

Notice of Meeting:

I hereby give notice that an ordinary Meeting of the Community and Services Committee will be held on:

Date: Tuesday 16 May 2017
Time: 9.30am
Meeting Room: Council Chamber
Venue: Municipal Building, Garden Place, Hamilton

Richard Briggs
Chief Executive

Community and Services Committee OPEN AGENDA

Membership

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

Quorum: A majority of members (including vacancies)

Meeting Frequency: Six weekly

Lee-Ann Jordan
Governance Manager

10 May 2017

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Purpose:

The Community and Services Committee is responsible for:

1. Guiding and monitoring the provision of strategic community infrastructure and services to meet the current and future needs of the city and its communities.
2. Governance of recreational, event, and community facilities and amenities.
3. Facilitating community and stakeholder involvement and discussion on community infrastructure, community safety and community wellbeing matters.
4. Ensuring Hamilton is performing to the highest standard in the area of civil defence and emergency management.
5. Funding to benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.

In addition to the common delegations the Community and Services Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To provide direction on strategic priorities and resourcing for community infrastructure aligned to city development and oversight of strategic projects associated with those activities.
2. To develop policy, approve community-related strategies and plans, and monitor their implementation.
3. To receive and consider presentations and reports from stakeholders, government departments, organisations and interest groups on community development and wellbeing issues and opportunities.
4. To monitor Hamilton's social demographics and social climate to assess current and future impacts on the Council and Hamilton communities.
5. To monitor the performance of Hamilton's civil defence and emergency management response against Council's requirements under the Civil Defence Emergency Management Act including:
 - a. implementation of Government requirements;
 - b. contractual service delivery arrangements with the Waikato Regional Group Emergency Management Office
6. To determine the funding priorities for the Community Grants Allocation Committees, in line with the Community Assistance Policy, Long Term Plan and Annual Plan.
7. To determine the priority of Council projects suitable for contestable and philanthropic funding, excluding NZTA funding.
8. To make decisions on event sponsorship applications in accordance with the Event Sponsorship Policy and within the approved budget, and monitor any grants made to external organisations under that policy.
9. To coordinate and make decisions on proposals, applications for external funding, and the distribution of Council funding and funding provided to Council for public art, recreational and community facilities and amenity.
10. To monitor and oversee the delivery of Council's non-financial performance and non-financial key projects, against the Long Term Plan.

The Committee is delegated the following powers to act:

- Approval of Reserve Management Plans.
- Performing the Council's functions, powers and duties (excluding those matters reserved to the Council by law, by resolution of the Council or as otherwise delegated by Council) under the Burial and Cremation Act and the Reserves Act.
- Approval of purchase or disposal of land for parks and reserves required for designated works or other purposes within the Committee's area of responsibility which exceeds the Chief Executive's delegations and is in accordance with the Annual Plan or Long Term Plan.
- Approval of applications for Council projects suitable for contestable and philanthropic funding.
- Approval or otherwise of event sponsorship applications in compliance with the Event Sponsorship Policy and approved budget.
- Approval of funding for recreational and community facilities and amenities in accordance with the Long Term Plan.
- Approval of public art proposals put forward by the community and/or Council in accordance with the Public Art Development Process and approved budget.

The Committee is delegated the following recommendatory powers:

- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Oversight of Policies:

- *Citizens Initiated Referenda Policy*
- *City Honours Policy*
- *Class 4 Gambling Venue Policy*
- *Community Assistance Policy*
- *Community Occupancy Policy*
- *Disability Policy*
- *Dog Control Policy*
- *Event Sponsorship Policy*
- *External Funding Applications Policy*
- *Hamilton City Smoke-Free Environment Policy*
- *International Relations Policy*
- *Naming of Roads, Open Spaces and Council Facilities Policy*
- *Provisional Local Alcohol Policy*
- *Psychoactive Substances (Local Approved Products) Policy*
- *Public Places Policy (cross-over with Finance Committee)*
- *TAB Board Venue Policy*

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1 Apologies

2 Confirmation of Agenda

The Committee to confirm the agenda.

3 Declaration of Interest

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

4 Public Forum

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

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

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

If you have any questions regarding Public Forum please contact Democracy by telephoning 07 838 6727.

Committee: Community and Services
Committee

Date: 16 May 2017

Report Name: Community and Services
Committee Minutes - 4 April
2017

Author: Amy Viggers

Status	<i>Open</i>
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Recommendation

That the Committee confirm the Open Minutes of the Community and Services Meeting held on 4 April 2017 as a true and correct record.

1. Attachments

2. Attachment 1 - Community and Services Committee Minutes - 4 April 2017

Community and Services Committee

OPEN MINUTES

Minutes of a meeting of the Community and Services Committee held in Council Chamber, Municipal Building, Garden Place, Hamilton on Tuesday 4 April 2017 at 9.30am.

PRESENT

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

In Attendance:	Richard Briggs – Chief Executive
	Lance Vervoort – General Manager Community
	Sean Murray – General Manager Major Events, Venues and Tourism
	Kelvyn Eglinton – General Manager City Growth
	Jeff Neems – Communications Advisor
	Nick Johnson – Strategic Advisor, Arts and Community
	Debra Stan-Barton – Planning Guidance Unit Manager
	Malcolm Frethey – IT Business Analyst
	Scott Moody – Application Support Analyst
	Stephen Stanley – Zoo Director
	Sally Sheedy – Parks and Open Spaces Manager
	Gina Hailwood – Team Leader, City Landscapes
	Renee McMillan – Team Leader, Planning and Assets
	Jamie Sirl – Senior Planner
	Rebecca Whitehead – Heritage and Collections Manager
	Su Scott – Libraries Director
	Cory Lang – Building Control Manager

Leonard Gardner (Chair, Momentum Waikato)
 Julian Elder (Chair, Waikato Regional Theatre Governance Panel)
 Eric Lawrence (Studio Principal Charcoal Blue)
 Byron Harrison (Senior Consultant, Charcoal Blue)
 David Pugh (Principal Architect, Jasmex Architects)
 Joe Citizen (Media Arts Wintec)

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

1. Apologies

Resolved: (Crs Southgate/Bunting)

That the apology from Cr Mallet for early departure from the meeting is received and accepted.

2. Confirmation of Agenda

Resolved: (Crs Yeung/Bunting)

That the agenda be confirmed noting the below:

- **Item 10** (*Dame Hilda Ross - Road Renaming Proposal*) to be taken after **Item 7** (*Waikato Regional Theatre Development Planning – Update*) to accommodate external guests.
- **Item 14** (*Community and Services Committee Minutes - 21 February 2017*) to be taken after **Item 4** (*Public Forum*).

3. Declarations of Interest

No members of the Council declared a Conflict of Interest.

4. Public Forum

Margaret Evans (TOTI representative) spoke to Item 10 (Dame Hilda Ross – Road Renaming Proposal) in support of Option B renaming Ward Street East and Worley Place.

5. Community and Services Committee Minutes - 21 February 2017

Resolved: (Cr Southgate/Cr Henry)

That the Committee confirm the Open Minutes of the Community and Services Meeting held on 21 February 2017 as a true and correct record, noting a correction to the spelling of Matthew Cooper's name and confirming the intent of the final paragraph of item 8 Te Awa RiverRide Project Update.

6. Chair's Report

The Chair took her report as read. Committee Members raised questions regarding the Interfaith Council and the library plan. It was confirmed that the Interfaith Group had been offered the opportunity to speak in the Public Forum. It was suggested there could be opportunity for offsite meetings to enable greater community involvement.

Resolved: (Crs Southgate/Yeung)

That the Community and Services Committee receives the report.

7. General Managers Report

The General Manager Community introduced this report explaining the reasons for deferring the H3 business model report and the Waterworld report. The General Manager Major Events, Venues and Tourism responded to questions from Committee Members regarding the delay of the H3 report.

Resolved: (Crs Southgate/Bunting)

That the Community and Services Committee receive the report.

Motion: (Crs Bunting/Casson)

That the Community and Services Committee notes that the below resolution of 8 February 2017 Council Meeting, agenda item 11, resolution c) be deferred for consideration by the Community and Services Committee before August 2017.

“the CE presents a report to the 4 April 2017 Community and Services Committee Meeting outlining the impact of moving the H3 business from a fully commercial business model through to a community focused business model”

The Motion was put.

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

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

The Motion was declared carried.

Resolved: (Crs Bunting/Casson)

8. Waikato Regional Theatre Development Planning - Update

The General Manager Major Events, Venues and Tourism introduced Leonard Gardner (Chair, Momentum Waikato), Julian Elder (Chair, Waikato Regional Theatre Governance Panel), Eric Lawrence (Studio Principal Charcoal Blue), Byron Harrison (Senior Consultant, Charcoal Blue), David Pugh (Principal Architect, Jasmx Architects) who were in attendance to speak to the report. They responded to questions from Committee Members regarding progress of the concept, site selection and fundraising process.

Site: It was confirmed that the 25 sites that were considered for the Waikato Regional Theatre were within the city boundaries. The current Founders Theatre site is one of the 25 sites that were being considered. As part of the process when establishing if a site were to be considered was the intention to enhance an area with a theatre rather than including it in an area that was already expecting development.

Funding: As the theatre was to be a regional theatre it was expected that funding of the theatre potentially would come from other councils within the Regional Government as well as organisations, individuals and community groups. The need for a coordinated approach to potential funders was noted and it was indicated that Council would take the lead.

