

Notice of Meeting:

I hereby give notice that an ordinary Meeting of the Council will be held on:

Date: Thursday 6 April 2017
Time: 9.30am
Meeting Room: Council Chamber
Venue: Municipal Building, Garden Place, Hamilton

Richard Briggs
Chief Executive

Council OPEN AGENDA

Membership

| | |
|--------------------|--------------------------|
| Chairperson | Mayor A King |
| Deputy Chairperson | Deputy Mayor M Gallagher |
| Members | Cr M Bunting |
| | Cr J R Casson |
| | Cr S Henry |
| | Cr D Macpherson |
| | Cr G Mallett |
| | Cr A O'Leary |
| | Cr R Pascoe |
| | Cr P Southgate |
| | Cr G Taylor |
| | Cr L Tooman |
| | Cr P Yeung |

Quorum: A majority of members (including vacancies)

Meeting Frequency: Monthly – or as required

Lee-Ann Jordan
Governance Manager

31 March 2017

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Purpose

The Council is responsible for:

1. Providing leadership to, and advocacy on behalf of, the people of Hamilton.
2. Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

Terms of Reference

1. To exercise those powers and responsibilities which cannot legally be delegated by Council:
 - a) The power to make a rate.
 - b) The power to make a bylaw.
 - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan.
 - d) The power to adopt a Long Term Plan or Annual Plan, or Annual Report.
 - e) The power to appoint a Chief Executive.
 - f) The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan, or developed for the purpose of the Council's governance statement, including the 30-Year Infrastructure Strategy.
 - g) The power to adopt a remuneration and employment policy.
 - h) The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
 - i) The power to approve or amend the Council's Standing Orders.
 - j) The power to approve or amend the Code of Conduct for Elected Members.
 - k) The power to appoint and discharge members of committees.
 - l) The power to establish a joint committee with another local authority or other public body.
 - m) The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council not accept the recommendation.
 - n) The power to amend or replace the delegations in Council's *Delegations to Positions Policy*.
2. To exercise the following powers and responsibilities of Council, which the Council chooses to retain:
 - a) Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
 - b) Approval of any changes to Council's vision, and oversight of that vision by providing direction on strategic priorities and receiving regular reports on its overall achievement.
 - c) Approval of any changes to city boundaries under the Resource Management Act.
 - d) Adoption of governance level strategies, plans and policies which advance Council's vision and strategic goals.
 - e) Approval of the Triennial Agreement.

- f) Approval of the local governance statement required under the Local Government Act 2002.
- g) Approval of a proposal to the Remuneration Authority for the remuneration of Elected Members.
- h) Approval of any changes to the nature and delegations of the Committees.

Oversight of Policies:

- *Corporate Hospitality and Entertainment Policy*
- *Delegations to Positions Policy*
- *Elected Members Support Policy*
- *Significance and Engagement Policy*

| ITEM | TABLE OF CONTENTS | PAGE |
|-------------|--|-------------|
| 1 | Apologies | 5 |
| 2 | Confirmation of Agenda | 5 |
| 3 | Declarations of Interest | 5 |
| 4 | Public Forum | 5 |
| 5 | Council Minutes - 7 March 2017 | 6 |
| 6 | Council Minutes - 9 March 2017 | 22 |
| 7 | Council Minutes - 28 March 2017 | 35 |
| 8 | Chair's Report | 39 |
| 9 | Proposal for free 2-hour on-street parking in the CBD | 41 |
| 10 | Approval of Draft 2017/18 Annual Plan Consultation Document | 56 |
| 11 | Policy on seismic performance for Council buildings | 59 |
| 12 | Eastern Bulk Main Subsidence Remedial Works | 79 |
| 13 | Update on Grassroots Trust Application | 87 |
| 14 | Heritage Fund | 88 |
| 15 | Governance Statement | 104 |

1 Apologies

2 Confirmation of Agenda

The Council 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 Mayor.

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 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 6439.

Committee: Council**Date:** 06 April 2017**Report Name:** Council Minutes - 7 March
2017**Author:** Amy Viggers

| | |
|---------------|-------------|
| Status | <i>Open</i> |
|---------------|-------------|

Recommendation

That the Council confirm the Open Minutes of the Council Meeting held on 7 March 2017 as a true and correct record.

1. Attachments

- Attachment 1 - Council Minutes - 7 March 2017

Council (Annual Plan) OPEN MINUTES

Minutes of a meeting of the Council held in Council Chamber, Municipal Building, Garden Place, Hamilton on Tuesday 7 March 2017 at 9.30am.

PRESENT

| | |
|--------------------|--------------------------|
| Chairperson | Mayor A King |
| Deputy Chairperson | Deputy Mayor M Gallagher |
| Members | Cr M Bunting |
| | Cr J R Casson |
| | Cr S Henry |
| | Cr D Macpherson |
| | Cr G Mallett |
| | Cr A O'Leary |
| | Cr R Pascoe |
| | Cr P Southgate |
| | Cr G Taylor |
| | Cr L Tooman |
| | Cr P Yeung |

Chief Executive - Richard Briggs
General Manager Community - Lance Vervoort
Executive Director Special Projects - Blair Bowcott
General Manager City Growth - Kelvyn Eglinton
General Manager City Infrastructure - Chris Allen
General Manager Strategy and Communications - Sean Hickey
General Manager Major Events, Tourism and Venues - Sean Murray
General Manager Corporate - David Bryant
Financial Controller - Tracey Musty
City Safe Manager - Kelvin Powell
City Waters Manager - Maire Porter
City Development Manager - Andrew Parsons
Economic Growth and Planning Unit Manager - Luke O'Dwyer
Programme Manager – Strategy - Julie Clausen
Programme Manager Corporate Planning - Graham Pollard
Programme Manager Corporate Planning - Sarah Ward
Programme Manager – Growth and Assets - Paul Gower
Communications Team Leader - Tamsin Webb
Communications Advisor - Nigel Ward
Business Manager – Community - Helen Paki
IT Business Analyst - Malcolm Frethey

Council 7 MARCH 2017 - OPEN

Governance Manager - Lee-Ann Jordan
 Governance Team Leader - Becca Brooke
 Committee Advisor - Ian Loiterton
 Committee Advisor - Amy Viggers

1. Apologies

There were no apologies.

2. Confirmation of Agenda

Resolved: (Crs Bunting/Taylor)

That the agenda be confirmed noting:

- Item 8 (Chairs Report – under separate cover) to be taken after Item 5 (Strategic Financial Outlook); and
- Replacement for page 49 for Item 7 (2017/18 Budget Review) previously circulated.

3. Declarations of Interest

No members of the Council declared a Conflict of Interest.

4. Public Forum

Jocelyn Pratt (PSA Representative) Spoke to Item 7 (2017/18 Budget Review). She expressed her support of funding increases to address remuneration shortfalls in employees' salaries.

Deborah Fisher (Resident) Spoke to Item 6 (Fees and Charges 2017/18). She advised that she had concerns regarding increases in fees related to the Zoo, child burial plots and 60's forward fit casual classes increasing.

Thomas Gibbons (Property Council Representative) Spoke to Item 8 (Chair's Report). He expressed his opinion that removal of the CBD remission on Development Contributions could hinder growth and development in the CBD.

Mike Callaway (Cornerstone Developers) Spoke to Item 8 (Chair's Report). He expressed his opinion that removal of the CDB remission of Development Contributions could inhibit development in Hamilton. He suggested if removal of the remission was to occur, consideration of a 10 year progression change would be beneficial.

COUNCIL 7 MARCH 2017 -OPEN

Page 2 of 15

Council 7 MARCH 2017 - OPEN

The Chair advised Elected Members that Items 5 (Strategic Financial Outlook) and 8 (Chair's Report – circulated under separate cover) would be taken consecutively and that questions concerning the reports would be taken after both reports had been presented.

5 & 8. Strategic Financial Outlook & Chair's Report *(circulated under separate cover)*

The Chief Executive gave a presentation on Council's long term financial position to set the scene for upcoming discussions with Elected Members regarding the 2018/28 10 Year Plan. The presentation also provided some context for the 2017/18 Annual Plan discussion.

The presentation covered Council's financial strategy, future infrastructure requirements, legislative drivers and risks, and future funding challenges related to both the cost of run the city and our growth responsibilities over the next ten years. The CE noted there were three levers available to Council to manage its finances: expenditure, rates, debt. Key messages were that Council's current budget was well-managed but very tight; there was a bow-wave of expenditure coming, it was important for Council to live within its means, and to create surpluses to allow us to respond to increasing growth and amenity demands. The CE emphasised that further analysis was needed on the various options he had outlined to Elected Members and that there were some tough calls for Council ahead.

The presentation also briefly summarised the Housing Infrastructure Fund Bid currently being prepared by staff.

Following the Chief Executive's presentation of Item 5 (Strategic Financial Outlook), the Chair took his report, Item 8 (Chair's Report) as read, noting the following changes:

- Paragraph 11 - *change April to August.*
- Paragraph 12 - *change April to August.*

The CE, staff and the Chair responded to questions from Elected Members concerning items 5 and 8 regarding:

- The robustness of Council's current financial strategy, the validity of Council's financial reporting measures especially in relation to Government's Balancing the Book measure, and the historical and current accounting treatment of revenue generated through Development Contributions (DCs);
- How DCs worked, the costs of asset management plans; the various scenarios for debt, rates and the costs to run the city; and what that would mean for Elected Members' considerations for the annual plan and long term plan;

Council 7 MARCH 2017 - OPEN

- The drivers and significant costs of growth; the accuracy of demographic projections, the impacts of the National Policy Statement; perceived risks of a 'growth at all costs' approach; and the importance of amenity for city residents;
- The Housing Investment Fund (HIF) as a possible mechanism to fund growth and the implications for Council's finances into the future of HIF;
- Concerns about the apparent suddenness of the CE and Mayor's commentary around Council's financial outlook and the potential for confusion this created.

The Chief Executive emphasised that the information had only become available very recently.

The following adjournments took place during the above items

The meeting adjourned (11.30 – 11.46am)

The meeting adjourned (1.00pm – 1.50pm)

The meeting adjourned (3.27pm – 3.35pm)

Following the last adjournment, Item 5 (Strategic Financial Outlook) was voted on.

Item 5 – Strategic Financial Outlook

Motion: (Mayor King/Cr Yeung)

That the report be received.

Resolved: (Mayor King/Cr Yeung)

That the above motion be withdrawn as per Standing Order 3.7.5.

Resolved: (Crs O'Leary/Pascoe)

That:

- a) the report be received;
- b) Council review the current Council approved Financial Strategy in preparation for the 2018-28 10 Year Plan and report back with recommendations for changes, if any, to this Financial Strategy; and
- c) the review is to include looking at revenue stream options including changes to the present rating structure and/or calculation of rates, targeted rates being suggested, and give consideration to all and any other options for rating and revenue gathering; and

- d) a report come back to the 24 August 2017 Council Meeting.

Cr Mallett Dissenting.

At 4.30pm the following was resolved as per Standing Order 3.2.7 to extend the duration of the meeting to continue past 6 hours.

Resolved: (Mayor King/Cr Macpherson)

That the meeting continue past 6 hours as per Standing Order 3.2.7.

The meeting adjourned (4.55pm – 5.05pm).

Following the above adjournment, Item 8 (Chair's Report) was voted on in three parts.

8. Chair's Report

Motion 1:

Motion: (Cr Macpherson/Mayor King)

That:

- a) staff report to Council on 6 April 2017 with detailed costings on a proposal to provide 'free' 2-hour on-street parking within the CBD, from 1 October 2017, including full or partial funding by:
- i) a targeted rate based on capital value charged on all rateable properties within the CBD; and including;
 - ii) a report from the Parking Task Force on their proposed parking strategy, including the introduction of new technology, and how this proposal will fit within the strategy.
- b) Council consider the report on 6 April with a view to:
- i) implementing a free CBD 2-hour parking policy from 1 October 2017;
 - or**
 - ii) deferring a decision on this policy until the Long Term Plan discussions;
 - or**
 - iii) deciding not to continue with consideration of this policy.

Council 7 MARCH 2017 - OPEN

The Motion was put.

Those for the Motion: Mayor King, Councillors Gallagher, Yeung,
Macpherson, Bunting, Casson, Henry,
Southgate and Taylor.

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

The Motion was declared carried.

Resolved: (Cr Macpherson/Mayor King)

That:

- a) staff report to Council on 6 April 2017 with detailed costings on a proposal to provide 'free' 2-hour on-street parking within the CBD, from 1 October 2017, including full or partial funding by:
 - i) a targeted rate based on capital value charged on all rateable properties within the CBD; and including;
 - ii) a report from the Parking Task Force on their proposed parking strategy, including the introduction of new technology, and how this proposal will fit within the strategy.

- b) Council consider the report on 6 April with a view to:
 - i) implementing a free CBD 2-hour parking policy from 1 October 2017;
 - or**
 - ii) deferring a decision on this policy until the Long Term Plan discussions;
 - or**
 - iii) deciding not to continue with consideration of this policy.

Council 7 MARCH 2017 - OPEN

Motion 2:

Resolved: (Cr Macpherson/Mayor King)

That:

- a) the CE is to prepare a report on the next stage of the Hamilton Gardens Development("the Gardens project") and to report back to Council in time for the 2018 – 28 10 Year Plan discussions so that it's priority can be considered along with other projects;
- b) the report is to be in the form of a Business Case, covering the topics in the previous Hamilton Gardens Project Proposal report dated 4 March 2014 and is to include; the scope of the Gardens project, expected budget for each of the gardens and the stages, timeframe for delivery and options for funding including continuation of the \$10.00 targeted rate; and
- c) the report is to include an independent assessment from Horwath HTL, updating their 2013 report to Council, on whether Hamilton Gardens should introduce a non-resident visitor charge and if so, what that charge should be. The assessment is to include feedback from Hamilton/Waikato Regional Tourism Office and Tourism NZ on this charge.

Motion 3:

Motion: (Cr Macpherson/Mayor King)

That Council requests the Chief Executive to present a report to Council in August 2017 on the matters raised in this report, with the exception of points 64-68 relating to CBD Parking Revenue; and points 59-63 new charges at Hamilton Gardens.

The Motion was put.

Those for the Motion: Mayor King, Councillors Gallagher, Yeung, Macpherson, Bunting, Casson, Henry, Pascoe, Taylor, and Tooman.

Those against the Motion: Councillors O'Leary, Mallett, and Southgate.

The Motion was declared carried.

Council 7 MARCH 2017 - OPEN

Resolved (Cr Macpherson/Mayor King)

That Council requests the Chief Executive to present a report to Council in August 2017 on the matters raised in this report, with the exception of points 64-68 relating to CBD Parking Revenue; and points 59-63 new charges at Hamilton Gardens.

The meeting adjourned (6.23-6.45pm).

6. Fees and Charges 2017/18

The Financial Controller took the report as read. Staff responded to questions from the Elected Members concerning the rationale for various fee increases. It was explained that a number of factors including inflation, increased operating costs and bench marking were taken into account when reviewing fees and charges.

The following motion was voted on in three parts.

Resolved: (Crs Bunting/Casson)

- a) the report is received;
- b) the fees and charges (excluding attachment 1) are approved at the meeting of Council on 29 June 2017 without community consultation;
- c) a report come back to the 16 May 2017 Community and Services Committee addressing equity between outdoor sport code charges as compared to indoor sport code charges and costs; and
- d) the swimming pool fencing and compliance charge be actioned as soon as legally possible.

Resolved: (Crs Bunting/Casson)

That the fees and charges as per attachment 1 are approved noting the following changes:

- a) Signs on footpaths which will be altered to 'all zones \$110.00'.

Resolved: (Crs Bunting/Casson)

- b) Child Plot purchase fee will remain as \$1980.00.

Cr Mallet Dissenting.

Council 7 MARCH 2017 - OPEN

7. 2017/18 Budget Review

The report was taken as read. Staff responded to questions from Elected Members concerning the following proposed budget changes:

- **Rubbish and recycling:**
Financial impacts of the wheelie bin proposal.
- **River Plan:**
Capital and opex budget changes and implications.
- **Rates Increase**
Scenarios for different rates increases, impact on budget and implications for rate payers.
- **Mobility implementation for asset management:**
The intention was for all staff out in the field to be using electronic devices to enable these areas to move from paper based to electronic systems.
- **Rototuna Sports Park development and Te Huia Destination Playground:**
Suggested that these projects could be covered by a targeted rate. A report would be coming back to Council with further information concerning these projects.
- **Remuneration shortfalls in employee salaries:**
The budget changes were necessary to attract and retain staff, and that currently there were a number of shortfalls throughout the organisation.
- **Information and technology licence and support costs**
This contract had been missed from the Long Term Plan and needed to be included.

1. Budget Adjustments

Resolved: (Crs Casson/Henry)

That Council approves an increase of \$132,000 of operating funding and a reduction of \$705,000 of capital funding in 2017/18 to reflect Budget Adjustments.

2. Updated Assumptions

Resolved: (Crs Casson/Henry)

That Council approves a reduction of \$1,105,000 of operating funding in 2017/18 to reflect Updated Assumptions.

Council 7 MARCH 2017 - OPEN

3. Decisions made by Council

Resolved: (Crs Casson/Henry)

That Council approves an increase of \$1,268,000 of operating funding and \$746,000 of capital funding in 2017/18 to reflect Decisions made by Council during 2016/17

4. Chief Executive "Imperatives"

Resolved: (Crs Casson/Henry)

That Council:

- a) approves an increase of \$1,159,000 of capital funding in 2017/18 to enable vehicles, plant and machinery to be replaced in line with their useful lives;
- b) approves an increase of \$876,000 of operating funding in 2017/18 to address remuneration shortfalls in employee salaries;
- c) approves an increase of \$150,000 of operating funding in 2017/18 for relocation of City Safe operations to the Genesis Building;
- d) approves an increase of \$600,000 of capital funding in 2017/18 for Crematorium renewal work at Hamilton Park Cemetery;
- e) approves the deferral of \$2,923,000 of operating funding from 2017/18 to 2018/19 for implementing rubbish and recycling changes;
- f) approves an increase of \$450,000 of operational funding in 2017/18 for the corporate programme of seismic and building condition assessments; and
- g) approves an increase of \$958,000 of operational funding in 2017/18 for Information Technology licence and support costs.

5. Proposal - Rotokauri Stage One Water Supply

Resolved (Crs Henry/Casson)

That Council:

- a) approves the acceleration of strategic water supply infrastructure in Rotokauri Stage 1 by:
 - i) advancing \$562,000 of capital funding from 2018/19 to 2017/18;
 - ii) advancing \$2,193,000 of capital funding from 2019/20 to 2017/18;
 - iii) advancing \$56,000 of capital funding from 2020/21 to 2017/18;
 - iv) approving an increase of \$4,589,000 of capital funding in 2017/18; and

- b) notes the financial impact of accelerating strategic water supply infrastructure in Rotokauri stage 1 can be mitigated by the deferral of \$6,193,236 for other infrastructure growth projects from 2017/18 to 2018/19.

6. Proposal - Rototuna Sports Park development

Resolved: (Crs Casson/Henry)

That Council:

- a) approves advancing \$745,000 of capital funding from 2024/25 to 2017/18 to enable initial construction of Rototuna Sports Park to commence;
- b) notes that \$47,000 of consequential operational funding will need to be allocated annually in the 2018-28 10-Year Plan for commencement of the sports park development; and
- c) the costings and issues for the targeted rate for Rototuna Sports Park Development are reported to the August 2017 LTP Council discussion.

Cr Mallett Dissenting.

Council 7 MARCH 2017 - OPEN

7. Proposal - Te Huia Destination Playground

Resolved: (Crs Casson/Henry)

That Council:

- a) approves advancing \$287,000 of capital funding from 2018/19 to 2017/18 to develop public toilets at the Te Huia Destination Playground;
- b) approves an increase of \$100,000 of capital funding in 2017/18 to install lighting and CCTV systems at the Te Huia Destination Playground;
- c) notes that consequential operational funding of \$13,000 in 2018/19 and \$10,000 in subsequent years will need to be allocated in the 2018-28 10-Year Plan for Te Huia Park; and
- d) the costings and issues for the targeted rate for Te Huia Destination Playground are reported to the August 2017 LTP Council discussion.

Cr Mallet Dissenting.

8. Proposal - Customer Services Improvements

Resolved: (Crs Casson/Henry)

That Council:

- a) approves an increase of \$100,000 of capital funding in 2017/18 to complete the following customer service improvement projects:
 - i) eftpos point of sale integration;
 - ii) developing an online hub in the Customer Service Centre; and
 - iii) call recording in our contact centre.

9. Proposal - Mobility Implementation for Asset Management

Resolved: (Crs Casson/Henry)

That Council approves advancing a total of \$350,000 of capital funding from 2018 – 2021 to 2017/18 to enable implementation of mobility solutions for asset management.

10. River Plan

Motion (Crs Taylor/O'Leary)

That:

- a) Council approves a reduction of \$250,000 of operating funding for the River Plan in 2017/18; and
- b) \$1.25 million in capital funding for the River Plan be included in the 2017/18 plan and that the Chief Executive report back to council before June on how this funding can best be utilised.

Amendment: (Cr Macpherson/Mayor King)

That:

- a) Council approves a reduction of \$250,000 of operating funding for the River Plan in 2017/18; and
- b) \$250,000 of capital funding for the River Plan be included in the 2017/18 plan and that the Chief Executive report back to council before June on how this funding can best be utilised.

The Amendment was put.

Those for the Amendment: Mayor King, Councillors Casson, Henry, and Macpherson.

Those against the Amendment: Councillors Bunting, Gallagher, Mallett, O'Leary, Pascoe, Southgate, Taylor, Tooman, and Yeung.

The Amendment was declared lost.

Council 7 MARCH 2017 - OPEN

The Motion was then put.

Those for the Motion: Councillors Bunting, Gallagher,
Macpherson, O'Leary, Pascoe, Southgate,
Taylor, Tooman, and Yeung.

Those against the Motion: Mayor King, Councillors Casson, Henry,
and Mallett.

The Motion was declared carried.

Resolved: (Crs Taylor/O'Leary)

That:

- a) Council approves a reduction of \$250,000 of operating funding for the River Plan in 2017/18; and
- b) \$1.25 million in capital funding for the River Plan be included in the 2017/18 plan and that the Chief Executive report back to council before June on how this funding can best be utilised.

Council 7 MARCH 2017 - OPEN

11. Other Matters

Resolved: (Crs Casson/Taylor)

That Council notes the other matters raised by staff in this report.

Cr Southgate retired from the meeting (10.05pm) during the above item. She was not present when the matter was voted on.

The meeting adjourned (10.10pm – 10.17pm).

At 10.30pm the following was resolved as per Standing Order 3.2.7 to extend the duration of the meeting to continue past 10.30pm.

Resolved: (Mayor King/Cr Macpherson)

That the meeting continue past 10.30pm as per Standing Order 3.2.7

12. Overall Recommendations

During the discussion on the 'Overall Recommendations', the following motion was resolved to adjourn the meeting.

Resolved: (Mayor King/Cr Gallagher)

That the meeting adjourn at 11.10pm, 7 March 2017 to be re-convened at the 9 March 2017 Council Meeting for the remainder of Item 7 (2017/18 Budget Review).

The meeting adjourned at 11.10pm to be reconvened at the 9 March 2017 Council Meeting.

