection and treatment. Trade waste charges are fair and reasonable. <i>Disadvantages:</i> Costs to collect and audit the information.
Address via other mechanisms	<u>Local Government Rating Act 2002</u> <i>Advantages:</i> Charging method and rates can be changed annually. <i>Disadvantages:</i> Quality and quantity of trade waste not available to calculate additional costs of trade waste collection and treatment.
Preferred approach	Include requirement to provide information on trade waste quantity and quality in a bylaw to allow additional costs to be calculated. Continue to set trade waste charges via the 19 Year Plan / Annual Plan process.
Issue #11	Waste minimisation and cleaner production techniques not applied by Hamilton businesses
Description	The NZ Waste Strategy has a goal of improving the efficiency of resource use. Council's Waste Management and Minimisation plan focuses primarily on solid waste, however, it includes policies to encourage opportunities to improve or reduce waste at source and support activities that reduce the amount of waste going to landfill. The current trade waste consent process under the bylaw requires businesses to consider waste minimisation and cleaner production during the application process.
Implications	Trade waste charging can encourage waste minimisation as businesses only pay for what they discharge. Self-monitoring gives businesses feedback on how well they are managing their trade waste discharge. Trade waste officers provide advice during audits on waste minimisation.
Address via a bylaw	<i>Advantages:</i> Businesses are required to consider waste minimisation. Potential to reduce trade waste costs. More efficient resource use. More capacity is available for future growth. <i>Disadvantages:</i> Some businesses may not understand waste minimisation and cleaner production.

Address via other mechanisms	<u>Education</u> <i>Advantages:</i> Businesses obtain a better understanding of their processes. <i>Disadvantages:</i> Less incentive to reduce trade waste volumes and strength.
Preferred approach	Encourage waste minimisation and control trade waste quality through the trade waste consent process in a bylaw and through education.
Issue #12	Consistent approach across the sub-region.
Description	Hamilton City, Waikato District and Waipa District Councils have prepared a Sub-Regional Three Waters Strategy. The three Councils share the provision of some services including trade waste consent administration and monitoring. Some businesses have multiple locations in the Waikato and it is confusing if they have to deal with different requirements at each site.
Implications	Currently the shared services team has four different bylaws to enforce with slightly different requirements in each one. Councils in the region have similar issues. <ul style="list-style-type: none"> • Waikato District Council is also reviewing their trade waste bylaw and proposes to work with Hamilton City Council to adopt a bylaw that is consistent. • Waipa District Council was a trade waste bylaw and an wastewater bylaw (both dated 2011).
Address via a bylaw	<i>Advantages:</i> Consistent approach in sub-region. Easier to enforce and less confusing for businesses. <i>Disadvantages:</i> Less ability to cater for differences between communities.
Address via other mechanisms	
Preferred approach	Prepare a bylaw in consultation with Waikato DC and Waipa DC to provide consistency for businesses and enforcement.
Issue #13	Lack of guidance for businesses on technical matters
Description	Initial industry stakeholder feedback included a request for more detail in the bylaw on technical matters so that there is more certainty for businesses e.g. what size of pre-treatment device they need to install, how to sample and analyse wastewater and what sort of flow meter they need.
Implications	Businesses may install the wrong device, produce inaccurate information or not meet their trade waste consent requirements. This can result in considerable extra costs and non-compliances recorded.
Address via a bylaw	<i>Advantages:</i> Clear requirements for businesses for installation and maintenance of grease traps, flow meters and sampling. <i>Disadvantages:</i> More complex bylaw.
Address via other mechanisms	<u>Building Regulations</u> <i>Advantages:</i> Covers grease trap sizing for new businesses. <i>Disadvantages:</i> Does not cover existing businesses, difficult for businesses to interpret, does not include flow meters, sampling or maintenance requirements.

	<p><u>Guidance document</u> <i>Advantages:</i> Provides detailed information for businesses. <i>Disadvantages:</i> Not legally enforceable, resources required to prepare and keep up to date.</p>
Preferred approach	<p>Provide information on selected technical matters within a bylaw. Provide supporting documents to assist businesses to install and maintain the correct equipment and carry out sampling correctly</p>
Issue #14	Customer Responsibilities – residential wastewater
Description	<p>A trade waste consent outlines customer responsibilities for trade waste dischargers. Responsibilities are not documented for residential customers. Public wastewater assets such as pipes and manholes are often located on private property. Problems are experienced with</p> <ul style="list-style-type: none"> • New buildings being erected over wastewater infrastructure, and damaging the infrastructure • Manholes on private property being buried or covered with sheds and rubbish.
Implications	<ul style="list-style-type: none"> • Damaged pipes may lead to blockages and then wastewater spills • Increased costs could be incurred if public drains within private property cannot be accessed for maintenance and renewals.
Address via a bylaw	<p><i>Advantages:</i> Clarifies customer responsibilities. Consistent with Stormwater and Water Supply bylaws. <i>Disadvantages:</i> More complex bylaw</p>
Address via other mechanisms	<p><u>Guidance document</u> <i>Advantages:</i> Provides detailed information. <i>Disadvantages:</i> Not legally enforceable, resources required to prepare and keep up to date.</p>
Preferred approach	Clarify customer responsibilities in a bylaw including clearing blockages in private drains and protection of public assets on private property
Issue #15	Ability to access private property for auditing trade waste, maintaining public assets or investigating stormwater inflow or infiltration.
Description	<p>In order to assess if a wastewater or trade waste discharge is being appropriately managed Council needs access onto private property to:</p> <ul style="list-style-type: none"> • Inspect, maintain and monitor wastewater systems • Access plans and documentation to ensure discharge quality and quantity requirements are being met • Investigate spills and clean-up • Investigate sources of stormwater inflow and infiltration <p>In a recent survey of 1415 properties, Council was denied entry into 78 (5%)</p>
Implications	Property owners understanding of why Council needs to access private property could delay inspections and audits. This could lead to public health or environmental risks.
Address via a bylaw	<i>Advantages:</i> Clarifies when access would be needed and notification requirements. Consistent with Stormwater and Water

	Supply bylaws. <i>Disadvantages:</i> Request for entry still required, except in an emergency.
Address via other mechanisms	<u>Local Government Act 2002 Section 171</u> <i>Advantages:</i> Provides general power of entry for wastewater infrastructure. <i>Disadvantages:</i> Difficult to understand which situations it applies to. The initial request for entry can lead to a refusal, which then leads into a process to gain entry which can take months.
Preferred approach	Clarify situations when access to private property would be required in a bylaw.

Committee: Strategy & Policy Committee

Date: 22 September 2015

Report Name: Central City Transformation
Plan

Author: Sean Murray

Status	<i>Open</i>
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The report on the Central City Transformation Plan was considered at the Business and Investment Subcommittee meeting of 15 September 2015. Accordingly, this item will be circulated as a separate report prior to the Strategy and Policy Committee meeting.

The Open Agenda of the Business and Investment Subcommittee's meeting of 15 September 2015 can be accessed here (refer to Item 8):

<http://www.hamilton.govt.nz/our-council/meetings-and-minutes/Pages/default.aspx>

1. Attachments

2. There are no attachments for this report.

Committee: Strategy & Policy Committee **Date:** 22 September 2015
Report Name: Recommendations from the Community Forum Subcommittee - 19 August 2015 **Author:** Brendan Stringer

Status	<i>Open</i>
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1. Purpose

- To present the recommendations from the Community Forum Subcommittee Meeting of 19 August 2015 for approval.

3. Background

- Sustainability Advisory Panel March 2014 Report ('the Sustainability Report')
- At its meeting of 19 August 2015, the Community Forum Subcommittee ('the Subcommittee') received and discussed a staff report on the Sustainability Report (refer to Attachment 1), which had been completed by the Sustainability Advisory Panel in March 2014. Dr Wayne Cartwright, Deputy Chair of the Advisory Panel, also presented to the Subcommittee.
- Options to Support Energy Efficiency Initiatives
- At the same meeting, and at the request of the Subcommittee, staff presented a further report on options for Council to consider relating to energy efficiency initiatives (refer to Attachment 2). This included a recap on Voluntary Targeted Rates (VTR) schemes as investigated previously by Council and an analysis of such schemes going forward.

The recommendations of the Subcommittee Meeting held on 19 August 2015 will be presented by Councillor Yeung, Deputy Chair of the Community Forum Subcommittee. The 19 August 2015 Subcommittee Agenda, presentation from Dr Wayne Cartwright, and Unconfirmed Minutes are available via the following link:

<http://www.hamilton.govt.nz/our-council/meetings-and-minutes/Pages/default.aspx>

8. Recommendations

- Sustainability Advisory Panel March 2014 Report
That:
 - the Sustainability Report be referred to the Chief Executive for review as to its application to Council's operations. The Chief Executive is to report to the Strategy and Policy Committee by February 2016; such report to include a summary of all initiatives within the organisation that fit within the Sustainability Framework contained in the Sustainability Report; and

- b) the Chief Executive gives consideration to, consult with the Sustainability Panel on, and make a recommendation to the Strategy and Policy Committee as to whether the Council should have a stand-alone Sustainability Strategy.

10. Options to Support Energy Efficiency Initiatives

That the Voluntary Targeted Rates (VTR) Scheme (including the option for rates postponement) is considered in the 2016/17 Annual Plan.

11. Attachments

- 12. Attachment 1 - Community Forum Subcommittee Meeting 19 August 2015 - Sustainability Advisory Panel March 2014 Report
- 13. Attachment 2 - Community Forum Subcommittee Meeting 19 August 2015 - Options to Support Energy Efficiency Initiatives



Committee: Community Forum Subcommittee
Date: 19 August 2015

Report Name: Sustainability Advisory Panel March 2014 Report
Author: Ihsana Ageel

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Sustainable Hamilton</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. The purpose of this report is for the Sustainability Advisory Panel to present their March 2014 report and recommendations to Council.
3. Wayne Cartwright will be representing the Panel at this meeting as the Chair is unavailable.

4. Executive Summary

5. The Sustainability Advisory Panel was formed in September 2013 to undertake an annual technical assessment of Council's Sustainable Hamilton Strategy.
6. The Panel's inaugural annual assessment is attached for Council's consideration (Attachment 3).
7. The Chair of the Panel, Jeanette Fitzsimons, will be presenting a Chair's Report to the 22 September Strategy and Policy Committee.

8. Recommendations from Management

- a) That the report be received.
- b) That management recommendations and any new initiatives arising from the sustainability report be considered as part of the 2016/17 Annual Plan process.
- c) That the Advisory Panel's March 2014 report be sent to the Sustainable Hamilton Leadership Team for their information.

9. Attachments

10. Attachment 1 - Sustainable Hamilton Strategy

11. Attachment 2 - Sustainable Hamilton Action Plan 2013/14
12. Attachment 3 - Sustainability Advisory Panel March 2014 Report
13. Attachment 4 - Sustainability Advisory Panel - Terms of Reference

14. Key Issues

15. Background
16. Sustainable Hamilton is a Council strategy which was adopted in April 2013. The strategy takes a holistic view to growing a sustainable city and was supported by a Leadership Team of partner organisations to achieve the vision and aspirations of the strategy. The strategy is supported by an action plan which was to be reviewed annually by the Sustainable Hamilton Leadership Team.
17. The Sustainable Hamilton Leadership Team last met December 2013 and includes the Waikato Regional Council, WEL Networks, Waikato-Tainui, University of Waikato, Fonterra, Toimata (Enviroschools) Foundation, Property Council and the Employers and Manufacturers Association. Her Worship the Mayor is the Chair of this forum.
18. The development of the Sustainability Advisory Panel was a project within the first action plan for the Sustainable Hamilton Strategy. The action plan to support the strategy has not been reviewed since adopted by Council in 2013.
19. The Advisory Panel members were selected by the former CE Barry Harris, Dr Morgan Williams and Dorothy Wilson (former Councillor from Waitakere City Council). The Panel is a voluntary commitment. The membership consists of Jeanette Fitzsimons (Chair), Wayne Cartwright, Rachael Goddard and Annie Perkins. Iain White previously chaired the Panel, but resigned earlier this year.
20. The function of the Panel is to conduct a technical review of Hamilton City's sustainability performance and future direction. The annual assessment was to provide guidance to the Sustainable Hamilton Leadership Team and Council for when reviewing the annual action plan for the strategy.
21. The Advisory Panel commenced this initial review December 2013 and it was completed March 2014. The Panel did not complete the second annual assessment as required by their Terms of Reference due to the delay in formally considering the recommendations from their initial assessment.
22. The Panel's report includes 11 key messages (see page 3 of Attachment 3) for Council's consideration and they make further recommendations throughout the report. While a number of these recommendations are focused on the structure of the strategy itself, there are also a number that address how Council should be approaching sustainability in general.
23. Timeline of the report
24. The following timeline shows the process that was followed for Council to formally receive the inaugural Sustainability Advisory Panel annual report.

Date	Details
Dec 2013 – Mar 2014	Sustainability Advisory Panel completed the inaugural annual report.
17 Mar 2014	Report submitted to the Chair of the Sustainable Hamilton Leadership Team, Her Worship the Mayor.
06 Aug 2014	Representatives of Council Senior Leadership Team (GM Strategy and GM Organisational Development) met with the Advisory Panel to discuss the report.
15 Aug 2014	Community Forum Subcommittee resolved that the Strategy and Policy Committee hear the report at its meeting on 15 October 2014, for discussion by all elected members.
Following this resolution, the next Strategy and Policy Committee agenda setting agreed that the	

Community Forum Subcommittee was the most appropriate forum for the report to be heard, scheduled for the next environmentally-themed meeting. <i>N.B An environmentally-themed Community Forum Subcommittee was not scheduled into the work programme for the 2014 year.</i>	
May 2015	The Advisory Panel submitted their 2014 report to Council's 10-Year Plan consultation process to have it formally received by Council.
	As a response to the submission, the report was directed to the Community Forum Subcommittee.
3 June 2015	Report circulated to the Community Forum Subcommittee members.
19 August 2015	Report tabled for discussion at the Community Forum Subcommittee.

25. Council's key sustainable initiatives
26. The following table outlines some of Council's key sustainable initiatives that can be referenced when considering the sustainability report.

Initiative	Details
Staff Awareness Programme raise the awareness of key issues (smart water use, transport, solid waste and healthy homes)	<ul style="list-style-type: none"> • Lunch time workshops • Posters at key points throughout the building
Conscious Consumer Café Obtain Conscious Consumer Café accreditation.	Café on 3 (staff cafeteria) had obtained four of the six badges that were required for the Café to be accredited as a conscious consumer Café by December 2013. A decision was made to close the café in 2014, at the time of the decision, the café had six badges confirmed.
Waste and Recycling Waste and recycling system designed and implemented for Municipal building	<ul style="list-style-type: none"> • New waste and recycling system for other Council facilities – Central Library and Waterworld are in the process of updating their system. • Organic waste fully diverted from the landfill. • Landfill waste reduction. • Annual waste audits showed improved performance with a waste reduction of 9.77% to 5.55%.
Energy Management Plan Implement projects that will save 1,600,000kWh (annually) – three year project.	This programme has been successful and allowed access to cost effective energy management expertise while building in-house staff capability. The initial three year programme finished in June 2015 reaching the target. Council is continuing to operate in this space.
Smart Water Programme	A draft certification scheme has been developed and provisional budget assigned.
Community Days	Opportunities to be involved in sustainability type activities are communicated organisation wide.
Worm Farm	Council has an established worm farm on Caro Street – council's organic waste is composted through this facility.
Healthy homes workshops Workshops for ensuring our homes are as healthy and energy and water efficient as they can be.	Staff workshops run by our Eco Design Advisor and focused on: <ol style="list-style-type: none"> 1. Insulation, heating and keeping your house dry. 2. Leaders and other high achievers within teams are recognised and encouraged.
Honey Bee project	Installed on 3 Council sites (Zoo, Hamilton Gardens and the Taitua Arboretum). First harvest has just been completed. Honey is being sold at the Gardens. <i>NB: Recently won second prize in the Beekeepers Special Reserve section at the National Beekeepers Association National Honey Competition.</i>
Eco Design Advisor (EDA)	This is a free service available to any resident in Hamilton and is impartial and based on good building science. The primary role of the EDA is to provide advice to help people improve the thermal performance of their building. The EDA also consults on water, waste and toxicity issues in buildings. The secondary role is to provide

	education to the general public and industry through workshops on any of these topics.
Hamilton Biking Plan 2015-2045 <i>(this plan is due to be adopted by Council in August 2015)</i>	The plan is about promoting biking in the city and providing educational programmes for all road users to create a bike-friendly city for Hamiltonians now and in the future. The plan aims to deliver projects that will create a fully connected biking network that is safe, family-friendly and attractive.
Project Echo	Hamilton City is one of the only cities in New Zealand to still support a resident population of long-tailed bats. Project Echo aims to gather information on bat distribution throughout Hamilton City. This project is supported by Council, Waikato Regional Council, University of Waikato and the Riverlea Environment Society Inc.
Project Halo	Native birds such as tui and bellbirds were once abundant in the area where Hamilton stands. Due to introduced pests (rats and possums) and loss of habitat and food sources, many of our native birds are rarely seen in our city. The Hamilton Halo project aims to bring native birds, such as tui and bellbirds, back into Hamilton city. Hamilton City Council is a partner to this project.
Disposal of Sewage Sludge by Vermicomposting	Treatment of wastewater at the wastewater treatment plant produces approx. 14,400 tonnes of waste water sludge and 640 tonnes of screenings per year the sludge is transported to a vermicomposting facility where it is mixed with paper pulp which is then laid in rows where it is left to break down and compost using worms. The screenings are transported and landfilled at Tirohia Landfill near Paeroa. Council has a contract with NOKE Ltd, to deliver this service for Council.