Resolved: (Crs O'Leary/Macpherson)

That the Community and Services Committee receives the report;

Resolved: (Crs O'Leary/Macpherson)

That the Community and Services Committee notes that Momentum Waikato will report back to Council with an agreement and full concept design plan proposal (in conjunction with the Chief Executive) at its meeting on 24 August 2017; and

Motion: (Crs O'Leary/Macpherson)

That the Community and Services Committee notes the Chief Executive is requested to bring back a report on the recently reported building issues facing One Victoria Trust and the impact on the availability of performance space in Hamilton to the 4 May 2017 Council Meeting.

The Motion was put.

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

Those against the Motion: Mayor King and Councillor Casson.

The Motion was declared carried.

Resolved: (Crs O'Leary/Macpherson)

That the Community and Services Committee notes the Chief Executive is requested to bring back a report on the recently reported building issues facing One Victoria Trust and the impact on the availability of performance space in Hamilton to the 4 May 2017 Council Meeting.

Cr Mallett retired from the Meeting (10.55am) during the above Item. He was not present when the matter was voted on.

The meeting adjourned (11.40am – 11.55am) during the discussion of the above item.

9. Dame Hilda Ross - Road Renaming Proposal

This report was taken as read. Staff responded to questions from the committee members in regards to compensation costs for businesses if a renaming were to occur. It was explained that the consultation process was opportunity for any affected parties to raise any concerns.

Resolved: (Mayor King/Cr Macpherson)

That the Community and Services Committee:

- a) receives the report;
- b) confirms that the Council's preference for a road renaming proposal is the renaming of the east section of Ward Street (between Victoria Street and Worley Place) as Dame Hilda Ross Way, and that the proposed location of the Dame Hilda Ross commemorative artwork is named Dame Hilda Ross Plaza;
- c) notes that TOTI will be advised that this preference does not commit the Council to approving the Road and Open Space Naming/Renaming application once received; and
- d) notes that when Council considers an application from TOTI for a street name change, to commemorate Dame Hilda Ross, that this only be approved if the following conditions are met:
 - (i) TOTI have committed to completing The Dame Hilda Ross statue project in full; and
 - (ii) the street name change occurs at the time the statue is installed and unveiled"

The meeting adjourned (1.06pm – 1.55pm).

10. Hamilton Lake Domain Management Plan

Staff introduced this report highlighting the changes in the document had been based on the decision made by the Committee after hearing submissions. The Chair of the Regulatory and Hearings Committee spoke to the process followed, noting it had gone very well and staff had done a great job.. Staff responded to questions from the Committee members confirming that the plan did not bind the council to ongoing funding; it provides direction to future priorities.

Resolved: (Crs O'Leary/Gallagher)

That the Community and Services Committee:

- a) receives the report; and
- b) approves the Hamilton Lake Domain Management Plan.

11. Draft Hamilton Zoo Master Plan

The General Manager of Community opened the report explaining that approval of the draft plan for consultations would not commit the Council to funding the plan or any other related ongoing funding. It would provide direction for development priorities to be considered within the 10 Year Plan process. Chair of the Hamilton Zoo Taskforce explained the work that had been completed by the Taskforce, referencing the external parties that had played a role in the research and analysis of data that was key to the forming of the Hamilton Zoo Master Plan. It was noted how successful the task force had been. Staff responded to questions from Committee members regarding possible funding solutions to be considered in the future.

Motion: (Mayor King/Cr Bunting)

That:

- a) discussion and consultation on the Zoo Master Plan be delayed until such a time as Council know there is funding in the 10 Year Plan; and
- b) Council approves the establishment of a Hamilton Zoo Taskforce to consider the development of the Zoo Plan in a sustainable way with minimal burden on the ratepayer.

Amendment: (Crs O'Leary/Southgate)

That the Community and Services Committee:

- a) receive the report;
- b) approves the draft Hamilton Zoo Master Plan for public consultation between 18 April and 19 May 2017; and
- c) notes that staff will report back to the 27 June 2017 Community and Services Committee.

The Amendment was put.

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

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

The Amendment was declared equal.

The Chair then exercised her casting vote and voted for the Amendment.

The Amendment was declared carried on the casting vote of the Chair.

The Amendment as the Substantive Motion was then put and declared carried.

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

Those against the Substantive Motion: Mayor King Councillors Bunting, Casson, and Macpherson.

Resolved: (Crs O'Leary/Southgate)

That the Community and Services Committee:

- a) receive the report;
- b) approves the draft Hamilton Zoo Master Plan for public consultation between 18 April and 19 May 2017; and
- c) notes that staff will report back to the 27 June 2017 Community and Services Committee.

The meeting adjourned (3.40pm – 3.52pm).

12. Matariki Public Art Project

Staff introduced the report highlighting that the report was seeking approval for a Ferrybank location and that the exact location would be established at a later point. Joe Citizen from the Media Arts team at Wintec briefly explained that a number of departments of Wintec were involved in the development of the project as was Tame Pokaia Hamilton City Council Kaumatua and Kingitanga representative.

Resolved: (Crs Yeung/Bunting)

That the Community and Services Committee:

- a) receives the report.
- b) approves Wintec's Matariki public art project proposal for Ferrybank Reserve at Stage One of the Public Art Development Process.

13. Libraries Seismic Rehabilitation

Staff introduced the report highlighting options identified for the library building upgrade and that the installation of a new cardex system for security purposes. Staff responded to questions from the Elected Members regarding the opinions to upgrade the library building.

The staff's recommendation was for the Central library to be upgraded to 34% of the new building standing (NBS) to ensure that the build complied with the legislation of the Building Act 2004 and protect the value of the property. Doing nothing was not recommended due to the advice that it would affect the sale price of the building if sold, effectively selling the asset at land value only. An upgrade to 64% of the NBS was not suggested as it could lead to an overspend by the Council as it would not increase the building's value.

Motion: (Crs Southgate/Casson)

That the Community and Services Committee:

- a) receives the report;
- b) recommends Council approve, with the option to upgrade the Central Library to 34% of the New Building Standard at a further \$618,000 capital expenditure and \$17,200 operating expenditure; and
- c) recommends Council approve \$87,000 to implement a cardax system.

Amendment: (Crs Macpherson/O'Leary)

That the Community and Services Committee:

- a) receives the report;
- b) recommends Council approve, with the option to upgrade the Central Library to 34% of the New Building Standard at a further \$618,000 capital expenditure and \$17,200 operating expenditure;
- c) recommends Council approve \$87,000 to implement a cardax system; and
- d) recommends that Council consider alternate cost-effective means of providing CBD library services and enhancing library services in current and future growth areas.

The Amendment was put.

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

Those against the Amendment: Councillors Casson, Southgate and Yeung.

The Amendment was declared carried.

The Amendment as the Substantive Motion was then put and declared carried.

Resolved: (Crs Macpherson/O'Leary)

That the Community and Services Committee:

- a) receives the report;
- b) recommends Council approve, with the option to upgrade the Central Library to 34% of the New Building Standard at a further \$618,000 capital expenditure and \$17,200 operating expenditure;
- c) recommends Council approve \$87,000 to implement a cardax system; and
- d) recommends that Council consider alternate cost-effective means of providing CBD library services and enhancing library services in current and future growth areas.

Mayor King retired from the meeting (4.23pm) during the above item. He was not present when the matter was voted on.

14. Beale Cottage Historic Reserve Management Plan Implementation

Resolved: (Crs Southgate/O’Leary)

That Item 14 (Beale Cottage Historic Reserve Management Plan Implementation) be adjourned to the 4 May 2017 Council Meeting.

The meeting was declared closed at 5.15pm.

Committee: Community and Services
Committee

Date: 16 May 2017

Report Name: Civil Defence Emergency
Management (CDEM) Update

Author: Kelvin Powell

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Hamilton City Council Recovery Plan</i>
Financial status	<i>There is budget allocated Amount \$363,500 (\$64,000 underspent)</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 inform the Committee on progress on the shared service arrangement with Waikato Regional Council for the delivery of Civil Defence Emergency Management (CDEM) activity on behalf of Hamilton City Council.

3. Executive Summary

- On 26 August 2016 Council approved a service level agreement with Waikato Regional Council (via the Waikato Group Emergency Management Office) to deliver Hamilton City Council's Civil Defence Emergency Management activity for a term of six years and nine months.
- A condition of approval was that staff report back to Council on a quarterly basis on the performance and delivery of the work plan.
- The Waikato Group Emergency Management Office Manager has provided a quarterly report on Hamilton CDEM delivery and will present this.

Recommendation from Management

That the Community and Services Committee receives the report.

7. Attachments

- Attachment 1 - Local Civil Defence Emergency Management Report

9. Key Issues

10. Background

11. In 2016 a review of CDEM activity in Hamilton and an evaluation of suitable delivery options was undertaken. The focus was to determine the most suitable model of delivery of CDEM, activity over the long term.
12. On 25 August 2016 Council approved a service level agreement with Waikato Regional Council (via the Waikato Group Emergency Management Office) to deliver Hamilton City Council's Civil Defence Emergency Management activity for a term of six years and nine months.
13. The benefits of entering such a shared service agreement were considered to be:
 - Access to and co-location with operationally skilled staff;
 - The ability for Hamilton City Council to maintain capability over the long term;
 - Shared facilities and other resources;
 - Purchasing efficiencies;
 - The ability to raise Hamilton City Council's level of capability in the shortest timeframe; and
 - Having the HCC Emergency Operations Centre (EOC) located with Waikato Group Emergency Management Office in an Importance Level (IL) 4 building.
14. Staff are required to report quarterly to Council on the performance and delivery of the CDEM work plan. The report is included in Attachment 1.