Committee: Council**Date:** 06 April 2017**Report Name:** Council Minutes - 9 March
2017**Author:** Amy Viggers

| | |
|---------------|-------------|
| Status | <i>Open</i> |
|---------------|-------------|

Recommendation

That the Council confirm the Open Minutes of the Council Meeting held on 9 March 2017 as a true and correct record.

1. Attachments

- Attachment 1 - Council Minutes - 9 March 2017

Council

OPEN MINUTES

Minutes of a meeting of the Council held in Council Chamber, Municipal Building, Garden Place, Hamilton on Thursday 9 March 2017 at 9.40am.

PRESENT

| | |
|--------------------|--------------------------|
| Chairperson | Mayor A King |
| Deputy Chairperson | Deputy Mayor M Gallagher |
| Members | Cr M Bunting |
| | Cr J R Casson |
| | Cr S Henry |
| | Cr D Macpherson |
| | Cr G Mallett |
| | Cr A O'Leary |
| | Cr R Pascoe |
| | Cr P Southgate |
| | Cr G Taylor |
| | Cr L Tooman |
| | Cr P Yeung |

| | |
|----------------|--|
| In Attendance: | Chief Executive - Richard Briggs |
| | General Manager Community - Lance Vervoort |
| | General Manager Venues, Tourism and Events - Sean Murray |
| | General Manager Strategy and Communications - Sean Hickey |
| | General Manager City Growth - Kelvyn Eglinton |
| | General Manager City Infrastructure - Chris Allen |
| | General Manager Corporate - David Bryant |
| | Executive Director Special Projects - Blair Bowcott |
| | Strategic Property Manager - Nicolas Wells |
| | Acting Unit Manager Community Development and Leisure - Debbie Lascelles |
| | Financial Controller - Tracey Musty |
| | Corporate Planning Programme Manager - Graham Pollard |
| | Corporate Planning Programme Manager - Sarah Ward |
| | Communications Team Leader - Tamsin Webb |
| | Communications Advisor - Jeff Neems |
| | Business Manager – Community - Helen Paki |
| | Community Funding Advisor - Sandra Larsen |
| | Partnership and Sponsorship Manager - Lisa Topcsov |

Council 9 MARCH 2017 - OPEN

IT Business Analyst - Malcolm Frethey
PWC – Brendan O'Connor
PWC – Wayne Tainui

Governance Advisors: Governance Manager - Lee-Ann Jordan
Governance Team Leader - Becca Brooke
Committee Advisor - Ian Loiterton
Committee Advisor - Amy Viggers

1. Apologies

There were no apologies.

2. Confirmation of Agenda

Resolved: (Crs Southgate/Casson)

That the agenda is confirmed noting the following:

- Item 7 (2017/18 Budget Review) adjourned from 7 March 2017 Council Meeting (Annual Plan) to be taken as the first substantive item on the agenda.
- Late Item 17 (Application for Approval – Grassroots Trust) to be added to the agenda noting that the report (under separate cover) is incorrectly labelled as Item 18 in the report itself.
- Item 11 (Regulatory Effectiveness and Efficiency Programme Report) has been removed from the agenda as external expert input is still being sought; the report will be brought back to a future meeting.
- the order of the agenda will be flexible and items may move due to the availability of staff, external presenters and Elected Members.

3. Declarations of Interest

No members of the Council declared a Conflict of Interest.

4. Public Forum

Thomas Gibbons (Property Council Representative) – Speaking to Item 10 (Hamilton Properties Limited). Mr Gibbons expressed his support of Hamilton Properties Limited as long as there was good management in place. He felt that Hamilton Properties Limited could facilitate innovation which could lead to savings in the long term.

Council 9 MARCH 2017 - OPEN

The following Item continued from the 7 March 2017 Council Meeting (Annual Plan)

Reconvened Item 7 (2017/18 Budget Review)

12) Overall Recommendations

The Chief Executive spoke to a presentation to provide clarity on options around proposed rates rises and responded to questions raised at the Tuesday, March 7 Council meeting. Staff responded to further questions from Elected Members concerning the financial modelling of figures given in the presentation and around the different financial reporting measures used in reporting,

The Chief Executive noted that Central Government's measure excluded the revenue generated from Development Contributions, while, Council's measure included it. Both ways of reporting were valid and the Chief Executive noted that Council was subject to rigorous Audit NZ review and oversight. He also noted that if Council wanted to be able to fund future growth and implement plans and projects to improve city amenity, more would be needed.

The Chief Executive signaled that Council would have some tough decisions to make through the Long Term Plan but, there were levers available to Council to manage the City's finances.

The following motion was taken in parts.

Resolved: (Mayor King/Cr Gallagher)

That:

- a) Council establishes an Elected Member task force group to oversee the development of the Annual Plan 2017/18 consultation document which reflects the changes approved at this meeting;
- b) Council appoint [Mayor King, Crs Taylor, Bunting, Southgate, Henry, Macpherson, Pascoe and Mallett] to the Elected Member task force group;
- c) the consultation document is presented to Council for approval on 6 April 2017;
- d) consultation period will be 7 April 2017 to 7 May 2017; and
- e) 18 May 2017 is set aside to allow Council to hear community views.

Motion: (Mayor King/Cr Gallagher)

That Council approves a rates increase of 12% to existing ratepayers for the 2017/18 financial year.

Amendment: (Crs Macpherson/Taylor)

That Council approves a rates increase of 9% to existing ratepayers for the 2017/18 financial year, and signals an intent to increase rates by 6.8% to existing ratepayers for the 2018/19 financial year.

The Amendment was put.

Those for the Amendment:

Mayor King, Crs Gallagher, Macpherson, Pascoe, and Taylor.

Those against the Amendment:

Crs Bunting, Casson, Henry, Mallett, O'Leary, Southgate, Tooman, and Yeung.

Council 9 MARCH 2017 - OPEN

The Amendment was declared lost.

The Motion was then put.

Those for the Motion: Mayor King and Cr Gallagher.

Those against the Motion: Crs Bunting, Casson, Henry, Macpherson, Mallett, O'Leary, Pascoe, Taylor, Southgate, Tooman, and Yeung.

The Motion was declared lost.

The meeting adjourned (12.45pm – 1.30pm).

Cr Macpherson left the meeting during the above adjournment (12.45pm).

5. Council Minutes - Open - 8 February 2017

Resolved: (Crs Casson/Tooman)

That the Council confirm the Open Minutes of the Council Meeting held on 8 February 2017 as a true and correct record, noting a correction on page 9 of the Agenda, that Christine **Parish** should be Christine **Norris**.

7. Recommendation to Council from the Growth and Infrastructure Committee - 14 February 2017

Resolved: (Crs Mallett/Taylor)

Appointments to the Regional Public Transport Plan Development Subcommittee

That Council:

- a) approves the appointment of Hamilton City Council's representatives on the Regional Public Transport Plan Development Subcommittee, to be Crs Macpherson, Tooman, and Taylor (any two of the three members are to attend meetings); and
- b) notes that the Governance Structure 2016-2019 will be updated to reflect these appointments.

6. Elected Member Briefing Notes - Open - 13 February 2016

Resolved: (Crs Mallett/Tooman)

That Council confirm the Briefing notes of the Elected Member Briefing Session that took place on Monday, 13 February 2017 as a true and correct record.

8. Recommendation to Council from the Finance Committee - 28 February 2017

Resolved: (Crs Mallett/Pascoe)

Waikato Local Authority Shared Services - Appointment of Director

That Council approves Blair Bowcott, Executive Director Special Projects as the appointed Director of Waikato Local Authority Shared Services Ltd. to replace Richard Briggs, Chief Executive effective immediately.

Cr Henry Dissenting.

12. Waikato Triennial Agreement 2016-2019

The Executive Director, Special Projects took the report as read and responded to questions from Elected Members concerning the purpose of the Waikato Triennial Agreement. He advised that the agreement enabled those Territorial Authorities involved, to work together to facilitate and align works contracts across the region to achieve economies of scale and cost savings.

Elected Members noted the success of the 2013-2016 Waikato Triennial Agreement and acknowledged the great work that had occurred through the various councils collaborating.

Resolved: (Crs Southgate/O'Leary)

That Council:

- a) receives the report;
- b) approves the Waikato Triennial Agreement 2016-2019; and
- c) delegates the Mayor to sign the agreement on behalf of Council.

14. Service Delivery Review of Aquatic Services

The General Manager of Community introduced the item, noting that Brendon O'Connor and Wayne Tainui from PwC were in attendance to respond to questions regarding the service delivery review.

The review identified a number of options, three of which staff noted would be beneficial to analyse further:

- Enhanced status quo
- Contracting out the full service
- Outsourced management model

Staff talked about the benefits and risks associated with these options and responded to Elected Members questions. Concerning the Outsourcing Management Model, staff noted that potential outsource partners were generally only interested in the whole facility, as partial outsourcing was too limiting.

Council 9 MARCH 2017 - OPEN

Motion: (Crs Macpherson/Bunting)

That Council:

- a) receives the report;
- b) approves the development of a detailed business case for contracting out Aquatic Services and other recreation services;
- c) approve an unbudgeted amount up to \$100,000 to the Risks and Opportunities Register for the development of the business case and contract;
- d) requests Staff to report back no later than March 2018 with recommendations on the service delivery model for Aquatic Services; and
- e) requests a report on the progress of the business case for the 19 October 2017 Council Meeting.

Amendment: (Crs O'Leary/Southgate)

That Council:

- a) receives the report; and
- b) staff report to council on a business plan proposal for an enhanced status quo model and bring back to council in time for consideration for the LTP.

The Amendment was put.

Those for the Amendment: Councillors Pascoe, Tooman, O'Leary, Henry and Southgate.

Those against the Amendment: Councillors King, Gallagher, Yeung, Mallett, Macpherson, Bunting, Casson and Taylor.

The Amendment was declared lost.

The Motion was then put and declared carried.

Resolved: (Crs Macpherson/Bunting)

That Council:

- a) receives the report;
- b) approves the development of a detailed business case for contracting out Aquatic Services and other recreation services;
- c) approve an unbudgeted amount up to \$100,000 to the Risks and Opportunities Register for the development of the business case and contract;
- d) requests staff to report back no later than March 2018 with recommendations on the service delivery model for Aquatic Services; and
- e) requests a report on the progress of the business case for to the 19 October 2017 Council Meeting.

Cr O'Leary Dissenting.

Cr Macpherson re-joined the meeting (2.07pm) during the above item. He was present when the matter was voted on.

9. Chair's Report

This report was taken as read. It was confirmed that Ryan Hamilton' was not seeking funding from the council for the public art proposal.

Cr Southgate left the meeting (3.10pm) during the discussion of the above item.

Resolved: (Crs Bunting/O'Leary)

That Council notes the request from Ryan Hamilton for approval to use the Anglesea Wall as a site for a potential public art project

Cr Southgate rejoined the meeting (3.15pm). She was not present when the above matter was voted on.

Resolved: (Crs Tooman/Gallagher)

That Council notes the proposed Sister City Delegation Visit to Chengdu by the Mayor and Chief Executive scheduled for 9-12 May 2017.

The Chair indicated he would take his proposed motion (outlined in his Chair's report) to revoke the Council resolution relating to Hamilton Properties Limited passed at the Council meeting of 29 September 2016, to be discussed and voted on as part of Item 10 (Hamilton Properties Limited).

10. Hamilton Properties Limited

The Strategic Property Manager spoke briefly to this item, advising that the purpose of the report was to notify and seek agreement on a revised timeline from the Council resolution. Staff responded to questions from Elected Members concerning Municipal and Domain Endowment Funds.

The endowment funds were confirmed as having a combined asset value of \$51m which was made up of cash, ground leases and commercial properties. The combined cash reserves in the Municipal and Domain Endowments was \$34m. It was noted, as per the Municipal and Domain Endowment Funds Policy, that the endowment funds must be used to support, advance and implement Council's strategic plans.

Council 9 MARCH 2017 - OPEN

Motion: (Mayor King/Cr Mallett)

That Council:

- a) revokes in full the resolution of Council, dated 29 September 2016 in respect of Hamilton Properties Limited; and
- b) approves the following:

That Council requests the Chief Executive prepares a report for the next meeting of Council that sets out the process, timing, and implications of:

- i) dissolving Hamilton Properties Limited as a Council entity;
- ii) winding up the Municipal Endowment Fund; and
- iii) using the funds from the Municipal Endowment Fund to pay down debt.

Amendment: (Crs Pascoe/O'Leary)

That Council:

- a) receives the report;
- b) delays implementing Hamilton Properties Limited until staff resources currently committed to priority projects can be reallocated; and
- c) approves the amended timeline for activation and operation of Hamilton Properties Limited below.

The Amendment was put.

Those for the Amendment: Councillors Gallagher, Pascoe, O'Leary, Bunting, Henry, Southgate and Taylor.

Those against the Amendment: Mayor King, Councillors Yeung, Mallett, Tooman, Macpherson and Casson.

The Amendment was declared carried.

The Amendment as the Substantive Motion was then put.

Those for the Amendment as the Substantive Motion: Councillors Gallagher, Pascoe, Yeung, O'Leary, Bunting, Henry, Southgate and Taylor.

Those against the Amendment as the Substantive Motion: Mayor King, Councillors Mallett, Tooman, Macpherson, and Casson.

The Substantive Motion was declared carried.

Resolved: (Crs Pascoe/O'Leary)

That Council:

- a) receives the report;
- b) delays implementing Hamilton Properties Limited until staff resources currently committed to priority projects can be reallocated; and
- c) approves the amended timeline for activation and operation of Hamilton Properties Limited below.

Council 9 MARCH 2017 - OPEN

| Date | Action | Owner |
|---|--|---|
| STAGE 2 – SET UP STAGE | | |
| September 2016 June 2018 | Commission report into Director remuneration Commence recruitment of Directors | GM City Growth |
| March 2017 December 2018 | Appointment of Directors and remuneration approved Approve Letter of Expectation Activate HPL and revocation of CCO exemption (s7(7)) | Council (delegated to CCO Subcommittee or equivalent) |
| STAGE 3 – TRANSITIONAL STAGE | | |
| 1 April 2017 1 January 2018 | HPL operational in transitional mode | |
| April – June 2017 January – September 2018 | 1 st Board Meeting Prepare: <input checked="" type="checkbox"/> Contract HCC and HPL <input checked="" type="checkbox"/> Statement of Intent <input checked="" type="checkbox"/> HPL Strategy and Business Plan | Board/Council (delegatd to CCO Subcommittee or equivaent) |
| 30 June 2017 30 Setmber 2018 | Contract, Statement of Intent, HPL Strategy and business plan approved Approve delegated authority to manage assets not transferred | Council (delegated to CCO Subcommittee or equivalent) |
| STAGE 4 – OPERATIONAL STAGE | | |
| 1 July 2017 (effective) 1 July 2018 (effective) | Transfer of Cash and Assets | Council (delegated to CCO Subcommittee or equivalent) |
| 1 July 2017 1 July 2018 | HPL fully operational | |

The meeting adjourned (4.10pm – 4.20pm).

13. Alignment of Council Policies to the Governance Structure

Resolved: (Crs O'Leary/Tooman)

That Council:

- a) receives the report; and
- b) approves the changes in the policies as outlined in Attachment 1 so that they reflect the Council Governance Structure approved on 9 November 2016 and the current organisational structure.

15. Waikato Regional Theatre Development Planning - Update

Resolved: (Crs Pascoe/O'Leary)

That the report is received noting a report will come to the 4 April 2017 Community and Services Committee Meeting on the development of a new Waikato Regional Theatre.

17. Application for Approval - Grassroots Trust (LATE ITEM)

Elected Members raised concerns around the timing of this Item and questioned the need for it to be approved at this meeting.

The following Procedural Motion was moved as per Standing Order 3.11.1 (b).

Resolved: (Cr Macpherson/Bunting)

That this item of business be adjourned to the 6 April 2017 meeting of Council .

Crs Casson, Mallett and Yeung Dissenting.

At 4.50pm, during the discussion of the above item, an extension of time was moved as per Standing Order 3.2.7

Resolved: (Crs Mallett/Bunting)

The the meeting continue past 6 hours as per Standing Order 3.2.7.

16. Resolution to Exclude the Public

Resolved: (Crs Tooman/Pascoe)

Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing

Council 9 MARCH 2017 - OPEN

this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

| General subject of each matter to be considered | Reasons for passing this resolution in relation to each matter | Ground(s) under section 48(1) for the passing of this resolution |
|---|---|--|
| C1. Council Minutes - Public Excluded - 8 February 2017 |) Good reason to withhold) information exists under) Section 7 Local Government) Official Information and) Meetings Act 1987) | Section 48(1)(a) |

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

- Item C1. to prevent the disclosure or use of official Section 7 (2) (j)
 information for improper gain or improper
 advantage

The meeting moved into a Public Excluded session at 5.05pm.

The meeting was declared closed at 5.07pm.

Committee: Council

Date: 06 April 2017

Report Name: Council Minutes - 28 March
2017

Author: Amy Viggers

| | |
|---------------|-------------|
| Status | <i>Open</i> |
|---------------|-------------|

Recommendation

That the Council confirm the Open Minutes of the Council Meeting held on 28 March 2017 as a true and correct record.

1. Attachments

- Attachment 1 - Council Minutes - 28 March 2017

Council 28 MARCH 2017 - OPEN



Council

OPEN MINUTES

Minutes of a meeting of the Council held in Council Chamber, Municipal Building, Garden Place, Hamilton on Tuesday 28 March 2017 at 9.30am.

PRESENT

| | |
|--------------------|--------------------------|
| Chairperson | Mayor A King |
| Deputy Chairperson | Deputy Mayor M Gallagher |
| Members | Cr M Bunting |
| | Cr J R Casson |
| | Cr S Henry |
| | Cr D Macpherson |
| | Cr G Mallett |
| | Cr A O'Leary |
| | Cr R Pascoe |
| | Cr P Southgate |
| | Cr G Taylor |
| | Cr L Tooman |
| | Cr P Yeung |

| | |
|----------------|--|
| In Attendance: | Richard Briggs – Chief Executive |
| | Chris Allen – General Manager City Infrastructure |
| | Sean Murray – General Manager Major Events, Venues and Tourism |
| | David Bryant – General Manager Corporate Services |
| | Kelvyn Eglinton – General Manager City Growth |
| | Blair Bowcott – Executive Director Special Projects |
| | Sean Hickey – General Manager Strategy and Communications |
| | Andrew Parsons – City Development Manager |
| | Luke O'Dwyer – Economic Growth and Planning Unit Manager |
| | Nicola Walsh – Communications Advisor |

Lachlan Muldowney (City Solicitor)
Fiona Stokes (BERL)

| | |
|----------------------|---------------------------------------|
| Governance Advisors: | Lee-Ann Jordan – Governance Manager |
| | Becca Brooke – Governance Team Leader |
| | Amy Viggers – Committee Advisor |
| | Ian Loiterton – Committee Advisor |

COUNCIL 28 MARCH 2017 - OPEN

Page 1 of 3

1. Apologies

Resolved: (Mayor King/Cr Mallett)

That the apology from Cr Taylor for lateness is received.

2. Confirmation of Agenda

Concerns were raised in relation to the lateness of the attachments circulated under separate cover for Item 5 (Government's Housing Infrastructure Fund – Final Proposal from Hamilton City Council) as contained in the agenda. The Chief Executive noted that a large amount of work had been required by staff in the lead up to this meeting to meet the deadline to get the proposal to Central Government.

The Chief Executive undertook to reduce the amount of late information circulated to Elected Members.

It was noted that timing of the Growth and Infrastructure Committee Meeting, following this Council Meeting would be dependant on the finish time of the Council Meeting.

Resolved: (Crs Henry/Gallagher)

That the agenda is confirmed noting that the Growth and Infrastructure Committee will take place following the Council Meeting.

3. Declarations of Interest

No members of the Council declared a Conflict of Interest.

4. Public Forum

No members of the public wished to speak.

Council 28 MARCH 2017 - OPEN

5. **Government's Housing Infrastructure Fund (HIF) - Final Proposal from Hamilton City Council**

The General Manager City Growth and Executive Director Special Projects introduced the report. They noted the large amount of work and considerable effort staff had put into ensuring the proposal was completed in time for Council consideration prior to the Central Government deadline.

Elected Members were advised that this was stage 2 of a 5 stage process. The next stage would develop more detail on costs and the financial implications for Council if it pursued a bid to the HIF. It was emphasised that approval to proceed to the next stage did not commit Council to the fund but would enable more information to be gathered and discussions to occur with Central Government. cover more in relation to the financial aspects of the fund.

Resolved: (Crs Macpherson/Pascoe)

That Council:

- a) receives the report;
- b) approves the submission of a **non-binding** application to the Housing Infrastructure Fund, including approving three business cases, to advance lead strategic infrastructure funding for the Peacocke and Rotokauri growth cells subject to the caveats and alternative funding proposals outlined in this report;
- c) notes that the three business cases will seek Housing Infrastructure Funding as follows:
 - (i) Rotokauri application \$ 91m (net HIF funding)
 - (ii) Peacocke application \$182m (net HIF funding)
 - (iii) Combined Rotokauri and Peacocke application \$273m (net HIF funding)

noting that these applications to the Housing Infrastructure Fund are based on 2017 dollars and are net of assumed NZTA subsidy of \$123m, net of assumed 2015-25 funding allocation of \$30m and exclude inflation;
- d) delegates to the Chief Executive authority to refine and edit the three business cases subject to the parameters outlined in this report, up to formal submission on 31 March 2017;
- e) delegate to the Mayor authority to sign all tender documentation associated with the proposal for formal submission to the Ministry of Business Innovation and Employment (MBIE);
- f) delegates to the Chief Executive, working with a Reference Group comprising the Elected Members on the Audit & Risk Committee, authority to conduct any necessary **non-binding** commercial negotiations with Government representatives consistent with the HIF proposal submitted to the MBIE, including progressing the alternate proposals; and
- g) notes that Council will have further opportunities to consider information on the HIF application and its implications for the 2018-28 Long Term Plan.

The meeting was declared closed at 11.55am.

Committee: Council

Date: 06 April 2017

Report Name: Chair's Report

Author: Mayor King

| | |
|---------------|-------------|
| Status | <i>Open</i> |
|---------------|-------------|

1. Attachments

- Attachment 1 - Chair's Report - Council - 4 April 2017



Chair's Report

Thursday March 30

There has been some confusion around the annual plan meeting of March 7.

My motion in respect to the 12% rate rise surprised some councillors and subsequently the general public, the speed of my response was the main cause of confusion and concern. I accept full responsibility

I acknowledge moving forward we need allow more time for deliberation and I will endeavour to do this in the future.

Of concern is the criticism that Richard Briggs has been subject to. Richard provided us with the information needed and since we were elected has informed us of the possible financial challenges ahead.

We decide all matters in this chamber, not Richard; therefore we as elected members have an obligation as Richard's employer to ensure he is not subject to unfair and unwarranted public criticism levelled at him for simply doing his job. I'm sure he is grateful to know the support he is getting from councillors and for the already published pieces in this regard.

The financial strategy of 2012 was fit for purpose. The question now is, is it still fit for purpose? Given the demands of our growing city this will require elected members' attention in 2017.

We have a collective responsibility for the financial strategy of the city, making the 10 year plan document, more critical than ever.