27. Financial and Resourcing Implications

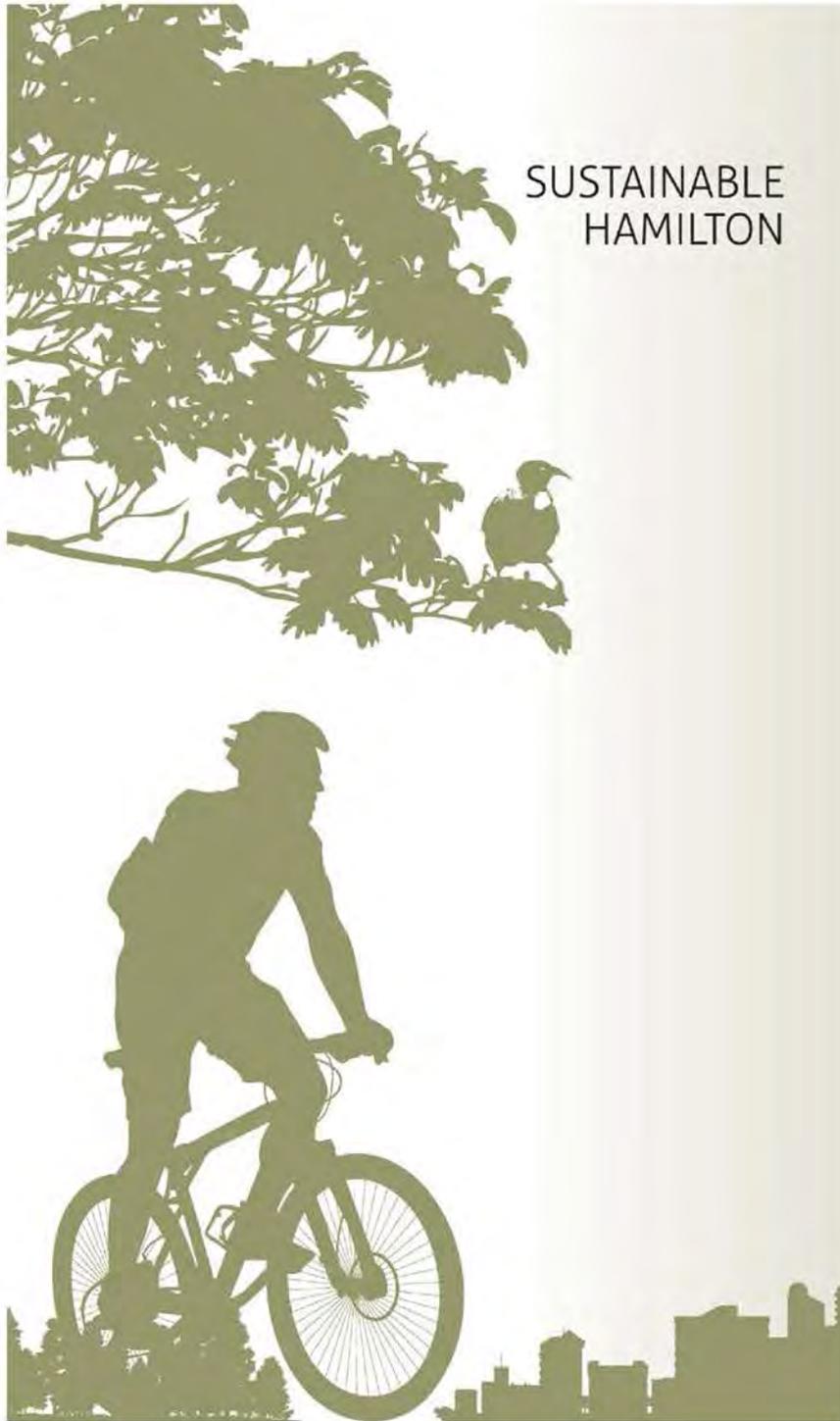
28. There is no specific budget allocated for sustainability initiatives. Any new initiatives pursued that require budget or resourcing will need to be considered as part of the 2016/17 Annual Plan.

29. Risk

30. The organisation is not resourced to centrally support sustainability initiatives, and there is no dedicated environmental sustainability advisor. Any initiatives pursued need to be resourced by the unit responsible for the delivery of that service.

Signatory

Authoriser	Blair Bowcott, Executive Director Special Projects
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Whakāreke kē te āhua o te nohonga kia pai kēatu te ara mo āpopo.





CHANGING THE WAY WE LIVE FOR A BETTER FUTURE

To grow Hamilton towards a sustainable future, we need to change the way we think about how this city works from the bottom up and top down. This change unlocks great opportunity and also represents a significant challenge to the status quo.

We are serious about these changes that the city needs to make. The role of Sustainable Hamilton is to define, lead and empower this change to ensure tomorrow is better than today.

A sustainable city has individuals and communities that are connected to each other through many streams of life. People know and support each other, they restore and conserve their natural environment and they develop their own way of living that is in step with nature.

These deep connections give the city the tools to respond to global issues, such as Climate Change, in a way that can create positive outcomes.

Strong communities that are tightly connected to their neighbourhoods and the natural environment is a core theme of this strategy.

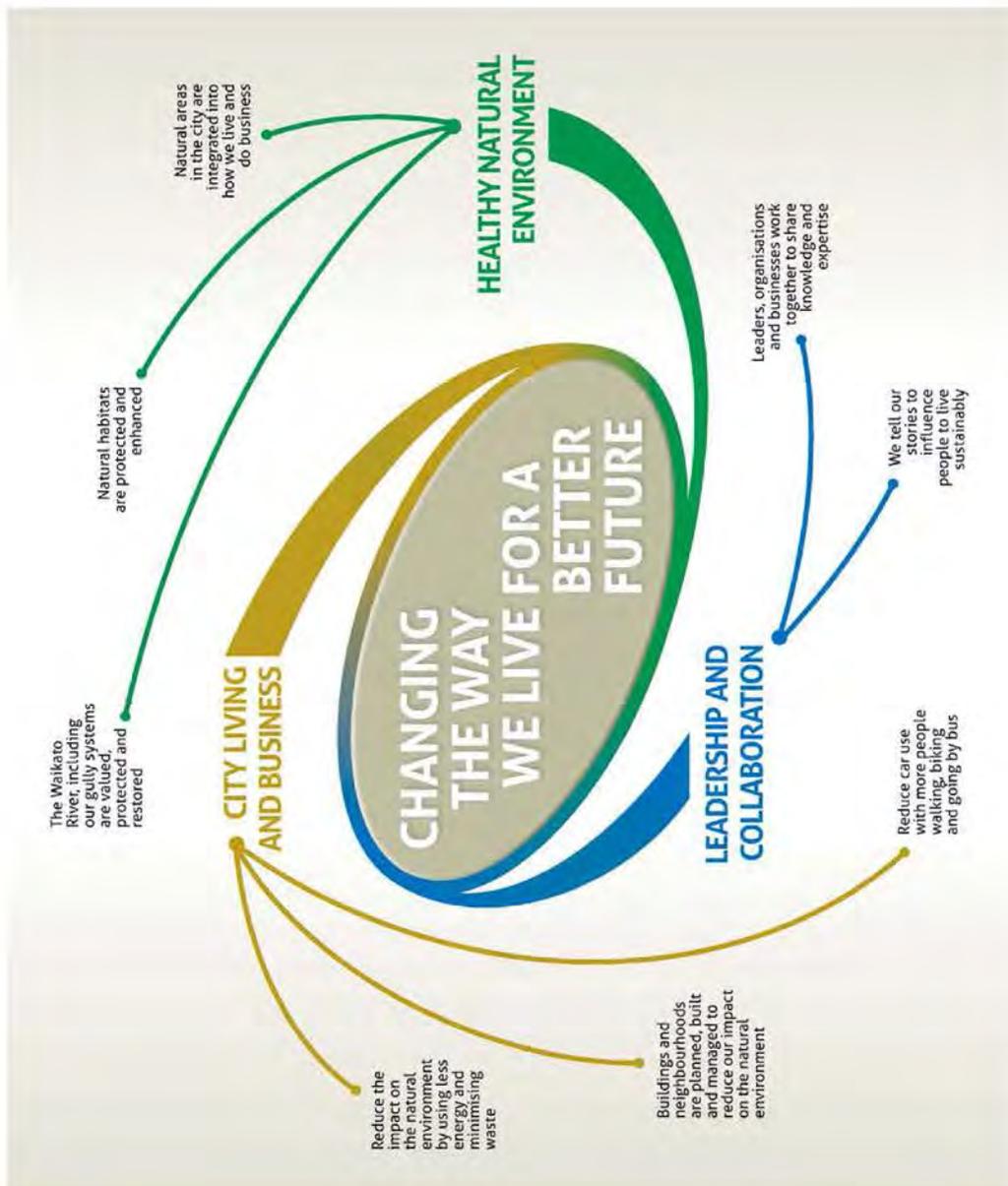
Manākitanga
CARING AND LOOKING AFTER EACH OTHER

Kōtahitanga
UNITY, A SENSE OF COMMUNITY

Māhitahi
WORKING TOGETHER AS ONE

Kāitiakitanga
GUARDIANSHIP AND PROTECTION





TAKING THE STRATEGY FORWARD

Sustainable Hamilton is about enabling all people and groups in the city to make meaningful changes to how they live and impact on our land and water.

A key feature of this strategy is about how we communicate. Many great projects and actions are happening right now and we can do much more. A focus is on quality communication with all sectors of the city so that people know what is going on and can get involved.

This strategy is also about action. Through working with community leaders and businesses, we want to develop initiatives that will deliver real, tangible benefits. As well as creating these new exciting opportunities, we will celebrate and encourage highly successful projects.

The aspirations set out in the strategy will be overseen by a Leadership Team who will nurture new ideas and drive implementation. Activity and progress will be regularly evaluated and widely reported.



SUSTAINABLE HAMILTON DECEMBER 2012

For more information about Sustainable Hamilton including how you can get involved
visit www.hamilton.co.nz/sustainablehamilton

Healthy Natural Environment					
STRATEGIC OBJECTIVES:					
<ul style="list-style-type: none"> - Our natural habitats are protected and enhanced - The Waikato River, including our gully systems are valued, protected and restored - Natural areas in the city are integrated into how we live and do business 					
ACTIONS		WHAT DOES SUCCESS LOOK LIKE?	HOW WILL WE MEASURE PROGRESS?	LEAD GROUP	PROPOSED PROJECT LENGTH
Support existing biodiversity projects	Hamilton Halo – bringing native birds back into the city (originally focussed on Tui)	Key native bird populations continue to increase, including establishment of breeding populations within the city	Landcare bird count report (every 2 years) Predator tracking	WRC	Ongoing
	Project Echo – writing of a Restoration and Protection Plan for the native bat population that live in and around the city	The population of long-eared bats continues to thrive within and around the city	Restoration plan has been completed and presented to both WRC and HCC for endorsement	WRC	18 months
	Gully Restoration Programme – this project looks to enhance the GRP by emphasising high quality engagement (active restoration) by gully section owners	Level of engagement of private gully owners is tracked and improved. Target is a 5% increase in active restoration by gully owners each year	GRP database is used to track owners who are actively involved in restoration	HCC	1 year
	Waiwhakareke Natural Park Restoration – world class status restoration of native ecosystems and within the city boundary	At least 3 hectares of land is planted every year, including enrichment planting programme for previously planted land	Yearly planting and enrichment planting programme completed	HCC	Ongoing
Gully classification system	Establish the method and then complete a classification system for the stage and quality of restoration on publically owned sections of the gully and river system	Classification system is developed and publically owned gullies are classified Restoration targets to be set once classification has been completed	Classification is conducted every two years in conjunction with the release of the Landcare bird count report	HCC/WRC	18 months
Integrated biodiversity projects	Develop a proposal for an integrated approach to provide an enhanced approach to biodiversity projects.				
	Through a stronger coordination role, current funders are able to pool their resources for city projects to ensure most effective outcome	All key stakeholders agree to an enhanced structure and make the required changes	New structure established	HCC	18 months
	Increase capability to contest for sizeable funding opportunities based on joint applications	Coordinated approach to significant project application	First significant (>\$500k) funding application completed	HCC/WRC/CBER/BF*	1 year – start following completion of project

Provide opportunities for businesses to become more engaged in local biodiversity projects	Businesses officially signed up to support specific biodiversity projects within the city	Three new project sponsors involved in biodiversity projects	HCC/WRC/ CBER/BF	above
<p>Key Performance Indicators:</p> <ol style="list-style-type: none"> Land owners involved in Gully Restoration Programme – this is a current KPI and is a measure of engagement that can be trended historically. Measures depth of community engagement and could be a good source of one or more stories. Gully (land based) classification based on relative stage and quality of native restoration - measuring positive trend of condition scores for gully system. Timed to coincide with release of Landcare bird count report (see Project 2 above) Waiwhakareke restoration - Area planted River and stream nutrient loading and suspended solids - As per current WRC monitoring programme, good data for trending Biodiversity of city streams – this KPI will be developed (by HCC and WRC) following the implementation of the new reporting requirements under the Comprehensive Stormwater Consent, held by HCC. Key site retention – 67 significant natural areas identified in the District Plan. KPI is based around the protection of these key sites Predator Tracking 				

*WRC – Waikato Regional Council
CBER – Centre for Biodiversity and Ecology Research
BF – Waikato Biodiversity Forum

Leadership and Collaboration					
STRATEGIC OBJECTIVES:					
<ul style="list-style-type: none"> - Our leaders, organisations and businesses work together to share knowledge and expertise - We tell our stories to influence people to live sustainably 					
ACTIONS		WHAT DOES SUCCESS LOOK LIKE?	HOW WILL WE MEASURE PROGRESS?	LEAD GROUP	PROPOSED PROJECT LENGTH
Develop communication and Engagement plan	<p>Increase awareness and engagement in sustainability and to ensure our success stories are widely known and understood</p> <p>This will include</p> <ul style="list-style-type: none"> - Profiling individual sustainability leaders, including business leaders - Focus on engaging youth leadership - Facilitating environmental education streams to ensure we have a high level of participation in community and organisation sustainability programmes 	Increase in interest from general community and already engaged groups	<p>Communication and Engagement plan completed</p> <p>Residents Survey (new questions to be proposed)</p> <p>Database of education centres, key activities and numbers of students who have participated</p> <p>Quarterly snapshot (1 week) of media coverage of sustainability projects</p>	HCC	1 year
Sustainability Principles	Principles are adopted by Sustainable Hamilton Leadership Forum members as the opportunity (internal reviews, etc) arises	Principles are endorsed by Leadership Forum and each member organisation indicates how they will implement and report progress	Current performance is reported and implementation plans are presented	Tainui	1 year
Sustainability Panel	A volunteer expert panel is recruited to provide oversight and advocacy of Hamilton's sustainability performance and future direction. This will include an annual review of the performance of this strategy	External individual/group completes an impartial review of Hamilton's sustainability performance	Review report is completed and disseminated to all parties for consideration	HCC	2 years

Supporting Business	Support businesses through providing an integrated approach to training in sustainability issues and management responses	Recruitment of businesses into training programmes/workshops so that there is a high level of engagement in Hamilton		HCC/WRC	1 year
<p>Key Performance Indicators:</p> <ol style="list-style-type: none"> 1. Quarterly snapshot (1 week) of media coverage of sustainability projects 2. Annual Residents Survey – Questions to be proposed 3. Annual Sustainability Panel review 					