15. Financial and Resourcing Implications

16. The total cost of the shared service contract approved by Council was \$2,800,000 spread over the six year nine month life of the contract.

17. Risk

18. Hamilton City Council is obligated by Section 64 of the Civil Defence Emergency Management Act 2012 to "plan and provide for civil defence emergency management within its district". The shared service contract arrangement with Group Emergency Management Office for the method of service delivery does not release Hamilton City Council of its obligations and accountability for the implementation and integration of civil defence.

Signatory

Authoriser	Blair Bowcott, Executive Director Special Projects
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TO: Hamilton City Council
FROM: Waikato CDEM Group Controller/Manager
DATE: 26/04/2017

REFERENCE: Local CDEM Delivery Report

1. Purpose:

To provide Council an update on the status on delivery, sustainment and integration of Civil Defence Emergency Management (CDEM) within Council and the broader community.

2. Background:

Under section 17(a) of the Local Government Act 2002, Councils are required to carry out reviews of their service delivery to ensure they are getting the best value for the community. Hamilton City Council (HCC) took the opportunity, on the departure of its previous CDEM manager, to evaluate whether there was a better CDEM delivery model for the city. The Group Emergency Management Office (GEMO) of the Waikato CDEM Group was approached in January 2016 to evaluate the HCC programme and to provide recommendations, included in the evaluation was a proposal for the local delivery of CDEM to be carried out through the GEMO, in line with the successful model adopted by Waikato District Council (WDC) two years previously.

At the same time the Waikato CDEM Group was making plans to move to a new building that met the requirement for critical facilities; namely that the structure must be capable of not only serving disasters but also to support continued operations, near to normal, throughout. These requirements are referred to as Importance Level 4 or IL4. Noting that the existing HCC Emergency Operations Centre (EOC) did not meet IL4 requirements and the Council's desire to adopt the Smart City concept (whereby integration for efficiency is paramount), the inclusion of HCC EOC into the facility made sense.

Upon completion of the Section 17(a) review, a Service Level Agreement between HCC and the GEMO (via Waikato Regional Council, the administering organisation) was approved by Council and came into being on 1 October 2016. Since that time staff have been recruited, work programmes developed and initial implementation action steps progressed. This document serves as the first report on the status of the Local CDEM Delivery Service Level Agreement.

3. Key delivery concept of the Service Level Agreement:

To emulate the success of the WDC Programme, it was important for HCC leadership to understand the requirements placed on it through this arrangement. Under Section 64 of the CDEM Act 2002, HCC is obligated to *"...plan and provide for civil defence emergency management within its district."* That obligation is not devolved simply by contracting with the GEMO; GEMO is only serving as a tool through which the Council delivers CDEM. Any failure on behalf of HCC to deliver on the integration of what the GEMO develops is still a failure of HCC to meet its statutory obligations.

To this end, the Group Controller and the HCC CEO co-signed the work programme which was broken down into the services to be delivered and the integration required to make those services work effectively. Only by meeting both sides of this arrangement will the community be served. Consequently, this report will contain the status of both parties for the Council's oversight.

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4. Programme establishment:

To meet the recommendations of the review, 3.5 staff positions were identified as necessary to progress the programme. This included one position for 2-years fixed-term focused on addressing strategic development needs and the noted planning shortfalls. This would allow the two permanent positions to progress immediately on services that need to be provided as a minimum expectation; ensuring that Council could respond operationally to an emergency and the community (residents, businesses and institutions) and was as resilient as possible. The remaining 0.5 (dropping to 0.2 after 6 months) was in the form of an administration assistant; employed to initially collate all documentation and database requirements to an acceptable level of accuracy and then to maintain them over the long term.

Fig. 1 Organisational Structure



The start-up of the programme was slower than anticipated due to the Kaikoura earthquake which focused all CDEM resources nationally on supporting the Canterbury and Wellington regions. In our regions case, both the Team Leader assigned from the GEMO to manage the HCC SLA and the Group Controller were deployed, along with the individual who was providing the HCC planning services in lieu of the, as of yet, unfilled position. This was followed by a 'call to action' by the Ministry of CDEM (MCDEM) due to concerns that still exist today regarding the increased likelihood of a significant North Island earthquake and resulting tsunami. However, since the primary matters identified in the call to action have been addressed the GEMO refocused its efforts on rapidly progressing the HCC programme implementation.

Firstly, an initial work programme was created to allow immediate productive engagement of the new staff employed by the GEMO for the HCC SLA. This work programme was based on the top priority issues of review findings. It also provided a platform for the team to become familiar with HCC operations and its staff, aided by the one CDEM incumbent that was transferred to the GEMO from HCC.

During this same timeframe, the HCC CDEM Responsible Manager and Local Controller, Kelvin Powel, commenced the initial integration obligations. HCC members of the Incident Management Team were identified and a number of workshops were undertaken to ensure the minimum safe capacity to support an immediate EOC activation, albeit more extensive training is still required.

5. Establishing a baseline:

HCC had undergone a CDEM capability assessment through a group-wide Monitoring and Evaluation (M&E) programme carried out by MCDEM two years earlier. This M&E is not moderated at the local level, relying on a self-assessment process. Time had progressed and structures changed at HCC since this time so it was agreed that a new baseline be established for the monitoring of the GEMO’s performance. Subsequently, a fully moderated M&E was completed and was based closely on the MCDEM M&E, minus the evaluation questions that are purely the responsibility of Council (e.g. business continuity planning).

The overall capability score was 44% with individual scores also provided under each goal.

This process will be repeated each year and the resulting scores shared with Council. Positive improvement in the scores will be reflected in the national M&E audit which is completed every 5-years (the CDEM Joint Committee has agreed that all future M&E audits will be moderated at the local level).

The recommendations that fell out of this baseline evaluation served as the basis of the priority tasks identified in the substantive work programme recently developed with HCC. This refined work programme will now serve as the guiding document for the HCC Local CDEM delivery team for the next year. The plan will be reviewed annually to ensure it still meets the needs of the HCC and the overarching Waikato CDEM Group Plan.

6. Metrics:

To ensure transparency, the Council will be provided reporting metrics that identify progress or raise issues where they exist. The status is broken down across four stages as follows:

Figure 2. Metrics Key

Stages	Status			
Planning	Completed	On Plan	Off Plan - Plan for recovery in plan	Help Needed
Implementation				
Functional				
Optimal				

The philosophy of metrics within the GEMO is that they are used for facilitating progress and transparency, not as a stick. For example, we use the term “help needed” rather than “issue”. Issue implies failure, whereas the management of the GEMO would argue that the reason somebody is failing is that they need help. Whether that be from their line manager, leadership or the Council. This promotes honesty in reporting, drives solutions and is a lesson learned from successful major corporations.

The stages allow for quick recognition as to which phase the project/task is at and the status on how each individual phase is progressing and includes functional and optimal stages. This terminology is in recognition of the fact that there is still extensive work to be done to establish an effective CDEM programme necessary to support the community in a disaster. The GEMO will focus on getting the

programme fully functional before returning to optimise each element to ensure it is the best possible for the city if not the country (we currently lead the way nationally in the number of best practices quoted in the last national Capability Report).

Other metrics will also be provided in the next round of reporting as follows:

Figure 3. Metric type

Metric	Provides	Purpose
Level of effort	The percentage of staff time going into each programme area during each quarter.	Reassurance that focus is in the areas identified/agreed.
Response capability	The movement toward reaching the ideal minimum response capability denoted by training hours met as percentage of target.	Reassurance that HCC capability in the area of response is moving in a positive direction.

In addition to metrics CDEM will provide commentary on the more significant projects or those that maybe minor but of interest to the community.

These metrics and a number of more detailed metrics are used in the service oversight meetings that occur between HCC and the GEMO on a regular basis. These meetings take place at the operational, executive and CEO level to ensure that services are being provided to the expected level and that integration happens as agreed.

7. Priority programme areas resulting from recommendations:

The following selection of priority actions resulting from the baseline review are broken down into GEMO Deliverables and Integration (those tasks/projects that belong to Council). In some cases the integration tasks may be supported by the GEMO, however accountability remains with HCC for their delivery. The list is dynamic will change as projects are started and completed. Expected completion dates will also be added for further transparency as the programme progresses.

Figure 4. Work Programme status – April 2017.