As elected members we have been tasked to develop an effective and robust strategy that includes a review of our financials, as already agreed.

It's imperative we have a plan that will effectively meet all the challenges before us.

Andrew King
Mayor – Hamilton City Council

Committee: Council

Date: 06 April 2017

Report Name: Proposal for free 2-hour on-street parking in the CBD

Author: Jason Harrison

| | |
|---|---|
| Report Status | <i>Open</i> |
| Strategy, Policy or Plan context | <i>2015-25 10 Year Plan; Access Hamilton, Central City Transformation Plan; Economic Development Agenda</i> |
| Financial status | <i>The implementation of parking technology (\$720,000) was allocated in the 2015/2016 and 2016/2017 capital budgets. The loss of user pay revenue from the on street parking activity is not provided for in the 2017/2018 annual plan budget.</i> |
| Assessment of significance | <i>Having regard to the decision making provisions in the LGA 2002 and Council's Significance Policy, a decision in accordance with the recommendations is considered to have a high degree of significance. The proposal will be consulted on as part of the Annual Plan consultation 2017/2018.</i> |

1. Purpose of the Report

- To respond to the Council resolution of 7 March 2017 to report detailed costings on a proposal to provide free 2 hour on-street parking within the Central Business District from 1 October 2017.

3. Executive Summary

- The Central City Parking Control Task Force set up by Council has recommended that on street car parking be free for a 2 hour maximum period between the hours of 8.00am and 8.00pm Monday to Friday.
- This proposal by the Parking Control Task force will result in a net reduction in parking activity revenue of \$1.45m.
- Council requested staff to provide detailed costings associated with this proposal and to recover full or partial funding losses involved with the provision of free parking through a targeted rate based on capital value charged on all rateable properties within the CBD.
- The Parking Task Force further considered this and recommends to Council partial funding is charged on all rateable properties within the CBD utilising a mixture of a central business targeted rate and an Access Hamilton targeted rate, and that the remainder of the funding be collected through an Access Hamilton targeted rate across all other city ratepayers.
- The table below outlines the impact on the ratepayers. The figures below include GST.

Item 9

| Revenue Sought (incl. GST) | Breakdown by financial source | | Year 1 (9 mths) Average Rate Increase | | Year 2 onwards Average Rate Increase | |
|----------------------------|-------------------------------|----------------|---------------------------------------|-----------|--------------------------------------|-----------|
| | CBD | City Wide | CBD | City Wide | CBD | City Wide |
| \$ 1,667,500 | \$166,997.96 | \$1,500,502.04 | \$104.29 | \$19.93 | \$139.05 | \$26.57 |

9. There are three considerations available to Council:
 - implementing a free CBD 2-hour parking policy from 1 October 2017;
 - deferring a decision on this policy until the Long Term Plan discussions; or
 - deciding not to continue with consideration of this policy
10. If council adopts the Parking Task Force recommendation to implement the 2 hour free parking proposal from 1 October 2017 it would need to be consulted on as part of the 2017/18 Annual Plan and reported back to Council on 1 June 2017.

Recommendation from Management

That Council:

- a) receives the report;
- b) Approves the preferred option of the Central City Parking Control Task Force to:
 - I. implement a maximum 2 hour free parking policy in the central city encompassing both the blue zone and the yellow zone, as defined in the current Central City Transformation Plan, commencing 1 October 2017, and
 - II. that the free 2 hours will be a cumulative total between the hours of 8.00am to 8.00pm Monday to Friday with parking on Sunday and Public Holidays remaining free with no time restrictions
- c) Approves the preferred option in (b) above along with the proposed targeted rates as shown below be consulted on as part of the 2017/18 Annual Plan and reported back to Council on 1 June 2017.

| Revenue Sought (incl. GST) | Breakdown by financial source | | Year 1 (9 mths) Average Rate Increase | | Year 2 onwards Average Rate Increase | |
|----------------------------|-------------------------------|----------------|---------------------------------------|-----------|--------------------------------------|-----------|
| | CBD | City Wide | CBD | City Wide | CBD | City Wide |
| \$ 1,667,500 | \$166,997.96 | \$1,500,502.04 | \$104.29 | \$19.93 | \$139.05 | \$26.57 |

- d) Approves the Amended Revenue and Financing Policy, Amended Funding Needs Analysis Policy, and Amended Rating Policy to be consulted on as part of the 2017/18 Annual Plan and reported back to Council on 1 June 2017.

11. Attachments

12. Attachment 1 - Central City Parking Control Task Force Terms of Reference 13 Dec 2016
13. Attachment 2 - CCTP Yellow and Blue Zones

14. Attachment 3 - Parking CBD - 10am to 4pm Oct 2016 map
15. Attachment 4 - BID Area
16. Attachment 5 - Amended Revenue and Financing Policy (*Under Separate Cover*)
17. Attachment 6 - Amended Funding Needs Analysis Policy (*Under Separate Cover*)
18. Attachment 7 - Amended Rating Policy (*Under Separate Cover*)

19. Background

20. Background

21. Council wished to reconsider the CCTP parking strategy and set up a Parking Control task force at its 13 December 2016 meeting (Terms of Reference – Attachment 1).
22. The Task Force has met on a number of occasions and confirmed their strategic direction for parking in the Central City:
 - On street parking should be provided as a service to support an active, strong commercial central city.
 - On street parking strategies should target short term visitors and shoppers while longer term visitors should be directed to off street car parking.
 - The target 85% parking utilization factor should be retained
 - The maximum parking period of 2 hours should be retained.
 - Travel Demand Management strategies that encourage biking, public transport and ride sharing for both visitors and workers should also be deployed alongside the parking strategy.
 - That parking management practices be directed more and more to education and compliance rather than enforcement.
23. The Task Force considered a number of options involving free parking and advised that their preferred approach is to allow for 2 hours free parking with the entire CBD, encompassing the blue and yellow zones identified in the CBD.
24. At the Council meeting of 7 March 2017 the Council resolved that:
 - a) *Staff report to Council on 6 April 2017 with detailed costings on a proposal to provide ‘free’ 2-hour on-street parking within the CBD, from 1 October 2017, including full or partial funding by:*
 - i) *a targeted rate based on capital value charged on all rateable properties within the CBD; and including*
 - ii) *a report from the Parking Task Force on their proposed parking strategy, including the introduction of new technology, and how this proposal will fit within the strategy*
 - b) *Council consider the report on 6 April with a view to:*
 - i) *implementing a free CBD 2-hour parking policy from 1 October 2017;*
 - ii) *deferring a decision on this policy until the Long Term Plan discussions; or*
 - iii) *deciding not to continue with consideration of this policy*
25. Subsequent to the Council meeting the Task Force confirmed its preferred option to allow 2 hours of free parking between the hours of 8am and 8pm Monday to Saturday with no change to the current situation on Sundays and Public Holidays where parking is free all day with no time restrictions applying.
26. Anecdotal evidence from previous free parking trials in the city and from other city centres who have trialed free parking is that the biggest risk is workers utilizing the on street car parks

intended for short duration visitors. There is also anecdotal evidence that this is occurring in the south of the CBD after 3pm following implementation of the current CCTP free before 9am and after 3pm strategy.

27. The Parking Task Force carefully considered this risk and believes that the risk can be managed with the modern technology proposed and through careful parking warden management .
28. To mitigate the risk of workers utilising the on street car parks the Task Force recommends the following technology and time control strategy:
 - The maximum stay in the CBD on street car park for a given 24 hour period will be 2 hours maximum, unless otherwise decided by signage (special vehicle bays, loading zones, taxi stands etc).
 - No stay over 2 hours will be permitted and longer term parkers will need to use the off street car parking facilities.
 - As no parking over 2 hours is permitted, pay kiosks are not required.
 - Staff will utilise the approved technology budget to increase the geographic spread of parking sensors to all paid on street car parks in the central city, and not just the blue zone. The sensors will provide better data on utilisation, than our current bi-annual survey, that can be used to report trends and inform future reviews of the parking strategy.
 - Staff will also consider its resourcing to manage the revised hours and wardens will be equipped with number plate recognition devices that will allow “electronic chalking”.
 - This will mean that visitors can choose to change their geographic location to utilise their 2 hour free parking allocation. However they will not be able to park for more than 2 hours across the CBD area (technology verification in progress)
 - Smart phone applications will be developed and promoted that allow visitors to obtain real time information on parking options when visiting the Central City.
29. The risk of workers filling on street car parks can be further mitigated by strong travel demand management strategies promoting the use of alternative means of transport including biking and public transport and also by the choice of parking technology and the policies around time control management.
30. The Parking Task Force has identified some further matters it wants to consider at a later time including:
 - Oversight of increased on street parking stock through the angle parking proposal brought before Council.
 - Ability to zone areas of under-utilised parking (e.g. Harwood Street) once data is available in order to revise the strategy in these areas (perhaps increased time).
 - Consideration of parking spill over zones outside the current blue and yellow zones of the CCTP.
 - Consideration of Traffic Infringements (warrant of fitness and registrations) as part of the 2018-28 10-year plan
 - Rollout of parking technology into the Hamilton East and Frankton areas.
 - Continued Engagement and Education

31. Strategic Considerations

32. Hamilton Plan

33. Council has adopted the Hamilton Plan as its vision for Hamilton’s future that will build a stronger economy and a more attractive City for families.
34. This vision describes amongst other things that Hamilton will be the third city economy in New Zealand which will have an active, strong commercial central city with distinctive suburban villages.

35. The Hamilton Plan indicates that the Economic Development Agenda, the Central City Transformation Plan (CCTP) and Access Hamilton (Transport Strategy) will help deliver this vision.
36. Economic Development Agenda
37. The Economic Development Agenda lists as a priority, collaboration with the Hamilton Central Business Association (CBA) on key strategies and actions to enhance the central city. The CBA has been actively involved with the Parking Task Force and the development of the future free parking initiative promoted in this report.
38. Central City Transformation Plan
39. The CCTP recognises that “*there is a perception that there is not enough parking, it’s not convenient and it’s not free*”. The CCTP developed a parking plan under *Strengthening Connections* to help deliver the vision of a prosperous commercial Centre with a vibrant metropolitan lifestyle. The stated outcome of the CCTP is to have parking options that encourage more people to spend more time in the central city.
40. The CCTP sought to address perceptions about parking by providing an element of free parking in an identified blue zone before 9.00am and after 3.00pm, Monday to Saturday (Attachment 2). This initiative has been operational since 7 November 2016.
41. A further action of the CCTP was to install new on street parking technology and this has been deferred pending a review of the parking strategy by the Parking Control Task Force in collaboration with the CBA.
42. Access Hamilton Strategy
43. While providing free parking can seem to be at odds with a transport strategy that seeks behavior change to manage the demand for travel and to promote alternative transport modes, free parking also aligns with the strategy that also seeks to support a vibrant city centre with end of journey facilities including parking.
44. The Access Hamilton Parking Action Plan was adopted in 2010 and includes five action areas:
- Review parking requirements - for Central City developments (minimum parking requirements now removed in the District Plan).
 - Co-ordination of parking services (limited collaboration with off street parking providers such as Centre Place undertaken).
 - Engagement and Education (better signage and web based promotional material provided).
 - Pricing to target utilisation (utilisation factor of 85% adopted).
 - Travel demand management (parking information, workplace travel plans).
45. The 85% utilisation factor adopted means that parking services are well used, while providing sufficient opportunities for circulating vehicles to park quickly and conveniently. Above 85-90% indicates over-saturation of the parking resource which would be counterproductive for a vibrant Central City.
46. On street parking occupancy in the central city is measured bi-annually. In the area from London Street to Hood Street, and Anglesea Street to the Waikato River the average occupancy rate is 70%. Outside this area the average occupancy rate is 35%. Attachment 3 shows the latest data from October 2016.
47. Staff recognise that there is an apparent community desire for free central city on street car parking but recommend that Council adopt any free parking initiative as a short term strategy to revitalise the central city and that this is periodically reviewed against the strategy of an 85% on street parking utilisation factor.

48. Options for consideration:

- 49. Two options were considered by the Parking Task Force:
- 50. Option 1 – Preferred option
 - Free 2 hour on street parking in the CBD from 8am to 8pm (Monday to Saturday with Sunday free) with continued enforcement and issuing of infringements for expired warrants of fitness and vehicle registrations.
- 51. Option 2 – Status Quo
 - reflects the current CCTP parking strategy that commenced on 7 November 2016 – free before 9am and after 3pm (Monday to Saturday with Sunday free), including enforcement and issuing of infringements for expired warrants of fitness and vehicle registrations.
- 52. Parking Revenue and Expenditure Implications
- 53. The tables below summaries the revenue and cost implications of the preferred option verses the status quo option. The existing arrangement or Status Quo has been included to allow the revenue and expenditure implications of the preferred option to be compared against.

| GENERAL INFORMATION | | |
|---|--|--|
| Options | Status Quo | Preferred Option: Free 2 Hour on street in the CBD with continued enforcement of WoFs & Regos |
| Definition of Area | Blue Zone (\$2 per hour. 2 hour time restriction; Mon-Sat free before 9, free after 3; Sunday and Public Holidays no fees or time restrictions) Yellow Zone (As sign posted) | Blue Zone and Yellow Zone First 2 hours free between 8am and 8pm Monday to Saturday, Sunday and Public Holidays no fees or time restrictions |
| Enforcement - Duties of Wardens | - Active monitoring / enforcement at school gates (am/pm), Hamilton East, University area, Hospital, Chartwell, Frankton - Issuing tickets for parking infringements (overstays, broken yellows, clearways, special use bays) - Issuing tickets for traffic infringements (expired WoFs & Regos) - Education and warnings for possible infringement activities - Response to public complaints | - Active monitoring / enforcement at school gates (am/pm), Hamilton East, University area, Hospital, Chartwell, Frankton - Issuing tickets for parking infringements (overstays, broken yellows, clearways, special use bays) - Issuing tickets for traffic infringements (expired WoFs & Regos) - Education and warnings for possible infringement activities - Response to public complaints |

| REVENUE AND EXPENDITURE INFORMATION | | | | | | | | |
|--|--|----------------------------|---------------------------------------|------------------|--|---|----------------------------|------------------|
| Options | Status Quo | | | | Preferred Option: | | | |
| 2017-18 Revenue and Expenditure Impact (assuming a full 12 month impact) | \$ millions | AP 17-18 (Yr3 2015-25 LTP) | Adjustment for CCTP before 9, after 3 | Adjusted AP17-18 | \$ millions | Adjusted AP17-18 | Adjustment for 2 hour free | Proposed AP17-18 |
| | Revenue | | | | Revenue | | | |
| | Meters | \$1.70 | -\$0.63 | \$1.07 | Meters | \$1.07 | -\$1.05 | \$0.02 |
| | PINS Infringements | \$0.60 | -\$0.10 | \$0.50 | PINS Infringements | \$0.50 | -\$0.45 | \$0.05 |
| | TINS Infringements | \$1.38 | -\$0.13 | \$1.25 | TINS Infringements | \$1.25 | - | \$1.25 |
| | Court Fines, Fees | \$0.53 | - | \$0.53 | Court Fines, Fees | \$0.53 | -\$0.26 | \$0.27 |
| | Total Revenue | \$4.21 | -\$0.86 | \$3.35 | Total Revenue | \$3.35 | -\$1.76 | \$1.59 |
| | Direct Expenditure | (\$1.91) | - | (\$1.91) | Direct Expenditure | (\$1.91) | -\$0.31 | (\$1.60) |
| | Surplus/(Deficit) | \$2.3 | -\$0.86 | \$1.44 | Surplus/(Deficit) | \$1.44 | -\$1.45 | (\$0.01) |
| | Change in position from the Status Quo | N.A. | | | | \$1.45m NB1: Yr 1 is a part year (i.e. Oct'17-Jun'18) therefore 'Change in position' is \$1.09m | | |
| Funding Options | N.A. | | | | Central Business' (allocated 10% of \$1.45m or \$145,000, plus GST equates to \$166,997.96 over 1201 SUIPs) Average total additional increase for BID area commercial properties (including Access Hamilton): - Yr 1 (9 months) = \$104.29 per SUIP - Yr 2 onwards = \$139.05 per SUIP Access Hamilton (balance after Central Business Targeted Rate is \$1.305m, plus GST equates to \$1,500,502.04 over 57,115 rates assessments) Average additional increase to Access Hamilton (all rateable properties excluding the BID properties) - Yr 1 (9 months) = \$19.93 - Yr 2 onwards = \$26.57 *SUIP= Separately used or inhabited part of commercial rating units | | | |

54. Technology and Enforcement Risks

55. Staff have identified a number of risks in deploying this new parking strategy and they include:
- Priced parking is an effective parking demand management strategy and the introduction of free parking may lead to over-saturation of the on street parking stock.
 - The adopted parking technology solution will not support the re-introduction of parking charges resulting in the future need for pay kiosks or a combination of smart phone payment and business based facilities for those without smart phones.
 - Technical certainty about ability for information from parking sensors to reliably link to number plates – further verification work is being undertaken with proposed technology provider.

56. A review of the Hamilton Traffic Bylaw 2015 will be undertaken to ensure it aligns the parking component of this bylaw align with the preferred option.

57. Revenue and Financial Considerations

58. The proposal results in an estimated loss of revenue and expenditure from parking activity of \$1.45 million. The parking revenue partially offsets the cost of the transport activity network programmes of work.

59. Council has requested that the lost revenue and expenditure be fully or partially funded by use of a targeted rate on all rateable properties within the CBD.

60. The Parking Task Force recommends that funding recovery be shared across the Central City ratepayers via new Central City targeted rate and all ratepayers through the Access Hamilton targeted rate.

61. Targeted Rate Assessment

62. The table below outlines the targeted rate assessment.

| | |
|---------------------------------|--|
| Activity | Funding for Transport Activity programme of work (to replace the reduction in the parking activity direct funding stream) |
| Community outcome | Hamilton Plan and Central City Transformation Plan |
| Who benefits | The funding of the Transport Activity programmes of work is a benefit to the whole city. The proposal to introduce the 2-hour free parking which has resulted in the loss of the parking activity revenue street does provide a direct benefit to the CBD properties in providing free parking on the street in CBD. This benefit has been assessed equating to 10% of the revenue requirement. The remaining 90% of the revenue requirement will be recovered from all ratepayers across the city. |
| Period of benefit | Ongoing |
| Whose act creates a need | The Hamilton Central City Transformation Plan (CCTP) recognises that there is a perception that there is not enough parking, it's not convenient and it's not free. The CCTP developed a parking strategy under Strengthening Connections to help deliver the vision of a prosperous commercial Centre with a vibrant metropolitan lifestyle. The stated outcome of the CCTP is to have parking options that encourage more people to spend more time in the central city. |
| Separate funding | The direct benefit identified to the CBD properties will be funded by a separate CBD targeted rate. Transport Activity programme of work is currently funded through the Access Hamilton targeted rate. Increasing this rate to provide the additional funding ensures the funding is attributed to the Transport Activity. |
| Funding source | Based on the benefits identified above the following financial sources were identified for applying a targeted rate: Central Business Targeted Rate, and Access Hamilton Targeted Rate The rating base for the Central Business Targeted Rate will be the same as the Business Improvement District (BID) rate base. It is set and assessed on all separately used or inhabited part of commercial rating units (SUIPs) in the BID area as mapped in the Rating Policy |

| | |
|------------------|---|
| | (Attachment 4). |
| Rationale | The per SUJP rate for BID assessments has been set to 6% of the total parking funding requirement. This has been done because all commercial properties in the BID also pay the Access Hamilton targeted rate. The combination of these two rates in effect means that 10% of the funding requirement will be collected from the BID. The Access Hamilton targeted rate funds the work programme for the delivery of the transport activity strategy. It is applied to all properties that also contribute to the General Rate. It is assessed that 90% of the funding requirement for the preferred parking option will be from the general rate base. |

63. Impact on the community

64. The table below outlines the impact on the ratepayers. The figures below include GST.

| Revenue Sought (incl. GST) | Breakdown by financial source | | Year 1 (9 mths) Average Rate Increase | | Year 2 onwards Average Rate Increase | |
|----------------------------|-------------------------------|----------------|---------------------------------------|-----------|--------------------------------------|-----------|
| | CBD | City Wide | CBD | City Wide | CBD | City Wide |
| \$ 1,667,500 | \$166,997.96 | \$1,500,502.04 | \$104.29 | \$19.93 | \$139.05 | \$26.57 |

65. Impact on Council Policies

66. The introduction of the new Central Business Targeted Rate will require the following minor changes to Council policies as tracked changed in the attachments:

- Revenue and Financing Policy: The Transport network activity already allows for the use of targeted rates within the Revenue and Financing Policy. The Central Business Targeted rate would need to be included in the list of targeted rate types - Table 4 of the policy. (Amended Revenue and Financing Policy – Attachment 5).
- Funding Needs Analysis Policy: The Central Business Targeted rate would need to be included in the Activity Funding Needs Analysis under the Transport Network activity - Schedule One of the policy. (Amended Funding Needs Analysis Policy – Attachment 6).
- Rating Policy: The policy needs to be changed to reference two location based rates - Central Business Targeted rate and the existing BID rate. - Paragraph 25 and 26 of the policy (Amended Rating Policy – Attachment 7).

67. Significance and Engagement

68. The proposal is a new proposal and was not included within the LTP. It is not considered as an amendment to the LTP.

69. The proposal is considered to be a material change to the Annual Plan 2017/18 and therefore the community will be provided the opportunity to provide feedback on the proposal as part of the Annual Plan.

70. The Annual Plan consultation will be open from the 7 April 2017 to 7 May 2017.

71. The ratepayers to whom the new Central City targeted will be applied will be considered as key stakeholders and a letter will be sent to each ratepayer explaining the proposal.

72. Staff Recommendation

73. There are three considerations available to Council which are outlined in the table below.

| Considerations | Options |
|--|--|
| Implement a free CBD 2 hour parking policy from 1 October 2017 | This policy should be consulted on as part of the 2017/18 Annual Plan and reported back to Council on 1 June 2017 with a recommendation to either implement this policy from October 2017 or defer until the Long Term Plan discussions. |
| Defer a decision on this policy until the Long Term Plan discussions | |
| Decide not to continue with consideration of this policy | |

74. Given Council direction for a free CBD 2 hour parking policy, the preferred option identified above is the recommended option that should be consulted on as part of the 2017/18 Annual Plan and reported back to Council on 1 June 2017.

75. Financial and Resourcing Implications

- 76. The implementation of free 2 hour parking in the central city is a new proposal that was not considered in the Long Term Plan and will have an impact on the revenue collected from user charges.
- 77. The proposal provides an alternative revenue stream of increased targeted rates to offset the loss of revenue.
- 78. The capital expenditure of \$720,000 to replace the parking technology was included within the 2015-25 10 Year Plan in years 2015/16 and 2016/17.