City Living and Business					
STRATEGIC OBJECTIVES:					
<ul style="list-style-type: none"> Reduce our impact on the natural environment by using less energy and water and by minimising waste Our buildings and neighbourhoods are planned, built and managed to reduce our impact on the natural environment We reduce car use with more people walking, biking and going by bus 					
ACTIONS	WHAT DOES SUCCESS LOOK LIKE?	HOW WILL WE MEASURE PROGRESS?	LEAD GROUP	PROPOSED PROJECT LENGTH	
District Plan Monitoring	Stage 1 –Sustainability Summary (Water) Develop a system for monitoring and reporting on uptake of water sensitive techniques through the Proposed District Plan	Hamilton is using effective methods for ensuring a high standard of water efficiency*	Data of water sensitive techniques used in property developments is collected and uptake is tracked	HCC	TBC
	Stage 2 -Performance Monitoring Develop a system for capturing and reporting on uptake on the use of rules that have a sustainability focus	Reporting system developed that gives a clear picture of performance	Annual report generated that indicates positive trend (magnitude of trend to be determined)	HCC	TBC
Smart Energy	Upskilling Our Housing Knowledge Through Training Trainers Provide training to people who want to provide unbiased advice to individuals or community groups on what is required for healthy and energy and efficient homes. This will include; <ul style="list-style-type: none"> Workshops and one to one assistance provided by experts in these areas. The development of a 'healthy home toolkit' for home owners, landlords and tenants. <i>This is a joint project with the Social Well-Being Strategy</i>	<u>Short-term Target</u> <ul style="list-style-type: none"> At least two workshops are developed and implemented. <u>Long-term Target</u> <ul style="list-style-type: none"> A standardised healthy home tool-kit is developed and communicated to rental agencies, landlords, tenants 	Number of trained people to offer healthy home advice The number of households the trained staff had accessed. Update of tool- kit (baseline and increase in uptake measured)	HCC	Stage 1 - 1 year Stage 2 – 1 year (follows stage 1)
Reducing Waste	Implementation of the WMMP Initial focus is a solid waste services review which will outline how council manages its residential solid waste in the future	Services review provides a clear direction for implementation of effective and efficient waste minimisation and management systems	Completion of review	HCC	1 year
	Diverting Food Waste from Landfill Explore opportunities to improve the diversion of food waste from landfill waste streams in key, high volume, areas of the city. This should include the central city, shopping centres and the University.	The key food waste producing areas of the city have a high rate of volume diversion from landfill waste stream	Targeted organisations engaged in food waste collections (database required)	To be confirmed	18 months

Water Efficiency	<p>Water Conservation and Demand Management Plan (WCDMP) Implement actions within the (WCDMP). This plan includes:</p> <ul style="list-style-type: none"> - Improving infrastructure - Demand management - Supporting water efficiency - Education and communication 	Hamilton has a reliable, high quality supply of water that is used as efficiently as possible to reduce the impact on the natural environment	Implementation of the Action Plan (See WCDMP, Section – 'Actions, Performance and Implementation Timeline')	HCC	18 months
	Reducing Car Use	<p>Public Transport, Walking and Cycling Building relationships with communities, businesses and organisations</p>	Wider community engagement providing a robust resource for HCC planning of alternative transport options	New organisations involved leading to an increase in the use of alternative modes of transport	HCC
<p>Network Operating Framework (NOF) Use forum above to develop NOF. The primary goal of this framework support decision making for all modes of transport.</p>		NOF includes initial set of projects for improving cycling, pedestrian and public transport system	NOF is developed	HCC	18 months
<p>Reducing Cars to School Focus on school transport system to support non car options. First action is to expand school based survey to ensure a good measure is developed.</p>		Increase in use of non-car options for getting students to school	Expanded survey is completed and information is used to inform development of alternative options for schools	ESF**/HCC	1 year
Reducing Impact through Urban Design	<p>Community Food Support the trial of the EnviroSchools Foundation 'Sustainable Communities Through Kai' project</p>	The City has a successful programme for growing community resilience via a well integrated approach to growing and sharing food.	Pilot project is successful and full roll out throughout the city is planned	ESF	1 year
	<p>Sensitive property development Investigate a brown field property development where best practice sustainability options are used. This development will include the use of the 'Urban Design Guide' (currently under development)</p>	The community have a successful, working example of a sustainable development within the city	Developer recruited, sited located and planned development has a confirmed timeframe for completion	PC**/HCC	1 year
	<p>Teaching Sustainable Urban Design Develop workshops that work with developers, builders/trades, planners and consents officers to develop better sustainable building practices and systems</p>	5 Workshops planned and conducted with reported outcomes. Reports to focus on actions following workshops	Measures will be developed in alignment with the workshop outcomes.	HCC	1 year
Responding to Climate Change	<p>Hamilton City Council Carbon Stocktake Complete an analysis of HCC waste, water treatment, energy and transport activities to measure carbon emissions from those operations.</p>	Ability to trend key activities within HCC that have a significant carbon footprint	Carbon footprint is known and information can be trended over the next 5 years	HCC	12 months
	<p>City Response to Climate Change Complete a feasibility study for the City's response to Climate Change</p>	Hamilton is able to consider world best practice when developing a plan for responding to Climate Change	Completed study reported to Council	UoW**/HCC	18 months

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Key Performance Indicators:

1. Waste to landfill - HCC - part of contract requirements
2. Waste recycled from kerbside HCC - part of contract requirements
3. Organic waste collected HCC - part of contract requirements
4. Average daily water use HCC - part of contract requirements
5. Number of homes insulated under EECA funding
6. Property development density (green, low, high) HCC - data available into the future
8. Air pollution level - as per WRC current monitoring programme
9. Cycle use – using cycle cordon count
10. Bus patronage
11. Business travel plans developed – includes increase in carpooling rates

* A benchmark study of how other cities in New Zealand are working on adopting effective water efficiency approaches will be used to define what 'high standard' means.

**ESF – EnviroSchools Foundation

PC – Property Council (Waikato Branch)

UoW – University of Waikato

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Hamilton City Council Sustainability Panel Report March 2014

17 March 2014

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Summary and Conclusions

Hamilton is a growing city whose quality of life will be subject to increasing local, national and global pressures. The way we live in Hamilton, like everywhere else, is not sustainable because, as a city, we are overusing the natural resources and degrading the ecosystems that will enable our future prosperity. We commend the Council and the broad range of organisations involved in the Leadership Forum for their efforts to address this. The extent to which Hamilton can anticipate, mitigate and adapt to emerging challenges will be a key element of its future viability and success.

The Sustainable Hamilton Strategy could provide a highly effective framework for consideration of these challenges, and link to economic, social and environmental outcomes for the city. To do this effectively will require that the Strategy be reconstructed, ambitious goals set, and clear and robust management processes established. In essence the panel challenges Hamilton City Council (HCC) to more effectively apply its distinctive role, as local government, to lead the changes that will ensure a sustainable future for the city.

In this regard, a key message is integration; both within HCC policies and between these activities and those of wider stakeholders. HCC has a unique ability and remit to lead, coordinate and set a vision for the future of Hamilton. Here HCC is well placed, it has good networks with regional partners and the knowledge sector and has a wealth of experience, knowledge and resources to draw upon – from scientists, to business leaders to members of the community. The challenge is to release this potential.

The recommendations in this report are split into two key parts: those connected with Underlying Principles, and those related to the individual Elements of The Sustainable Hamilton Strategy. While, in some cases, examples have been provided, it is clear that these issues require further discussion and agreement within the HCC.

Key Messages: Underlying Principles

1. The sustainability strategy should be based on the principles of full sustainability rather than the current (limited) view, and should be a direct application of the HCC Vision statement.
2. Sustainability Hamilton should be an overarching framework for all economic, social and environmental strategies, rather than just one of a number of disparate strategies at the same level. Sustainability then frames other discussions and provides a platform to pursue integrated multiple goals.
3. The Strategy needs an overall goal to which all actions can be related, along with targets for desired outcomes, indicators for measuring progress, and timeframes for achieving the targets.
4. There is a need for a clear and robust management structure, accountability for delivery and the allocation of resources to deliver the strategy.
5. The relationships with regional and national partners, and key agencies need to be made explicit and linked to the delivery of outcomes.
6. Impending challenges such as climate change, energy availability and cost, water

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resources and population growth need to be made explicit and planned for, with a sense of urgency which is currently lacking.

7. The Strategy should clarify the limitations that it must place on some current practices – especially economic – and also clearly establish that the journey to sustainability will introduce alternative ways to achieve prosperity and wellbeing – approaches that are robustly sustainable.

Key Messages: Elements of Sustainability

8. Two of the three themes of the current Strategy – Healthy Natural Environment and City Living and Business – should be transformed into a focus on seven interdependent Elements of sustainability which are: Climate Change, Energy, Transport, Land Use, Biodiversity, Water, and Waste.
9. The third current theme – Leadership and Collaboration – should be recognised as an enabling strategy to which others may be added to implement the Elements, separately and in associated groups.
10. Each of these Elements and enablers need stated targets, with indicators that will be measured, timeframes for achieving targets, clear accountability for delivery, and resources to be committed.
11. The strategy for each Element should be linked to, and coordinated with, all aspects of the HCC Strategic Plan and Economic Development Agenda. This will ensure that all HCC strategic and economic development actions are consistent with Sustainable Hamilton goals and objectives and directly support them.

Context

In late 2013, Hamilton City Council appointed an independent Sustainability Panel. The Panel was requested to critique the current Action Plan Report from the Sustainable Hamilton Strategy, and was invited to provide additional advice that would assist future development of the Strategy. This report is the outcome of the Panel's work and is directed to both the Sustainable Hamilton Leadership Forum and Hamilton City Council.

Hamilton City Council has done well to move its focus from environmental protection to sustainability and to develop a strategy in this field. It should also be commended for engaging prominent commercial stakeholders and institutions through the Leadership Forum. However, the current Sustainable Hamilton Strategy should be seen as just the first small steps in a major journey. This report is intended to assist with guiding this journey.

Guide to this report

This report is presented in two Parts. Part 1 contains the Panel's recommendations for fundamental development of the form and management of the Sustainable Hamilton Strategy, and describes the principles and rationale for these developments. Part 2 then applies these principles to develop recommendations for the strategic development in Hamilton of the main elements of sustainability. This part includes the Panel's critique of the current Action Plan Progress Report.

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Part 1: Recommendations for development of the Sustainable Hamilton Strategy

The developments proposed here are based on the essence of the HCC Vision. The Panel finds that this statement is particularly strong because it aims to: *'Change the way we think about how this city works from the bottom up and top down. This change unlocks great opportunity and also represents a significant challenge to the status quo.'* The vision also explicitly states that: *'We are serious about these changes that the city needs to make'*.

The Panel believes that the following four recommendations are in total accord with this vision. The challenge facing the Council is to show the required leadership needed to achieve this vision in terms of sustainability. The Panel notes that sustainability is a journey that requires consistency of policy over many years, hence, strong and enduring commitment from the elected Council and from the community is essential.

1.1 Adopt the full principles of sustainability

The Panel's core recommendation is to adopt and apply the full principles of sustainability. The present Sustainable Hamilton Strategy is based on a very restricted view of sustainability, which can be summed up as 'doing more that is good for the natural environment and less that harms it.' This view assumes that core aspects of current economic activity and ways of human living need not change much, provided that the City's natural environment is better managed. This perspective also lacks the strong sense of urgency required to address the serious challenges that may be in Hamilton's future.

The principles of sustainability go well beyond this perspective. As shown in Figure 1, these principles recognise that *all* of human society – of which the economy and practices of human living are major parts – is contained *within* the ecosystems of the natural environment (sometimes called the biosphere).



Figure 1: The full sustainability model

From these principles it is clear that *everything that happens in Hamilton* – its economy, the operations of its infrastructure, and all aspects of human living - *are part of natural ecosystems and are embedded within them.*

Because all human activity in Hamilton is a part of natural ecosystems, it is sensible to avoid actions that degrade them or reduce their resilience. Although this is common sense, the need for full sustainability can also be justified

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by the *economic value* delivered by *ecosystem services*. Human living depends fundamentally on the *services* provided by ecosystems that cleanse the atmosphere and water, yield food from soils and marine environments, store water or provide recreation opportunities. On a global basis, the economic value of these services is about equal to the total value of output from the global economy, and these services are *free*. Clearly, it is not sensible for human actions to deliberately reduce the volume and quality of valuable and free ecosystem services, yet that is exactly what is happening in Hamilton, as well as most other places in New Zealand, and globally.

As such, it should be emphasised that sustainability is not just an 'environmental' agenda; it also means avoiding future shocks that could greatly impact upon economic competitiveness. This could include, for example, a decrease in water resources affecting the agricultural sector or an increase in energy costs, both of which are outside of the control of the HCC but could affect it negatively. A longer term and more strategic view can help the city adapt and become more resilient, rather than experience detriment and try and cope or recover. At present this aspect cannot be delivered within the current iteration of the strategy.

Taking the need for integration further, the HCC Economic Development Agenda diagram is based on the same constrained view of sustainability. Sustainability is shown as just one of the components of the Agenda. This does not recognise the way in which the planet actually works. There needs to be an awareness and acknowledgement that the entire Agenda is positioned *within* the ecosystems of the natural environment. It would then establish its sustainability strategy as an *overarching* course of actions in which *all other components of the Agenda are embedded*. This preferred approach would then properly inform and guide the Leadership Forum.

Further, the present model of HCC strategies, shown in Figure 2(a), positions Sustainable Hamilton as just one of eight equivalent strategies and lacks the integration and coherence required for sustainability. These strategies should not be separate islands. The overarching sustainability model shown in Figure 2(b) provides a framework in which they can be related to each other in a way consistent with the principles of full sustainability.

The HCC Economic Development Agenda has the same deficiency – Sustainability is shown as one of the twelve Agenda items, with no indication of the linkages and interdependencies that need to be understood. Adoption of the principles of full sustainability would place Sustainability as the overarching framework of the agenda. This is the model that accords with the science of sustainability and reflects how Hamilton will be required to anticipate, mitigate and adapt to emerging challenges.

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Figure 2a: The original positioning of sustainability and other strategies

Sustainable Hamilton



Figure 2b: The revised positioning of sustainability and other strategies

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This much stronger and holistic approach to the Sustainable Hamilton Strategy would also enable the Council to *properly meet the full requirements* of the current Local Government Act, which requires territorial local authorities (TLAs) to promote '*sustainable long-term infrastructure and wellbeing*'. Infrastructure is not just the built physical environment but also the biological infrastructure of the ecosystems that clean our water and air and provide our food. The Council apparently has a clear duty to recover and sustain this biological infrastructure as well as built infrastructure.

The Panel recommends that:

1. Both HCC and the Sustainability Leadership Forum adopt the full principles of sustainability and build the Sustainable Hamilton Strategy according to them, so that this becomes the overarching course of actions in which the entire Strategic Plan and all components of the Economic Development Agenda and related areas are embedded.
2. HCC applies the same overarching sustainability strategy to properly meet the requirements of the current Local Government Act to attain long-term sustainable ecological infrastructure.

1.2 Reconstruct the Sustainable Hamilton Strategy

The effectiveness of the *current* Sustainable Hamilton Strategy is limited by the absence of a central compelling goal, lack of robust measures of progress, a poorly structured and resourced approach to its management structure, and minimal recognition of its spatial context. This section addresses those issues.

Issue 1: The Strategy has no central compelling strategic goal.

The current strategy is a collection of three sets of actions, each set having its own strategic objectives. Thus, there are eight strategic objectives, each with a quite separate scope. The only statement that links them is '*Changing the way we live for a better future*'. This is vague and could have a variety of interpretations. Thus, the Strategy has no central compelling strategic goal.

Issue 2: The Strategy does not indicate how progress towards goals will be measured.

The sustainability journey requires targets for progress towards the strategic goal with timeframes for their achievement, indicators that will be measured and reported, strategic actions to be taken to reach the targets, and clear accountability for implementation of the actions. The current Strategy has no targets or timeframes as signposts for the journey. The choice of indicators is critical because what is measured is what will be managed. The existing indicators are a mix of precise measures (Tui count), general outcomes (river ecological health with no indication of how it will be measured), and work completed (reviews, plans).

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Issue 3: The three themes of the Strategy are not coherent.

Aspects of the core sustainability strategies appear in both Healthy Natural Environment and in City Living and Business, and it is not stated clearly that the Leadership and Collaboration theme is actually about *enabling all* the sustainability actions. This arrangement does not represent what a sustainability strategy should be trying to achieve.

Issue 4: The processes for managing the Strategy are poorly structured and confused.

As a matter of principle, successful strategies require strategic *management* which makes clear *how* the strategies will be implemented, *who* will implement them, and with what *resources*. The Sustainable Hamilton Strategy lacks properly coordinated strategic management. It appears that some of the actions are implemented directly by the HCC Strategy and Research Unit, and others involve this Unit in reporting measurements made by other units, but there is no indication of what the strategic response should be, or who will make it. Other actions are implemented directly by other units, with the Unit taking the role of coordinator/persuader.

Management of the Strategy is confused and confusing. It appears that *no-one has overall responsibility* for the management of the Strategy, and there are *no designated resources for implementation of the strategy as a whole*. The role of the Leadership Forum in achieving goals is unclear.

Issue 5: The Strategy needs to be placed in an appropriate spatial context.