RECOMMENDATION	Planning	Implementation	Functional	Optimal
Enhancing capability to recover from emergencies				
Appointment of alternate Recovery Manager.				
Review of HCC Local Recovery Plan to comply with latest Amendments conducted 2017. Recovery to be included in all exercises.				
Welfare: Enhancing HCC capability to manage emergencies				
Sustainment of appropriate HCC Welfare Manager position				
Welfare strategic plan				
Any outcomes of the CDC project be included in all CDEM documentation for standardisation, in particular the revised Hamilton City Response Plan.				
Re-establishment of Local Welfare Committee with identification of appropriate local level agencies for its membership and the draft of a LWC TOR.				
Increasing Community resilience through awareness, understanding and participation in CDEM				
Development of a Community Resilience Strategy and a Public Education Programme				
Intergration and Coordination between HCC CDEM coordinators and BAU HCC Community Development Team for development of resilience, social capital and neighbourhood response plans tailored to specific communities.				
Review of the current Community Response Plan and the promotion of CDEM information to the public.				
Priority development of the relationship between the HCC Communications Team and the CDEM coordinators for coordination of PIM activities.				
Operations: Enhancing HCC capability to manage emergencies				
Development of a HCC CDEM training and exercise Programme.				
Review and update HCC Emergency Operating Centre (EOC) in line with regional and national best practice				
Appointment of a local CDEM Controller				
Alternate EOC arrangements are established				
HCC Integration: Increasing Readiness through participation in CDEM activities				
HR and CDEM collaboration to develop a training programme: increasing EOC staffing sustainability beyond the initial stages of an emergency				
Review of current effectiveness of current and alternate EOC sites and corrective actions for any IT issues.				
HCC give full effect to the HCC/WRC SLA requirements and consider how it provides an environment of success for the embedding of CDEM staff on a 24/7 basis including the resolution of connectivity issues.				

7.1. Commentary on projects supporting some key actions:

7.1.1.Welfare

The Hamilton City Local Welfare Strategy has been reviewed and extensively updated to more accurately reflect regional and national best practice. The Local Welfare Committee has now been established and has held it's an inaugural meeting. Work is underway within this Committee for the participating agencies to grow the membership and to identify opportunities for wider agency involvement. Also, work to develop the Local Welfare Plan begun. This document will define the responsibilities of each agency/organisation.

7.1.2.Recovery Plan

The HCC CDEM team have undertaken a review of the Hamilton City Council Recovery Plan. The review has since concluded and the plan meets the minimum requirements which are defined within the National Recovery Arrangements. However, opportunities have been identified for increased consultation in respect of recovery arrangements within Hamilton City. This will encourage greater and more coordinated involvement in what is becoming a large focus area for the nation.

There is a recommendation within the baseline Capability Report that the HCC Recovery Plan should be reviewed, and tailored to comply with new legislation in 2017. However, it is the opinion and recommendation of the GEMO that the team complete any required tailoring once the full implications of the recent changes to recovery legislation are fully understood and accurately articulated in a CDEM Directors' Guideline for Recovery. This Guideline is not expected to be available until 2018.

7.1.3.Community Response Plan

The existing Community Response Plan is typical of those found in a number of larger cities in that it has attempted to address the community as a whole. Unfortunately, the resulting plan has become extremely generic to the point it does not serve as a plan but more as useful medium for community education.

Identifying specific or sub-communities within a city can be challenging and regardless of success does necessarily mean that an identified community has the ability or will to become self-reliant during a disaster. However, identifying sub-communities will allow HCC to identify those that will need more government centric support (and therefore more government based planning) versus those that only need facilitation to get started down their own more resilient path.

The Council Members themselves are better positioned to identify communities based on cultural alignment, geography, demographics, faith and so forth and are encouraged to become involved with the CDEM team in this effort.

Finally, the existing Community Plan need not be abandoned but should be renamed to something more aligned with a CDEM public education resource.

7.1.4.Community Resilience

Engagement has started with some of our readily identifiable communities, such as the Pacific Island Community and local Marae. The engagement with these communities is being informed and assisted by Te Puni Kōkiri (TPK) and Waikato-Tainui with the use of some already established regional best practice processes. These can be found in the

Pacific Island Strategy, the Marae Preparedness Strategy and the Community Response Planning Guidance.

Other ongoing key community resilience activities can be seen in the engagement with the Hamilton Disability Committee and also groups that represent people and communities with learning difficulties. These have previously been seen as hard to reach communities and have therefore been prioritised by the HCC CDEM team, due to their perceived vulnerabilities and potentially complex needs during an emergency event.

There is room for closer collaboration between the HCC CDEM team and other HCC departments, such as the HCC Community Development Team. Closer cooperation amongst teams will increase efficiencies and also assist in the wider integration of CDEM activities within all relevant HCC departments.

7.1.5. Civil Defence Centre Project

Civil Defence Centres (CDC) (formerly known as Welfare Centres) are centres at which people can receive support from Government agencies after an event. This may include food and accommodation but will also include help with finances, relocation, temporary housing, registration, etc.

In the past, schools have often been identified as appropriate Civil Defence Centres. However, contemporary research has found that getting schools back up and operational as soon as possible after an event is critical for the wellbeing of the community. This is at odds with their current use for welfare purposes.

Furthermore, providing a CDC is now a Local Government obligation, making Council accountable for people's safety and wellbeing while on these premises. Consequently, the Council must ensure that facilities are now fit for purpose and safe to use after an event. To this end, work is underway to identify and equip, where necessary, a number of CDC locations to address both large and small events. Two large and well equipped facilities that can be reasonably relied on to meet these specifications have already been identified and the necessary arrangements made. Several smaller locations to include Maraes are currently under review.

Welfare Centres established by the community (officially referred to as Community Led Centres) to provide basic welfare support are not CDCs and do not fall under the purview of Council, though CDEM may provide support during an event.

7.1.6. Integration

HCC has made a great start to integrating CDEM into the broader organisation. In addition to the identification of Incident Management Team members, as noted above, over the last few months 64 staff have been trained at the foundational level and 13 at the intermediate level of coordination centre operations, along with 2 trained in the function specific area of Welfare.

Furthermore, some of these staff have had the opportunity to put their learnings to the test in recent events and through a number of drills. The use of the Coordinated Incident Management System (CIMS) in crisis management as well as CDEM events has also gained traction as staff applied its principles to the recent bulk main water supply issue.

The CDEM Local Delivery Team has also supported integration through its internal engagement with staff through a weekly presence initiative. The Duty Officer works from the staff canteen one day a week engaging with as many parties as possible. This approach has been well received with staff now seeking out the team members to discuss CDEM matters for both work and family purposes.

To further the integration of CDEM at all levels, arrangements are underway to provide training for elected officials, focusing on their roles and responsibilities during an event. Similar training was provided to a number of Mayors from the region a couple of years ago and was well received. This training will be run again on 29 May 2017.

8. Special Project Report - Emergency Operations Centre:

The IL4 project is progressing well with integration of the GEMO, the Regional Coordination Centre, the Hamilton Emergency Operations Centre, HCC City Safe and the Transport Operations Centre (TOC). The facility, currently referred to as the Genesis Building, is located on Bryce Street with the Genesis Energy office, control room and call centre.

The sharing of information across all resident entities will provide significant *situational awareness* for both the HCC Local Controller and the Group Controller during an event. In addition, efficiencies will be realised over time with the sharing of certain resources and costs.

The facility has been designed to efficiently meet all CDEM needs to include hosting training and meeting/conferences with 80 plus partner agencies/organisations and then being able to rapidly convert into an expanded coordination centre using these same spaces during emergencies.

The completion timeframe for the building faltered, however there is now a commitment for 15 December 2017 for all business as usual areas with training and operational areas coming on line shortly after. This will ensure that City Safe is up and operational in its new location in time for the busy Christmas season.

Much of the work programme related to improving the HCC response capability will be resolved when the move to the Genesis building is complete. In the meantime steps have been taken, with the support of Kelvin Powell, to ensure the minimum safe operational capability exists should an event happen tomorrow.

Even with the move to a very robust IL4 building, there is still an obligation to ensure there is a redundancy for the EOC (e.g. tanker crashes outside front door carrying hazardous materials resulting in an area evacuation). Noting that the main HCC building is close to the new facility, it is unlikely that any event that makes the IL4 building unusable would not impact the main building as well. Therefore, planning is currently underway to ensure there is a viable backup, though greatly reduced in capability. Councillors will be kept abreast of this planning as it progresses.

9. Operational Report:

There have been a number of events since the inception of the SLA which have required the attention of the HCC Local CDEM Delivery Team. Team members either logistically supported these incidents, worked in the EOC or were deployed directly to the field:

- November 2016 - Kaikoura earthquake
- March 2017 - Tasman Tempest flooding
- April 2017 - Ex cyclone Debbie flooding
- April 2017 - Edgcomb flood
- April 2017 - Ex cyclone Cook

In addition to the 3 emergency events above that took place in April, staff also prepared and participated in 3 days of the Waikato Show and supported ANZAC day during the same month. The team worked long hard hours during April and should be credited for their sustained effort, both in their call to duty and in their desire to still meet the commitments previously made to the community.

HCC staff should also be credited with their performance during these recent events and the bulk water main crisis. Exercises are not a substitute for the real thing and considering that staff have only recently received their initial training, these situations were handled very competently.

10. Where to from here:

It is the vision of the Group Controller, supported by the Team Leader assigned to manage the HCC Local CDEM Delivery Team, to provide Hamilton City the *best in class* CDEM service to its community.

The Group Controller's mandate is to ensure the best possible response for the community of the Waikato region in the event of a major emergency or disaster. The success of this relationship between the CDEM Group, representing the entire Waikato population, and its direct delivery of CDEM services to the community of the region's largest urban area is symbiotic. The broader group only succeeds if the HCC Local CDEM Delivery Team is successful in its mission.

It is anticipated that come the next national assessment HCC, along with WDC, will be evaluated as leading the way in our region. Furthermore, with the move toward the IL4 facility and the resulting improvement in inter-agency cooperation, HCC is likely to be at the forefront nationally in their ability to respond effectively.