79. Risk

80. The table below outlines the risks that have been identified.

| Risk Description | Mitigation Actions |
|---|--|
| Commuters occupy on street parking first thing in the morning and then move parks every couple of hours (i.e. the commuter shuffle) | <p>Parking technology available that can capture registration information and record duration of stay. Limit maximum stay to 2 hours maximum in any 24 hours hour period.</p> <p>Parking team to continue monitoring time limits as part of any technology roll out.</p> |
| Our current parking technology scope of sensors, App, and kiosks would only allow coverage within the blue zone | Reassess the required parking technology to deliver Option One. Possible alternative solutions available that may allow a wider area of coverage. |
| Collection of additional targeted rates impacts on the 3.8% rating increase cap. | Council to consider the additional targeted rates as part of the Annual Plan 2017/18. |

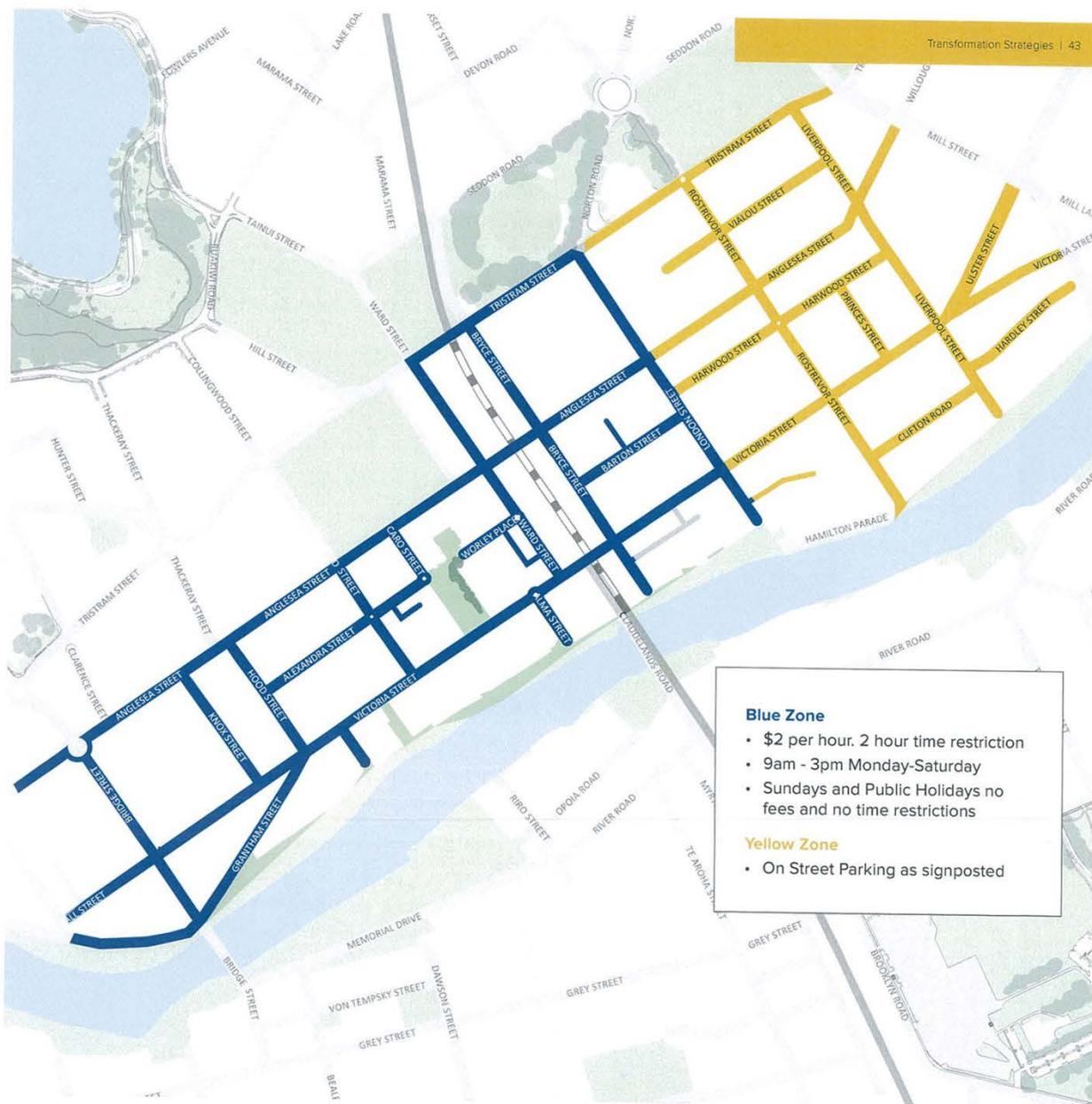
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|------------------------------------|---|
| Vehicle occupancy greater than 85% | Introduce parking technology to identify vehicles overstayed longer than 2 hours. Free parking initiative reviewed periodically. |
|------------------------------------|---|

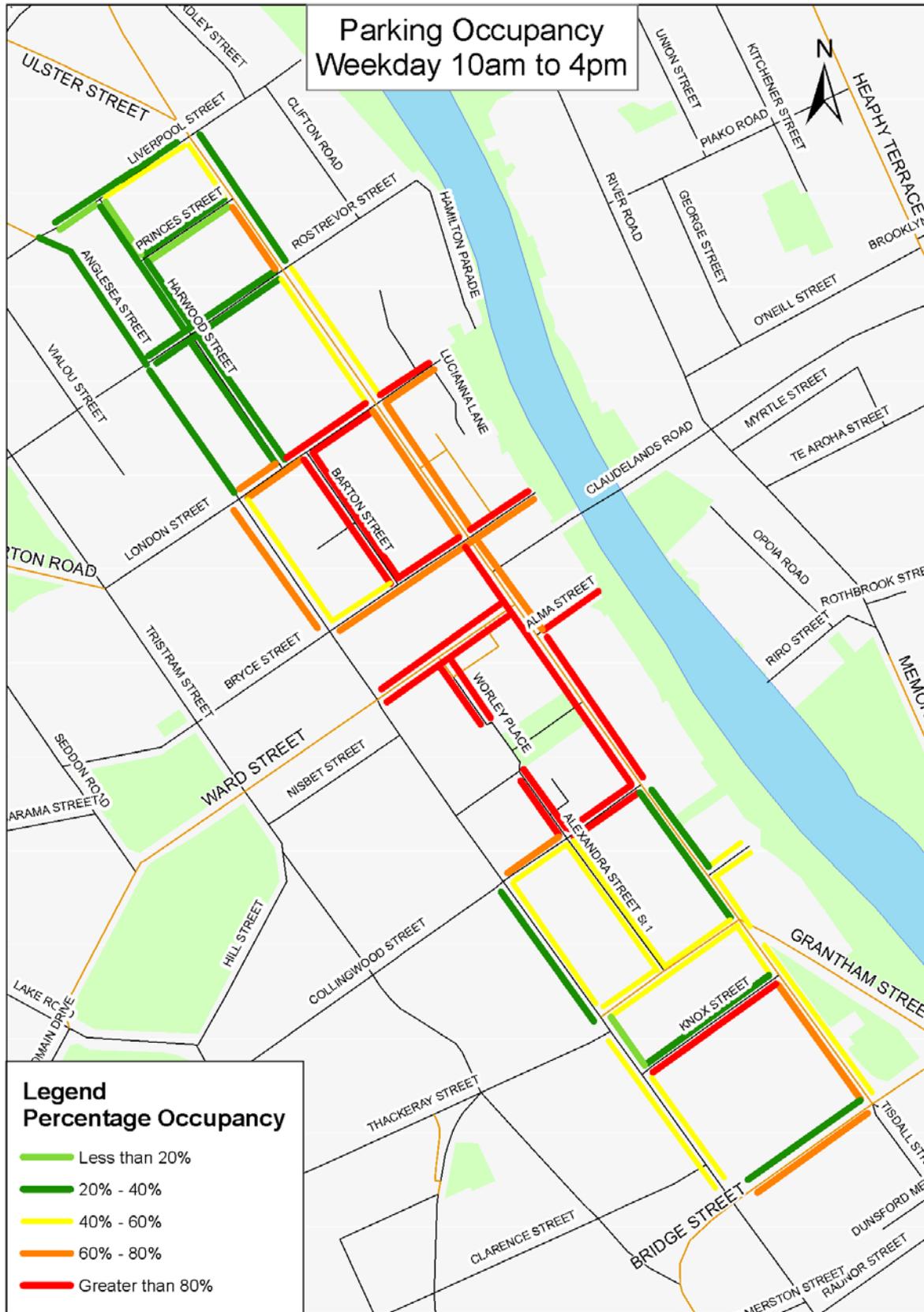
Signatory

| | |
|------------|--|
| Authoriser | Chris Allen, General Manager City Infrastructure Group |
|------------|--|

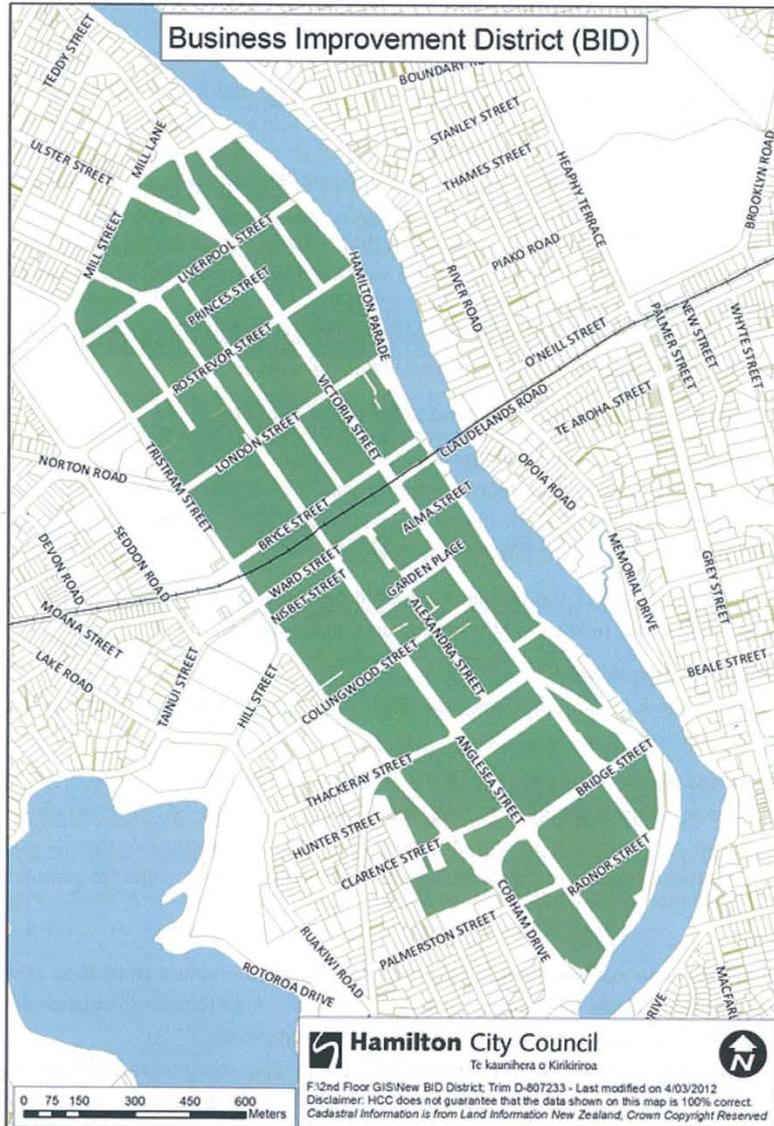
Task Force– Central City Parking Controls; Task Force Terms of Reference

| | |
|------------------------------|---|
| Chairperson: | Deputy Chair Growth and Infrastructure Committee - Cr Taylor |
| Elected Members: | Chair Growth and Infrastructure Committee - Cr Macpherson 1 Elected Member to be determined Mayor - ex officio |
| External Members: | 1 External Appointment to be appointed (noting that engagement with Hamilton Central Business Association will be undertaken) |
| Support Staff: | Chris Allen – General Manager City Infrastructure Jason Harrison – Unit Manager City Transportation John Purcell – Parking Manager Tracey Musty – Financial Controller |
| Date Established: | 13 December 2016 (Council Resolution) |
| Reporting Back Date: | 28 March 2017 |
| Appointing Committee: | Council |
| Reporting Committee: | Growth and Infrastructure |
| Purpose: | To make recommendations on parking controls for the central city |
| Terms of Reference: | To consider and recommend revised parking controls for the central city to the Growth and Infrastructure Committee and in particular to: <ul style="list-style-type: none"> • To review and confirm the strategic drivers for parking in the central city • To review the effectiveness of the Central City Transformation Plan parking control changes implemented on 7 November 2016 • Consider the benefit and implications of further changes to parking controls in the central city • To review the alignment of the new parking technology with any changes to parking controls that may be recommended • To review Councils approach to parking and traffic infringements in the central city area • To consult with the Hamilton Central Business Association • To propose a future reporting structure for parking to Growth and Infrastructure Committee. |





Schedule 1: Rating maps



Committee: Council

Date: 06 April 2017

Report Name: Approval of Draft 2017/18
Annual Plan Consultation
Document

Author: Sarah Ward

| | |
|---|---|
| Report Status | <i>Open</i> |
| Strategy, Policy or Plan context | <i>Year 3 of Council's 2015-25 10-Year Plan</i> |
| Financial status | <i>There is budget allocated for the Annual Plan consultation of \$50,000</i> |
| Assessment of significance | <i>Having regard to the decision making provisions in the LGA 2002 and Council's Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i> |

1. Purpose of the Report

- To approve the draft 2017/18 Annual Plan Consultation Document for public consultation commencing on 7 April 2017.

3. Executive Summary

- At the 7 March 2017 Council meeting it was resolved that:
 - Council establish an Elected Member task force group to oversee the development of the Annual Plan 2017/18 consultation document which reflects changes approved at the meeting;
 - Council appoint (Mayor King, Crs Taylor, Bunting, Southgate, Henry, Macpherson, Pascoe and Mallett) to the Elected Member task force group;
 - the consultation document is presented to Council for approval on 6 April 2017;
 - consultation period will be 7 April 2017 to 7 May 2017; and
 - 18 May is set aside to allow Council to hear community views.
- Two versions of the draft Consultation Document have been prepared (attached), pending a decision to be made by Council at this meeting on whether to proceed with consultation on parking changes in the CBD.
- Meetings have been held with the task force group and Elected Members' feedback has been incorporated into the two versions of the draft Consultation Document.
- The 2017/18 Annual Plan is year three of Council's 2015-25 10-Year Plan. Following amendments to the Local Government Act in 2014, Council is no longer required to produce a full draft Annual Plan and consultation is undertaken only on changes to the 10-Year Plan for the relevant year. Therefore the draft Consultation Document sets out changes to the 2017/18 budget and the impact of those changes.

Recommendations from Management

That Council:

- a) receives the report
- b) either:
 - approves the draft Consultation Document, including CBD parking options, (Document A, Attachment 1) for public consultation from 7 April 2017 to 7 May 2017;
 - Or:
 - approves the draft Consultation Document, excluding CBD parking options, (Document B, Attachment 2) for public consultation from 7 April 2017 to 7 May 2017;
- c) notes that Council will hear verbal submissions on 18 May 2017; and
- d) notes that Council will deliberate on the Annual Plan on 1 June 2017.

8. Attachments

9. Attachment 1 - DOCUMENT A: Consultation Document including CBD parking options (*Under Separate Cover*)
10. Attachment 2 - DOCUMENT B: Consultation Document excluding CBD parking options (*Under Separate Cover*)

11. Consultation

12. The consultation period is Friday 7 April to Sunday 7 May 2017, with 18 May set aside to allow Council to hear community views.
13. The Consultation Document will be included as an insert in Council's City News publication, to be distributed on 11 and 12 April 2017. It will also be available at any of the Hamilton City Libraries, or at the ground floor reception of Council's Municipal Building.
14. The consultation will be promoted through Council's social media channels (Facebook, Twitter and LinkedIn).
15. If Council decides to proceed with the proposal for parking changes in the CBD, targeted consultation will be undertaken with affected parties in the CBD.
16. The following supporting documentation, will be made available on the Council's website for those wanting more detailed information than that contained in the Consultation Document:
 - Proposed 2017/18 fees and charges.
 - A summary of the proposed changes to the 2017/18 budget.
 - The report on CBD parking options, received by Council at the 6 April 2017 Council meeting (if Council decides to proceed with the proposal)
17. Individuals and groups who wish to provide feedback to Council can register to make a verbal submission to Council on 18 May 2017.
18. Council will receive a report from staff summarising the key themes of the written submissions prior to hearing verbal submissions.

19. Financials

20. Staff have estimated the cost of this consultation to be \$50,000, based on previous consultation processes. This includes the cost of:
- Writing the Consultation Document.
 - Design of the document.
 - Distribution of the document via City News and other communication costs.
 - Staff time to set up and run the consultation, including the hearings.
 - Staff time for analysis of submissions and writing Council reports.
 - Any targeted consultation required.

21. Risk

22. It is a requirement of the Local Government Act 2002 that an annual plan must be approved before the commencement of the first year to which it relates (i.e. by the end of June 2017). There is risk if Council does not meet the timeframes for development of the Annual Plan.
23. Until the Annual Plan is approved, there is no authority to set a rate (other than an interim installment under Section 50 of the Local Government (Rating Act) 2002) or to borrow new debt, which would create significant challenges for the delivery of Council services.
24. The risk in not meeting these requirements is currently low.

Signatory

| | |
|------------|--|
| Authoriser | Sean Hickey, General Manager Strategy and Communications |
|------------|--|

Committee: Council

Date: 06 April 2017

Report Name: Policy on seismic performance
for Council buildings

Author: Paul Gower

| | |
|---|---|
| Report Status | <i>Open</i> |
| Strategy, Policy or Plan context | <i>Hamilton Plan – delivery of ‘outstanding infrastructure’ and Infrastructure Strategy theme of ‘looking after what we’ve already got’.</i> |
| Financial status | <i>There is budget allocated. Funding of \$450,000 has been included in the Draft Annual Plan for additional seismic and condition assessments. Funding for remedial works will need to be considered on a case by case basis if and when these details are quantified and known.</i> |
| Assessment of significance | <i>Having regard to the decision making provisions in the LGA 2002 and Council’s Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i> |

1. Purpose of the Report

- To approve a policy that sets parameters for making decisions on undertaking seismic assessments and upgrades of Council buildings.

3. Executive Summary

- Council has been managing the city’s building seismic risk through its existing Earthquake-prone, Dangerous and Insanitary Buildings policy since 2006. This policy reflected the legislation of the time and resulted in Council developing a Register of Earthquake-prone Buildings with different responses required for buildings listed as category 1 (higher risk in a moderate earthquake), category 2 (lower risk in a moderate earthquake) and category 3 (low risk). The policy results in category 1 high risk buildings being required to be upgraded to 34% of the current building code or better by 31 March 2019. The Artspost, Meteor theatre and the Municipal Pool buildings were Council owned and operated buildings that were identified in the register for either strengthening work or demolition.
- Since 2006 there has been much change in seismic understanding, acceptance of risk and national policy and Council’s Earthquake-prone, Dangerous and Insanitary Buildings policy has been periodically reviewed to reflect this changing environment and best practice.
- Significant new legislation has now been introduced through the Building (Earthquake-prone Buildings) Amendment Act which will take effect from 1 July 2017. This new legislation guides the way councils are required to assess and manage seismic risk by providing central

government guidance on how to do this thereby gaining better national consistency. The parts of the Earthquake-prone, Dangerous and Insanitary Buildings policy relating to the identification and management of seismic risk are being replaced by the updated legislation.

7. The existing policy will need to be reviewed to align with the new legislation and this is work that is currently underway. An updated policy on Dangerous and Insanitary buildings will be considered by Council in due course.
8. However, in the meantime it is useful for Council to approve a policy on how it wants to assess and manage any risk relating to its own building portfolio, in areas where the legislation gives some discretion.
9. The major Kaikoura Earthquake in November 2016 has created even greater public awareness and lifted assurance expectations over the seismic performance of public buildings. The proposed HCC Seismic Performance of Buildings Policy (the Policy) relates to Council owned buildings only and places tighter timeframes on Council than the many years required in the new legislation to fully understand its risk through a systematic risk-based approach to assessments. For Hamilton the bar has also been raised in recent years by inclusion of the city in the medium seismic risk zone. Previous thinking has been that Hamilton sits in a low to moderate seismic zone - as stated in the existing Earthquake-prone, Dangerous and Insanitary Buildings policy.
10. The new legislation will allow building owners up to 12.5 years to upgrade a priority building from the time it is determined to be earthquake-prone. Undertaking assessments on an accelerated timeframe through the Policy will give Council the opportunity to consider funding for any required upgrade work in the 2018-28 and subsequent 10-Year Plans.
11. Council currently has two large community facilities (Founders Theatre and the Central Library) that remain closed, in part to manage risks associated with seismic performance of the buildings. These facilities have had assessments undertaken in line with the standard required by the pending legislation and these assessments have highlighted risks that were not previously identified by any desktop analysis and field validation work undertaken. The new legislation also requires remediation of seismic risk when substantial alterations are undertaken.
12. This report highlights that Council has accelerated Initial Seismic Assessments (ISA's) and is progressing Detailed Seismic Assessments (DSA's) on the two treatment plants given their significance in post disaster recovery and has also proposed a funding request through the 2017/18 Annual Plan to progress other assessments as set out in this report.
13. This report seeks approval of a Seismic Performance of Buildings Policy (The Policy) for Council buildings. The Policy (Attachment 1) outlines how and when Council will undertake assessments and plan for any remediation of its own building portfolio. The timeframes in the Policy are faster than that prescribed in legislation given the risk associated with public buildings and low tolerance for safety related risks as well as Council's increased focus on understanding its assets and managing their performance.
14. The Seismic Performance of Buildings Policy would only relate to Council-owned buildings and sit alongside the requirements for management of earthquake prone buildings as part of the Building Act and an updated Dangerous and Insanitary Buildings Policy for the wider city.

Recommendations from Management

That Council approves the Draft Seismic Performance of Buildings Policy.

15. Attachments

16. Attachment 1 - Draft Council Policy - Seismic Performance of Buildings Policy
17. Attachment 2 - Importance Levels for building types- Building Loadings Code
18. Attachment 3 - Seismic risk zones - Building Act Regulations
19. Attachment 4 - Confirmed seismic assessments undertaken at March 2017

20. Current and new legislative controls to manage seismic risk

21. There are existing legislative controls to manage and mitigate seismic risks of new and existing buildings:
 - Updated legislation (Building (Earthquake-prone Buildings) Amendment Act 2016)
 - New buildings are required to meet 100%NBS
 - Upgrades / additions to existing buildings will be reviewed and may require structural assessments and upgrades – where required this will be to a minimum of 34%NBS.
22. New legislation (Building (Earthquake-prone Buildings) Amendment Act 2016) takes effect on 1 July 2017. This legislation introduces new requirements for the management of earthquake risks for buildings. The legislative changes are in part a response to the 2010/2011 Canterbury earthquakes and aim to deliver:
 - Better targeting of the performing buildings
 - More national consistency with assessments and classifications
 - Improved public information about earthquake prone buildings and risks
23. New Regulations will also take effect from 1 July 2017 regarding the methodology and preparation of seismic assessments. This draft Council policy has been developed with taking the new requirements of the Act and related Regulations into consideration.
24. For Hamilton, the legislation will require Council to identify 'Priority buildings' for the assessment and management of earthquake risk. Timeframes for mitigating risk will depend on whether the building has met the legislations criteria for identification as a 'Priority building'. This is relevant to all non-residential buildings within Hamilton, not just Council owned buildings.
25. Territorial authorities must identify earthquake prone buildings within new timeframes specified in the legislation. As part of this process, building owners may need to undertake engineering assessments (ISAs/DSAs) and if the Territorial Authority has identified the building as potentially earthquake prone. If the building is confirmed as being earthquake prone through these assessments (that is <34%NBS), the building owner will need to either demolish the building or upgrade the building to >33%NBS. The timeframes for buildings in Hamilton for assessment and upgrade are provided below.
- 26.

| | | |
|--|---|---|
| Category | Identification of building as being Earthquake-prone (including Engineering assessment as part of assessment) | Deadline for completing seismic work (from notice of a building being Earthquake prone) |
| Priority building under Building Act | 5 years (1 July 2022) | 12.5 years |
| Non-priority building under building Act | 10 years (1 July 2027) | 25 years |

27. The new legislation will give Council long periods of time to comply for undertaking assessments and upgrades to buildings if required. These timeframes may not meet current public (and Council’s own) expectations for understanding and dealing with seismic risks associated with its buildings.