A few of the sustainability issues may be resolvable at local/community level within Hamilton, however, most of the ecological issues do not stop at city boundaries. Hence, they can only be addressed as Hamilton City contributions (positive and negative) to these issues in their regional, national, and global contexts.

Issue 6: Articulate more clearly the economic and social implications of the journey to full sustainability.

An essential outcome of full sustainability is that social wellbeing and economic prosperity are sustained to the maximum extent allowed by the biological processes and ecosystems on which human living depends. Of course, when a city such as Hamilton begins its journey from a position that includes some current practices that are unsustainable, these face limitations. This is likely to be the case especially for some aspects of economic development. The Sustainable Hamilton Strategy should articulate clearly the nature of these limits and their impact. It should also reassure people that the journey to sustainability will introduce alternative dimensions of prosperity and wellbeing – approaches that are robustly sustainable.

The Panel recommends that:

1. A central compelling goal be developed for the Strategy. An example could be: 'Recover and restore Hamilton's ecosystems by 2030 and ensure that Hamilton is prepared to meet future challenges.'
2. Indicators for measuring success be clear and relate to the goal.
3. All of the sustainability strategies be presented together and that they be focused into the seven Elements proposed in Part 2 of this report, including social and

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- economic sustainability.
4. Enabling Strategies (including leadership and collaboration, but not limited to them) be clearly associated with the relevant Elements or groups of them.
 5. Targets with dates be set for both short and long term strategic actions
 6. The Strategy be implemented through a management structure that has clear lines of accountability and the levels of authority required for it to be effective.
 7. Necessary resources be allocated to the Strategy to enable proper implementation of it.
 8. The regional and national contexts of the Sustainable Hamilton Strategy be made explicit and that the required linkages and working relationships with the organisations operating in these contexts be incorporated in the Strategy, with Hamilton City Council taking leadership roles as appropriate.
 9. The Strategy clarify the limitations that it must place on some current practices – especially economic – and also establish clearly that the journey to sustainability will introduce alternative dimensions of prosperity and wellbeing – approaches that are robustly sustainable.

Council officers have advised the Panel that HCC expects the current Sustainable Hamilton Strategy is to remain in place for three years. While this may be a typical approach to city strategies, in this case the Panel further recommends immediate implementation of the developments proposed here.

The Panel also recommends that the strategic timeframe be extended beyond the usual three years to properly capture the long-term goals associated with sustainability.

1.3 Restructure leadership and management of the Sustainable Hamilton Strategy

When the principles of full sustainability are adopted, the Sustainable Hamilton Strategy will be an *overarching* course of actions in which *all* its activities – including all components of the Strategic Plan and the social and economic agendas - are embedded. This must not be seen as a constraint, rather a way to integrate multiple strategic objectives, such as those relating to economic, environmental and social goals, within the decision making process. This will require a quite different approach to leadership and management of the strategy. Accountability will lie at the highest level – Mayor, Council, and Chief Executive. Management should be senior, reporting directly to the Chief Executive. The strategy must be resourced with the people and budget required to ensure effective implementation.

However, Council cannot alone form and implement the Sustainable Hamilton Strategy. The Council has rightly involved a number of partner organisations that include Māori – especially Tainui – members of the business community, and educational institutions. The restructured HCC management should ensure that the means of engagement and roles of these partners is agreed and specified more clearly than at present.

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The Panel recommends that HCC establish a new senior position reporting to the Chief Executive, with responsibility for the strategic and operational management of an overarching Sustainable Hamilton Strategy.

1.4 Include mitigation of future risk as part of the Sustainable Hamilton Strategy

Hamilton is exposed to potential future risks to its economy and the wellbeing of its citizens, caused by major global and local forces of change. Good future insight is available regarding these sources of change, and the future risks to Hamilton City can be assessed. The most likely sources are:

- The impact of climate change on the Waikato rural economy, especially through effects on future international food markets, as well as direct effects on production.
- Permanent escalation in energy costs and prices with consequent recessionary global economies, impacting seriously the New Zealand economy, and consequently the local Hamilton economy.
- The need to introduce sustainable farming practices to adapt and avoid major economic adjustments.

Because the causes of these risks are strongly related to sustainability, similar analysis and strategic thinking is required for both sustainability and risk mitigation.

The Panel recommends that the Sustainable Hamilton Strategy be extended to include specific strategies to mitigate these risks to the people of Hamilton City by preparing for them in advance.

Part 2: Implementing the principles of a reconstructed Sustainable Hamilton Strategy

As specified by Recommendation 3 of Section 1.2, the Panel proposes that the reconstructed Sustainable Hamilton Strategy be framed around seven key Elements that are critical to achieving full sustainability. These are: **Climate Change, Energy, Transport, Land Use, Biodiversity, Water, and Waste.**

Although they are treated separately below, these elements are actually *highly integrated* and should be approached in a reinforcing manner. For example, thinking about Land Use can lead to objectives connected with Transport, Energy, and Climate Change. Further, the strategies for each Element need to be explicitly linked to all parts of the HCC Strategic Plan and related economic and social agendas. *The effects of these linkages will be to ensure that all HCC's strategic and economic development actions are consistent with Sustainable Hamilton goals and objectives, and directly support them over the long term.*

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The approach taken in this Part of the report is – for each Element in turn - to first review briefly the reasons for strategic action, to critique the achievements described in the Progress Report, then recommend further strategic developments.

2.1 Climate Change

Climate Change is qualitatively different from the other six Elements in that it is a global phenomenon largely outside Hamilton's control. Hence, these strategies have a strong emphasis on ensuring that Hamilton becomes sufficiently adaptive and resilient, while also taking responsibility, as part of the global community, for mitigation of the future intensity of climate change.

1. Reasons for Strategic Action

Climate change is the prime global example of human activity putting major ecosystems out of balance. Because the world has taken minimal action to reduce greenhouse gas emissions in the 20 years since climate change was generally acknowledged to be a serious risk, Hamilton (in common with all other cities) is faced with action on two fronts:

- There is a need for Hamilton to do its part to reduce emissions from the burning of fossil fuels to close to zero over the next few decades.
- Prepare for the impacts on Hamilton of a climate which has already begun to change, with much more change already locked into the system.

2. Critique of Actions in Progress Report

The only actions proposed in the report are data collection to inform a carbon stocktake, and some reports being compiled by students. As this issue may be the greatest challenge facing Hamilton (and the rest of the country) in the future, it warrants far more attention than this.

3. Recommended Strategic Developments

Addressing climate change is not just one of the elements of sustainability, but runs through many other matters that concern the HCC. For example, greenhouse gas emissions can be reduced through:

- Transport policy (less use of motor vehicles, more cycling and walking and public transport, facilitated by urban densification in the core)
- Energy policy (e.g. substitution of waste wood for coal in industrial boilers)
- Better management of wet soils (reducing nitrous oxide)
- Better management of landfills (reducing methane and carbon dioxide).

Climate change will also impact:

- Water quality (prepare for higher temperatures hence more evaporation)
- Water availability, (for example farming methods will need to adapt to ensure limited impacts for the Hamilton economy)
- Flood management (prepare for higher peak flows in Waikato River and gully systems)
- Energy costs (rising price of carbon emissions)
- Urban infrastructure (prepare for more severe storms)
- Biodiversity (loss of species from their normal habitat)
- Pest species range expansion (such as mosquitoes)

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Many city councils in New Zealand are integrating climate change mitigation and adaptation into plans (and via policy and rules), and communicating messages and education around expected changes and adaptive mechanisms. HCC produced an Action Plan in 2008 as part of the Communities for Climate Protection Programme, but has apparently abandoned it.

The Panel recommends that this initiative be revived and updated, and made part of the Sustainable Hamilton Strategy.

The Panel also recommends that a 'climate change ruler' be run across all HCC policies, asking questions such as: 'Is this contributing to reducing emissions?' or 'What opportunities are there to adapt to the impacts of climate change?' This will lead to integration and coordination of all HCC work on Climate Change.

2.2 Energy

1. Reasons for Strategic Action

Energy is key to every human activity and is one of the greatest future challenges to global human civilisation.

Our industry, farming, transport and households are dependent on fossil fuels, yet these are increasingly expensive to provide, and their use is the prime cause of climate change. An energy transition to safe and renewable sources is urgent. It is inevitable that the cost of producing energy will rise, with the consequence that all aspects of human living will have to adjust to significantly higher energy prices and hence reduced usage. This could have a high impact on Hamilton's future prosperity and social well-being.

2. Critique of Actions in the Progress Report

The report makes little mention of energy. There are indicators for home insulation, training of healthy homes advisers, and the development of an assessment tool for homes. There is also recognition of the energy dimension of transport, but these are pepper-potted around the report with no linkage to any kind of integrated planning for energy in the city. They are useful first steps but much more is needed.

3. Recommended Strategic Developments

Leading climate scientist James Hansen advises that fossil fuel use needs to be reduced by 2% per year, globally, in order to stabilise atmospheric carbon dioxide at 350 ppm. This could provide an overall goal for Hamilton energy policy.

Once a goal is agreed on, to begin a transition away from a fossil fuel economy, data is needed on Hamilton's current energy use by transport, buildings, industry and - perhaps in partnership with the Waikato Regional Council - by farming in the wider area. This will make it possible to choose indicators to measure progress and set targets for that progress. Data may take some

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time to collect, so the Panel suggests that deciding on indicators to measure and action plans to deal with the more obvious issues should not wait until this has been completed. They may also work closely with partners in the knowledge economy, such as Waikato University, to help expand their evidence base.

Some opportunities for action that would make a real difference are:

- Guidance for developers about energy efficient sub-divisions and building design, with incentives and partnerships to achieve 'green buildings' which use little external energy and recycle their own water and waste. There is an extensive literature on this, and it is within the HCC powers and mandate.
- Reducing the use of coal in industrial boilers by recovering much of the wood waste left on the forest floor in the Waikato region and processing it for fuel. Responsibility for this must lie with the forestry and timber industry, but HCC can play a facilitative role. This new industry (which exists now on a very small scale) could be a major new source of jobs and economic activity in the region.
- Solar photo-voltaic on roofs of homes and businesses is now roughly comparable in cost with grid electricity in some circumstances, and can support the grid. People value the sense of self-reliance and control they get from generating some of their own energy and would help with the phase out of the coal burning Huntly power station which is the most unsustainable part of our electricity system. HCC can lead this through facilitative rules about rooftop solar panel use, and partnerships with businesses where the initial capital can be paid off through their rates bill. Worldwide, the solar industry is surpassing the coal industry as a source of jobs even though it is still in its infancy.
- Transport measures are dealt with in the next section.

The panel recommends that

- Hamilton set an energy goal of reducing fossil fuel use by a stated percentage each year.
- While baseline data is being collected, specific actions be developed – as outlined above - working with industry, iwi and community groups where appropriate, to give effect to that goal.

2.3 Transport

1. Reasons for Strategic Action

Transport is responsible for 40% of NZ's carbon dioxide emissions and 20% of its total greenhouse emissions. Hamilton is unlikely to differ much from this. Transport is vital to the economy for the movement of goods and personnel, and underpins our social connectedness. It needs to be closely integrated with land use planning.

Runoff from roads is likely to be a major cause of pollution of the Waikato River, and transport emissions have negative impacts on air quality. Urban congestion degrades quality of life if

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there is too much reliance on personal vehicles in the city.

Currently, transport in Hamilton is key to its future economic competitiveness. Yet, it is highly dependent on fossil fuels and highly vulnerable to fuel price rises which are certain to rise in the future. Changes in fuel use require changes in infrastructure and land use which take years to accomplish, so a transition strategy is urgent. It is also a core area of HCC influence through its statutory responsibilities for land use planning and public transport.

2. Critique of Actions in Progress Report

A number of initiatives are underway, including promoting alternative transport options such as cycling, buses and workplace/school travel plans. These are a good starting point. However there is no strategy – they are not linked to any sustainability goal or timeframe, and some of the actions are data collection exercises.

The actual indicators are somewhat confused. Bus patronage has gone down, but it is not clear whether this is because more people are walking, cycling, or working from home (which would be a more sustainable outcome), or because they are now taking cars (which would be less sustainable). The key indicators to use are vehicle kms driven and total transport fuel consumed. Indicators should be in absolute numbers rather than percentages, which can mask the extent of change.

The strategic value of the rail system which passes through Hamilton is not recognised. Rail tends to be four times more fuel efficient than trucks for freight and reduces pressure on the roading system and associated costs.

Specific action plans with allocated responsibility are need to meet the goals once they are decided.

3. Recommended Strategic Developments

These should include

- A long term rail plan that optimises the benefits of the existing rail system and consider light rail extensions to the airport and Mystery Creek, and rail connections for as many businesses with heavy freight as possible. This would need policy continuity to work.
- With shorter term effect, a bus plan to increase use of the existing bus system could partner with the University of Waikato and Wintec to charge reasonable parking fees on campus and redirect that money to subsidise bus passes for all students and staff. This could be extended to other large employers such as the hospital.
- Cycle planning that starts with the advantage of a fairly flat terrain and wonderful green corridors along the river and in the gullies which allow the integration of transport with biodiversity restoration and amenity recreation.
- Improvements in the bus service – to be specified from survey research of public attitudes and behaviour – that would encourage the public to use buses more. It is likely that convenience and frequency are more important attractors than pricing.
- Advance quickly the workplace and school travel plans already in the strategy.

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Transport planning is closely associated with land use planning. A denser core to the city for people who want to live within walking and cycling distance will also favour public transport use for longer trips, as detailed further in the next section.

The Panel recommends that

- Council take leadership of planning for reducing vehicle use, enhancing public transport and facilitating walking and cycling with specified goals, indicators and timeframes.
- Council work with KiwiRail to develop a strategy for optimising the use of rail.

2.4 Land Use

1. Reasons for Strategic Action

The use of land is absolutely critical to achieving many goals associated with sustainability. It is also one of the mechanisms available to HCC which can influence the future direction in a positive, long term manner. While policies do play a role, behavioural change, best practice and exemplar projects can exert key influences.

Land provides the resources to grow our food, the space for human activities, and the basis for biodiversity – the species unique to the Hamilton region.

Land use largely dictates transport patterns and the scope for reducing energy use.

2. Critique of Actions in the Progress Report

Statements about land use density are very unclear. An increase in greenfield development from 35% to 59% is reported as positive, but it is not clear why this is asserted. A target is mentioned of having no more than 50% greenfield development, but this has been exceeded in the last three years. Goals, targets and indicators need to be thought through clearly and related to sustainability.

3. Recommended Strategic Developments

Higher density urban living allows significant reduction of car use, as shorter distances encourage walking and cycling and there are enough people to support good public transport and encourage city centre investment. It allows better energy use in buildings, as apartments need less heating than standalone houses. Distances for reticulation of water, waste water and electricity are reduced. It also provides convivial social contact.

On the other hand, all food must be brought in from outside the city. There is increased interest today in home vegetable gardening, fruit trees and even bees and chickens as part of growth in urban self-sufficiency. It is important to provide for this lifestyle for those who will actually use the land in this way. Extended families, particularly Maori and Pasifika, are likely to favour more living space than inner city apartments can provide.

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A mix of densities can provide for varied lifestyle options, but it is important to plan for that. As Hamilton has a large stock of standalone houses on quite large sections, provision should be made in the centre city for higher density living for those who favour this.

In order for this to happen, there is an urgent need to restrict the supply of land on the periphery of the city (such as at Waiwhakareke). This also links to related objectives such as the need to protect the productive capacity of agricultural land and to conserve the very small amount of native biodiversity left in and around the city. The greater the choice of peripheral development sites, the less likely it is that capital will be attracted to regenerate the core.

Areas for densification should be chosen for their proximity to public transport and major work and education destinations. An eco-subdivision site in the heart of the city would demonstrate to developers how buildings can minimise their footprint and their demand for water and energy, and also demonstrate that a market exists for such properties.

The Panel recommends that

- The Sustainable Hamilton Strategy adopts a specific target for new dwellings in the urban core.
- HCC support low impact innovative design and construction through the consent processes.

2.5 Biodiversity

1. Reasons for Strategic Action

New Zealand's ecology is unique. Many species are still not catalogued or understood, especially their interconnections with each other. Some species perform vital functions that service human living, including

- Cleaning waterways
- Cleaning the atmosphere
- Providing habitat for organisms that are predators on introduced pests
- Providing natural medicines for humans and stock
- Providing soil structures and nutrients essential for growing food for humans, both directly and through livestock.

Together, the species of New Zealand's ecologies form part of our national identity.

In New Zealand, half of our bird species have disappeared, 90% of our wetlands ecologies have been destroyed by draining, and over 30% of our indigenous plant species are threatened. We have approximately 2,500 native plant species and well over 6,000 introduced species (exotic plants), 2000 of which have escaped into the wild and are now considered invasive weeds.