Through transparency in reporting, the provision of up front and honest advice and consistent delivery of services, the GEMO hopes to build the confidence of Council that the community they represent will be best served through the arrangement with the Waikato CDEM Group and WRC. The team acknowledges the task expected of them and is keen to deliver.

Lee Hazlewood
Waikato Group Controller/Manager

Committee: Community and Services
Committee

Date: 16 May 2017

Report Name: General Manager's Report

Author: Lance Vervoort

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>2015-25 Long Term Plan, Playgrounds Plan</i>
Financial status	<i>There is budget allocated Amount \$906,000 Capex \$15,000 Opex</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

The purpose of this report is to inform the Committee of the resignation of Margaret Forsyth and seek approval for a replacement on the Rototuna Indoor Recreation Trust Board and seek approval for apportioning budget between two playgrounds in Year 3 of the 2015-25 Long Term Plan (Hare Puke Park and Te Huia Reserve).

Recommendations from Management (*recommendation to Council*)

That the Community and Services Committee:

- a) receives the report;
- b) recommends that Council appoint Paula Southgate to the Rototuna Indoor Recreation Centre Trust Board; and
- c) approves the apportioning of budget allocated in Year 3 of the 2015-25 Long Term Plan between two playgrounds (Hare Puke Park and Te Huia Reserve) in principle.

2. Attachments

3. Attachment 1 - Rototuna Indoor Recreation Centre Trust - signed trust deed
4. Attachment 2 - Rototuna Indoor Recreation Centre - construction photo - May 2017

5. Rototuna Indoor Recreation Centre Trust

6. During the 2015/16 Annual Plan process, the Council approved \$4.5 million towards the construction of a new Indoor Recreation Centre at the Rototuna Junior and Senior High Schools site. A Funding Contribution and Operating Agreement was developed and agreed between the Ministry of Education, Rototuna High School Establishment Board and the Council.

7. The facility is currently under construction and will be governed and managed by the newly formed Rototuna Indoor Recreation Centre Trust, with representatives of the Rototuna High Schools Board of Trustees, Sport Waikato and the Council.
8. The Trust was incorporated under the Charitable Trusts Act 1957 on 30 November 2016, with Lance Vervoort and former elected member Margaret Forsyth appointed as the Council's representatives on the Trust Board.
9. Due to recent work commitments, Margaret Forsyth formally resigned from the Trust Board on 4 April 2017.
10. The Council will need to appoint a replacement representative to the Trust Board for the remainder of the three year term (ending in November 2019). Staff recommend that an elected member is appointed to the Trust Board, and that this be the Chair of the Community and Services Committee. The rationale for this is that the committee has oversight of indoor recreation matters.
11. Section 10 of the Rototuna Indoor Recreation Centre Trust Deed (Attachment 1) states the requirements for conflict management. Prior to their first trust meeting, the appointed elected member will need to disclose all actual and potential conflicts of interest in relation to any material interest or duties outside of the trust role.

12. **Rototuna New Playground**

13. Rototuna has a limited number of playgrounds and there is a demonstrated need in this area, particularly as the area continues to grow.
14. Funding for development of a new playground at Rototuna (Te Huia Reserve) is allocated in Year 3 of the 2015-25 Long Term Plan. This forms part of implementation of The Playgrounds of the Future Plan. External funding will also be sought on top of the allocated budget as per the Playgrounds Plan.
15. Consequential opex of \$15,000 is included in the 2017/18 playgrounds budgets towards ongoing maintenance of new playgrounds.
16. The site at Te Huia Reserve will only accommodate a small playground because of the size of the reserve and close adjoining residential development.
17. There is an opportunity to develop a second playground at nearby Hare Puke Park in partnership with the Ministry of Education who are developing Sylvester Primary School next to the Park. A portion of the existing funding could be allocated to this and would deliver two completed playgrounds in Rototuna.
18. Initial discussions with key stakeholder, including previous submitters on Te Huia Reserve playground, are supportive of this approach.
19. The next step in investigations is to undertake community consultation on location, theme and type of play.
20. Staff recommend that the budget for a northeast playground, that is in Year 3 of the Long Term Plan, be apportioned between Hare Puke Park and Te Huia Reserve.

Signatory

Authoriser	Lance Vervoort, General Manager Community
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Trust Deed

DATED this 28th day ~~September~~ 2016

"The Settlers"

AND

"The Initial Trustees"

"Rototuna Indoor Recreation Centre Trust"

I Heather MacCoi Solicitor, of Hamilton hereby certify that this

is a true and correct copy of Trust Deed
for Rototuna Indoor Recreation Centre Trust dated/numbered 28-9-16

Signed: 

Heather Gayle MacCoi
Solicitor
Hamilton

Date: 29-9-16

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DEED dated 28th day of September

BETWEEN

1. Hamilton City Council ("The Settlor")
2. The Ministry of Education ("The Settlor")
3. Rototuna High Schools ("The Settlor")
4. ~~UKT Capital~~ ("Initial Trustee") Michelle Hollands, Sport Waikato
~~Mr. V. A.~~ ("Initial Trustee") Lance Varvoort, Hamilton City Council
~~Morgan~~ ("Initial Trustee") Simon Grainger, Rototuna High Schools EBDT.
~~Ken~~ ("Initial Trustee") KENNETH IAN WILLIAMS
~~Margaret~~ ("Initial Trustee") MARGARET HINE FORSETH
~~Patricia~~ ("Initial Trustee") Patricia Rodden, Rototuna High School, EBDT.

BACKGROUND

- A. The Settlers entered a shared arrangement in respect of the Centre to:
 - Share resources and ensure the combination of rate payers' and tax payers' funds create a leading sport and recreation facility;
 - Balance the needs of community and school sport, recreation and curriculum;
 - Create opportunities between the schools, sporting organisations and Council to drive sport and recreation in the Waikato;
 - Create a regional hub for indoor sports development and competition; and
 - Contribute to the health and wellbeing of our wider community.
- B. The Settlers have recognised the need for an indoor recreation facility for both school and community use and have decided to provide for both needs by the development and operation of a Centre on the campuses of Rototuna High Schools in Hamilton.
- C. The Settlers have agreed to enter into this Deed to specify the objects and purposes of a Trust to govern and manage the Indoor Recreation Centre.
- D. The Trustees are prepared to act as Trustees of the assets of the Trust.
- E. The Settlers have each agreed to settle by way of initial gift to the Trust of \$10.00, and have paid at the time of execution of this Deed money to be held by the Trustees in their capacities as trustees of the Trust.
- F. Council and the Ministry of Education have entered into a Capital Funding Agreement to enable construction of the Centre.
- G. Rototuna High School and the Board have, with the consent of the Ministry of Education, entered into a license to occupy the land on which the Centre is constructed, which provides for the Board's role to manage and operate the use of the Centre.
- H. It is proposed that the Trust will enter into an Operating Agreement with the Rototuna High School's Board of Trustees.

NOW THIS DEED WITNESSES

1. DEFINITIONS AND INTERPRETATIONS

1.1 **Defined terms:** In this Deed, including background recitals, the following terms will, unless the context otherwise admits or requires, have (with or without the definite article) the following meanings:

Annual Meeting means an annual meeting of the Trust held pursuant to clause 10.

Appointing Body(ies) means the Hamilton City Council, Rototuna Junior and Senior High School's Board of Trustees, and Sport Waikato, as the case may be.

Board means the Board of Trustees of the Trust established pursuant to clause 5.3.

Centre means the multi-purpose indoor activity space at the School including all improvements and other associated structures and services in accordance with this Deed.

Chairperson means the chairperson of the Trust appointed pursuant to clause 8.4.1.

Community Activities means non-school activities including the activities of clubs, groups and individuals.

Community Trustees(s) means the Trustee(s) appointed by the pursuant to clause 5.8, and includes those initial Trustees described as a Community Trustee in Schedule Two.

Council means Hamilton City Council.

Deed means this deed.

Representative Trustee(s) means the Trustee(s) appointed by the Appointing Bodies pursuant to clause 5.9, and includes those initial Trustees described as a Representative Trustee in Schedule Two.

Special Majority means two thirds majority of the Trustees.

Special Meeting means any meeting other than an Annual Meeting of the Trust, pursuant to clause 10.

Teleconference means a meeting via telephone conference call where the Trustees are linked by telephone or other means of instant audio, audio and visual or other electronic communication forum.

Trust means the Rototuna Indoor Recreation Centre Trust established by this Deed.

Trust Fund means the monies referred to in background recital D of this Deed and includes all other money, investments or other property of any nature or kind acquired or received by the Trustees from any source and whether by way of purchase, exchange, gift, bequest or otherwise on the intention that such be held by the Trustees subject to the trusts and other provisions set out in this Deed.

Trustees means the trustees listed in this Deed as being the initial trustees of the Trust and including such other trustees appointed in addition to or in replacement of the trustees set out in this Deed in respect of the Trust from time to time.

1.2 References: In this Deed reference to:

- a) the plural includes reference to the singular, and vice versa;
- b) words importing one gender include all genders;
- c) any statutory provision will include any statutory provision which amends or replaces it and any subordinate legislation made under it; and
- d) person(s)' means a reference to any natural or artificial person and includes an individual, company, body corporate, association of persons (whether corporate or not), trust state or agent of the state or other entity, in each case whether or not having separate legal personality.

1.3 Headings: Headings inserted in this Deed are for convenience or reference only and do not affect the interpretation of this Deed.