28. Seismic strength standards for buildings

29. The NZ Building code and Building Act 2004 regulates the structural strength of new buildings. New buildings are required to achieve full compliance with the current code. Over time, as there is greater understanding of how buildings perform and seismic risks (new faults are discovered), the building codes have changed and this has meant that some buildings that were once fully compliant are now no longer. In recent years the seismic risk factor (see paragraph 32) for Hamilton has increased and requires buildings to be built to a greater strength.

30. The New Zealand Society of Earthquake Engineering (NZSEE) has worked with MBIE (and other professional bodies) on updating the previous guidelines for seismic assessments. These guidelines are part of the updated regulations for the Building Act 2004 that will come into force on 1 July 2017.

31. The building grading system for earthquake risk has been designed by the NZSEE and can define a building in a number of different ways and related scales:

- Percentage of New Building Standard (%NBS)
- Category – ‘Earthquake prone’ or ‘Earthquake risk’
- Letter Grade
- Approximate relative risk
- Life safety risk description

| Category | Percentage of New Building Standard (%NBS) | Letter Grade | Approx risk relative to a new building | Life safety risk description |
|-----------------|--|--------------|--|------------------------------|
| | >100 | A+ | Less than or comparative to | Low risk |
| | 80-100 | A | 1-2 times greater | Low risk |
| | 67-79 | B | 2-5 times greater | Low to medium risk |
| Earthquake risk | 35-66 | C | 5-10 times greater | Medium risk |

| | | | | |
|------------------|-------|---|---------------------|----------------|
| Earthquake-Prone | 20-34 | D | 10-25 times greater | High risk |
| | <20 | E | 25 times greater | Very high risk |

32. The %NBS is most commonly used scale for grading buildings. However, the use of percentage scores often infer a level of precision that is not reflective of the assumptions and judgements that an assessing engineer has had to make in the evaluation process. Some of these assumptions and variables are fixed in regulations while there is discretion with others. Key variables that influence the grading of a building include:

- Importance Level – The Importance Level of a building are derived from the loadings code (NZS 1170:2002). This code requires the selection of an Importance Level for each building based on the occupancy and function of the building (refer Attachment 2). Higher Importance Level buildings (IL3 and IL4) are designed to more onerous earthquake loadings, which will have an impact on the %NBS of the building during assessments when compared to an IL2 (normal) building. Some facilities can legitimately be assessed under different categories of IL.
- Seismic risk factor and zone – The seismic risk zone relates to the area that the building is located in. Hamilton has a seismic risk factor (or Z-factor) of 0.16 (refer to Attachment 3) which means it is in the medium seismic risk zone (areas with seismic risk factors between 0.15-0.3). The seismic risk factor has a material impact on the strength required by a building to meet the building code. For example a building in Wellington (z-factor of 0.4), or Christchurch (z-factor of 0.3) will have to be designed to perform under design earthquake loadings that are significantly higher than a building with a lower seismic risk factor. The specified seismic risk factor for Hamilton has been increased in recent years.

33. HCC proposed policy and seismic assessments

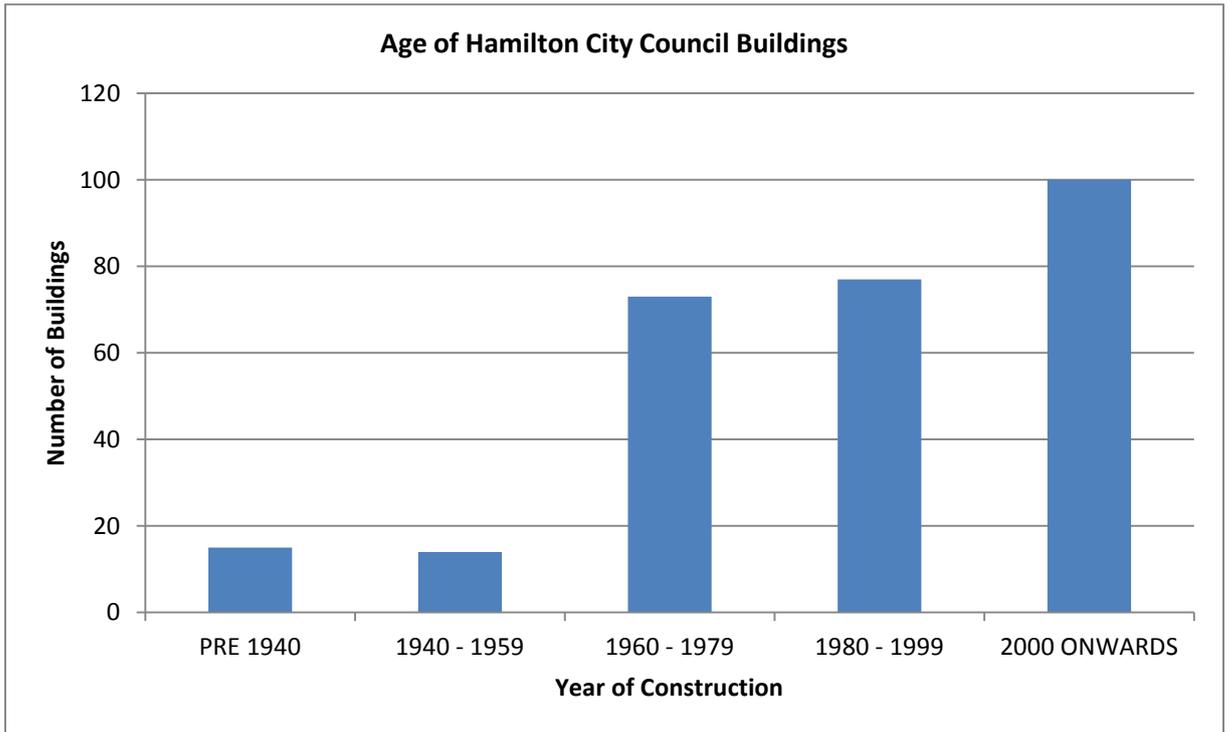
34. The Policy anticipates three levels of assessment for Council buildings. All Council buildings will be subject to either a pre-assessment evaluation, an Initial Seismic Assessment (ISA) or a Detailed Seismic Assessment (DSA). The pre-assessment evaluation, ISAs and DSAs should be undertaken by a Chartered structural engineer (CPENG). Council uses a panel of external consultants to undertake and review these various evaluations and seismic assessments.
35. Changes are being made to the methodology and guidelines for use by structural engineers in undertaking of ISAs and DSAs (see [The Seismic Assessment of Existing Buildings – The Seismic Assessment of Existing Buildings](#)). These guidelines have been developed with input from MBIE, Earthquake Commission and professional bodies including the technical working group New Zealand Society of Earthquake Engineering (NZSEE). Changes have been made to update the guidelines with learnings from recent earthquakes on the performance of buildings.
36. One of the objectives of the update to the guidelines is to have more consistency in the reports prepared for seismic assessments and to as much as possible limit the variations in assessments that can occur between different assessors.
37. The highest level of assurance on the likely performance of a building in an earthquake is available through having a DSA undertaken on a building. An ISA only gives abroad indication of the likely level of seismic performance of a building.
38. Given the relative high cost of DSAs (often in excess of \$50,000 for complex buildings), compared to ISAs (\$3-4,000) it is not necessary, practical or economic to undertake DSAs on all

buildings. Therefore DSAs should be limited to buildings where a potential issue has been identified through an ISA or there is another reason for undertaking an assessment – such as a major upgrade is planned for the building.

39. The Policy suggests that all Council buildings should have at least a pre-assessment evaluation done on the building. This evaluation would be a basic risk assessment that would take into consideration elements such as the function, size, age and construction of a building. Buildings that are identified as having a higher level of risk from a seismic event would have an ISA programmed.
40. It is suggested that the pre-assessment evaluations for buildings that are not identified for a ISA or DSA, should also be performed by an Chartered structural engineer with experience and expertise in undertaking seismic assessments.
41. Initial and Detailed Seismic Assessments have previously been undertaken on Council buildings for a number of reasons, including:
 - Previous policy requirements – engineering assessments have been required on identified buildings as part of the regulation of buildings under the Building Act 2004 and Council’s related Earthquake-Prone, Dangerous and Insanitary Buildings Policy (2008). Council has undertaken a number of assessments on buildings under this policy and within the timeframes required. Further information on the legislative regime and policy requirements is available in attachment 1).
 - Major upgrade – new building works that are major in nature may require an assessment of the current and new structural strength of the building. New works will require compliance to at least 33 per cent of the new building standard (33%NBS).
 - Asset management reasons – as part of understanding the performance of a building to aide in long-term planning and management of the asset.
42. Over recent years a number of assessments have been undertaken on Council buildings. These have been for various reasons. In some instances this is has been required for legislative compliance as the building has been identified as requiring assessment (Artspost), whereas in the situation of buildings at the treatment plants this has been ahead of any requirement to do so. These assessments have been as part of Council’s asset management practices to get better understanding of our assets and their performance. Attachment 4 has a schedule of the assessments that have been confirmed to date and the reason for these assessments. Buildings that are identified in the Policy as Significant buildings that are not on this schedule of assessments will require assessments over the coming months. DSAs are currently being undertaken and /or peer reviewed on the following facilities:
 - Waterworld
 - Artspost
 - Waiora Water treatment plant
 - Pukete Wastewater treatment plant

43. Council’s Building portfolio

44. Council has over 250 individual buildings in its building portfolio. These range in size, value and age.
45. The majority of Council buildings have been constructed since 1980. This is beneficial from a seismic risk perspective as throughout this period the building code has required new buildings to meet relatively modern seismic loadings.



46. Policy overview and managing of Council’s building seismic risk

47. Prioritisation of buildings

48. The Policy outlines how Council will prioritise its portfolio of buildings for assessment and management of seismic risk. The policy provides a criteria for identifying Significant buildings owned by Council from a seismic risk perspective. The criteria in the Policy that is used is broadly based on the criteria in the Building Act for the identification of Priority buildings in Hamilton (refer paragraphs 24-25).

49. A list of the buildings that have been identified as Significant buildings under the Policy is contained in Schedule 1 of the Policy (Attachment 1).

50. Given the likely higher risk associated with Significant buildings, the Policy places priority on the gaining of seismic assessments for these buildings. The proposed Importance Levels for these assessments is also provided against each of the buildings. The rationale for why the building has been allocated a particular Importance Level is stated.

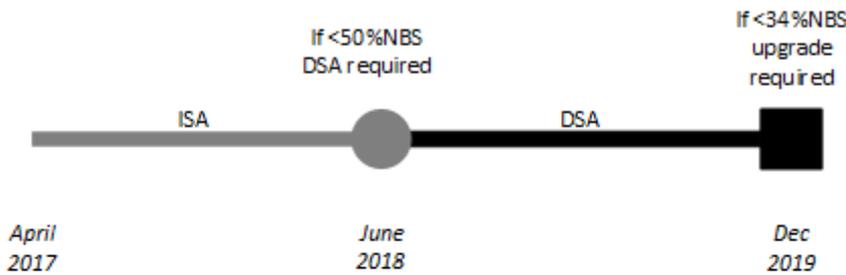
51. These Importance Levels will have a material impact on the assessed performance of the buildings. The highest Importance Levels for Council buildings should only be prescribed where there is a clear need for the building to be operational for post-disaster functions. For example it is suggested that the key buildings at the water treatment plant that are critical for the basic treatment of water following a disaster are assessed and managed as IL4 rather than IL3.

52. Assessments

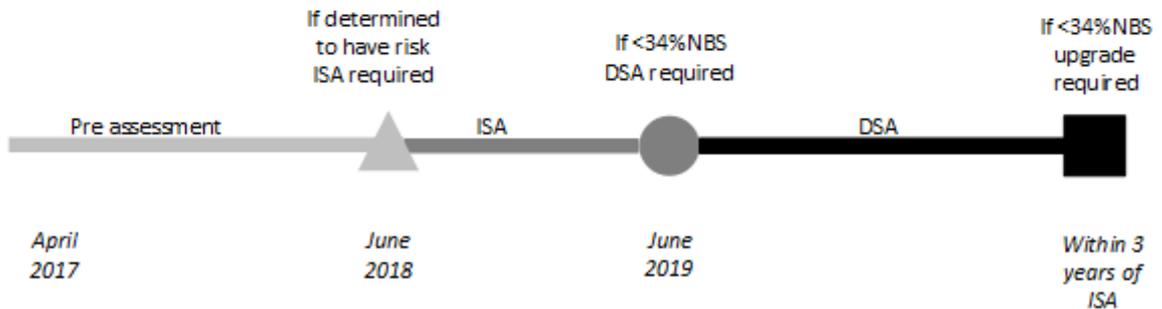
53. The Policy requires that all Council buildings will be subject to at least a pre-assessment evaluation by a structural engineer. Those buildings that are identified through this process of having some seismic risk will progress to an Initial Seismic assessment. The use of a pre-assessment evaluation will be an efficient and effective screening tool and provide a general assurance over the entire building portfolio for Council.

- 54. Buildings that have been identified by the Policy as being Significant buildings will require an ISA as the first assessment. These assessments should be completed (or reviewed if an assessment has been done previously) by 30 June 2018. Where an earthquake rating is received, for a Significant building from an ISA that is less than 50%NBS, a DSA on this building will be undertaken by the end of 2019 (within 18 months of the ISA being received).
- 55. If an ISA on any non-significant building, identified through a pre-assessment evaluation as having some seismic risk, is assessed to have an earthquake rating of less than 34%NBS, a DSA will be programmed in the next 10-Year Plan.
- 56. The diagram below provides an overview of the type and timing of assessments required by the Policy and the timeframes for these to be undertaken.

Significant buildings



All other buildings



- 57. The proposed approach and timing in the Policy to undertaking seismic assessments, will ensure that Council can stay well ahead of any legislative requirements for seismic upgrades (refer paragraph 26) and at the same time ensure that Council gets assurance over its entire building portfolio in a relatively short timeframe. This will allow Council to make better informed investment decisions into the future.
- 58. All assessments will be undertaken by suitably qualified engineers. All DSAs will be subject to a peer review from another engineer from Council’s approved consultant panel.
- 59. Response to assessments
- 60. Actions will be undertaken on buildings based on findings from peer reviewed Detailed Seismic Assessments. The general approach being that detailed costings and plans for required upgrades (if the buildings is confirmed as earthquake-prone), will be considered as part of the next available 10-Year Plan. This will allow Council to respond to any upgrades in a managed and prioritized approach.
- 61. When an upgrade is being planned, a business case should include an analysis of costs and benefits of upgrading the building to >34%NBS and >67%NBS. Council will make a decision on a

case by case basis as to which option (or any other option) is selected as the approach to be taken. Significant buildings will have options presented based on the Importance Level specified for the building as part of the Policy.

62. Where a DSA assesses a building to have an earthquake rating of less than 20%NBS, this is regarded as very high risk (see paragraph 31) and an action plan for the management of this risk is required. The Policy outlines the types of factors that will be considered in the development of the action plan. If the risks are considered too high and unable to be adequately managed, staff will recommend to Council the vacating of the building until which time the risks can be managed to an acceptable level.
63. Public information
64. Information on all confirmed (peer reviewed) Detailed Seismic Assessments will be made publically available on Council's website. This will allow members of the public to have assurance over Council buildings as they are assessed.

65. Key issues

66. Strategic alignment
- This Policy aligns with Council's focus in its Infrastructure Strategy to look after the assets that it already has.
 - The Hamilton Plan refers to having 'outstanding infrastructure' and the approach in the Policy to accelerate assessment and upgrading of buildings if required reflects this aspiration.
67. Consultation
- Consultation on the Policy is not recommended by Staff. The Policy is to provide guidance to staff on the management of seismic risk of Council buildings.
 - Public interest in the Policy is most likely in regard to the findings from the assessments. This interest is addressed in the requirement in the Policy to make available on Council's website information relating to any confirmed Detailed Seismic Assessment.
68. Implementation issues
- The need for undertaking more seismic assessments was anticipated in the Draft 2017/18 Annual Plan and additional funding has been included for assessments.
 - The 2018/28 10-Year Plan will need to make further funding available for assessments in the early years of the 10-Year Plan period.
 - If buildings are assessed as having an earthquake score of less than 20%NBS, this will require an action plan to be prepared and implemented to manage the very high risk that has been identified. This may result in the closure of a public facility or disruption to the operational use of the building. This will be on a case by case basis and will not be known until the DSA is undertaken and confirmed through peer review.

69. Financial and Resourcing Implications

70. The full costs associated with the assessment and any seismic upgrades is not known. Costs for required physical works will only be known on a case by case basis as detailed designs and cost estimates are developed for buildings. Capital works required in response to this Policy will be considered as part of the relevant 10-Year Plan process where this is possible.

71. Funding of \$450,000 has been added to the Draft 2017/18 Annual Plan to allow for additional seismic assessment work by consultants in order to implement assessments required by the Policy. These assessments will be a combination of pre-assessment evaluations, Initial Seismic Assessments and Detailed Seismic Assessments.

72. Risk

73. The Policy will assist Council in having a better understanding of the likely seismic performance of its buildings. The need for an action plan where a building is assessed as being of a very high risk will ensure mitigations and controls are considered to manage the highest risks identified through the engineering assessments. The Policy recommends an assessment programme that will cover the entire building portfolio and is faster than what will be required by the new legislation that comes into force on 1 July 2017.

74. The Policy has been developed to reflect the higher public expectations around knowledge of likely seismic performance of buildings – particularly public buildings.

Signatory

| | |
|------------|--|
| Authoriser | Chris Allen, General Manager City Infrastructure Group |
|------------|--|

SEISMIC PERFORMANCE OF BUILDINGS POLICY

Purpose and Scope

1. This policy guides the management of building risks associated with seismic events by setting criteria for Significant buildings, frequency of assessments and operating parameters for Council buildings based on industry recognised importance levels for buildings of different functions.
2. This policy applies to all Hamilton City Council owned buildings. For clarity it does not relate to the seismic performance of infrastructure such as bridges, reservoirs and other infrastructure structures.
3. This policy:
 - Sets criteria for identification of Significant buildings
 - Determines for Significant and non-significant buildings:
 - When and what type of assessments are required for buildings
 - NBS% operating minimum for buildings
 - NBS% targets for buildings and other information required for decision making on upgrades.
 - Describes what information will be made available / published on Council facilities

Definitions

| | |
|---------------------------------------|---|
| New Building Standards (NBS and %NBS) | <p>New Building Standards refers to the building standards set out in the most recent enacted Building Acts.</p> <p>This is often referred to a building having a structural strength that meets a percentage of the NBS (%NBS)</p> |
| Detailed Seismic Assessment (DSA) | An accepted comprehensive quantitative assessment of the strength and deformation capability of a building. A seismic assessment carried out in accordance with Part C of the current Engineering Assessment Guidelines. |
| Initial Seismic Assessment (ISA) | The recommended first qualitative step in the overall assessment process. A seismic assessment carried out in accordance with Part B of the current Engineering Assessment Guidelines. |
| Significant buildings | Buildings that meet the criteria outlined in this policy and due to their function should have a high priority and focus on their seismic performance. |
| Building type importance level | Building type category as specified by NZS 1170:2002 or subsequent standard. |

| Importance Level | Description of Building Type |
|------------------|---|
| Level 1 | Buildings posing low risk to human life or the environment, or a low economic cost, should the building fail. These are typically small non-habitable |

| | |
|---------|---|
| | buildings, such as sheds, barns, and the like, that are not normally occupied, though they may have occupants from time to time. |
| Level 2 | Buildings posing normal risk to human life or the environment, or a normal economic cost, should the building fail. These include single family dwellings and carpark buildings. |
| Level 3 | Buildings of a higher level of societal benefit or importance, or with higher levels of risk-significant factors to building occupants. These buildings have increased performance requirements because they may house large numbers of people (more than 250), vulnerable populations, or occupants with other risk factors, or fulfil a role of increased importance to the local community or to society in general. |
| Level 4 | Buildings that are essential to post-disaster recovery or associated with hazardous facilities. |
| Level 5 | Buildings whose failure poses catastrophic risk to a large area (eg, 100 km ²) or a large number of people (eg, 100 000). |

Principles of Policy

4. This policy takes a risk-based approach to managing seismic related hazards for Council buildings.
5. The policy framework is based on the following principles:
 - a. Identify the Risk – categorise Council buildings into levels of priority using relevant risk factors and undertake appropriate assessments to better understand risks
 - b. Plan to address the risk – establish considered controls for buildings and targets that balances risk likelihood, consequence and investment
 - c. Take action in reasonable timeframes – set realistic timeframes for assessment and management of building-related seismic risk.

Policy

Identification of Significant Buildings

6. Council will prioritise seismic assessment and upgrades on Significant buildings contained in its building portfolio (refer Schedule 1).
7. A building will be classified as being Significant under this policy if it meets one or more of the following criteria. The building is:
 - a. A building type that is a minimum of Importance Level 3 (IL3).
 - b. Located where if it were to collapse that it could significantly disrupt motor vehicle movements on Critical Roads as shown in Schedule 2.
 - c. Identified by Council as being Significant due to serious risks that would be realised if the building collapsed.

Seismic assessments and timeframes

8. Initial Seismic Assessments (ISAs) will be undertaken or existing assessments reviewed for all Significant Buildings by 30 June 2018.
9. A risk assessment will be undertaken on all non-critical buildings and where considered necessary, an ISA will be undertaken. Risk assessments will be completed by 30 June 2018 and any subsequently required ISAs by 30 June 2019.
10. Detailed Seismic Assessments (DSAs) will be undertaken on buildings in the following circumstances and timeframes:

| | Significant buildings | Non- significant buildings |
|-----------------------------------|---|--|
| Criteria when DSA required | On receiving an ISA (by 30 June 2018) indicating a preliminary %NBS of less than 50% | On receiving an ISA (by 30 June 2019) indicating a preliminary %NBS of less than 34% |
| Timeframe for gaining DSA | DSA to be undertaken within 18 months of receiving ISA (no later than 31 December 2019) | DSA to be undertaken within 36 months of receiving ISA (no later than 30 June 2022) |

11. Detailed Seismic Assessments will not be confirmed until a peer-review by a Chartered structural engineer (CPENG) has been undertaken.