The Waikato region has preserved less of its original biodiversity than most other regions. It is largely an exotic landscape, but there are some special values and opportunities in Hamilton

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City. In particular the gully system is of great ecological value, with AJ Seeley Gully and Jubilee Park of special note.

Threats to biodiversity include habitat destruction through development of roads and buildings, and changes in environmental conditions such as increasing frequency and severity of droughts in a changing climate.

2. Critique of Actions in the Progress Report

Biodiversity is perhaps the most successful part of the current sustainability programme. The gully restoration programme has been running for several years and there are some indicators that are measured (Tui, landowners involved). There are new programmes in predator tracking and monitoring of four streams. Significant input from the University of Waikato and other groups in the community has been important.

However the Sustainable Hamilton Strategy has no overall goal for biodiversity – what is most important to protect and restore, and how much of it by when? It is not clear how and why the indicators (e.g. Tui count) were chosen. There is also no explanation of what these indicators measure about wider ecological health.

It is unclear how much of the responsibility for biodiversity lies with HCC and how much is taken on by outside organisations.

3. Recommended strategic developments

These should:

- Relate the existing programmes and monitoring to an overall sustainability goal for biodiversity, with a timeframe for improvement.
- Encourage business to participate more by taking ownership of particular programmes and funding them.
- Take special care to protect and enhance the relationships with the University of Waikato, other interested groups/organisations, and private landowners, which have been such a feature in the success of the restoration programmes.

The Panel recommends that

- The strategy state a goal to restore x area of native habitat by year y, with targets for particular species and areas as priorities.
- HCC further develop partnerships with business to fund particular protection programmes.
- HCC further develop relationships with and assist community groups with an interest in monitoring and managing protected areas.

2.6 Water

1. Reasons for Strategic Actions

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Water is fundamental to all life, from biodiversity to the economic success of farming. It is important for human wellbeing through food production, recreation and aesthetics, for natural removal of wastes and toxins, and for hydro generation of electricity. Many waterways have been so burdened with waste, artificial nutrients, toxic chemicals, and silt, that the quality of their water for these crucially important purposes has become seriously compromised.

The Waikato River is a key part of Hamilton's biological infrastructure, and is therefore one of the most valuable assets that the city possesses. Wetlands (the peat lakes) and forest remnants in the gullies are important for their capacity to hold water, clean it and release it slowly, as well as providing habitat for native species. In the interests of the human population, these fundamental ecological functions must be protected and enhanced.

Water resources are predicted to be seriously affected by climate change, with more severe droughts and floods. This requires proactive measures to mitigate the anticipated impacts. Both quantity and quality need attention and they are interrelated – smaller inflows lead to more concentrated pollutants.

Maintaining water supply to homes and businesses will be more difficult and costly as drought reduces water availability and population growth requires new capital intensive infrastructure. Actions to conserve water and enhance the efficiency of its use would benefit both the ecology and the economy of Hamilton.

Water quality and quantity is an area where HCC has considerable influence, in cooperation with the Regional Councils, through land use policies, building design standards, and the water and waste-water requirements for subdivisions.

2. Critique of the Actions in the Progress Report

The provided indicators showing the suitability of the river for contact recreation suggest that this is bordering on an ecological disaster. However it is not clear just what has been measured and why this has declined so dramatically compared with 'ecological health' which has declined much less.

Long time frames are needed to measure trends in water quality as a high rainfall year can dilute the pollutants, with the trend being reversed in a drought year. Hence, the indicated delays in even commencing comprehensive measures in the gully systems appear to contravene HCC's required duty of care to the biological infrastructure.

No goal or timeframes have been set. There needs to be a long term goal, such as:

'The quality of the Waikato River water leaving Hamilton must be as good as the quality entering it, by 2030.'

Shorter term milestones can then be set – eg 'x% improvement by 2020, y% by 2025'. Setting a goal like this would also help in town-country relationships. Farmers are under pressure – as they should be – to reduce their runoff of nitrogen and faecal material and bacteria into the Waikato River, but if they can point the finger at the degradation within the city they will be less

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inclined to take action themselves.

It needs to be clear just what will be measured to assure this, for both human contact and ecological health, and who will measure and whom they will report to.

Action plans need to ascertain the main source of pollution. How much comes down the tributary streams? How much is run off from roads? What is the quality of sewage discharges entering the river? How can we work with upstream partners to achieve these targets?

It is good that city streams are monitored for biodiversity, though the indicators seem to be about pollutants rather than species health. This may need to be clarified – both are important. Monitoring of the streams needs to be integrated with monitoring of the river as they are all part of the one system.

3. Recommended Strategic Developments and Specific Actions

The Panel recommends that

- A strategic goal be set for water resources, with targets, timeframes and indicators for the river, streams, wetlands and reducing waste.
- Suitable indicators be chosen for each target and responsibility assigned for measuring them. For example, to reduce average household usage by x by y.
- Sources of pollution of the river and the streams be investigated and actions developed to address them. These could include, for example, silt traps on the major storm water drains from roads, further planting and protection of banks of streams and margins of wetlands, and improved sewage discharge quality.
- HCC increase public appreciation of the Waikato River and thereby inspire actions to protect it, by providing public access to the whole length of the river within the city, with walking and cycling paths integrated into the margin.
- HCC lead and encourage installation of sustainable drainage and impermeable surfaces rather than continuous paving, and 'green roofs', both of which mitigate the effects of peak rainfall events by letting more water percolate into the ground and slowing runoff to the river. Through evapotranspiration, they also make the city more comfortable to live in. Design guidance can facilitate these options.
- HCC offer guidance and leaderships on water conservation to homes and businesses while linking this clearly to the benefits of protecting the Waikato River and streams, and to the overall declared target for reducing water use.

2.7 Waste

1. Reasons for Strategic Action

HCC's "Waste Management & Minimisation Plan 2012" is a comprehensive document which outlines all aspects of waste in the city: services, management, data collected and recommendations. The vision is admirable: *'Hamilton City become recognised as a national leader in the minimisation of waste and ensure that innovative and sound waste management*

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practices underpin the City's environmental, social, economic and cultural well-being'.

A robust strategy with resourcing is required to manage and minimise waste in the city. Over 700,000 tonnes of waste goes into Waikato landfills annually - a 19% increase in over a 5 year period. We divert approximately 64% of waste from Landfills in Waikato, and recycling is increasing, however, as a country we throw over 252,000 tonnes of plastic into landfills each year, we throw away approximately 22 million plastic bags a week, and 30% of paper goes into landfills rather than recycling.

This means we are throwing away resources and paying for the privilege. We rarely consider that it goes into the environment and doesn't just 'go away'. Landfills have the potential for seriously damaging environmental impacts, including passage of leachates and heavy metals into soils and waterways, and emission to the atmosphere for over 30 years of greenhouse gases methane and carbon dioxide (although a small number of New Zealand landfill do separate methane to generate electricity). Landfills are also costly to run due to the risks and long term monitoring.

2. Critique of Actions in Progress Report

The current Sustainable Hamilton Strategy does not include targets to achieve the vision stated in the Waste Management and Minimisation Plan. It should align fully with this Plan and highlight and enact key aspects of it. Strong goals and KPI's need to be set to achieve a reduction in waste to landfill and also a change in community and business behaviour.

Indicators in the Report show a slight decrease in kerbside recycling. However, the indicator is in kg's and it is not clear whether people are recycling less because they are buying less, or whether they are not using the system, or whether they are taking more recyclables to the recycling station. It would be useful to have an indication of the proportion of households that use kerbside recycling, and identify barriers to use of it.

Organic waste data is collected only from a contractor service. In isolation, it is a minimal amount. HCC needs a measure of the proportion of households that are composting organic waste, worm farming, or diverting organic waste in other ways.

The HCC indicators show that waste to landfill is declining. However, over three years the decrease is only 2%, which is minimal. The reasons for this needs to be better understood.

HCC already has plans to initiate waste minimisation programmes such as creating a garden and setting up worm farms on the roof of its building, and reduce landfill waste by 40%. The Council needs to set up innovative tangible waste diversion systems and programmes, and then invite other businesses to do the same.

HCC already funds waste minimisation initiatives in the community via Waste Fund. This is a good initiative to engage and educate.

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3. Recommended Strategic Developments

The Panel recommends that HCC introduce

- Financial incentives to encourage waste separation and recycling, coupled with HCC education and advisory programmes.
- Strong promotion of the Waste Exchange- No Throw initiative.
- A strategy to minimise and eventually phase out use of plastic retail packaging - bags and trays.
- Innovative demonstration of waste diversion systems and programmes, followed by invitations to businesses to do the same.
- Stronger support of the Waste Fund that finances waste minimisation initiatives in the community.
- Its own version of the Raglan Xtreme Waste programme, thereby improving waste diversion and creating opportunities for waste innovation businesses and employment through HCC/business partnerships.

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Terms of Reference for Sustainability Panel

1. Background

Hamilton City Council has adopted the Sustainable Hamilton Strategy (2012). The Vision of this strategy is "Changing the way we live for a better future". The key priorities required to give effect to this vision are:

- Healthy Natural Environment
- Leadership and Collaboration
- City Living and Business

The first Action Plan under this Strategy was adopted in April, 2013 and includes an action to develop a Sustainability Panel (the Panel) that is tasked to complete an annual and impartial review of Hamilton's sustainability performance. This Terms of Reference have been written to enable the formation and ongoing management of this Panel.

2. Function of the Sustainability Panel

The function of the Panel is to conduct a technical review of Hamilton City's sustainability performance and future direction. This assessment will provide guidance for the Leadership Forum and Council when they are reviewing the annual Action Plan. Initially at least, the focus would be the Sustainable Hamilton Strategy and annual Action Plan.

3. Process

- As part of the Sustainable Hamilton Strategy output, Council's Strategy and Research Unit is required to coordinate development and implementation of an annual Action Plan. Nearing the end of the yearly Action Plan cycle, the Unit will produce a report on performance of the projects within the Action Plan.
- As well as submitting this report to the Strategy and Policy Committee, it is also supplied to the Panel.
- The Panel is to meet to discuss and prepare a response giving a detailed critique of the performance of the Action Plan.
- The scope of the Panel's report may include issues that are not considered within the current Action Plan. The Panel can also consider projects that are part of other City strategies (such as Social Well-being and Access Hamilton).
- Upon completion, the Panel's report is sent to both Council and the Leadership Forum to be used in consideration of the annual Action Plan review, and when required, review of the Sustainable Hamilton Strategy.

4. Panel composition

- Given the scope and complexity of this Strategy, it is recommended that the Panel comprises of 3 to 5 people to ensure all areas of expertise are covered.
- At least 3 of the Panel members should be closely connected to Hamilton (through residence or work) and have a good understanding of the key issues facing the city and wider region.
- To ensure a high degree of transparency and robust critique of performance, the Panel members will not be from either Hamilton City Council or a member of the Leadership Forum.
- Areas of expertise of the Panel must include:
 - a. Natural systems – emphasis on the scientific understanding of biodiversity, water, air and soil
 - b. Community resilience – education, urban design, energy, local food
 - c. Economy and business processes – green growth, community engagement, social enterprise
 - d. Role of Tainui, including the Joint Management Agreement, the Waikato Raupatu River Trust and concept of Kaitiakitanga
 - e. Knowledge of systems approach to ensure connectivity between these fields of knowledge
- It is not expected that any one Panel member is an expert on all areas mentioned above.

Ordinary Community Forum Subcommittee Meeting

19 August 2015



5. Appointment of First Panel

- To ensure the appropriate level of expertise is present on the Panel expressions of interest from residents within Hamilton and the wider region will be sought.
- It will be made clear to applicants that membership of Panel is on a voluntary basis (meeting and other administrative costs will be met by the Hamilton City Council).
- Council staff will collate the list of Panel applicants and write a recommendation with regards to level of expertise in the key issues discussed outlined in clause 4 above.
- In order to achieve a high level of transparency and to ensure that there is a clear separation between the Leadership Forum and the Panel, the initial selection of members will be conducted by a group comprised of the Hamilton City Council Chief Executive and two other recognised experts in sustainability in New Zealand who are not part of the Leadership Forum.

6. The Panel Chair

- The Panel nominates and elects a Chair every 12 months.
- Any full member of the Panel may nominate for the position of Chair.
- Nomination and election of the Chair is conducted at the first Panel meeting, prior to commencement of discussion on performance of the Sustainable Hamilton Strategy.

7. Role of the Chair

The key role of the Chair is to:

- Preside at each Panel meeting.
- Represent the Panel at Council meetings.
- Report back to the Panel regarding any meetings, forums or events they have attended as a Panel representative.
- Be first point of contact for all correspondence with Council and other organisations and groups in the community.
- Coordinate the writing of the annual report.

8. Operation and Conduct

a. Meeting schedule / timing / nature

- The Panel will meet as required but no less than once annually.

b. Reporting

Notes of discussion and issues raised at each Panel meeting are provided to all Panel members, HCC General Manager - Performance and the Sustainability Working Group.

c. Agenda distribution / minutes

- Agendas for the Panel meetings will be distributed 5 working days prior to the meeting date.
- Agendas will be set by the Chair.
- Minutes of the Panel meetings will be distributed to members no later than 5 working days after the Panel meeting.

d. Staff support / servicing the Panel

- The Council will provide administrative support for the functions of secretary and will be the first point of contact for Panel members relating to administrative matters pertaining to meeting schedules, timing, and reimbursements.
- The nominated secretary will be responsible for coordinating Panel meetings, catering, paperwork, reimbursements, committee presentations from the Panel, council/Panel communications and other administrative functions as they arise.

e. Resourcing the Panel

An amount will be allocated per annum to the administration of Panel meetings – booking meeting rooms, catering, printing, and any reasonable travel costs.

f. Protocols for members / conflicts of interest

To assist the Panel members in the above matter, each Panel member will provide a list of the organisations they represent and their role within each of these organisations.

g. Conflicts of interest

Panel members are to:

- Declare any conflicts of interest to the Panel and then abstain from discussions and decisions where there is a conflict of interest.
Note: a conflict of interest is likely to occur if a Panel member has a pecuniary or social interest in a matter being discussed by the Panel. In other words, the member may stand to benefit from a decision made by the Panel about that particular matter. An example could be a discussion about a project that the member may be involved in as a consultant or contractor. A conflict may also be perceived rather than actual. Such conflicts need to be considered and a decision made as to whether they should be treated as actual);
- Where there is a lack of clarity around whether there is a conflict of interest or where such a conflict could be perceived, raise these concerns with the Panel and seek a decision on whether or not the issue is to be considered as if a conflict of interest.
- Keep confidential any matters brought to it in confidence.
- Ensure that their behaviour or actions do not bring the Council, Leadership Forum or Sustainability Panel into disrepute. Note that this does not prevent members from legitimately challenging council policy decision.

9. Decision making process

The Panel is not an approvals body. Notwithstanding this, the Panel will be required to provide an annual report that includes advice and recommendations to give to the Sustainable Hamilton Leadership Forum and Council. Therefore the Panel decision making process needs to ensure that it is:

- Based on robust information and debate ensuring that the different perspectives of the members are considered.
- Developed and presented as the Panel's view.
Note that this does not mean there can be no difference of opinion. What it does mean is that members are expected to support publicly, and not undermine recommendations made by the Panel even if their personal view differs from the collective view, and keep difference of opinion. This does not prevent members from legitimately expressing their individual or representative organisations view on council policy decisions.

10. Quorum

A minimum of three (3) full members of the Panel are required to form a quorum for each meeting.

11. Term of office / resignations / replacements

- Members are appointed for a period of two years with an option for renewal for an additional year to allow for a staggered replacement of the panel.
- New Panel members must receive an induction into Hamilton City Council processes, the Terms of Reference of the Panel and the Sustainable Hamilton Strategy (as well as all other relevant City strategies as required).
- In the inaugural year, full members will be either renewed or replaced on a rolling schedule to ensure the introduction of the first cohort of new members is staggered over a number of years.
- Terms of membership expire on the 24th month anniversary of the Member's first review. The first review will be conducted in February, 2014.
- In the event of a panel member leaving, existing members will work with Council staff to advertise for expressions of interest from the public. Applicants will be assessed based on the need to replace the expertise of the departing member of the Panel. Where appropriate (key expertise and availability), applicants residing outside the city should be considered.

12. Review of the Panel

The performance and expertise requirements of the Panel will be reviewed before the end of its second year of operation and thereafter, every two years.