1.4 Background recitals: The Trustees acknowledge the accuracy of the background recitals to this Deed.

2. NAME OF TRUST

2.1 The name of the Trust will be Rototuna Indoor Recreation Centre Trust or such other name as the Trustees may determine by resolution from time to time.

3. OFFICE

3.1 The office of the Trust will be such a place in New Zealand as the Trustees may from time to time determine.

4. PURPOSES

4.1 The charitable purposes of the Trust are as follows:

- 4.1.1 To raise and provide funds for the development, establishment, enhancement, operation and maintenance of land, buildings and equipment for a facility for sport, recreational and other leisure activities for the benefit of the Rototuna Junior and Senior High School students, the public and in particular Hamilton City and surrounding districts;
 - 4.1.2 To enhance, operate, maintain and manage the land, buildings and equipment of the facility for sport, recreation and other leisure activities for the benefit of the Rototuna Junior and Senior High Schools, the public and in particular the Hamilton City and surrounding districts;
 - 4.1.3 To promote, coordinate and provide recreational, programmes and activities to promote health and otherwise benefit Rototuna Junior and Senior High Schools and
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the community in the interest of social wellbeing;

- 4.1.4 To be beneficial to the community by operating a recreational facility for the community, with the aim of improving the conditions of life of community members generally, and to enhance health for the community;
- 4.1.5 To undertake such other activities and provide other assistance whether by way of financial assistance, support or otherwise of a charitable nature and generally doing all such acts, matters or things which are incidental or conducive to achieve all or any of the Trust's charitable purposes; and
- 4.1.6 To include such other charitable purpose(s) or modification of the above purpose(s) and to do all things which the Trustees may consider necessary or expedient for the purposes set out above and any other similar charitable purposes.

5. TRUSTEES

- 5.1 **Number of Trustees:** The number of Trustees at any one time will be not less than six (6) and not more than eight (8) members.
- 5.2 **Composition:** The Trustees will comprise:
 - (a) Six (6) Trustees appointed as Representative Trustees in accordance with this clause 5; and
 - (b) Not more than Two (2) Trustees appointed as Community Trustees in accordance with this clause 5.

Subject to the provisions of this Deed specifying the process regarding appointment and removal of particular Trustees, the remaining provisions of this Deed apply equally to all Trustees, whether Community Trustees or Representative Trustees.

- 5.3 **Board of Trustees:** The Trustees will collectively be called the Board, or such other name as determined by Trustees from time to time. The Trust shall be administered by the Board in accordance with the provisions of this Deed.
 - 5.4 **Initial Trustees:** The initial trustees will be the signatories to this Deed and are deemed to have been appointed by the relevant Appointing Body. Schedule Two of this Deed records the classification details of the initial trustees.
 - 5.5 **Term of Trustees:** Unless otherwise specified in this Deed each Trustee will hold office for a term of three (3) years, unless that Trustee prior to expiry of their term:
 - a. provides notice in writing to the Secretary or Trustees that he or she wishes to resign as a Trustee; or
 - b. dies while holding office as a Trustee; or
 - c. is declared bankrupt; or
 - d. refuses to act as a Trustee; or
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- e. ceases to qualify as an officer of a charitable entity under sections 16 or 31 of the Charities Act 2005 or its successor legislation; or
 - f. is or becomes subject to compulsory assessment or treatment, or becomes a special or restricted patient under the Mental Health (Compulsory Assessment and Treatment) Act 1992 or its successor legislation; or
 - g. is found guilty of conduct by a court or other competent body or engages in conduct that the Board by a Special Majority determines in its absolute discretion is or is likely to be prejudicial or damaging to the reputation or integrity of the Trust; or
 - h. is absent without leave from three (3) consecutive meetings of the Board; or
 - i. being a Community Trustee is removed pursuant to clause 5.11 of this Deed; or
 - j. being a representative Trustee is removed pursuant to clause 5.12 of this Deed.
- 5.6 **Re-appointment:** Each Trustee shall be eligible for re-appointment, by the relevant Appointing Body as appropriate, after the Trustee's term of appointment expires. No Trustee may hold office for a consecutive period totalling more than six years.
- 5.7 **Holding office:** Where the term of a Trustee ceases or expires other than as a result of clause 5.5 (a) to (j) that Trustee shall continue to hold office, at the discretion of the Board until:
- a. that Trustee is re-appointed pursuant to clause 5.6; or
 - b. a new Trustee is appointed in replacement of the Trustee pursuant to this clause 5.
- 5.8 **Appointment of Community Trustees:** Subject to clauses 5.1 and 5.2, in the case of a Community Trustee vacancy whether due to retirement or resignation, or otherwise, the Board will have the power to fill such vacancy from time to time as the Board sees fit by majority vote.
- 5.9 **Appointment of Representative Trustees:** The Representative Trustees shall be appointed as follows:
- 5.9.1 two Representative Trustees appointed by the Rototuna High School Board of Trustees;
 - 5.9.2 two Representative Trustees appointed by Council;
 - 5.9.3 one Representative Trustee appointed by Sport Waikato;
 - 5.9.4 one Representative Trustee appointed by the Ministry of Education.
- 5.10 **Criteria for appointment of Community Trustees:** in appointing new Community Trustees, candidate Trustees must be well-rounded individuals and the Board must have regard to the following criteria:
- 5.10.1 notwithstanding their particular area of expertise, will not in their capacity as trustees bring a narrow focus or outlook to the work of the Trust; and
 - 5.10.2 do not have, nor have been shown to have, partiality against the values or principles
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of the Trust as discerned from this Deed.

- 5.11 **Termination of Community Trusteeship by the Board:** The Board may, by a Majority Vote, terminate the appointment of a Community Trustee, with or without cause at any time.
- 5.12 **Termination of Representative Trusteeship by Appointing Body:** The relevant Appointing Body may terminate the appointment of its Representative Trustee, with or without cause at any time. The relevant Appointing Body must appoint a replacement Representative Trustee immediately.
- 5.13 **Resignation of Trustee:** A Trustee may at any time resign office by notice in writing to the remaining Trustees.
- 5.14 **Appointment of replacement Trustees:** Where the term of a Representative Trustee ceases prior to the expiry of their three year term, the replacement Trustee shall be appointed to hold office for the remainder of the three year term of the Trustee whom they have replaced.
6. **POWERS**
- 6.1 **General and specific powers:** In addition to the powers implied by the general law of New Zealand or contained in the Trustees Act 1956 and any successor legislation, the powers which the Board may exercise in order to carry out its charitable purposes are as follows:
- a) to use the Trust Fund as the Trustees deem necessary or proper in payment of the costs and expenses of the Trust, including the employment of professional advisers, agents, and staff as appears necessary or expedient; and
 - b) to purchase, take on lease or in exchange hire or otherwise acquire any land or personal property and any rights or privileges which the Trustees deem necessary or expedient for the purpose of attaining the objects of the Trust and to sell, exchange, bail or lease, with or without option of purchase, or in any manner dispose of any such property, rights or privileges as aforesaid; and
 - c) to maintain, manage and improve any property which, or any interest in which forms part of the Trust Fund, as the board thinks fit; and
 - d) to establish, carry on, restructure, issue securities in, sell or bring to an end any business or businesses, and whether stand alone or in a partnership or by way of venture with third parties; and
 - e) to retain any investments coming into the Trust Fund and to invest the Trust Fund and any income or surplus funds from it in any form of investment, and in any way permitted by law for the investment of trust funds and upon such terms as the Trustees deem appropriate; and

- f) to make a gift or gifts to any person, company or entity for the purpose of furthering the objects of the Trust or to assist other charitable organisations for charitable purposes within New Zealand; and
 - g) to borrow money from time to time with or without security at whatever rate of interest and upon such terms and conditions as to priority and otherwise as the Trustees deem appropriate; and
 - h) to raise money for all or any of the charitable purposes of the Trust, including by way of conducting fund raising; and
 - i) to enter into any guarantee upon such terms and conditions the Trustees deem appropriate; and
 - j) to make any loans or advances (with or without security) for any of the purposes of the Trust in such manner and on such terms and conditions as the Trustees deem appropriate; and
 - k) to receive solicited and unsolicited gifts, grants and donations for any real or personal property for purposes of the Trust; and
 - l) to open any bank accounts with any registered banks in New Zealand and to deposit all or part of the Trust Fund in a savings or other account (whether interest or non-interest bearing) as the Trustees deem appropriate; and
 - m) to do all things as may from time to time be necessary or desirable to enable the Trustees to give effect to and to attain or endeavour to achieve the charitable purposes and objects of the Trust and which the Trust could do if it was a natural person.
- 6.2 **Employment:** Under clause 6.1(a) the Trustees may employ as agents, officers and staff persons who are members of the Trust.
- 6.3 **New Zealand:** The activities of the Trust will be within New Zealand.
- 6.4 **Incorporation and registration:** In addition to and without limiting the powers contained or implied in this Deed, the Trustees shall have the power to apply for incorporation as a board under the provisions of the Charitable Trusts Act 1957 and for registration as a charitable trust entity under the Charities Act 2005.
7. **INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO CHARITABLE PURPOSES**
- 7.1 **Application:** Any income, benefit or advantage will be applied to the charitable purposes of the Trust.
-

- 7.2 **Influence:** No Trustee or person associated with a Trustee will derive any private pecuniary profit or any income, benefit or advantage from the Trust where they can materially influence the payment of the income, benefit or advantage where that income, benefit or advantage is derived from:
 - a. professional or business services to the Trust rendered in the course of business charged at no greater rates than current market rates; or
 - b. interest on money lent at no greater rate than current market rates.