Seismic performance minimums and targets

12. For buildings with a DSA indicating a %NBS of less than 20%, Council should:
 - a. Urgently implement a plan that minimises risks associated with the specific structural weaknesses that cause the %NBS score of less than 20% and/or
 - b. Vacate the building until work is undertaken to increase seismic performance to above 20%NBS.
13. In determining the appropriate course of action in response to a DSA where a build has a %NBS of less than 20%, staff will make a recommendation to Council following the consideration of various factors including:
 - a. Whether the building is open to the general public
 - b. The degree to which any safety risks from the specific structural weaknesses that cause the %NBS score of less than 20% can be mitigated through controls other than closing the building
 - c. The impact on the community if the building was to be closed and be non-operational.
14. For buildings with a DSA indicating a %NBS of between 20% and 33%, Council will obtain detailed options and cost for seismic strengthening of the building to the legislative minimum and the relevant long-term seismic performance target in this policy.
15. When major structural building work is being planned on buildings, options should be presented that achieve the minimum compliance with the Building Act (i.e. increase the seismic performance rating to achieve compliance with the legislation (i.e.>33%NBS) and >67%NBS.

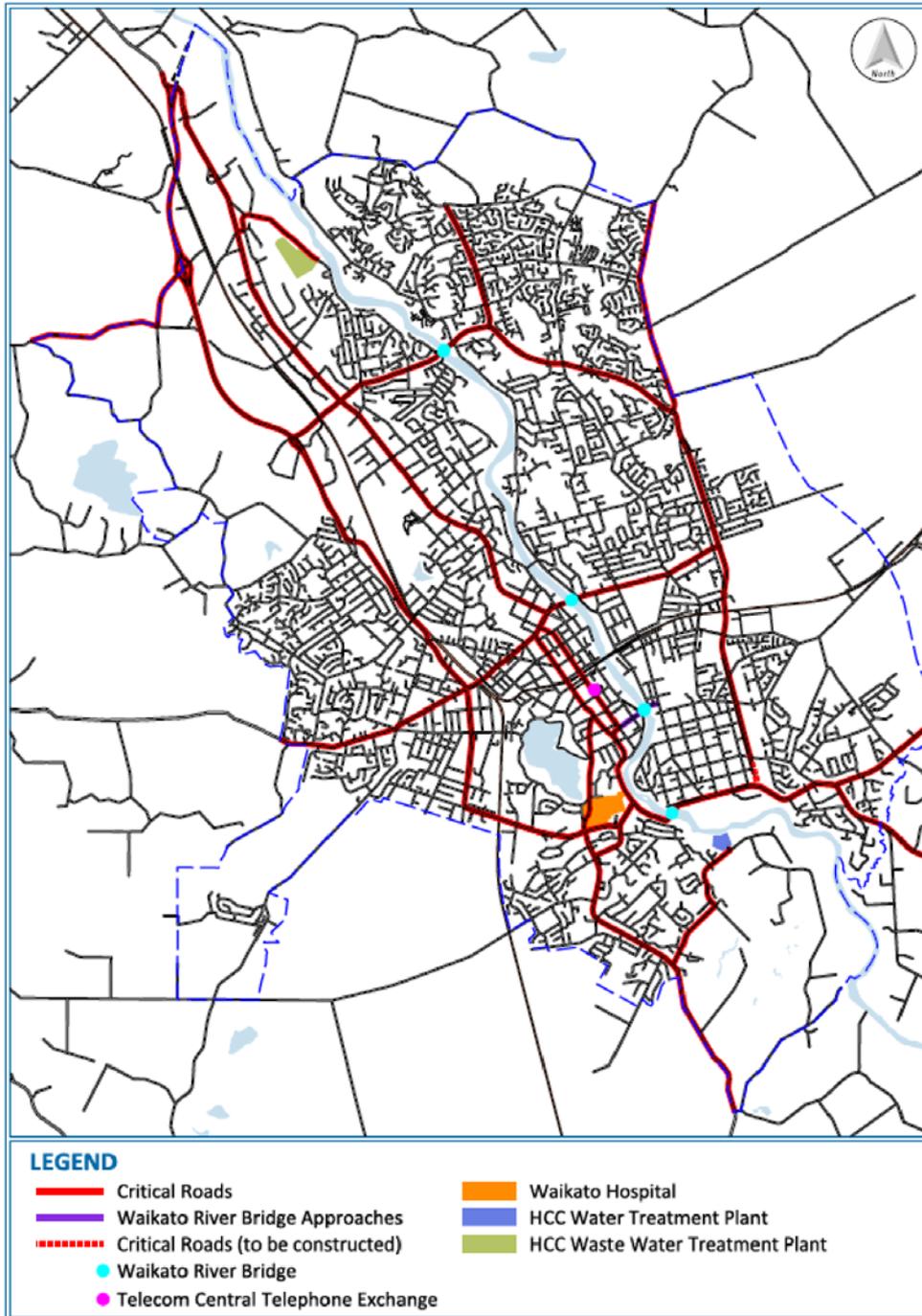
Information on Council buildings

16. To allow informed use of Council buildings by the public, the relevant %NBS of each Council building will be made publically available once a DSA has been finalised on the building.

SCHEDULE 1 – SIGNIFICANT BUILDINGS AND IMPORTANCE LEVELS

| Building | Construction Date(s) | Importance Level (IL) Rating | Rationale for IL |
|--|----------------------|--|---|
| Waterworld | 1974 - 2007 | 3 | Major public facility – potentially large crowds |
| Gallagher Aquatic Centre | 1997 | 2 | Major public facility |
| Hamilton Park Cemetery – Crematorium and Chapel | 1962 - 2000 | 3 – 4 (crematorium) | Post-disaster function for crematorium and place of public assembly |
| Transport Centre Building | 2001 | 3 | Principal public transport terminal |
| Pukete Waste Water Treatment Plant | 1976 | 4 (key buildings for basic treatment) 3 (other buildings) | Key buildings required for basic post disaster functions |
| Waioara Water Treatment Plant | 1971 | 4 (key buildings for basic treatment) 3 (other buildings) | Key buildings required for basic post disaster functions |
| Refuse Transfer Station – Hazards Building | 1985 | 3 | Hazardous substance storage |
| Claudelands Events Centre – Arena, Conference Centre, Exhibition Halls and Holman Stand | 1976 - 2011 | 3 – 4 (key buildings) | Key buildings required for post disaster functions |
| Te Rapa Sports Dome | 1998 | 3 | Major public facility – potentially large crowds |
| Duke Street Depot - Dangerous Goods Store | 2003 | 3 | Hazardous substance storage |
| Municipal Building (including Caro wing) | 1960 - 1982 | 3 | Major public facility |
| Hamilton Gardens Pavilion | 1989 | 3 | Major public facility – potentially large crowds |
| Buildings at Hamilton Zoo acting as enclosures for: <ul style="list-style-type: none"> • African Hunting Dog • Cheetah • Chimpanzee • Rhino • Tiger | 1999 - 2012 | 3 | Contains dangerous animals |
| Central Library | 1960 - 1968 | 2 | Major public facility |
| Waikato Museum | 1985 | 2 | Major public facility |
| Artspost | 1916 | 2 | Un-reinforced masonry prior to 1935 |
| Seddon Park Buildings and Light Towers | 1991 - 2000 | 3 | Major public facility – potentially large crowds |
| Waikato Stadium – Stands, and Lighting Towers | 1965 - 2003 | 3 | Major public facility – potentially large crowds |
| Founders Theatre | 1962 | 3 | Major public facility – potentially large crowds |

SCHEDULE 2 – CRITICAL ROADS FOR IDENTIFYING SIGNIFICANT BUILDINGS



Importance Levels for building types

Extract from 'Loadings Code' NZS 1170:2002

IMPORTANCE LEVELS FOR BUILDING TYPES—NEW ZEALAND STRUCTURES

| Importance level | Comment | Examples |
|------------------|--|--|
| 1 | Structures presenting a low degree of hazard to life and other property | Structures with a total floor area of <30 m ² Farm buildings, isolated structures, towers in rural situations Fences, masts, walls, in-ground swimming pools |
| 2 | Normal structures and structures not in other importance levels | Buildings not included in Importance Levels 1, 3 or 4 Single family dwellings Car parking buildings |
| 3 | Structures that as a whole may contain people in crowds or contents of high value to the community or pose risks to people in crowds | Buildings and facilities as follows: (a) Where more than 300 people can congregate in one area (b) Day care facilities with a capacity greater than 150 (c) Primary school or secondary school facilities with a capacity greater than 250 (d) Colleges or adult education facilities with a capacity greater than 500 (e) Health care facilities with a capacity of 50 or more resident patients but not having surgery or emergency treatment facilities (f) Airport terminals, principal railway stations with a capacity greater than 250 (g) Correctional institutions (h) Multi-occupancy residential, commercial (including shops), industrial, office and retailing buildings designed to accommodate more than 5000 people and with a gross area greater than 10 000 m ² (i) Public assembly buildings, theatres and cinemas of greater than 1000 m ² Emergency medical and other emergency facilities not designated as post-disaster Power-generating facilities, water treatment and waste water treatment facilities and other public utilities not designated as post-disaster Buildings and facilities not designated as post-disaster containing hazardous materials capable of causing hazardous conditions that do not extend beyond the property boundaries |
| 4 | Structures with special post-disaster functions | Buildings and facilities designated as essential facilities Buildings and facilities with special post-disaster function Medical emergency or surgical facilities Emergency service facilities such as fire, police stations and emergency vehicle garages Utilities or emergency supplies or installations required as backup for buildings and facilities of Importance Level 4 Designated emergency shelters, designated emergency centres and ancillary facilities Buildings and facilities containing hazardous materials capable of causing hazardous conditions that extend beyond the property boundaries |
| 5 | Special structures (outside the scope of this Standard—acceptable probability of failure to be determined by special study) | Structures that have special functions or whose failure poses catastrophic risk to a large area (e.g. 100 km ²) or a large number of people (e.g., 100 000) Major dams, extreme hazard facilities |

Seismic risk zones

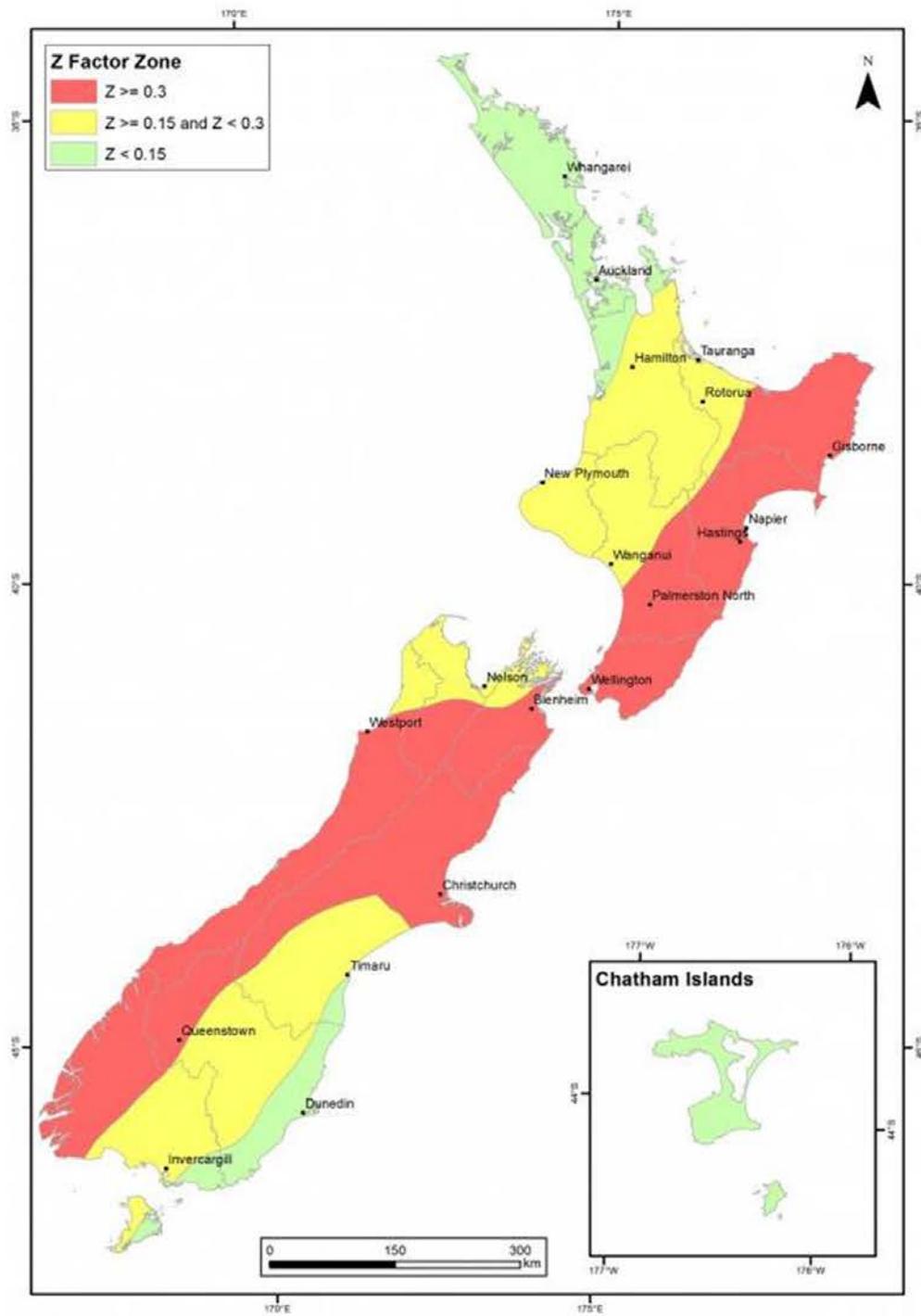
Regulations define Hamilton as being of medium Seismic Risk with a factor of 0.16.

This factor is used in the calculation of the 'design earthquake that is used to determine compliance with the building code for structural strength.

The Medium risk zone is areas that have a factor of between 0.15 and 0.3. Hamilton is close to being below this threshold and in the low seismic risk zone.

Cities such as Wellington and Christchurch and Wellington have much higher factors that are used in calculating a 'design earthquake'. As a result, buildings are required to have higher structural strength and performance in order to meet the building code in these locations.

| Seismic hazard area | Z factor | Examples |
|---------------------|---------------------|---|
| High | $Z \geq 0.3$ | Christchurch, Gisborne, Napier, Wellington |
| Medium | $0.15 \leq Z < 0.3$ | Hamilton, Invercargill, Tauranga, Whanganui |
| Low | $Z < 0.15$ | Auckland, Oamaru, Dunedin |



| Activity Name | Asset Name | Physical Address | Year Built | What is the Building used for? | What prompted the assessment? | ISA, IEP or DSA | IEP / ISA Assessment Score NBS% | Confirmed DSA Assessment Score NBS% | What works was done in response? |
|----------------------|---|------------------|------------|-----------------------------------|---|--|---------------------------------|-------------------------------------|--|
| Corporate Buildings | Municipal Building - Council Chamber Wing | Caro Street | 1981 | Council Chamber and Meeting Rooms | | IEP 2012 | 68% | | No further assessment planned |
| Corporate Buildings | Municipal Building - Tower Block | Angelesa Street | 1982 | Council Staff Offices | | IEP 2012 | 87% | | No further assessment planned |
| Library | Central Library | Garden Pl | 1960 | Library | New report commissioned 2016 after floor cracks identified 2nd floor | (IEP 2007) DSA 2016 | 63% | 15% (IL2) | Library was closed. Currently getting design and costs for remediation works |
| City Waters | Water Treatment Plant | Waioira Tce | 1971 | WTP - Admin Building | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 20% (IL4) | | OSA is being undertaken and peer reviewed and if necessary the next step will be getting detailed design and costs for remediation works |
| City Waters | Water Treatment Plant | Waioira Tce | 1971 | WTP - Chemical Building | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 34% (IL4) | | OSA is being undertaken and peer reviewed and if necessary the next step will be getting detailed design and costs for remediation works |
| City Waters | Water Treatment Plant | Waioira Tce | 1971 | WTP - GAC Building | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 60% (IL4) | | No further assessment planned |
| City Waters | Water Treatment Plant | Waioira Tce | 1971 | WTP - Lime and Chlorine Building | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 75% (IL4) | | No further assessment planned |
| City Waters | Water Treatment Plant | Waioira Tce | 1971 | WTP - Low Lift Building | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 34% (IL4) | | OSA is being undertaken and peer reviewed and if necessary the next step will be getting detailed design and costs for remediation works |
| City Waters | Water Treatment Plant | Waioira Tce | 1971 | WTP - Storage Building | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 40% (IL4) | | No further assessment planned |
| City Waters | Water Treatment Plant | Waioira Tce | 1971 | WTP - Weir Building | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 75% (IL4) | | No further assessment planned |
| Community Facilities | Celebrating Age Centre | 30 Victoria St | 1979 | Community Centre | Ongoing asset assessment programme and improved understanding of assets | ISA 2016 | 96% | | No further assessment planned |
| Corporate Buildings | Duke Street Depot | 44 Duke Street | 2003 | Office | Use of the building previously for post-disaster Emergency Management Centre | IEP 2012 | 57% | | ISA review planned for 2017 |
| Corporate Buildings | Duke Street Depot - Administration Building | 44 Duke Street | 1978 | Works Depot for Council | | IEP 2012 | 57% | | ISA review planned for 2017 |
| Strategic Property | Brooklyn Road Vehicle Testing Station | 2 Brooklyn Road | 1960 | Leased for Vehicle Testing | | IEP 2012 | 39% | | ISA review planned for 2017 |
| H3 | Founders Theatre | Tristram St | 1962 | Events | Asset assessment as part of Founders theatre upgrade analysis and discussions | DSA 2016 | | 15% (IL3) | Founders Theatre was closed. Proposal for major upgrade to theatre being developed. |
| Museum | ArtSpace | Victoria St | 1916 | Retail and Art Studios | Council's Earthquake-Prone, Dangerous and Insanitary Buildings Policy identified this building as requiring an assessment | IEP 2011 | 26% | | OSA to be carried out in March 2017. Structural upgrade planned for 2018-19 |
| City Waters | Pukekohe Waste Water treatment Plant | Pukekohe Road | 1976 | WWTP - Administration Building | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 10% (IL4) | | OSA is being undertaken and peer reviewed and if necessary the next step will be getting detailed design and costs for remediation works |
| City Waters | Pukekohe Waste Water treatment Plant | Pukekohe Road | 1976 | WWTP - Blower RAS Building | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 40% (IL4) | | No further assessment planned |
| City Waters | Pukekohe Waste Water treatment Plant | Pukekohe Road | 1976 | WWTP - Screening/Co-Gen Building | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 10% (IL4) | | OSA is being undertaken and peer reviewed and if necessary the next step will be getting detailed design and costs for remediation works |
| City Waters | Pukekohe Waste Water treatment Plant | Pukekohe Road | 1976 | WWTP - DeWatering Building | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 37% (IL4) | | No further assessment planned |
| City Waters | Pukekohe Waste Water treatment Plant | Pukekohe Road | 1976 | WWTP - GBT Building | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 25% (IL4) | | OSA is being undertaken and peer reviewed and if necessary the next step will be getting detailed design and costs for remediation works |
| City Waters | Pukekohe Waste Water treatment Plant | Pukekohe Road | 1976 | WWTP - Workshops | Ongoing asset assessment programme and improved understanding of assets | ISA 2015 | 20% (IL4) | | OSA is being undertaken and peer reviewed and if necessary the next step will be getting detailed design and costs for remediation works |
| Museum | Waikato Arts Museum & Exche | Victoria St | 1985 | Museum | Review of non-ductile buildings following Christchurch earthquakes | IEP 2012 | 40% | | ISA review planned for 2017 |
| Aquatic Facilities | Waterworld Centennial Pools - Complex | Garnett Ave | 1979 | Aquatic Facility | Preparation for significant renewal / upgrade project at site | | | | OSA currently underway |
| H3 | Seddon Park | Seddon Rd | 1991 | Cricket ground stand and admin | Review of non-ductile buildings following Christchurch earthquakes | IEP 2012 | 40% | | ISA review planned for 2017 |
| Corporate Buildings | Garden Place Carpark | Angelesa Street | 1986 | Public carpark | Review of non-ductile buildings following Christchurch earthquakes | DEE (Detailed engineering evaluation) 2012 | | 100% (IL2) | No further assessment planned |

Committee: Council

Date: 06 April 2017

Report Name: Eastern Bulk Main Subsidence
Remedial Works

Author: Maire Porter

| | |
|---|---|
| Report Status | <i>Open</i> |
| Strategy, Policy or Plan context | <i>Hamilton Plan Outstanding Infrastructure</i> |
| Financial status | <i>No budget allocated Amount \$1,880,000 sought</i> |
| Assessment of significance | <i>Having regard to the decision making provisions in the LGA 2002 and Council's Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i> |

1. Purpose of the Report

2. To seek retrospective approval of remedial works associated with the Eastern Bulk Water Main Subsidence event that occurred on 2 February 2017.
3. Council approval is needed because the work is unfunded and outside the Chief Executive's delegation.

4. Executive Summary

5. A subsidence event that occurred on the Waikato River bank in the vicinity of Hamilton Gardens in early February 2017 resulted in damage and destabilisation of the area around critical council water assets.
6. Geotech investigations indicated that urgent remedial works were required to prevent further subsidence or damage to the critical water infrastructure in the area.
7. Emergency stabilisation works were initiated immediately with procurement instigated under emergency provisions within Councils Procurement Management Policy.
8. Staff are now seeking retrospective approval for expenditure to remediate the subsided area, including approval of a direct appointment contract with Brian Perry Civil to undertake the required physical emergency stabilisation and final remediation works not yet spent.

Recommendations from Management

That Council

- a) receives the report;
- b) approves a project budget of \$1,880,000 to manage the full restoration works resulting from the subsidence around the eastern bulk water main which occurred in February 2017, noting that \$800,000 of this budget is required to permanently protect critical infrastructure and to reinstate other damaged infrastructure once the works have been fully scoped and costed;
- c) delegates approval to the CE to negotiate and award Contract 16275 to Brian Perry Civil Ltd for the sum of \$650,000; and
- d) approves an Approved Contract Sum for Contract 16275 of \$780,000 which includes the tender sum of \$650,000 plus a contingency of \$130,000.

9. Attachments

10. Attachment 1 - City Bulk Water Network
11. Attachment 2 - Photo's of subsidence

12. Background

13. Water Supply Overview

14. Hamilton's water supply network services approximately 52,000 domestic, industrial and commercial properties.
15. Water is abstracted and treated at the Waiora Treatment Plant (WTP) then distributed to reservoirs and customers around the city via a bulk water ring main. The ring main consists of two western bulk water pipes serving the western side of the river, and two eastern bulk water pipes serving the eastern side of the river that join at the northern area of the city (see Attachment 1).
16. The Eastern Bulk Water Main supplies around 27,000 homes and runs under the Waikato River from the WTP opposite Hamilton Gardens.

17. Subsidence Event Impact

18. Significant subsidence of approximately 600 cubic metres of earth in the vicinity of the two eastern bulk mains and associated valve chamber on the eastern bank of the Waikato River occurred on Thursday 2 February (see Attachment 2).
19. The subsidence event resulted in
 - a) The two eastern bulk water main pipes being exposed and a void created underneath the nearby bulk main valve chamber, destabilising the structure.
 - b) A stormwater outlet and associated local pipes for the Hamilton Gardens site being damaged.
 - c) The river water intake to Hamilton Gardens, which is used for plant irrigation and supply to site water features being damaged and destabilised.
20. An interim water supply has been provided to Hamilton Gardens to meet their basic water needs and stormwater discharges are diverted as necessary.