Committee: Community Forum Subcommittee
Date: 19 August 2015

Report Name: Options to support energy efficiency initiatives
Author: Ihsana Ageel

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Sustainable Hamilton</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. The purpose of the report is to provide the Subcommittee with options for Council to consider relating to energy efficiency initiatives, in particular the Warm-Up NZ Programme.
3. The report also recaps the merits of a Voluntary Targeted Rates scheme (VTR) as investigated previously by Council.
4. **Executive Summary**
5. Council has limited involvement in energy efficiency initiatives in the city. Involvement is mainly through the Eco Design Advisor service.
6. A Voluntary Targeted Rates scheme (VTR) has been previously considered by Council for solar hot water heating but was not taken up. Council had also previously resolved not to introduce a Rates Postponement and Energy Efficiency scheme, but requested staff instead, monitor the scheme and advise Council in the future of any developments.
7. The most typical way to fund a community energy efficiency scheme is for Council to borrow the upfront costs of an installation and recover that through a VTR. This model has implications for the financial strategy and capital programmes of Council, depending on the level of uptake of the scheme.
8. No changes are recommended to the support provided by Council to energy efficiency initiatives in the city.
9. **Recommendation from Management**
10. That the report be received.

11. **Attachments**

12. Attachment 1 - Auckland Case Study

13. **Key Issues**

14. Background

15. The Community Forum Subcommittee requested an outline of the current activities and involvement by Council in energy efficiency programmes, and for them to be reported back to the 19 August 2015 meeting. These programmes are profiled below, as well as options for Council to consider to support energy efficiency initiatives going forward.

16. Hamilton City Council's Energy Management Programme

17. Council has maintained a formal in-house energy management programme since 1999. This programme resulted in annual cost savings of more than \$500,000 p.a. by 2006.

18. In 2012, Council engaged EECA service provider 0800 Save Energy to deliver a revitalised energy management programme with a particular focus on Council's large commercial buildings.

19. The programme has been successful and allowed access to cost effective energy management expertise while building in-house staff capability. This three year programme finished in June 2015. A new programme is under development.

20. Current resourcing within council includes an energy consultant and the Eco Design Advisor.

21. Warm Up NZ programme

22. Warm Up New Zealand: Healthy Homes is a government insulation programme delivering about 46,000 warmer, drier and healthier homes. The programme is targeted at households (including renters) that have a Community Services Card and are at high health risk.

23. The Energy Efficiency and Conservation Authority (EECA) have been offering the Warm Up NZ programme for a number of years.

24. A recent change in the requirement to include third party (such as WEL Trust) funding to meet 66% of the costs, has meant that third party funders can provide free insulation for a reduced number of houses.

25. Currently HCC has no involvement in this programme other than annual submissions to WEL Trust in support of their ongoing co-funding of the programme.

Benefits	Issue
100% subsidised insulation in low income housing where energy poverty and subsequent impacts on health of residents is a major issue.	Insulation usually 'only' meets minimum standards, which is often results in substandard performance outcomes due to other issues such as energy poverty or inappropriate heating devices.
Addresses a core requirement for healthy homes - roof cavity and under floor insulation.	Does not deal with other issues such as wall or window insulation, clean heating or moisture issues.
Large funding commitment from central government.	Future funding from Government beyond this financial year is unknown.

26. Whare Ora programme
27. The Whare Ora programme is a free initiative that supports whanau to create healthier homes that are warmer, drier, and safer. Te Puna Oranga (Maaori Health Unit, Waikato District Health Board (WDHB)) has completed a successful trial run of the Whare Ora programme.
28. This programme focuses on homes that have been identified as significantly contributing to the poor health of the people living in them. The identified homes get a full retrofit, including heating, insulation and moisture removal improvement.
29. The trial has been successful largely through a strong collaborative approach, including; WDHB, Housing NZ, HCC and Habitat for Humanity.
30. The Waikato Times recently profiled an update and success of this programme (June 2015 Waikato insulation programme making traction on whanau health).
31. An overview of this project was provided by Te Puna Oranga General Manager, Ditre Tamatea at the 03 June 2015 Community Forum Subcommittee.
32. Council's role in this project has been providing training for WDHB staff, through the Eco Design Advisor service, so that they can provide an effective initial assessment of client homes.

Benefits	Issue
100% subsidised full retrofit of homes and training of people in the homes to ensure appropriate use.	Is relatively expensive to implement so significantly restricts the number of houses that can be retrofitted.
Provided improvements are used properly, homes will be warm and dry – reducing health related costs (social – first priority) and economic costs (productivity and reduced energy demand).	Still relies on understanding and appropriate use of improvements. Energy poverty may still impact the performance of the home, especially regarding heating.
Funding commitment from Waikato DHB.	Unknown what future funding opportunities are available and whether or not existing funding could be scaled up.

33. Upcoming legislative changes
34. The Government is proposing to amend the Residential Tenancies Act 1986 to improve rental standards and tenancy services. The relevant proposed changes are:
- New requirements for ceiling and underfloor insulation in residential rental properties by 1 July 2016 for Housing New Zealand and Community Housing Provider tenancies, and by 1 July 2019 for all remaining tenancies.
 - A new requirement from 1 July 2016 for all landlords to state in tenancy agreements the level of ceiling, underfloor and wall insulation.
35. A Residential Tenancies Amendment Bill is to be introduced to Parliament by October this year.
36. Council's pensioner housing stock is already up to the required standard and the proposed legislation will have no impact on those properties.
37. Solar Saver water heating Voluntary Targeted Rate (VTR) Scheme
38. A VTR scheme is essentially funding assistance to enable homeowners to invest in energy efficient and sustainable initiatives. By making a VTR available the Council is reducing a financial barrier that can prevent or inhibit the ratepayer from being able to install energy efficient systems and products.

39. Throughout New Zealand, a number of councils have set up a VTR mechanism, whereby ratepayers can choose to pay off the additional costs of their retrofit on their rates over a nine or ten year period.
40. The VTR mechanism utilised by these councils is designed to be a cost-neutral to council as the insulation (and some cases water, solar, energy and clean heating) is only provided to individual ratepayers who request it and who are willing to pay it back over a nine to ten year period.
41. Previously EECA had also been working with the Rates Postponement Consortium, a collective of 15 Councils, on the option of utilising rates postponement, rather than a VTR, as a means to fund the scheme. EECA expressed interest in launching a scheme to make household energy efficiency a reality to low and modest income New Zealanders.
42. This issue was discussed at an Extraordinary Council meeting (draft 2009-19 LTCCP discussion) on 26 September 2008. Council resolved not to introduce this Rates Postponement and Energy Efficiency scheme but instead, for staff to monitor the scheme and advise Council in the future of any developments.
43. At its meeting on 2 May 2011, the Sustainability Subcommittee recommended 'that Council strongly support the introduction of a Solar Saver Scheme to Hamilton'.
44. Investigations to address the recommendation included exploring the option of partnering with Photovoltaic (PV) suppliers and/or other third party funders to explore alternative options for how seed funding could be generated.
45. WEL Networks made an offer to explore a partnership role with Council regarding solar heating and generation in Hamilton.
46. At the Council's 2012-2022 LTP deliberation, it was resolved that 'Staff acknowledge the offer made by WEL Networks Ltd and work with them to explore the opportunities for solar heating and electricity generation in Hamilton'. Council also agreed with staff advice that a VTR scheme was not a financial priority under the 2012 Financial Strategy.
47. Soon after this discussion, a number of banks started offering mortgage 'top-ups' (so home owners pay relatively low interest on the installation) as a means of funding solar initiatives.
48. With the market already providing a relatively inexpensive loan mechanism for home owners, the approach for Council to partner with WEL Energy did not progress.
49. **Options**
50. The following outlines three options and their associated risks for Council's consideration
51. Should Council choose to go ahead with option 2 or 3 below, this would need to be referred to the Annual Plan 2016/17 for consideration, given the associated financial and resourcing implications for Council.
52. Option 1: maintain current approach (Recommended)
53. Current approach involves;
- Supporting WDHb's Whare Ora programme through staff training by Council's Eco Design Advisor, and
 - Ongoing training support by Council's Eco Design Advisor for other sectors (such as Property Investors Association, Runanga, and Ministry of Social Development) and private home owners.
54. *Risks*

55. There are no risks associated with this option. Council can deliver this service with existing resources.
56. Option 2: Voluntary Targeted Rates Scheme (VTR) – focus on solar (Not Recommended)
57. Under this approach;
- Home owners receive a photovoltaic electricity generation or water heating system installed in their homes for no up front cost.
 - Council partner with a funder who would cover the upfront cost. Potential funding partners could include PV suppliers and/or banks. This means it would have no impact on Council's debt capacity.
 - The full cost of the installation is recovered over a set period of time through a VTR that is attached to the house (typically over a period of 10 years). Money raised via rates is paid to the third party provider.
58. *Risks*
Council currently has no resources or capacity in the area of sustainability to;
- Investigate and develop this programme
 - Monitor and oversee the programme
 - Assess and administer the scheme in terms of sustainability and financial neutrality
59. Option 3: Voluntary Targeted Rates Scheme (VTR) – Healthy Homes (Not Recommended)
60. Under this approach;
- Home owners have the ability to select from a number of optional improvements to their house up to a capped value (similar to the model used in Auckland).
 - Any improvements made must be 'fixed' (cannot be taken away if owner moves) and can include insulation, moisture removal and clean heating devices.
 - An element of selection/prioritisation of improvement can be included based on a home assessment report from the Eco Design Advisor or other qualified expert.
 - Council will provide the upfront cost which will be recovered through a VTR that is attached to the house (typically over a period of 10 years).
61. *Risks*
62. Early discussions with Waikato Regional Council indicate that they could only provide in-kind support in terms of staff time.
63. Council currently has no resources or capacity in the area of sustainability to;
- Investigate and develop this programme;
 - Monitor and oversee the programme; and
 - Assess and administer the scheme in terms of sustainability and financial neutrality.
64. The most typical way to fund the scheme is for Council to borrow the capital/upfront costs of installation for each property. Loan repayments would be funded by the VTR linked to the relevant property. This would be structured to fully repay the loan and all incurred interest and administration costs over a 10 year period.
65. This funding model would have financial implications on Council debt levels and have potential to impact key financial strategy and financial prudence measures depending on the level of community uptake for the scheme.

66. Debt capacity for the scheme would reduce the ability for Council to fund other capital programmes and services. In order to pay for this scheme, other projects may need to be prevented from being undertaken.
67. **Financial and Resourcing Implications**
68. There is no specific budget allocated for energy efficiency initiatives. Any new initiatives pursued that require budget or resourcing will need to be considered as part of the 2016/17 Annual Plan.
69. The organisation is not resourced to centrally support community energy efficiency initiatives, and there is no dedicated environmental sustainability advisor.
70. **Risk**
71. If Council does not support energy efficiency schemes as some other territorial authorities have, Council risks being seen as non-active in the area of sustainability.

Signatory

Authoriser	Blair Bowcott, Executive Director Special Projects
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Case Study – Auckland Council

1. Auckland Council's 'Retrofit Your Home' programme has been set up to address a wide range of healthy home issues, including; insulation, clean heating, fire place removal, ventilation, water tanks and water efficiency devices.
2. All ratepayers of Auckland Council are eligible if they are up to date with rate payments and have a good payment history. If they have more than one house, they are eligible to apply for each house.
3. Fund is capped at \$5,000 for each home and is repaid over an up to 9 year period as a VTR.
4. Interest is applied to the outstanding balance at roughly mortgage rates (market rate plus 1% to pay for administrative costs).
5. It is a contractual requirement for the seller of a retrofitted house to inform the new owner, notify the retrofit team and/or pay the balance in full prior to sale.
6. There are a number of approved suppliers for the programme. Auckland Council pays the suppliers directly once work has been completed.
7. In their last Annual Plan it was reported that an average of around 2000 homes are retrofitted each year with a significant benefit being reduction in PM¹⁰ pollution from inefficient wood burners that were replaced with heat pumps.

(PM¹⁰ is particulate matter 10 micrometers or less in diameter – eg dust, smoke particles, mist)

Committee: Strategy & Policy Committee **Date:** 22 September 2015
Report Name: Six Monthly Report from the **Author:** Brendan Stringer
 Chairs of the Subcommittees
 to the Strategy and Policy
 Committee

Status	<i>Open</i>
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Recommendation

That the:

- a) Business and Investment Subcommittee Chairperson's Report from February 2015 to July 2015 be received;
- b) Civil Defence and Emergency Management Subcommittee Chairperson's Report from February 2015 to July 2015 be received;
- c) Community Forum Subcommittee Chairperson's Report from February 2015 to July 2015 be received; and
- d) Hearings Subcommittee Chairperson's Report from February 2015 to July 2015 be received.

1. Attachments

2. Attachment 1 - Six-Monthly Business and Investment Subcommittee Chairperson's Report
3. Attachment 2 - Six-Monthly Civil Defence and Emergency Management Subcommittee Chairperson's Report
4. Attachment 3 - Six-Monthly Community Forum Subcommittee Chairperson's Report
5. Attachment 4 - Six-Monthly Hearings Subcommittee Chairperson's Report



Business and Investment Subcommittee Chairperson's Report

September 22, 2015

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

2. SUBCOMMITTEE MEETINGS SINCE LAST REPORT:

- 13 May 2015; and
- 18 June 2015.

The Agendas and Open Minutes of the Meetings can be found here:

<http://www.hamilton.govt.nz/our-council/meetings-and-minutes/Pages/default.aspx>

3. UPDATE ON THE SUBCOMMITTEE'S WORK PROGRAMME

Since the last report, the Business and Investment Subcommittee's work has focused on completing the Central City Transformation Plan, including working with HCBA and stakeholder meetings. The Subcommittee also received the HCBA six monthly report and received updates and presentations on the Council owned key sites. Recommendations in relation to some Council owned property has been made to Council. Hamilton's quarterly economic indicators report for March and June have been published on the Council's website.

4. MAJOR ACHIEVEMENTS

Completing the Central City Transformation Plan.

5. EMERGING ISSUES

None.

6. RECOMMENDATIONS

That the Business and Investment Subcommittee Chairperson's Report from February 2015 to July 2015 be received.

Her Worship the Mayor Hardaker
Chairperson Business and Investment Subcommittee



Civil Defence and Emergency Management Subcommittee Chairperson's Report

September 22, 2015

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

2. SUBCOMMITTEE MEETINGS SINCE LAST REPORT:

- 19 February 2015; and
- 13 May 2015.

The Agendas and Open Minutes of the Meetings can be found here:

<http://www.hamilton.govt.nz/our-council/meetings-and-minutes/Pages/default.aspx>

3. UPDATE ON THE SUBCOMMITTEE'S WORK PROGRAMME

Some highlights from the Subcommittee's discussions during the last 6 months are as follows:

- The Ministry of Civil Defence and Emergency Management self-assessment for Local Authorities showed that Hamilton City achieved a result of 75.9 percent compared to a result of 72.6 percent in 2014. The assessment showed that there is still work to be done on Resilience, Recovery and Community Participation. Over all this is a good score compared to where we were at.
- On the 18th of June a bomb threat meant that Centre Place was evacuated. The Emergency Management Team utilised the Reception Lounge in the Civic Building for those persons who had been evacuated from Centre Place and supplied hot drinks and warmth to those persons.
- With the departure of Olly Te Ua who was the Alternate Controller, Kelvin Powell the City Safe Manager has been recommended to fill the Alternate Controller's position.
- Operation Shakeout is a National Campaign scheduled for the 15th of October at 9:15am. It is pleasing to note that around 28000 Hamilton Residence have

registered for this exercise. A number of Councillors have also got in behind the campaign by having their photos taken at various Council facilities and having these placed on the Council website.

- The Waikato CDEM Plan 2016 -2021 is a discussion document to assist with the following areas, where deficiencies have been noted:
 - The building of community resilience;
 - The coordination of risk reduction; and
 - Planning for recovery.

The issues discussed at the working group were:

- Community Engagement and Readiness;
- CDEM accountabilities and Monitoring;
- CDEM Stakeholder involvement; and
- Developing and maintaining Capability and Capacity in Key Roles;
- Coordination and Risk Reduction Activities;
- CDEM plan scope and format;
- CDEM Organisational Structure and Functions.

The Waikato CDEM proposed plan is built on collaboration between the various local authorities within the Waikato Region.

4. MAJOR ACHIEVEMENTS

Refer to comments above.

5. EMERGING ISSUES

Nil.

6. RECOMMENDATIONS

That the Civil Defence and Emergency Management Subcommittee Chairperson's Report from February 2015 to July 2015 be received.

Cr Leo Tooman
Chairperson Civil Defence and Emergency Management Subcommittee



Community Forum Subcommittee Chairperson's Report

September 22, 2015

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

As per requested format.

2. SUBCOMMITTEE MEETINGS SINCE LAST REPORT:

- 18 February 2015
- 15 April 2015
- 3 June 2015

The Agendas and comprehensive Open Minutes of the Meetings can be found here:

<http://www.hamilton.govt.nz/our-council/meetings-and-minutes/Pages/default.aspx>

3. UPDATE ON THE SUBCOMMITTEE'S WORK PROGRAMME

The wider themes discussed at the three subcommittee meetings (refer to the Subcommittee minutes) were:

- February (Recreation and Active Lifestyle)
- April (Waikato District Health Board)
- June (Housing and Sustainable Living)

4. SIGNIFICANT ISSUES

Elected Members are encouraged to refer to the full minutes which capture the comprehensive discussions occurring with stakeholders.