- 7.3 **Salary and wages:** Any salary or wages or other contracted entitlement paid by the Trust will be:
 - a. for services actually rendered; and
 - b. at a reasonable rate and relative to market value.

8. PROCEEDINGS OF THE BOARD

- 8.1 **Meetings:** The Board will meet at such times and places it determines and as often as is considered desirable for the efficient and proper conduct of the affairs of the Trust, but shall meet not less than two (2) times per year, one occasion being for an Annual Meeting pursuant to clauses 8, 9 and 10 of this Deed.

- 8.2 **Notification:** The Chairperson or Secretary will ensure that all members of the Board are notified of each meeting (whether an Annual or Special Meeting) in writing, which shall specify the place, date and time at which the meeting is to be held (and business to be conducted if a Special Meeting). Only the current Trustees shall be entitled to receive notification of a meeting. Written notice shall be hand-delivered, posted or sent by facsimile or email to each Trustee at least seven (7) days before the date of the meeting.

- 8.3 **Quorum:** At any meeting of the Board, a majority of Board members will form a quorum and no business will be transacted unless a quorum is present.

- 8.4 **Officers:** An election of office-bearers will be held at the first meeting of the Board of each year, during which:

- 8.4.1 The Board will elect a Chairperson from among their number (in the event the current Chairperson’s term has expired); and
- 8.4.2 The Board will appoint a Secretary and a Treasurer. These positions may be filled by Trustees or by non-trustees. The positions of Secretary and Treasurer may be combined into one position.

- 8.5 **Chairperson:** The Chairperson will preside at all meetings of the Board at which he or she is present. In the absence of the Chairperson from any meeting, the members will present to appoint one of their members to preside as a Chairperson at that meeting.

- 8.6 **Chairperson term:** The Chairperson will hold office for a term of three (3) years. The Chairperson may be re-appointed (subject to the Chairperson being re-appointed as a Trustee), but shall not serve for greater than a total of three (3) terms as Chairperson (the terms being consecutive or otherwise). The Chairperson may be removed and replaced by the Board at any time by majority vote.
- 8.7 **Voting:** Subject to clause 11.5, the Trustees present at an Annual Meeting or a Special Meeting (as the case may be) shall be entitled to vote at the meeting. All questions before the Board will be decided by consensus. However, where a consensus decision cannot be reached on a question, it will, unless otherwise specified in this Deed, be put as a motion to be decided by a majority of votes. The Chairperson will have a second and casting vote if the voting is tied.
- 8.8 **Resolutions:** Except where this Deed provides otherwise, a resolution is validly made when it is passed by a simple majority of those Trustees present at a duly convened and conducted meeting. The Trustees may cancel or otherwise vary any resolution at a meeting.
- 8.9 **Written resolution:** A resolution in writing signed or is otherwise consented to via email, facsimile or other form of teleconference or electronic communication by a majority of Trustees shall be as effective for all purposes as a resolution passed at a properly convened and conducted meeting of the Trustees. Such a resolution may be signed or otherwise consented to in counterparts, and constitute the one document.
- 8.10 **Additional attendees:** The Board may invite other persons to attend any meeting as the Board considers appropriate and who has an interest in the affairs of the Trust. Such persons shall have no voting rights at any meeting and shall not form part of the quorum at any meeting.
- 8.11 **Validity of proceedings:** Where for any reason a Trustee is not properly appointed or is disqualified from holding office, acts of that Trustee, or anything done during a meeting at which the Trustee was present prior to the discovery of the irregularity, shall be deemed valid as if that Trustee had been duly appointed or had not been disqualified as the case maybe.
- 8.12 **Minutes:** The secretary will ensure that a minute book is maintained and for each meeting of the Board records:
- a. the names of those present at the meeting;
 - b. all decisions which are required by this Deed or by law to be made by the Board;
 - c. any other decisions made at the meetings;
 - d. the time the meeting was opened and closed; and
 - e. the date and time of the meeting.
- 8.13 **Properly conducted meeting:** A meeting shall be deemed to have been properly convened, and its proceedings properly conducted, where the requirements of clauses 8.2 and 8.3 are satisfied.
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- 8.14 **Confidential minutes:** At any meeting of the Board, the Chairperson may determine that the whole, or any part or parts of the minutes and proceedings of the Board shall be confidential and no Trustee may use or otherwise disclose such confidential proceedings and minutes (or parts of the proceedings and minutes as the case may be) to any third party without obtaining the prior written consent of the Board.
- 8.15 **Format:** Except as otherwise set out in this Deed, an Annual or Special Meeting may regulate its own procedure provided any such regulations are not inconsistent with any other provision in this Deed or trust law. Without limiting the generality of this empowerment the Board can determine to hold meetings in person, by Teleconference or by other electronic forum in lieu of physical attendance provided reasonable safeguards and protocols are followed.
- 8.16 **Common seal:** The Board may hold and use a common seal and adopt any seal it thinks fit from time to time. Where the common seal is affixed to any document, it shall be affixed to the document in the presence of two Trustees, who must both sign the document.
- 8.17 **Adjournment:** If a quorum is not present within thirty (30) minutes after the time appointed for any Board meeting, the Trustees present may adjourn the meeting. The Chairperson of a Board meeting may adjourn any meeting on the adoption of a resolution for its adjournment.
9. **ANNUAL MEETING**
- 9.1 **Meeting:** An Annual Meeting shall be held at such time and place as the Board determines.
- 9.2 **Business of Annual Meeting:** During the Annual Meeting, the Board will carry out the following business:
- a. during the initial meeting of the Board after the execution of this Deed, the Board will determine:
 - (i) the office-bearers pursuant to clause 8.4;
 - (ii) how money will be received by the Trust;
 - (iii) who will be entitled to produce receipts on behalf of the Trust;
 - (iv) what bank accounts will operate for the ensuing year, including the purposes of and access to such accounts;
 - (v) who will be allowed to authorise the production of cheques and the names of the cheque signatories; and
 - (vi) who will be authorised to initiate electronic fund transactions;
 - b. receive the minutes of the previous Annual Meeting and of any other meeting held since the last Annual Meeting;
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- c. receive the Trust's annual report outlining the affairs of the Trust and financial statement of accounts (income and expenditure, and assets and liabilities) for the preceding year;
- d. receive reports from the Board and its committee(s) (if applicable) on the activities of the Trust for the preceding year;
- e. if considered appropriate, appoint an independent chartered accountant as auditor for the ensuing year (which person shall not be a Trustee);
- f. consider and decide on any other matter which may be properly brought before the Board at the meeting; and
- g. consider the policy (if any) concerning the investment of money by the Trust, including what type of investments will be permitted.

10. CONFLICT MANAGEMENT REGIME

10.1 **Disclosure:** A Trustee shall disclose to the Trustees immediately after they become aware, the details of any:

- a. actual conflict;
- b. potential conflict; or
- c. reasonable apprehension that a circumstance of conflict exists,

in respect of their appointment as Trustee of the Trust with any material interest and/or duty outside of the Trust.

10.2 **Chairperson may initiate process:** If at any time the Chairperson or a Trustee holds a reasonable apprehension that a circumstance of conflict (whether actual, potential or perceived) may exist, the Chairperson may initiate the process pursuant to clause 11.3 below.

10.3 **Meeting:** In the event the Trustees receive a disclosure from a Trustee under this clause, or a conflict concern initiated by the Chairperson or otherwise in respect of a conflict issue, the Trustees shall hold a Special Meeting to determine whether an actual or potential conflict exists or is perceived to exist. The Trustees shall have regard to the following factors in determining whether a conflict exists:

- a. the nature, extent and circumstances of the potential conflict; and
- b. the extent to which the potential conflict impacts or may impact on:
 - (i) the ability of the Trustee to perform their functions and duties pursuant to this Deed; and
 - (ii) the ability of the Trustee to execute its functions pursuant to this Deed.

10.4 **Action:** In the event an actual or potential conflict exists or is perceived by the Trustees to exist the Trustees shall proceed to determine what actions they should take (if any) to resolve or mitigate the conflict issue.