21. Geotech investigations of the subsided area and structural assessments on all impacted infrastructure indicated that urgent remedial works were required to stabilise this area and prevent further subsidence or damage to the critical water infrastructure.

22. Key Issues

23. Emergency Stabilisation Works

24. A project manager was appointed and discussions initiated immediately with appropriate consultants and contractors following the event, to plan and initiate the necessary emergency stabilisation works.
25. These works are currently underway and are expected to be completed by June 2017.
26. Further works will be required following the emergency stabilisation works to achieve permanent remediation (including the reinstatement of the Hamilton Gardens raw water intake and affected stormwater network), however these measures will augment the works already completed and can be planned and are not critical for stabilisation.

27. Purpose and Structure of Contract

28. Procurement was initiated under section 5.3.8 Emergency Procurement of Councils Procurement Management Policy immediately following the subsidence event. These provisions can only be used in genuine unforeseen circumstances so that HCC can react quickly.
29. This policy allows for procurement to be initiated in emergency situations with retrospective approval sought by the correct delegated authority as soon as possible following an emergency event.
30. The purpose of emergency works is to undertake stabilisation works in the vicinity of the bulk water main pipes and valve chamber in the vicinity of the area affected by the subsidence on 2 February 2017.
31. The primary physical works are proposed to be completed under a measure and value contract by direct appointment.
32. All consultancy works have been engaged via the LASS Professional Services Panel utilising agreed scheduled rates.

33. Evaluation Process

34. Discussion was undertaken with three physical works contracting companies, Brian Perry Civil (BPC), Downer NZ and HEB Constructions, who have all recently completed works under contract for Council and who were deemed as having appropriate skills, knowledge and experience to complete the works.
35. All three contracting companies were asked to provide a high level statement of their capability and availability of suitable resources, plant and equipment to undertake the necessary remedial works.
36. Responses were received from two companies; however no response was received in the time required from one of the company's.
37. MWH, Beca and Opus have been engaged via the LASS Professional Services Panel to provide geotechnical, structural, consenting and project management consultancy required as part of

the initial incident response, the development of remedial works programmes and the independent investigation into the cause of subsidence event.

38. Preferred Tenderer and Contract Sum

- 39. After assessing the two responses received and reviewing scope and performance of their recently contracted works with Council, BPC were selected as the successful contractor.
- 40. BPC are a well-established and capable company who have a demonstrated track record with Council and were recently the lead contractor on the Low River Contingency Project.
- 41. Costs have been negotiated with BPC on a basis of their costs plus a fixed negotiated mark-up to cover profit and margin, which is comparable to other similar civil contracts.
- 42. The Approved Contract Sum sought for 'Contract 16275 - Eastern Trunk Main Slip Remedial' is \$780,000, excluding GST, comprising \$650,000 for contract works and \$130,000 contingency deemed necessary given the nature of the works.

43. Financial and Resourcing Implications

- 44. There is no allocated capital funding for the current proposed works under this project. Staff will look to mitigate the impact of the cost of this project through the reconciliation of the 2016/17 capital budget and the draft 2017/18 Annual Plan .
- 45. The Eastern Bulk Main subsidence restoration works include the costs of initial emergency response actions undertaken, emergency stabilisation works (project management, design consultancy and physical works), investigation and final protective and restoration work costs.
- 46. The estimated costs associated with this project are summarized in the table below

| Eastern Bulk Main Subsidence Restoration Works | | | |
|--|------------------------------------|--|------------------------------|
| | 2016/17 | | 2017/18 |
| | Costs incurred or committed | Estimated Total Costs | Estimated Total Costs |
| Emergency Response | \$90,000 | \$90,000 | \$0 |
| Project Management | \$11,000 | \$60,000 | \$0 |
| Consultancy & Design | \$53,000 | \$120,000 | \$0 |
| Contract 16275 - Eastern Trunk Main Slip Remedial (Physical Works) | \$163,000 | \$780,000 <small>(includes \$130,000 contingency)</small> | \$0 |
| Investigation | \$7,000 | \$30,000 | \$0 |
| Completion of Permanent Remediation works <small>(including Hamilton Gardens Water intake and stormwater diversion)</small> | \$0 | \$0 | \$800,000 |
| Total | \$324,000 | \$1,080,000 | 800,000 |

- 47. Following on from the emergency works further non-emergency works will be required to complete the full remediation of the subsided area and mitigate the risk of damage to infrastructure (permanent remediation works). An estimated cost for this work is included as the last line in the table above, however this cost will need to be further defined through a planned design process and timing of these works can be completed in the 2017/18 financial year.

- 48. Crawford & Company have been appointed as the loss adjuster by our Principal insurer, AIG Insurance Ltd, on a without prejudice basis. At this stage they will be gathering information and documentation regarding the bulk main matter and reporting to AIG for their consideration and instruction.
- 49. Councils infrastructure and business interruption insurance programme for Waters and Hamilton Gardens is currently being considered and a determination will be made after the triggers against either insurance programme are identified based on the findings from the event cause investigation. Dependent upon the timing for the investigation to conclude, their causation findings will be directed by AIG's position on a claim by Council.

50. Risk

- 51. The completion of emergency stabilisation works are critical for the protection of our eastern bulk main water pipes and valve chamber. It is not possible to delay these works without significant risk to infrastructure and our ability to supply water to the city and Hamilton Gardens.
- 52. The risk of further subsidence and potential damage to council assets while emergency works are undertaken, either as a result of the works themselves or due to other environmental impacts (e.g. river levels, weather events) cannot be eliminated and if realised could mean additional costs or delays to project completion.
- 53. As this project involves significant geotech and earthworks in a sensitive environment, there is potential for unexpected time delays and additional cost as design progresses and physical works are undertaken.
- 54. Due to the emergency nature of the works being undertaken, there is an increased risk that Council is charged a premium for delivery of services. This risk is mitigated by the engagement of trusted consultants and physical works contractors and an experienced project manager overseeing works.
- 55. Staff have initiated discussions with Council’s Insurance agents regarding a potential claim in relation to this event; however any claim will be dependent on the outcome of investigation into the cause of the subsidence.
- 56. Councils Risk & Insurance Manager is in direct weekly liaison with Crawford & Co providing updates to allow AIG to determine if their own experts can be appointed for potential site visits. The loss adjuster has received relevant information and is monitoring the situation.

Signatory

| | |
|------------|--|
| Authoriser | Chris Allen, General Manager City Infrastructure Group |
|------------|--|

Hamilton City Bulk Water Network



Waikato River Bank Subsidence Event 2 (February 2017) - Photos



Figure 1: Aerial photograph showing erosion from slip site and extend of embankment loss (2 February 2017)



Figure 2: Photograph showing emergency rehabilitation works stage 1 repair using reinforced concrete



Figure 3: Aerial photograph showing rehab works extent at (8 March 2017)

Committee: Council

Date: 06 April 2017

Report Name: Update on Grassroots Trust Application

Author: Sean Murray

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

1. Purpose of the Report

- To respond to a resolution from the 9 March 2017 meeting of Council to adjourn the item on a funding application to Grassroots Trust to the meeting on 6 April 2017.

3. Executive Summary

- At the Council meeting on 9 March, Management presented a late report for approval of an application to the Grassroots Trust for \$250,000 for a Practice Net Area Upgrade Project at Seddon Park.
- At the meeting, a procedural motion was moved (Standing Order 3.11.1(b)) that the item be adjourned to the 6 April 2017 meeting.
- As a result of that resolution and subsequent consideration by Northern Districts Cricket Association (NDCA) and staff, Management are withdrawing the report.
- NDCA have advised they still intend to raise funds for the practice nets project and will come back to Council with their proposition in due course.

Recommendations from Management

That Council;

- receives the report; and
- notes that the original agenda Item 17 Application for Approval – Grassroots Trust on 9 March 2017 has been withdrawn.

8. Attachments

- There are no attachments for this report.

Signatory

| | |
|------------|---|
| Authoriser | Sean Murray, General Manager Venues, Tourism and Major Events |
|------------|---|

Committee: Council

Date: 06 April 2017

Report Name: Heritage Fund

Author: Alice Morris

| | |
|---|---|
| Report Status | <i>Open</i> |
| Strategy, Policy or Plan context | |
| Financial status | <i>There is budget allocated Total Amount \$100,000.00; amount available for this round is \$25,690.00</i> |
| Assessment of significance | <i>Having regard to the decision making provisions in the LGA 2002 and Council's Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i> |

1. Purpose of the Report

- To seek the Council's approval for the allocation of the Heritage Fund.

3. Executive Summary

- This 2016/2017 financial year, as indicated by the Long Term Plan ('LTP'), is the first allocation of the \$100,000 Heritage Fund. The Historic Heritage Fund Guidelines indicate Council will call for applications every six months. The allocation for the first round occurred in September 2016 with the awarding of \$89,000.00 to 12 applicants.
- This funding round is to allocate \$25,690.00, being the \$10,300.00 of unallocated funds remaining from the first round as well as allocated funds that have not be used (\$15,390.00). Applications were sought between 20 February 2017 and 5 March 2017.
- Six applications, from eligible owners of heritage listed buildings, structures or sites for this funding round. The location of these listed buildings is set out in Attachment 1.
- Staff have assessed and made recommendations on all six applications. Following the assessment of each application (Attachment 2), staff recommend that five of the six be allocated funds from this round (Attachment 3).
- The applicant that is not recommended to receive funding at this time proposes extensive works and has sought funding beyond what is presently available. Staff will continue to discuss options with this party and recommend to them that they apply for funding from the 2017-18 Heritage Fund in July 2017.
- In accordance with the Historic Heritage Fund Guidelines, the allocation of the funding requires the approval of full Council.

Recommendations from Management

That Council:

- a) receives the report; and
- b) approves the recommendations on the allocation of the Heritage Fund as set out in Attachment 4 to the report.

10. Attachments

11. Attachment 1 - Locality Plan
12. Attachment 2 - Individual assessment and overall assessment
13. Attachment 3 - Staff recommendation

14. Key Issues

15. Background
16. As part of the 2015-25 Long Term Plan a heritage fund of \$100,000.00 was established and was made available from the 2016-2017 financial year. The Heritage Plan and the Historic Heritage Funding Guidelines were adopted on 31 March 2016.
17. The Historic Heritage Fund Guidelines indicate Council will call for applications every six months (e.g. September and March).
18. The first funding round occurred in September 2016. Of the 16 applications, 12 were awarded funding totalling \$89,000.00. Those parties are presently completing their projects.
19. Of the original \$100,000.000 2016-2017 Heritage Fund, \$25,690.00 is available to support individual heritage projects. This funding amount consists of the \$10,300.00 unallocated funds remaining from the first round as well as \$15,390.00 allocated funds that have not been used.
20. Funding Allocation Process
21. In mid-February 2017 staff wrote to all owners of heritage listed buildings and archaeological sites that were eligible to apply for the Heritage Fund. The correspondence advised these owners of their eligibility and what they would need to do if they wished to apply. Applications were received from 20 February to the 5 March 2017.
22. Six applications were received and all were deemed eligible for assessment. The range of funding requested by applicants ranged from \$600.00 to \$38,000.00. Four are from owners of private residential dwellings, while the other two applications are for works to commercial buildings in Commerce Street, Frankton and Victoria Street, Central City.
23. The manner of works the applications are seeking funds for varied from repair and restoration, building assessment report preparation, tree removal, through to internal restoration for the ongoing use of a heritage building. A summary of each application and staff assessments of each are attached to this report (Attachment 2).
24. The five successful applicants' proposals are considered to be in accordance with and support the vision of the Heritage Plan and criteria set out in the Historic Heritage Fund Guidelines. The proposed works also ensure an ongoing contribution to the retention of the city's heritage and ensure the continued use of these buildings.

- 25. The unsuccessful application had inadequate supporting information to support the extent of work being proposed without some prerequisites such as a heritage conservation plan. This project is large scale, warrants funding support in principle and it is recommended that these applicants re-apply, having undertaken further preparation of supporting information for the 2017-2018 Heritage Fund.
- 26. Staff will provide advice to this applicant to why, at this time, they have been unsuccessful, convey what further detail will be required and encourage them to apply for the 2017-2018 Heritage Fund in July 2017.
- 27. Strategic alignment
- 28. The Heritage Plan, adopted in March 2016, identifies the need for developing and providing financial support to the owners of heritage listed buildings and archaeological sites as a mechanism to promote and protect the City's heritage.
- 28. Implementation issues
- 29. As stated in the Historic Heritage Fund Guidelines, staff will liaise with the successful applicants on the specific requirements set out in the recommendations. All payments will occur on the presentation of invoices and works being completed.
- 30. Applicants will not be awarded the funds if they do not agree to or adhere to the terms and conditions imposed as a part of the funding allocation. The payment of the allocated funds will be upon completion the agreed works. The funds will not be released if the works are not completed as proposed.

31. Financial and Resourcing Implications

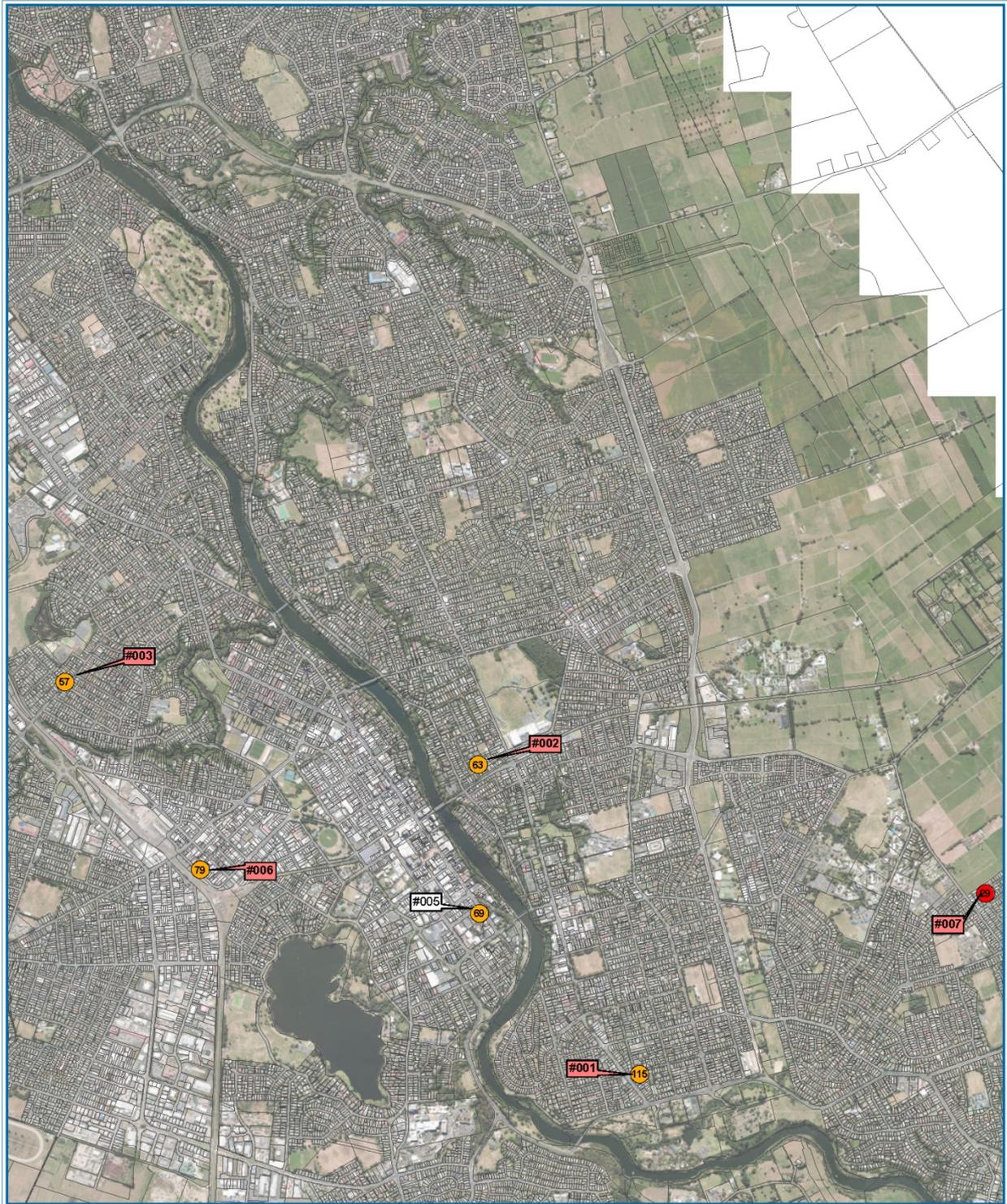
- 32. The Heritage Fund is a specific line item under the LTP. The \$100,000.00 is an annual amount and does not accumulate if not allocated.

33. Risk

- 34. Not allocating the available funds to the successful applicants will result in Council not giving effect to earlier decisions to implement the Heritage Fund and associated guidelines.

Signatory

| | |
|------------|--|
| Authoriser | Kelvyn Eglinton, General Manager City Growth |
|------------|--|



- KEY**
- Heritage Item - A Ranking
 - Heritage Item - B Ranking
 - #11 Applications recommended for funding

Attachment 1:



Site Locality of Applications
Heritage Fund

version
1

City Planning Unit
Specialist or environmental staff do not warrant the accuracy of the information. Hamilton City Council will not be liable for any systems, loss, injury, damage or expense whether direct, indirect, special or consequential, suffered or incurred arising from the use of the digital data, whether arising in connection with, negligence or otherwise.

March 2017 Date: 21/03/2017

| Attachment 2: Heritage Fund Application Assessments - March 2017 | | | | | | | | | | | | | | |
|--|--|-----------------|--|---------------------------------|---------------------|---|--|--|------|---------------|--------------------|-----------------------|--------------------|--|
| Application | Works Proposed | Ranking/Notes | Comments | Preservation of heritage values | Funding Requested | Community benefit | Public Accessibility | Supports Hamilton's Strategies and Plans | | | | Application supported | Funding Proposed | Reasons |
| | | | | | | | | Hamilton Plan | COPT | Hamilton Plan | Hamilton East Plan | | | |
| #001 - Ms Rachel Coffin | Funds sought for essential repairs to preserve the front façade including repair to windows, roof and borer treatment. | H115 - B Ranked | The borer treatment is essential for the protection of the framework of the heritage building. Therefore, at this time, funding is supported to assist with the cost of this work. In considering funding for the other proposed works there first should be a full builders report on the overall state of the dwelling and aligning with its heritage values. The report should outline what works are required and the priority of this work before further funding could be supported. However, it is recommended that at this time funding is provided to assist with the preparation of the building assessment report. This report will also assist in addressing the issues of the "replacement" proposed for roofing and sash windows as could if done inappropriately it could be detrimental to the heritage value of this dwelling. Ideally there needs to be at a minimum a building report undertaken by a professional building assessor that is reviewed and used as part of an overall heritage conservation plan on how the essential repair works need to be undertaken, if building consents and resource consents are required along with stipulating the types of replacement materials that are suitable and which are not. | | \$15,000.00 | Y retention of a listed heritage building | No, however, the heritage item is able to be viewed from the street. | ✓ | | | ✓ | Partly | \$3,200.00 | At this time funding for borer treatment of the dwelling is supported to ensure the on-going protection of the overall structural integrity of the dwelling. As no further information has been provided the additional funding for the preparation of a building assessment report will enable the owner to priority the works needed on the dwelling and assist with future funding applications. |
| #002 - Dr Fiona Petchey | The removal of trees that are impacting on the heritage fabric of the site. | H63 B Ranked | The removal of these trees will ensure the heritage value of the heritage fabric of the site is maintained. The proposed works have been reviewed and supported through previous reports from both arboriculture and heritage professionals. | | \$3,668.50 | Protection of the identified heritage listed item | No, however, the heritage item is able to be viewed from the street. | ✓ | | | | Yes | \$3,668.50 | The removal of these trees will ensure the heritage value of the heritage building's setting maintained. The proposed works have been reviewed and supported through previous reports from both arboriculture and heritage professionals. |
| #003 - Ms Tracey Williams | Seek funding for the completion of a Building Assessment Report | H57 B Ranking | Support the preparation of a building assessment report to initially understand the state of the building and what work would be required to be undertaken to ensure protection of the building. | | \$603.75 | Y retention of a listed heritage building | No, however, the heritage item is able to be viewed from the street. | ✓ | | | | Yes | \$603.75 | Support the preparation of a building assessment report to initially understand the state of the building and what work would be required to be undertaken to ensure protection of the building. |
| #005 - Mr Kwang Chai Shin | Funding being sought for the repainting of the interior and exterior of the building, repair window frames; unblock and replace guttering; internal renovations. | H70 - B Ranked | Not all of the proposed works funding is being sought for are covered by the Heritage Fund. The applicant has not provided any detail of proposed works, how costing have been determined, or how the proposed works are to be undertaken. Of the list of proposed works only external painting and the repair of exterior cladding and windows can be considered. Before funding is provided a full building assessment report along with the complementary heritage conservation report is required to address how work on the heritage listed building will be managed. | | \$10,000.00 | Y retention of a listed heritage building | No, however, the heritage item is able to be viewed from the street. | ✓ | ✓ | | | No | \$0.00 | It is recommended that the applicant either undertakes to obtain a building assessment report and heritage conservation plan for their building and reapply for funding in the 2017-18 funding round (when the funding available is up to \$100,000.00) and seek funding for works as justified through the recommendations of those two reports, or wait and apply at the 2017-18 funding round for funds to undertake those reports. |
| #006 - Mr Kelsey Doughty | Façade and parapet repair | H79 - B Ranked | Not all of the proposed works funding is being sought for are covered by the Heritage Fund (e.g. internal works). Following further discussion with the applicant clarity was provided on the actual plaster work costs (\$27,625.00) required to retain the heritage features. This information clearly outlines the cost of ensuring the protection, repair and retention of these heritage features. Therefore at this time it is recommended that the plaster work be supported via the Heritage Fund. The applicant has provided minimal information on the other proposed works along with a cost schedule which sets out the funding the applicant is funding directly. Before any further heritage funding could be provided a heritage conservation plan should be prepared to address how work on the heritage listed building will be managed. | | \$9,541.50 | Y retention of a listed heritage building | Building prominent in the Frankton Commercial area. | ✓ | | ✓ | | No | \$14,117.75 | Although the majority of the works proposed beyond the available funding or works have already commenced (e.g. pre plaster/painting preparation work) and cannot be considered for funding in accordance with the Heritage Fund Guidelines at this time, the heritage aspects of the proposed plaster work of the exterior of the building can be supported via funding allocation. It is also recommended that the applicant undertake to prepare heritage conservation plan to inform the ongoing maintenance of the building. |
| #007 - Ms Sharon Moore | Repair and maintenance to building | | The photo evidence indicates the need for repair of rotten window frames and verandah are essential repairs to protect the heritage integrity of the listed heritage building. However, there does need to be a clear building approach to how the repairs are undertaken to ensure the heritage value of the building is retained. Therefore, as part of the provision of the funds for the window and verandah repairs a portion of the fund money is to be utilised for the preparation of a building report to set out the actual works proposed and approved before physical works are commenced. | | \$4,100.00 | Y retention of a listed heritage building | No, however, the heritage item is able to be viewed from the street. | ✓ | | | | Yes | \$4,100.00 | The photo evidence indicates the need for repair of rotten window frames and verandah are essential repairs to protect the heritage integrity of the listed heritage building. However, there does need to be a clear building approach to how the repairs are undertaken to ensure the heritage value of the building is retained. Therefore, as part of the provision of the funds for the window and verandah repairs a portion of the fund money is to be utilised for the preparation of a building report to set out the actual works proposed and approved before physical works are commenced. |
| Total | | | | | \$128,913.75 | | | | | | | | \$25,960.00 | |