Particular mention is made of the following matters:

- The Waikato DHB has recently implemented a senior management restructure. It was strongly articulated that the current DHB leadership team are very keen to engage with Council and work collaboratively where able.
- EECA (Energy Efficiency and Conservation Authority) presented on work being undertaken within Hamilton City. They highlighted the impact of poor

performing houses, particularly poorly insulated houses resulting in adverse impacts on health, including respiratory illnesses and rheumatic fever. Standards differed across the country. In Hamilton, approximately 25% of occupied dwellings had benefited from Central Governments Warm Up NZ programme; half of which are low income households. This conversation has continued with regards to the role of Council in supporting individuals and communities. The Subcommittee has recommended that a report including potential options, including rates postponement and voluntary rates schemes, be considered as part of the 2016/17 Annual Plan.

5. EMERGING ISSUES

Upcoming themes for the remainder of 2015 include:

- August (Arts Sector)
- October (Ethnic Community)
- November (Access and Disability)

The Community Forum Subcommittee is prepared to progress work as directed and will report to Strategy and Policy Committee around specific agenda items as the need arises.

Given the significant matters impacting on the community that are discussed by this Subcommittee, all Elected Members are encouraged to attend these meetings where their diary commitments permit.

6. RECOMMENDATIONS

That the Community Forum Chairperson's Report from February 2015 to July 2015 be received.

Councilor Gallagher
Chairperson Community Forum Subcommittee



Hearings Subcommittee Chairperson's Report

September 22, 2015

1. THIS IS THE SIX MONTHLY CHAIRPERSON'S REPORT TO THE STRATEGY AND POLICY COMMITTEE OF COUNCIL.
2. SUBCOMMITTEE MEETINGS SINCE LAST REPORT:
 - 2 April 2015: Menacing Dog Classification
 - 9 April 2015: Parking Restriction and Traffic Bylaw Register Changes
 - 28 April 2015: Menacing Dog Classification
 - 2 July 2015: Parking Restriction Changes

The Agendas and Open Minutes of the Meetings can be found here:

<http://www.hamilton.govt.nz/our-council/meetings-and-minutes/Pages/default.aspx>

3. UPDATE ON THE SUBCOMMITTEE'S WORK PROGRAMME

The Hearings Subcommittee continues to act as and when required, with Councillors sharing the panel selection responsibility.

4. MAJOR ACHIEVEMENTS

Business as usual.

5. EMERGING ISSUES

Nil.

6. RECOMMENDATIONS

That the Hearings Subcommittee Chairperson's Report from February 2015 to July 2015 be received.

Councillor Margaret Forsyth
Chairperson Hearings Subcommittee

Committee: Strategy & Policy Committee **Date:** 22 September 2015
Report Name: Regional Roundup Report **Author:** Robyn Denton

Report Status	<i>Open</i>
Strategy, Policy or Plan context	
Financial status	<i>Not applicable - for information only.</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

- An update on key issues discussed at the Waikato Regional Transport Committee, the Hamilton Public Transport Joint Committee, and the Waikato Civil Defence Emergency Management Joint Committee are outlined in the report.

3. Recommendation from Management

That the Report be received.

4. Attachments

- There are no attachments for this report.

6. Key Issues

Waikato Regional Transport Committee

- The agendas and minutes of each of the meetings can be found using the following link:
<http://www.waikatoregion.govt.nz/Community/Whats-happening/Council-meetings/Agendas-and-minutes-for-council-and-standing-committees-from-28-November-2013/Transport/>
- The following are key aspects of the meeting held on 3 August 2015 June 2015:
(Waikato) Road Asset Technical Accord (RATA)
- Dawn Inglis, Project Director of the Waikato Road Asset Technical Accord provided a verbal briefing on the current activities of the Accord.
- The Waikato Road Asset Technical Accord (RATA) is the Waikato Mayoral Forum 'Centre of Excellence' for strategic asset management for roading in the Waikato. RATA commenced work in July 2014 with an agreed vision of 'achieving best practice road asset management within the Waikato region by improving capability, capacity and outcomes through effective collaboration'.

11. There were a number of key project identified for completion in the first year of operation which included:
- **A regional data collection contract.** This was made available to all participating local authorities, with the specifications being made available to the non-participating authorities so that region wide benchmarking was possible. Hamilton City via the Infrastructure Alliance has signed up to this contract which includes activities such as traffic counts and roughness testing.
 - **Development of a benchmarking tool.** This was to enable demonstration of performance of the local authorities within the region in respect to customer satisfaction, asset condition or other network outcomes and level of investment. A draft of this report has been made available to staff for comment and feedback. Hamilton City does achieve quite different results to the other local authorities in the region for many of the measures and this is a direct reflection of the metro nature of our transport network vs the rural nature for the majority of the remaining network in the region.
 - **Review of Forward Works Programmes.** A collaborative review of each local authorities forward works programme (based on the NZTA's Review and Prioritisation work) was undertaken. Technical Support for this programme of work was provided by the city's Infrastructure Alliance Asset Management team.
12. RATA operates under the LASS with costs being shared amongst the participating local authorities. The NZ Transport Agency provided \$250,000 funding support for this collaborative Accord through to 30 June 2017. In turn Agency require six monthly reporting from RATA on the progress made to date and the incremental financial benefits generated directly from the establishment of the center of excellence. A stakeholder survey has been undertaken to assist with understanding the benefits of the work completed to date, along with future aspirations of the local authorities so that the delivery model can be reviewed and updated as necessary.

Waikato Regional Land Transport Plan 2015-45

13. A presentation on the recently released National Land Transport Programme (NLTP) for the 2015-18 period was provided by the NZ Transport Agency.
14. The NLTP 2015-18 focuses on four themes underpinned by the continued emphasis on value for money:
- Encouraging economic growth and productivity
 - Making journeys safer
 - Shaping smart transport choices
 - Effective and resilient networks
15. Key highlights of the NLTP for the Waikato region for the 2015-18 period include:
- \$1.821 billion of expenditure on the land transport network forecast for the 2015-18 period, the second biggest spend in the country after Auckland and equal with Canterbury;
 - \$543 million forecast to be spend on maintenance, operations and renewals of local roads and state highways;
 - Approximately \$900 million funding committed for completion of the Waikato Expressway;
 - \$53 million forecast spend on public transport;
 - \$7 million forecast spend on cycling and walking; and

- 56 percent of the regional spend will target economic activity and 32 percent will target safety outcomes.

16. The NLTP is considered a ‘snap shot in time’ of funding priority for the 2015-18 period and will be amended over the next three years as approval is sought to move activities through to funding approved.
17. Funding priority of activities fall into the following funding categories:

Funding priority	Description
Committed	Approved funding carried over from the NLTP 2012-15
Approved	Funding approved for the activity in the NLTP 2015-18
Probable	Funding has not yet been approved for the activity but, based on its profile and the robust evidence provided in developing the NLTP, funding approval is likely for an application made in 2015-18, subject to funding being available.
Proposed	Funding has not been approved for the activity in the 2015-18 NLTP. Based on its profile and the evidence provided in developing the NLTP, funding approval may be given when an application is made in 2015-18. Further evidence is required to confirm the assessment profile and provide confidence in the funding priority and subject to funding being available.
Not included in the NLTP	The activity has not been included in the NLTP either due to the timing being outside of the 2015-18 period, or the assessment against strategic fit, effectiveness and efficiency being too low.

18. The Regional Land Transport Programme is for six years vs the three years for the NLTP, there are a number of projects that have been excluded from the NLTP at this stage. For Hamilton City, the following projects are noted:
- Intersection Improvements - Gordonton Road
 - Cross City Connector - Heaphy/Boundary Int Improvements
 - Foster Road Triple Culvert Replacement
 - Northern River Crossing 2015 Resolution Drive
 - Roothing upgrade - Ruakura Road
 - Southern Links East/West Arterial 2015 Northern River Crossing Business Case

19. Funding priority of significant projects identified in the RLTP which are within Hamilton City boundaries are:

Priority Number	Project Name	Organisation	Phases Included	Funding Priority
1	SH1 Wex Hamilton Section	Waikato HNO	Design, Construction	Committed
3	2015 Resolution Drive	Hamilton CC	Investigation, Design, Construction	Proposed (excluding construction out of 2015- 18 period)
4	SH1/26 Hillcrest Morrinsville roundabout (SH1 SouthEast Hamilton Improvements)	Waikato HNO	Construction	Committed
5	SH1 Cobham/Cambridge Intersection (SH1 SouthEast Hamilton Improvements)	Waikato HNO	Construction	Committed
6	2015 Roading upgrade - Ruakura Road	Hamilton CC	Investigation, Design, Construction	Proposed (Investigation only, as others are outside of the 2015-18 period)
12	SH1 Cobham Drive Pedestrian Facility	Waikato HNO	Construction	Committed
13	SH3 Ohaupo Rd W and C (Lorne to Dixon)	Waikato HNO	Access and mobility	Committed
26	SH1 Gallagher Drive Intersection Improvements	Waikato HNO	Pre-implementation, Implementation	Probable
27	2015 Southern Links East/West Arterial	Hamilton CC	Property, Investigation, Design, Construction	Proposed (Programme Business Case)

Regional Strategic Case for Access and Mobility

20. Waikato Regional Council has recently convened a series of regional stakeholder conversations to better understand what access and mobility issues there are in the Waikato and how people are affected by them.
21. It is recognised that access and mobility relates to more than transport; the nature and location of a range of infrastructure and services, and the way that technology enables participation are also important, as are community and individual empowerment and circumstances. For these reasons a broad cross-sector conversation was important.

22. Utilising a Better Business Case approach, two investment logic mapping workshops were facilitated to agree problems associated with access and mobility in the Waikato region, and benefits that might collectively be accrued if those problems are addressed.
23. As a result of the two workshops stakeholders collectively agreed the key problems concerning access and mobility in the Waikato. These are:
 - a potential lack of appropriate infrastructure for a changing population demographic in rural centres restricts the ability for people to access local services
 - limited mobility choices for those in rural areas having to access services in the main urban centres means individuals and some service providers incur greater costs
 - a fragmented approach across organisations providing accessibility options increases the risk of inefficient spend and poorer outcomes; and
 - a mismatch in the way new communities are planned for is exacerbating land use patterns that are barriers to good accessibility and social participation.
24. Addressing these problems has the potential to benefit the region in a number of ways to ensure:
 - viable rural communities
 - improved quality of life
 - improved decision making; and
 - more liveable communities.
25. These problems and benefits have been fleshed out and have formed the basis for the development of a Regional Strategic Case for Access and Mobility. This document was finalised in early July and a copy was attached in the RTC agenda papers and can be made available to councilors on request.
26. Given the strong interest in working together on regional access and mobility issues, all stakeholders have agreed that they would value a further conversation to scope some high level strategic responses to the issues that have been identified to date. Given that New Zealand's population is growing and ageing, this work has also attracted national interest in understanding how a multi-sector approach to issues such as access and mobility can foster vibrant communities.

Regional Speed Management Project

27. The national speed management programme is a Safer Journeys priority and several work streams are underway to look at legislation, infrastructure, compliance and communications related to speed management.
28. Regionally, speed management is also a priority and work is now underway to develop a regional approach to speed management in order to ensure that it is delivered consistently and in a way that makes sense to the travelling public. Councilor Tooman is the City's representative, and chair of the Regional Speed Management Governance group.
29. Early project work identified some potential challenges around coordination and alignment between the national and regional speed management work streams. This has led to a series of discussions between the national and regional teams resulting in a proposal to work together on key aspects of the regional plan. Under this proposal the national team will provide a complete technical analysis of the regional network using their recently developed national speed management guide.

30. The regional team will work with the Regional Transport Committee, Road Controlling Authorities and Police to 'sense check' this information against local data and then develop a full regional plan to address areas of risk that have been identified. Local community engagement will also be part of this plan. This proposal benefits both parties. The national team will have the ability to prove their risk analysis work on a large regional network in a live demonstration. The regional team will receive a professional risk analysis for the entire regional network in a timely and very cost effective manner that will provide a sound rationale for any future risk management work.
31. This work will see the Waikato lead the country in the development of a speed management framework that has the potential to significantly reduce road trauma in New Zealand.
32. Members of the national speed management team provided an update to the Regional Transport Committee and proposed that this approach be formalized via the creation of a Demonstration Project.
33. A project development meeting was held on 2nd September which scoped out the objectives, desired outcomes and timelines for the Demonstration Project on Speed Management. The meeting included representatives from NZ Transport Agency National Office and the Ministry of Transport.
34. While the exact details are yet to be worked through and incorporated into a project plan (including key deliverables and timeline), it has been agreed that the purpose of the project is to prove the speed management process in a regional context, and to inform the national context (which includes future changes to the Speed Limit Rule). The project will include detailed communications, development of a Regional Speed Management Plan and some changes to speed limits.
35. The speed limit changes implemented as part of the Demonstration Project will be a first step in the implementation of the Regional Speed Management Plan which will have a long term implementation plan for the next 10+ years. A case study report is needed by the Ministry of Transport and NZ Transport Agency by July/August 2016.

Hamilton Public Transport Joint Committee

36. The Hamilton Public Transport Joint Committee objective is to oversee the implementation and monitoring of the Regional Public Transport Plan. Hamilton City is represented on this committee by Councilors Forsyth and Tooman.
37. The agendas and minutes of each of the meetings can be found using the following link: <http://www.waikatoregion.govt.nz/Community/Whats-happening/Council-meetings/Agendas-and-minutes-for-council-and-standing-committees-from-28-November-2013/Public-Transport/>
38. Key Actions that were identified in the development of the Regional Public Transport Plan (RPTP) along with approximate timeframes that information is likely to be brought to and recommendation sought from the Joint Committee was tabled in the last Regional Roundup report given to this committee at its 7 July 2015 meeting.
39. There has not been a meeting of this joint committee since the last update provided to the Strategy and Policy committee meeting on 7 July 2015 but at the Councilor Workshop – Transport Session held 18 August the Waikato Regional Council provided a quick update of the work that they have been undertaking to progress the various actions.
40. The next Hamilton Public Transport Joint Committee meeting is scheduled for 21 September and will include updates on:
 - Annual service performance review
 - The draft Public Transport Marketing Strategy

- Ministry of Education School Bus review
- Bus contract procurement update
- Hamilton Northern Suburbs interim service improvements business case
- Infrastructure improvements

41. This will be followed by a two hour workshop for Councilors to provide input into the Public Transport Fare Review.

Waikato Civil Defence Emergency Management Joint Committee

42. **‘ShakeOut’ International Day of Action – earthquake action awareness:** This national exercise will be held on 15 October 2015 at 9:15am with an aim of bringing awareness of the actions to take before, during and after an earthquake.
43. 1.34 million people participated in the previous exercise in 2012 and the aim is to have 1.5 million New Zealanders take part in this year and sign up to the MCDEM website to be kept up to date with all the information required to take part in the Drop Cover Hold drill.
44. To date over 17.9 million people are registered worldwide with over 640,000 participants in New Zealand including 25,561 from the Hamilton City community.
45. The Emergency Management Team are working with the Communications Team to produce a plan of activities, presentations and awareness within the organisation and the Emergency Management Advisors continue to make the exercise a major focus in community presentations/education sessions.
46. During the event, the Waikato Group Office will be running a ‘Disaster House’ exercise. Led by Matthew Pryor, Emergency Management Coordinator Community Resilience the exercise will provide a ‘big brother’ experience for four actor participants who have to stay in a house for three days and nights. The concept is to promote the ‘Get Ready Get Thru’ message and has a major focus on social media in both the promotion of the event and live updates through its duration.
47. Further information on the International ShakeOut Day of Action can be found www.shakeout.govt.nz
48. At the time of writing this report, the minutes from the 8 June Joint Committee have not yet been uploaded <http://www.waikatoregioncdemg.govt.nz/About-Us/Joint-Committee-Agendas/>

Signatory

Authoriser	Chris Allen, General Manager City Infrastructure Group
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Committee: Strategy & Policy Committee

Date: 22 September 2015

Report Name: Action List for 22 September 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

2. Attachment 1 - Strategy and Policy Committee Action List for 22 September 2015
3. Attachment 2 - Actions Still Underway or Pending for HCC Submissions to External Organisations
4. Attachment 3 - Policy and Bylaw Review Scheduling

Strategy and Policy Committee - Action List at 1 September 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.	No further action required. Review completed and no recommended changes. Issue now captured under the Central City Safety Plan.
28-Nov-13	Events Strategy Development	E&ED	Develop and recommend an Events Strategy to S&P Committee by 30 March 2014. Deferred to align with CCTP schedule (via Business and Investment Subcommittee)	Ongoing
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)	Ongoing
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.	Relocation completed in August 2015. Installation will be coordinated with the construction of the cycleway. The cycleway is scheduled to be completed in 2016.
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.	Development of Concept Plans scheduled for early 2016. Undertaking preliminary options assessment at present. Staff will report back to S&P 3 November 2015
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.	Staff will present the revised Arts Agenda to S&P 3 November 2015.
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.	Report to S&P on 3 November 2015
15-Aug-14	Sustainable Hamilton Strategy (Sustainability Panel Report)	Performance	Strategy referred to the Community Forum Subcommittee. 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 was considered at the 19 August Community Forum Subcommittee meeting.	Recommendations from the Community Forum Subcommittee meeting to be presented at the 22 September S&P meeting.
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.	Staff will report back to 3 November 2015 S&P
	Frankton Neighbourhood Plan	City Environments	Working Group convened comprising Her Worship the Mayor, Cr O'Leary (Chair) and Cr Gallagher.	Working Group Report to S&P on 8 December 2015
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.	Plan now to be presented to the 29 October Council meeting for approval.