| #001 - Ms Rachel Coffin | | | | | | | | | | | |
|-------------------------|---|---------------------------------|--|--|--|------|-----------------|--------------------|-----------------------|------------------|---|
| Location | Application | | Total Project Costs | | | | | | | | |
| 44 Brookfield Street | Funds sought for essential repairs to preserve the front façade including repair to windows, roof and borer treatment. | | Other Funding | \$0.00 | Conservation Plan | No | | | | | |
| H115 - B Ranked | | | Funding Sought | \$15,000.00 | Earthquake Prone | No | | | | | |
| HNZ - No | | | | | | | | | | | |
| Application | Comments | Preservation of heritage values | Community Benefit | Public Accessibility | Supports Hamilton's Strategies and Plans | | | | Application Supported | Funding Proposed | Reasons |
| | | | | | Hamilton Plan | CCPT | Facilities Plan | Hamilton East Plan | | | |
| Alice Morris | No detailed information provided with the application other than for borer treatment. There is the need to clearly understand the extent of works being proposed before funding is given to support the entire works proposed. At this time the fumigation works for borer treatment would provide some initial protection to the heritage fabric of the buildings. It is also important to understand in detail the actual issues faced by this heritage building. Therefore funding for a building assessment report is supported at this time as well. Having a building assessment report will enable the owner to priority works on the building and assist with any further funding applications. | y | Y- retention of a listed heritage building | No, however, the heritage item is able to be viewed from the street. | | | | | conditional yes | \$3,200.00 | Funding for borer treatment (\$1,500.00) and the preparation of a building assessment report (\$1,700.00). |
| Mark Roberts | The treatment for borer is key to the retention of the heritage building. No details have been provided regarding the proposed work and no clear distinction between general maintenance and heritage requirements. | y | Yes | No Private Home, Visible from the street | | | | | Conditional | \$2,000.00 | Need to treat borer key to saving heritage building. |
| Final Assessment | | | | | | | | | | | |
| | | y | Y- retention of a listed heritage building | No, however, the heritage item is able to be viewed from the street. | | | | | | \$3,200.00 | The borer treatment is essential for the protection of the framework of the heritage building. Therefore, at this time, funding is supported to assist with the cost of this work. However, the in considering the other works funding is sought for there needs to be further justified and explained before funding could be supported. Depending on the "replacement" proposed for roofing and sash windows could if done inappropriately be detrimental to the heritage value of this dwelling. Ideally there needs to be at a minimum a building report undertaken by a professional building assessor that is reviewed and used as part of an overall heritage conservation plan on how the essential repair works need to be undertaken. |

| #002 - Dr Fiona Petchey | | | | | | | | | | | |
|-------------------------|---|---------------------------------|---|--|--|------|--------------|-------------------|-----------------------|------------------|---|
| Location | Application | Total Project Costs | \$4,846.00 | | | | | | | | |
| 11 O'Neill Street | The removal of trees that are impacting on the heritage fabric of the site. | Other Funding | \$1,177.50 | Conservation Plan | No | | | | | | |
| H63 B Ranked | | Funding Sought | \$3,668.50 | Earthquake Prone | No | | | | | | |
| HNZ - No | | | | | | | | | | | |
| Application | Comments | Preservation of heritage values | Community Benefit | Public Accessibility | Supports Hamilton's Strategies and Plans | | | | Application Supported | Funding Proposed | Reasons |
| | | | | | Hamilton Pla | CCPT | Franklin Pla | Hamilton East Pla | | | |
| Alice Morris | The proposed works align with the previous reports obtained via the 2016 September funding round that support the removal of the trees. The removal of the proposed trees will mitigate the damage occurring to the heritage fabric of the building and the overall heritage context of the site. | y | Protection of the identified heritage listed item | No, however, the heritage item is able to be viewed from the street and the removal of the Beech and Chestnut trees at the front of the property will open the view shaft further. | | | | | Yes | \$3,668.50 | The removal of these trees will ensure the heritage value of the heritage fabric of the site is maintained. The proposed works have been reviewed and supported through previous reports from both arboriculture and heritage professionals. |
| Mark Roberts | the removal of trees that are impacting on the heritage fabric of the site. Have obtained professional reports supporting this. | y | Heritage Building | No Private Home. Trees do impact on the ability view house from the street. | | | | | Yes | \$3,668.50 | Removal of the trees would maintain the heritage setting of the building. Proposed Works is supported by technical/professional reports. Previous funding indicated the support of the removal of the trees provided that reports supporting the removal. Funding provided for these reports. |
| Wendy Comments | | | | | | | | | | | |
| Final Assessment | | | | | | | | | | | |
| | The proposed works align with the previous reports obtained via the 2016 September funding round that support the removal of the trees. The removal of the proposed trees will mitigate the damage occurring to the heritage fabric of the building and the overall heritage context of the site. | | Y- retention of a listed heritage building | | | | | | | | The removal of these trees will ensure the heritage value of the heritage fabric of the site is maintained. The proposed works have been reviewed and supported through previous reports from both arboriculture and heritage professionals. |

| #003 - Ms Tracey Williams | | | | | | | | | | | |
|---------------------------|--|---------------------------------|--|--|------------------------------------|------|---------------|--------------------|-----------------------|------------------|---|
| Location | Application | Total Project Costs | \$603.75 | | | | | | | | |
| 126 Forest Lake Road | Seek funding for the completion of a Building Assessment Report | Other Funding | \$0.00 | | Conservation Plan | No | | | | | |
| H57 B Ranking | | Funding Sought | \$603.75 | | Earthquake Prone | No | | | | | |
| HNZ - No | | | | | | | | | | | |
| Application | Comments | Preservation of heritage values | Community Benefit | Public Accessibility | Supports Hamilton's Strategies and | | | | Application Supported | Funding Proposed | Reasons |
| | | | | | Hamilton Plan | CCPF | Function Plan | Hamilton East Plan | | | |
| Alice Morris | Support the preparation of a building assessment report to initially understand the state of the building and what work would be required to be undertaken to ensure protection of the building. | y | | | | | | | y | \$603.75 | Upon completion of this report, any proposed works would need to be reviewed before commencing to ensure the heritage fabric of the listed building is maintained/protected, whether resource and building consents are required. |
| Mark Roberts | Further works to build needs to be understood the preparation of a builders report will provide this understanding. | y | Heritage building | Private House | | | | | y | \$603.75 | Reports will provide support for further works to the house. |
| Final Assessment | | | | | | | | | | | |
| | Support the preparation of a building assessment report to initially understand the state of the building and what work would be required to be undertaken to ensure protection of the building. | | y- retention of a listed heritage building | No, however, the heritage item is able to be viewed from the street. | | | | | y | \$603.75 | Upon completion of this report, any proposed works would need to be reviewed before commencing to ensure the heritage fabric of the listed building is maintained/protected, whether resource and building consents are required. |

| #005 - Mr Kwang Chui Shin | | | | | | | | | | | |
|---------------------------|--|---------------------------------|--|--|--|------|---------------|--------------------|-----------------------|------------------|---|
| Location | Application | Total Project Costs | \$31,000.00 | | | | | | | | |
| 65 Victoria Street | Funding being sought for the repainting of the interior and exterior of the building, repair window frames; unblock and replace guttering; internal renovations. | Other Funding | \$0.00 | | Conservation Plan | | No | | | | |
| H70 - B Ranked | | Funding Sought | \$10,000.00 | | Earthquake Prone | | Yes | | | | |
| HNZ - No | | | | | | | | | | | |
| Application | Comments | Preservation of heritage values | Community Benefit | Public Accessibility | Supports Hamilton's Strategies and Plans | | | | Application Supported | Funding Proposed | Reasons |
| | | | | | Hamilton Plan | CCPT | Franklin Plan | Hamilton East Plan | | | |
| Alice Morris | Not all of the proposed works funding is being sought for are covered by the Heritage Fund. The applicant has not provided any detail of proposed works, how costing have been determined, or how the proposed works are to be undertaken. Of the list of proposed works only external painting and the repair of exterior cladding and windows can be considered. Plus, before funding is provided a full building assessment report along with the complementary heritage conservation report is required to address how work on the heritage listed building will be managed. | | | | | | | | | | Further work is needed to clarify the extent of works needing to be undertaken to ensure protection of the integrity of the listed heritage building. |
| Mark Roberts | Not all works relates to the heritage fabric of the buildings. Further works needs to occur for us to understand the works needed to protect the heritage fabric of the building. | | | | | | | | N | Nil | Further works need to understand the heritage components of the building and work need to the heritage fabric of the building. Once have better understanding this building would be a candidate for future funding. |
| Final Assessment | | | | | | | | | | | |
| | Not all of the proposed works funding is being sought for are covered by the Heritage Fund. The applicant has not provided any detail of proposed works, how costing have been determined, or how the proposed works are to be undertaken. Of the list of proposed works only external painting and the repair of exterior cladding and windows can be considered. Plus, before funding is provided a full building assessment report along with the complementary heritage conservation report is required to address how work on the heritage listed building will be managed. | Y | Y- retention of a listed heritage building | No, however, the heritage item is able to be viewed from the street. | | | | | N | zero | It is recommended that the application either undertake to obtain a building assessment report and heritage conservation plan for their building and reapply for funding in the 2017-18 funding round (when the funding available is up to \$100,000.00) and seek funding for works as justified through the recommendations of those two reports, or wait and apply at the 2017-18 funding round for funds to undertake those reports. |

| #006 - Ms Kelsey Doughty | | | | | | | | | | | |
|---|---|---------------------------------|--|--|--|------|---------------|--------------------|-----------------------|------------------|--|
| Location | Application | Total Project Costs | | \$95,541.50 | | | | | | | |
| 123-249 Commerce Street H79 - B Ranked | Façade and parapet Repair | Other Funding | \$0.00 | | Conservation Plan | | No | | | | |
| | | Funding Sought | \$95,541.50 | | Earthquake Prone | | N/A | | | | |
| HNZ - No | | | | | | | | | | | |
| Application | Comments | Preservation of heritage values | Community Benefit | Public Accessibility | Supports Hamilton's Strategies and Plans | | | | Application Supported | Funding Proposed | Reasons |
| | | | | | Hamilton Plan | CCPT | Franklin Plan | Hamilton East Plan | | | |
| Alice Morris | | Y | Y- retention of a listed heritage building | Building prominent in the Frankton Commercial area. | | | | | Partially | \$14,000.00 | The cost of the plaster work to retain, maintain and protect the heritage features of the building should be supported. The rest of the cost being undertaken by the owners relates to on-going building maintenance and repair of the building. |
| Mark Roberts | | | | Need more information on the works to be undertaken. General maintenance vs heritage | | | | | Partially | \$13,800.00 | funding detail for the plaster details are provided which ensures the exterior heritage features will be maintained. |
| Final Assessment | | | | | | | | | | | |
| | Not all of the proposed works funding is being sought for are covered by the Heritage Fund (e.g. internal works). The applicant has not provided any detail of proposed works or how the proposed works are to be undertaken. Plus, before funding is provided a full building assessment report along with the complementary heritage conservation report is required to address how work on the heritage listed building will be managed. | Y | Y- retention of a listed heritage building | Building prominent in the Frankton Commercial area. | | | | | N | \$14,117.75 | Although the majority of the works proposed go beyond the available funding or works have already commenced (e.g. pre plaster/painting preparation work) and cannot be considered for funding in accordance with the Heritage Fund Guidelines at this time, the heritage aspects of the proposed plaster work of the exterior of the building can be supported via funding allocation. It is also recommended that the applicant undertake to prepare heritage conservation plan to inform the on-going maintenance of the building. |

| #007 - Ms Sharon Moore | | | | | | | | | | | |
|-------------------------|--|---------------------------------|--|--|--|------|---------------|--------------------|-----------------------|------------------|--|
| Location | Application | Total Project Costs | \$4,100.00 | | Conservation Plan | | No | | | | |
| Silverdale Homestead | Repair and maintenance to building | Other Funding | \$0.00 | | Earthquake Prone | | N/A | | | | |
| H29 - A Ranked | | Funding Sought | \$4,100.00 | | | | | | | | |
| HNZ - II | | | | | | | | | | | |
| Application | Comments | Preservation of heritage values | Community Benefit | Public Accessibility | Supports Hamilton's Strategies and Plans | | | | Application Supported | Funding Proposed | Reasons |
| | | | | | Hamilton Plan | CCPT | Franklin Plan | Hamilton East Plan | | | |
| Alice Morris | The photo evidence indicates the need for repair of rotten window frames and verandah are essential repairs to protect the heritage integrity of the listed heritage building. However, there does need to be a clear building approach to how the repairs are undertaken to ensure the heritage value of the building is retained. Therefore, as part of the provision of the funds for the window and verandah repairs a portion of the fund money is to be utilised for the preparation of a building report to set out the actual works proposed and approved before physical works are commenced. | | Y- retention of a listed heritage building | No, however, the heritage item is able to be viewed from the street. | | | | | Y | \$4,100.00 | The photo evidence indicates the need for repair of rotten window frames and verandah are essential repairs to protect the heritage integrity of the listed heritage building. However, there does need to be a clear building approach to how the repairs are undertaken to ensure the heritage value of the building is retained. Therefore, as part of the provision of the funds for the window and verandah repairs a portion of the fund money is to be utilised for the preparation of a building report to set out the actual works proposed and approved before physical works are commenced. |
| Mark Roberts | Heritage fabric of the house is in need of maintenance. | | Y- retention of a listed heritage building | No, however, the heritage item is able to be viewed from the street. | | | | | Y | \$4,100.00 | Funding to be provided on the bases that a builder report is provided outlining in more detail the works to be done. This is to ensure that work done does not impact negatively on the heritage fabric of the house. |
| Final Assessment | | | | | | | | | | | |
| | The photo evidence indicates the need for repair of rotten window frames and verandah are essential repairs to protect the heritage integrity of the listed heritage building. However, there does need to be a clear building approach to how the repairs are undertaken to ensure the heritage value of the building is retained. Therefore, as part of the provision of the funds for the window and verandah repairs a portion of the fund money is to be utilised for the preparation of a building report to set out the actual works proposed and approved before physical works are commenced. | | Y- retention of a listed heritage building | No, however, the heritage item is able to be viewed from the street. | | | | | Y | \$4,100.00 | The photo evidence indicates the need for repair of rotten window frames and verandah are essential repairs to protect the heritage integrity of the listed heritage building. However, there does need to be a clear building approach to how the repairs are undertaken to ensure the heritage value of the building is retained. Therefore, as part of the provision of the funds for the window and verandah repairs a portion of the fund money is to be utilised for the preparation of a building report to set out the actual works proposed and approved before physical works are commenced. |

| ATTACHMENT 3: STAFF RECOMMENDATIONS FOR THE ALLOCATION OF THE REMAINING 2016-2017 HERITAGE FUND | | | | | | | | |
|---|--|-------------------------------------|-----------------|--|----------------|---|------------|--|
| Heritage Fund # | Applicant | Address | PODP Heritage # | Proposed Work | Funding Sought | Recommendation | | |
| | | | | | | Reason | Funding | |
| 001 | Ms R Coffin | 44 Brookfield Street, Hamilton East | H115 B Ranked | Funds sought for essential repairs to preserve the front façade including repair to windows, roof and borer treatment. | \$15,000.00 | Partial funding: At this time funding for borer treatment (\$1,500.00) of the dwelling is supported to commence the protection of the overall structural integrity of the dwelling. The additional funding provided is for the preparation of a building assessment report to enable the owner to prioritise the works needed on the dwelling and assist with future funding applications. | \$3200.00 | |
| 002 | Dr F Petchey | 11 O'Neill Street, Claudelands | H63 B Ranked | The removal of trees that are impacting on the heritage fabric of the site. | \$ 3,668.50 | Full funding: The removal of these trees will ensure the heritage value of the heritage building's setting maintained. The proposed works have been reviewed and supported through previous reports from both arboriculture and heritage professionals. | \$3,668.50 | |
| 003 | Ms T Williams | 126 Forest Lake Road | H57 B Ranked | Seek funding for the completion of a Building Assessment Report | \$ 603.75 | Full Funding: Support the preparation of a building assessment report to initially understand the state of the building and what work would be required to be undertaken to ensure protection of the building. | \$ 603.75 | |
| 004 | This application was started but not submitted in the Smarty Grants system | | | | | | - | |

| | | | | | | | |
|-----|--|-----------------------------------|--------------------|--|-------------|--|-------------|
| 005 | Mr KC Shin | 65 Victoria Street | H70 B Ranked | Funding being sought for the repainting of the interior and exterior of the building, repair window frames; unblock and replace guttering; internal renovations. | \$10,000.00 | No Funding: It is recommended that the applicant undertakes to prepare heritage conservation plan for their building and reapply for funding in the 2017-18 funding round. | \$ 0.00 |
| 006 | Ms K Doughty on behalf of Body Corporate 81026 | 231-249 Commerce Street, Frankton | H79 B Ranked | Façade and parapet Repair | \$95,541.50 | Partial Funding: The majority of the works proposed go beyond the available funding. Also, pre plaster/painting preparation works have already commenced so those costs cannot be considered for funding in accordance with the Heritage Fund Guideline. Nevertheless, at this time, with the detailed information provided on the costs (\$27,625.00) relating to the plaster work needed to protect and retain the heritage aspects of the building some of the costs of that work can be supported via funding allocation. It is recommended also that the applicant undertake to prepare a heritage conservation plan to inform the on-going maintenance of the building. This information will then assist with any future funding applications (e.g. the 2017-18 funding round when the funding available is up to \$100,000.00). | \$14,117.75 |

| | | | | | | | |
|--------------|------------|-------------------------------|--------------|------------------------------------|---------------------|---|--------------------|
| 007 | Ms S Moore | 8 Sheridan Street, Silverdale | H29 A Ranked | Repair and maintenance to building | \$ 4,100.00 | Full Funding: The photo evidence indicates the need for repair of rotten window frames and verandah are essential repairs to protect the heritage integrity of the listed heritage building. However, there does need to be a clear building approach to how the repairs are undertaken to ensure the heritage value of the building is retained. Therefore, as part of the provision of the funds for the window and verandah repairs a portion of the fund money is to be utilised for the preparation of a building report to set out the actual works proposed and approved before physical works are commenced. | \$4,100.00 |
| Total | | | | | \$128,913.75 | | \$25,960.00 |

Committee: Council

Date: 06 April 2017

Report Name: Governance Statement

Author: Lee-Ann Jordan

| | |
|---------------|-------------|
| Status | <i>Open</i> |
|---------------|-------------|

1. Purpose

2. To seek approval of the Local Governance Statement for the 2016-2019 triennium.

3. Recommendation

4. That Council approves the Local Governance Statement 2016-2019.

5. Attachments

6. Attachment 1 - Local Governance Statement 2016-2019

7. Background

The Local Governance Statement provides the public with information about how Council makes decisions and engages with our communities through key local democratic processes, and how citizens can influence these processes.

The Local Governance Statement is a requirement under the Local Government Act 2002 (section 40). The Act specifies the information to be included in the statement and requires the statement to be approved within six months of the election.

The Local Governance Statement is available to the public via the Council website. The 2013-16 statement can be found [here](#) and the link will be updated following approval of the 2016-19 Local Governance Statement.

Governance Statement

Introduction

The Local Governance Statement supports the purpose of local government by promoting local democracy. The statement provides the public with information on the ways to influence local democratic processes and the key processes through which Hamilton City Council engages with the residents of Hamilton City. It also sets out how the Council makes decisions, and how citizens can influence these processes.

The Local Governance Statement is a requirement of the Local Government Act 2002 and includes the following broad categories of information:

- functions, responsibilities, and activities of the council
- electoral arrangements
- governance structures and processes
- the way elected members make decisions and relate to each other
- the management structure and key policies of the council

The purpose of local government is —

(a) to enable democratic local decision-making and action by, and on behalf of, communities; and
(b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are —

- (a) efficient; and
- (b) effective; and
- (c) appropriate to present and anticipated future circumstances.

Our Local Governance Statement

Functions and responsibilities

[Our 10 Year Plan](#) sets out the activities and services we intend to provide to meet the city's needs.

Policies, Bylaws, and Legislation

Our rights, obligations and responsibilities are set out in statutes, regulations and bylaws. To fulfil its purpose, Hamilton City Council exercises powers and carries out its responsibilities through the following:

- [local government legislation](#) (which applies to Hamilton City Council, including local legislation)
- [local bylaws](#) (made by Hamilton Council).

Representation arrangements, and the electoral system and processes

- [Representation Arrangements](#)
- [Elections 2016](#)

Members' roles and conduct

- Summary of Elected Members Interests- *currently under review*
- [Role of the Mayor and Elected Members](#)
- [Code of Conduct Policy for Elected Members](#)
- [Declaration of Elected Members Interests](#)

Governance structure, membership and delegations

- [2016 - 19 Elected Members](#)
- [2016 - 19 Governance Structure](#)
- [Council Committees and Meetings](#)
- [Council Delegations to Positions](#)

Meeting processes

- [Agendas and minutes](#) are available online
- [Council and committee meeting processes](#), including public forums
- [Meeting calendar](#) for all Council and committee meetings.
- [Live web stream and archived footage](#)
- [Standing orders](#) are a set of procedures for conducting meetings

Consultation policies

- [Consultation](#)
- [Community Participation in Council decision-making](#)

Liaising with Maaori

- [Council partnership with Maaori](#)

Management structure

The Local Government Act 2002 requires the Council to employ a Chief Executive whose responsibilities include to employ other staff on behalf of the Council, to implement Council decisions and provide advice to the Council.

Under the Local Government Act 2002, the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should be directed to the Chief Executive, and not to Elected Members.

The Chief Executive, Mr Richard Briggs, can be reached on 07 838 6975 or by email ceo@hcc.govt.nz.

Council management is organised into five groups. The core functions of each group and the key contacts can be found under our [management structure](#) section.

Equal employment opportunities policy

Hamilton City Council is committed to the principles of equal employment opportunities. We seek to ensure that there are no barriers present which discriminate against people on the grounds of sex, age, marital status, religious or ethical beliefs, colour, race or national origins, disability, political opinion, employment status, family status and sexual orientation. All employment-related decisions are made on the basis of merit.

Policy and planning documents

At Hamilton City Council, we have a number of planning documents that provide information on our functions, goals, and how we plan to achieve them:

- [City strategies](#)

Official Information Requests

Requests for information can be made by all members of the public under the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the Privacy Act 1993.

- [Requests for information](#) - General information about making a request
- [Online form](#) - Make a request for information online
- [Responses](#) - See the latest responses to Official Information Requests

[General information requests](#) can also be made to Hamilton City Council.

Contact us

Find out how to [contact Governance](#) or [contact a Councillor](#)

Other links of interest

- [Council Controlled and Council Organisations](#)
- [Measuring our Performance](#)
- [Sustainable Environment](#)
- [Profile of Hamilton](#)
- [Keep informed by Council](#)