Meeting Date	Item	GM Responsible	Action	Status
24-Feb-15	Wairere Drive/Huntington Drive (west) Intersection	Infrastructure	<p>a. Staff to consult further with the Huntington community on minor safety management measures; and</p> <p>b. Staff continue monitoring the safety performance of the intersection.</p> <p>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.</p>	Meeting with petition organisers on 3 September 2015 to finalise the draft survey, following this the survey will be sent out to the community.
24-Feb-15	Social Housing Strategy	Community	To provide progress report to the Committee on strategy development by 11 August 2015. Update provided to the 11 August S&P meeting.	Report to Council on 10 December 2015.
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.
08-Apr-15	Waikato Expressway	Infrastructure	<p>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.</p> <p>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).</p>	Modelling work being completed at present with Opus and NZTA. No public consultation will be taking place until modelling work has been completed (due end of September 2015).
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 3 November S&P Committee meeting with a draft Management Plan for endorsement for public consultation.
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.	The Community Facilities Review is well underway, however the compilation of the information has taken longer than expected. Discussions with the Chair has confirmed a Community Facilities Working Group meeting will be held on September 16th, with the Community facilities Report to be presented at the 3 November 2015 Strategy and Policy Committee meeting.
08-Apr-15	Waikato Museum Strategic Review	Community	Staff to track costs in completing the review.	Staff Tracking Costs. Review due for completion in December 2015.

Meeting Date	Item	GM Responsible	Action	Status
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.	Staff will report to S&P on 8 December 2015. 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.
07-Jul-15	Advisory Panels' Chair Reports	Customer Services (Democracy)	The Chairs for each Advisory Panel to present an Annual Report to the Committee at the August or September Committee meetings.	Older Persons Panel's Chair is to present at the 3 November S&P meeting. Report from Chair of Sustainability Advisory Panel postponed to February/March 2016 to align with the recommendations from the Community Forum Subcommittee.
11-Aug-15	Arts Forum Advisory Panel	Community	Staff: i. arrange a briefing for Elected Members following the adoption of the revised Arts Agenda; and ii. staff liaise with the Arts Forum and Creative Waikato on pre-feasibility research for an art gallery, and report back on this matter before the 2016 Draft Annual Plan is adopted.	i. Staff will arrange a briefing in November 2015, following the adoption of the revised Arts Agenda. ii. Staff will report back in 2016 through the Annual Plan process.
11-Aug-15	Gambling Policies	Performance	The special consultative procedure period commences 2 September and closes 2 October 2015. Hearings of submissions and deliberations to be received and considered at a future S&P meeting.	Additional S&P Meeting to be held on 5 November 2015.
11-Aug-15	Governance Policies	Democracy	Staff refer the Updated Election Signs Policy to all affected principal stakeholders and report back to the next Strategy and Policy Committee meeting.	Report to S&P on 3 November 2015
11-Aug-15	Staff Costs - Reports	All	S&P Committee Chairperson to work with Finance Committee Chair and Executive Director Special Projects to ensure there is clarity as to the impact on budgets in reports.	Reports from 22 September S&P Committee will have a clearer summary financial disclosure where it is appropriate. CFO also separately investigating the tracking and disclosure of staff costs in all reports to Council/Committees.

ACTIONS STILL UNDERWAY OR PENDING FOR HCC SUBMISSIONS TO EXTERNAL ORGANISATIONS: 22 SEPTEMBER 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 9/9/15

Submissions Removed – Process now Complete

- # 427: Waikato District Draft Sports Park Reserve Management Plan
- # 430: Local Government Funding Review: A Discussion Paper (February 2015)
- # 431: Waikato Regional Council’s Proposed Regional Development Fund

New Submissions Added

- # 446: Sale and Supply of Alcohol (Extended Licensing Hours During Rugby World Cup) Bill
- # 447: State Highway 26/Ruakura Road/Lissette Road Intersection Upgrade - Publicly Notified Notice of Requirement from the NZ Transport Agency for an Alteration to Designation
- # 450: Proposed Law Change to Allow Trading on Easter Sunday - Amendment to the Shop Trading Hours Act Repeal Act 1990

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 3 August 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 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 (by Appellant A), which relates to the Resolution Drive Interchange. HCC advised the</p>

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					<p>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 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>On 25 August 2015, Appellant A withdrew their appeal, as they had reached agreement with the NZTA.</p> <p>Appeal ENV-2014-AKL-000138 The NZTA has reached a settlement with Appellant B, but the settlement agreement has yet to be documented. The Court required a reporting memorandum to be filed by 28/8/15, unless consent documents are filed earlier. On 28/8/15 the NZTA requested a further reporting date of 18/9/2015. In response, the Court proposed a judicial telephone conference on 8/10/2015.</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</p>

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					<p>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. 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 17/7/15, and HCC lodged a submission on 24/7/15. The NZTA is to lodge its reply to other parties' submissions and affidavits by 21/8/15. A decision will be made "on the papers", that is, without a hearing.</p>
398	<p>HCC's and the NZ Transport Agency's Notices of Requirement to the Southern Links Project http://www.waipadc.govt.nz/HamiltonSouthernLinks</p>	<p>Waikato District Council, Waipa District Council and Hamilton City Council</p>	28/2/14	<p>Final submission considered and retrospectively approved on 18/3/14.</p>	<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>

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
404	Building (Earthquake-Prone Buildings) Amendment Bill http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL12960_1/building-earthquake-prone-buildings-amendment-bill	Local Government and Environment Select Committee	17/4/14	Final submission considered and retrospectively approved on 30/4/14.	<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. On 4/8/15, the Court set a further reporting date of 17/8/15.</p> <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</p>

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					<p>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, Wellington, Blenheim, and Christchurch (will keep the existing timeframe of assessment within five years and strengthening within 15 years). • 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>

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439	<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 Committee	16/7/15	Final submission considered and retrospectively approved on 11/8/14.	<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 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>

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					<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> <p>The Local Government and Environment Committee released their final report on the Bill with recommended amendments on 2/9/15 – refer http://www.parliament.nz/resource/en-nz/51DBSCH_SCR64791_1/a38b4befdfdd2c6a85be60e37365b16f8da763c8</p> <p>HCC's Principal Building Advisor is currently analysing the Committee's report, particularly in regard to potential implications for Council and Hamilton.</p>
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</p>

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					<p>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 were asked to decide whether HCC should make a submission.</p> <p>The staff recommendation was that a Future Proof co-ordinated submission will pick up key points relevant to Hamilton, and that a separate HCC submission was not required. Elected Members agreed with the staff recommendation.</p> <p>Withdrawal of Further Submission Point to the Proposed Auckland Unitary Plan Auckland Council advised HCC on 24/8/15 that any part of a further submission that Council has made to the Proposed Auckland Unitary Plan relating to a site in Whenuapai is now withdrawn due to the Special Housing Areas provisions. It should be noted that HCC would not have had an interest in that particular area in any case given its northern location.</p> <p>No action is therefore required by HCC.</p> <p>Further information on the special housing areas can be accessed at: http://www.aupihp.govt.nz/documents/docs/aupihpfs7specialhousingareas.pdf For information on current identified special housing areas please visit: http://www.aucklandcouncil.govt.nz/EN/ratesbuildingproperty/housingsupply/Pages/specialhousingareas.aspx</p>
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</p>

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445	Using Land for Housing (Draft Report 17 June 2015) http://www.productivity.govt.nz/inquiry-content/2060?stage=3	New Zealand Productivity Commission	4/8/15	Submission considered and approved at the 3/8/15 additional Strategy and Policy Committee meeting.	<p>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>The Commission has 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> <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>

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>A further meeting was held on 29/7/15 to discuss Draft 1. Staff incorporated comments from this meeting to form Draft 2, which was considered and approved at the 3/8/15 additional Strategy and Policy Committee meeting.</p> <p>Following consideration and approval of Draft 2, HCC's Final Submission was sent to the NZ Productivity Commission to meet the 4/8/15 submission closing date.</p> <p>The New Zealand Productivity Commission acknowledged receipt of HCC's submission on 4/8/15, noting that once it is reviewed by their team, the submission will be published on the Commission's website (this has not occurred to date).</p> <p>The Commission has since requested additional information around the relative merits of Land Value and Capital Value rating systems, and in particular the relationship between income and the valuation system used. This information was provided to the Commission on 3/9/15.</p> <p>The Productivity Commission will present their final report to Government on 30/9/15. 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/Rārangi 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</p>

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
					<p>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.</p> <p>Although HCC never received a formal acknowledgement of its submission, it is understood that Heritage New Zealand has reviewed all submissions received and is presently finalising the five General Statements of Heritage Policy with an anticipated release date of 20/11/15. Changes made to the final documents as a result of submissions will be clearly identified.</p>
446	<p>Sale and Supply of Alcohol (Extended Licensing Hours During Rugby World Cup) Bill http://www.parliament.nz/en-nz/pb/sc/make-submission/51SCJE_SCF_00DBHOH_BILL64660_1/sale-and-supply-of-alcohol-extended-licensing-hours-during http://www.legislation.govt.nz/bill/member/2015/0055/latest/whole.html#DLM6559202</p>	Local Government and Environment Committee	20/8/15	Draft submission considered and approved on 20/8/15 by the Finance Committee	<p>Local Government New Zealand (LGNZ) advised HCC on 14/8/15 about the opportunity to provide feedback on a Bill that has been introduced to extend licensing hours during the period of the 2015 Rugby World Cup.</p> <p>As matches are in the United Kingdom, the time zone means that matches will be broadcast for the most part outside the New Zealand hospitality industry's normal licensing hours. Without the Bill, all premises seeking to broadcast the RWC matches would have to apply to councils for a special license.</p> <p>An email was circulated to Elected Members on 14/8/15 outlining the content of the Bill, with a staff recommendation that "Council consider making a brief submission to the Select Committee on the Bill that supports the stance to be ascertained/taken by LGNZ following completion of their survey of the sector".</p>

SUB #	TITLE OF DOCUMENT/ISSUE	ORGANISATION	DATE SUB. SENT	STRATEGY & POLICY COMMITTEE APPROVAL	STATUS OF SUBMISSION PROCESS
					<p>Elected Members discussed this at the 18/8/15 Council Briefing and agreed that a brief submission be made that supported the Bill.</p> <p>HCC's draft submission was considered and approved at the 20/8/15 Finance Committee meeting and then sent to the Justice and Electoral Committee that same day.</p> <p>The Sale and Supply of Alcohol (Extended Licensing Hours During Rugby World Cup) Bill was enacted on 26/8/15.</p>
447	<p>State Highway 26/Ruakura Road/Lisette Road Intersection Upgrade - Publicly Notified Notice of Requirement from the NZ Transport Agency for an Alteration to Designation</p> <p>https://www.waikatodistrict.govt.nz/Have-your-say.aspx</p>	<p>Waikato District Council</p> <p>Note: HCC also served a copy of its submission to the NZ Transport Agency</p>	4/9/15	<p>Not applicable. Submission sent under the Chief Executive's delegated authority for RMA submissions.</p>	<p>Waikato District Council (WDC) received and publicly notified an alteration to designation application by the New Zealand Transport Agency (NZTA) to provide for a roundabout and associated works at the intersection of SH26/Ruakura Road/Lisette Road. More specifically, the Project includes the following:</p> <ul style="list-style-type: none"> • Widening of the existing designation to accommodate the roundabout and connections to the existing roading network. • Provision for stormwater attenuation, treatment and disposal from the intersection upgrade which includes discharging to a wetland along Ruakura Road, and a combination of soakage trenches and swales along Lisette Road. • Land acquisition from six properties to accommodate the roundabout and connections to existing roads. • Reinstatement of fences on new legal boundaries and landscaping of the intersection. • Installation of additional lighting columns, and signage to improve the safety of the intersection. <p>In addition to the above works, but outside of the designation boundary, the NZTA also proposes to undertake works within private property to address any potential effects of the proposed works on those properties from which land is required.</p> <p>HCC's submission to Waikato District Council was made under the Chief Executive's delegated authority for RMA submissions.</p>
450	<p>Proposed Law Change to Allow Trading on Easter Sunday - Amendment to the Shop Trading Hours Act Repeal Act 1990</p> <p>https://www.beehive.govt.nz/release/easter-sunday-shop-trading-law-change</p>	<p>Local Government and Environment Committee</p>	TBC	TBC	<p>On 24/8/15 the Government announced its intention to prepare an amendment to the Shop Trading Hours Act Repeal Act 1990 that will enable territorial authorities to allow trading on Easter Sunday in defined areas. Where there is interest, councils will be able to adopt bylaws to enable shops and garden centres to trade on Easter Sunday.</p>

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					<p>The process for setting bylaws is defined in statute and involves a comprehensive process of consultation. The restrictions on shop trading would still remain within the Shop Trading Hours Act Repeal Act 1990 and therefore the enforcement (even if bylaws were enacted) will remain with the Ministry of Business, Innovation and Employment, and is carried out by Labour Inspectors.</p> <p>After being sent to the Local Government and Environment Committee, councils will have the opportunity to make submissions. If enacted, the new powers will take effect in time for changes to be made prior to Easter 2017.</p> <p>HCC will need to decide in the first instance whether to make a submission to the Bill. An article outlining the issue and impending Bill was included as part of the 25/8/15 Executive Update.</p> <p>LGNZ will be encouraging councils to support the Bill through individual council submissions. They anticipate the Bill to be introduced in late October 2015 for submissions.</p>
451	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 4/9/15	
Committee	Draft policies or bylaw reports	Description of report	Review led by
Date			
22 Sept 2015	Trade Waste Bylaw 2006 Determination Report	<ul style="list-style-type: none"> 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 	City Infrastructure
29 Sept	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
30 Sept Alcohol Control Bylaw Hearing Subcommittee	Alcohol Control Bylaw 2015 hearing and deliberation.	<ul style="list-style-type: none"> Subcommittee to hear submitters wishing to speak and deliberate on the submission Make recommendations to S&P 	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. 	
	Citizens Initiated Referenda		Democracy
	Election Signs		Democracy
5 Nov	Class 4 Gambling Venue Policy* ** Gambling – Board (T.A.B) Venue Policy* **	<ul style="list-style-type: none"> Hearing and deliberations based on public consultation 	City Environments

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Policy and Bylaw Review Scheduling 2015

S&P		Information current as at 4/9/15	
Committee	Draft policies or bylaw reports	Description of report	Review led by
Date			
	Provisional Local Alcohol Policy (PLAP)	▪ Adoption	
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* **	▪ On hold until Building (Earthquake-prone) Bill 2013 becomes law	City Environments
	Speed Management Policy	▪ 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 ▪ Significant funding implications in the 10 Year Plan ▪ Recommend both policies deleted and content incorporated into Signage Plan 	City Infrastructure (Community)/ Business and Investment subcommittee

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Policy and Bylaw Review Scheduling 2015

Information current as at 4/9/15

S&P Committee	Draft policies or bylaw reports	Description of report	Review led by
	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	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
11 August 2015	Class 4 Gambling Venue Policy	Adopted for consultation
	Gambling – Board (T.A.B) Venue Policy	Adopted for consultation

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Policy and Bylaw Review Scheduling 2015

	<ul style="list-style-type: none"> ▪ Councillor's attendance at Conferences, Seminars and Training ▪ Elected Member's Expenses and Allowances ▪ Elected Member's IT 	<p>Deleted and the key content captured in a (new) single overarching 'Elected Member Support Policy'. <u>Policies will remain in force until after the October 2016 Local Government Elections.</u></p>
	<p>Corporate Hospitality and Entertainment Policy</p>	<p>Policy retained with no changes</p>
	<p>Elections – Communications with the Public</p>	<p>Deleted. Council to be 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).</p>
	<p>Election Signs</p>	<p>Deferred to 3 November S&P</p>
	<p>Elected Member Support Policy (new)</p>	<p>Adopted. <u>Implementation deferred to following the October 2016 Local Government Elections.</u></p>

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