- 10.5 **Contract or arrangement:** Notwithstanding clause 11.4 above, if any Trustee is in any way interested in any contract or arrangement to be entered into by or on behalf of the Board he or she may attend a meeting at which the matter relating to the transaction arises and be included as part of the quorum, but shall not be entitled to:
- vote in any consideration of it by the Board;
 - sign a document relating to the transaction on behalf of the Trust; or
 - do anything else as a Trustee in relation to the transaction, as if they were not interested in the transaction.
- 10.6 **Decision binding:** A Trustee affected by a conflict issue shall be subject to and bound by the decision of the Trustees to the extent of such limitations or restrictions in his or her capacity as a Trustee of the Trust as the Trustees may reasonably determine.
- 10.7 **Professional advice:** Trustees may take professional advice in respect of a conflict issue if and when considered by the Board.
11. **ACCOUNTS**
- 11.1 **Financial Year:** The financial year of the Trust will be from 1st July to 30th June in the following year, or as otherwise determined by the Trustees.
- 11.2 **True and fair accounts:** The Board will keep true and fair accounts of all money received and expended, and the accounts will be made available to any member of the Board for inspection.
- 11.3 **Audit:** The Board will, as soon as practicable after the end of the financial year of the Trust if requested by any member of the Board, arrange for the accounts of the Trust for that financial year to be audited by an independent chartered accountant, as and when the Board considers it to be appropriate or as required by law.
12. **POWER TO DELEGATE**
- 12.1 **Power to delegate:** The Board may from time to time appoint any committee(s) and may delegate any of its powers and duties to any such committee(s) or to any person, and the committee or person, as the case may be, may without confirmation by the Board exercise or perform delegated powers or duties in like manner and with the same effect as the Board could itself have exercised or performed them, provided that any powers or duties that relate to:
- the makeup of the Board;
 - the calling of Board meetings;
 - the charitable purposes for which the Trust is established;
 - the adoption or amendment of any policy (as opposed to the review or implementation of it); or
 - any matter of strategic intent or of significant actual or potential relevance to the affairs of the Trust,
-

shall not be delegated by the Board. For the avoidance of doubt, the foregoing in no way limits the ability of the Board to take and consider advice.

- 12.2 **Delegate bound:** Any committee or person to whom the Board has delegated powers or duties will be bound by the charitable terms of the Trust as set out in this Deed.
- 12.3 **Delegation revocable:** Every such delegation will be revocable at will by the Board, and no such delegation will prevent the exercise of any power or the performance of any duty by the Board.
- 12.4 **Delegate need not be Trustee:** It will not be necessary that any person who is appointed to be a member of any such committee, or to whom any such delegation is made, be a member of the Board.

13. SIGNING AUTHORITY

- 13.1 **Documents and agreements:** Subject to clause 14.2 following a resolution of the Board approving the execution of any document or agreement, the signature of two members of the Board on such approved document or agreement will bind the Trust.
- 13.2 **Deeds:** Following a resolution of the Board approving the execution of any document which is required by law to be executed as a deed, the common seal of the Trust must be placed on the approved document in accordance with clause 8.16.

14. AMENDMENT

- 14.1 The board may by consensus or pursuant to a motion decided by two-thirds majority of votes, by supplemental deed make alterations or additions to the terms and provisions of this Deed provided that no such alteration or addition will detract from the exclusively charitable nature of the Trust, or provide for the private profit of any Trustees, or result in the distribution of its assets on winding up or dissolution for any purpose that is not charitable.

15. DONOR RECOGNITION

- 15.1 The Board may publicly acknowledge any donor to the Trust. Such public acknowledgement may be in such form and/or manner as the Board sees fit.

16. TRUSTEE LIABILITY

- 16.1 It is declared that:
- a. the Trustees are chargeable respectively only in respect of the money and securities they actually receive, or which, but for their own acts, omissions, neglects or defaults they would have received notwithstanding their signing any receipt for the sake of conformity; and
 - b. the Trustees are each answerable and responsible respectively only for their own acts, receipts, omissions, neglects and defaults and not for those of each other or of any
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banker, broker, auctioneer or other person with whom, or into whose hands, any Trust money or security is properly deposited or has come; and

- c. No Trustee shall be personally liable for the maintenance, repair or insurance of any charges on any Trust property; and
- d. pursuant to section 13D of the Trustees Act 1956 the duties imposed by sections 13B and 13C of the Trustee Act 1956 (as amended by the Trustee Amendment Act 1988) shall not apply to the Trustees; and
- e. no Trustee shall be liable for any loss arising from any cause whatsoever including a breach of the duties imposed by section 13B and/or section 13C of the Trustee Act 1956 (as amended by the Trustee Amendment Act 1988) unless such loss is attributable to:
 - (i) the Trustee's own dishonesty; or
 - (ii) the willful commission by the Trustee of an act known by the Trustee to be a breach of Trust; and
- f. no Trustee shall be bound to take any proceedings against co-Trustee for any breach or alleged breach of trust committed by co-Trustee; and
- g. notwithstanding the procedure or otherwise for retaining assets in the Trust Fund, no Trustee shall be liable for any loss suffered by the Trust Fund by reason of the Trustees retaining any asset forming part of the Trust Fund.

17. INDEMNITY

- 17.1 The Trustees and former trustees are indemnified out of the Trust Fund in respect of all liabilities, claims, demands, costs and expenses (including fill costs between solicitor and client), losses and damages incurred by the Trustee or former trustee in connection with the Trust except to the extent that such are the result of the Trustee or former trustee's own dishonest or the willful commission by the Trustee or former trustee of an act known by the Trustee or former trustee to be a breach of trust.

18. WINDING UP AND DISPOSITION OF SURPLUS ASSETS

- 18.1 **Majority:** The Trust may be wound up by a two-thirds majority of the votes of the members of the Board present at an Annual Meeting or Special Meeting called for the purpose.
- 18.2 **Winding up:** On the winding up of the Trust or on its dissolution by the Registrar (if incorporated), no surplus assets after the payment of costs, debts, and liabilities shall be paid to or distributed among the Board but shall be given to an exclusively charitable organisation within New Zealand of a similar nature to the Trust, to be used for exclusively charitable purposes, or, will be disposed of in accordance to the High Court pursuant to section 27 of the Charitable Trusts Act 1957 or its successor legislation.

The facilities will revert back to management by Rototuna Junior and Senior High Schools.



19. COUNTERPARTS

19.1 This Deed may be executed in counterparts (which may be facsimile copies) and all of which, when taken together in constitute the one document.



Schedule Two

Rototuna Indoor Recreation Centre Classification of Initial Trustees

Name: Lance Vervoort
 Address: 196 Walsh Road, Whatawhata
 Occupation: General Manager Hamilton City Council
 Contact Number: 021 245 0174

Name: Michelle Hollands
 Address: 22 Baxter Michael Crescent, St Kilda, Cambridge
 Occupation: General Manager Regional Leadership, Sport Waikato
 Contact Number: 027 542 1554

Name: Kenneth Ivan Williamson
 Address: 2235 River Road, Hamilton RD1
 Occupation: Insurance Broker
 Contact Number: 021 829 978

Name: Patricia Radich
 Address: 69 Keswick Crescent Rototuna, Hamilton
 Occupation: Company Director
 Contact Number: 021 703 303

Name: Margaret Forsyth
 Address: 212D Newell Rd, RD 3, Hamilton
 Occupation: Coach
 Contact Number: 0272 844 290

Name: Simon Graafhuis
 Address: 21 Oldfield Court, Hamilton 3210
 Occupation: Chief Financial Officer
 Contact Number: 021 242 2951



Rototuna Indoor Recreation Centre – construction update, May 2017

Committee: Community and Services
Committee

Date: 16 May 2017

Report Name: Community and Services
Committee Draft 2017
Schedule of Reports

Author: Lee-Ann Jordan

Status	<i>Open</i>
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1. Purpose of the Report

- To present the draft 2017 Schedule of Reports for the Community and Services Committee.

Recommendations from Management

That the Community and Services Committee:

- receives the draft 2017 Schedule of Reports; and
- notes that the Schedule of Reports is intended to be a living document to be updated as necessary with changes notified to Committee members.

3. Attachments

- Attachment 1 - Community & Services Committee Draft 2017 Schedule of Reports (*Under Separate Cover*)

5. Key Issues

- Background
- The Chief Executive undertook to provide Elected Members with schedules for the tasks and responsibilities to be undertaken each calendar year by the Council and the whole of Council Committees (Growth and Infrastructure, Community and Services, and Finance).
- The purpose of the schedules is to provide Elected Members with oversight of the planned and upcoming activities for which they are responsible as members of those committees. The schedules set out the key reports and pieces of work assigned to each committee as well as the intended meeting dates where these will be presented.

Item 8

9. The schedules have been (or are being) developed by the Principal Advisors and Chairs of each committee in conjunction with key staff, the Strategy Unit, and the Governance Unit. Content covers:
 - Standing agenda items and regular reports;
 - The development, review, and status reporting of strategic plans and policies;
 - Anticipated submissions and legislative reports;
 - Items relating to the Annual Plan and 10 Year Plan;
 - Reporting of joint organisations, stakeholder groups, and established taskforces; and
 - Business as usual matters identified by staff as requiring governance decisions or oversight.
10. In order for Elected Members to have a current view of committee activities throughout the year, the schedules will need to be updated when new items arise or when timing or circumstances change. Elected Members will be advised of any and all changes to the schedules.
11. The Governance Unit and the Principal Advisors’ Executive Assistants will take responsibility for maintaining up-to-date documents.
12. The report schedules for the four committees will be uploaded in the Councillors’ Onedrive and will be circulated with the notifications of agenda distribution.
13. 2017 Report Schedule for the Finance Committee will be presented at their 23 May 2017 meeting, and the Council report schedule will be presented at the 1 June 2017 meeting.

Signatory

Authoriser	Lance Vervoort, General Manager Community
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Committee: Community and Services Committee

Date: 16 May 2017

Report Name: 2015-25 10-Year Plan Service Performance Exceptions Report - Year 2, Quarter 3

Author: Julie Clausen

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>2015-25 10 Year Plan</i>
Financial status	<i>There is budget allocated within budgeted work programmes.</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 inform the Committee of the status of the Community and Services key performance indicators (KPIs) for quarter 3, year 2 of the 2015-25 10-Year Plan.

Recommendation from Management

That Community and Services Committee receives the report.

3. Attachments

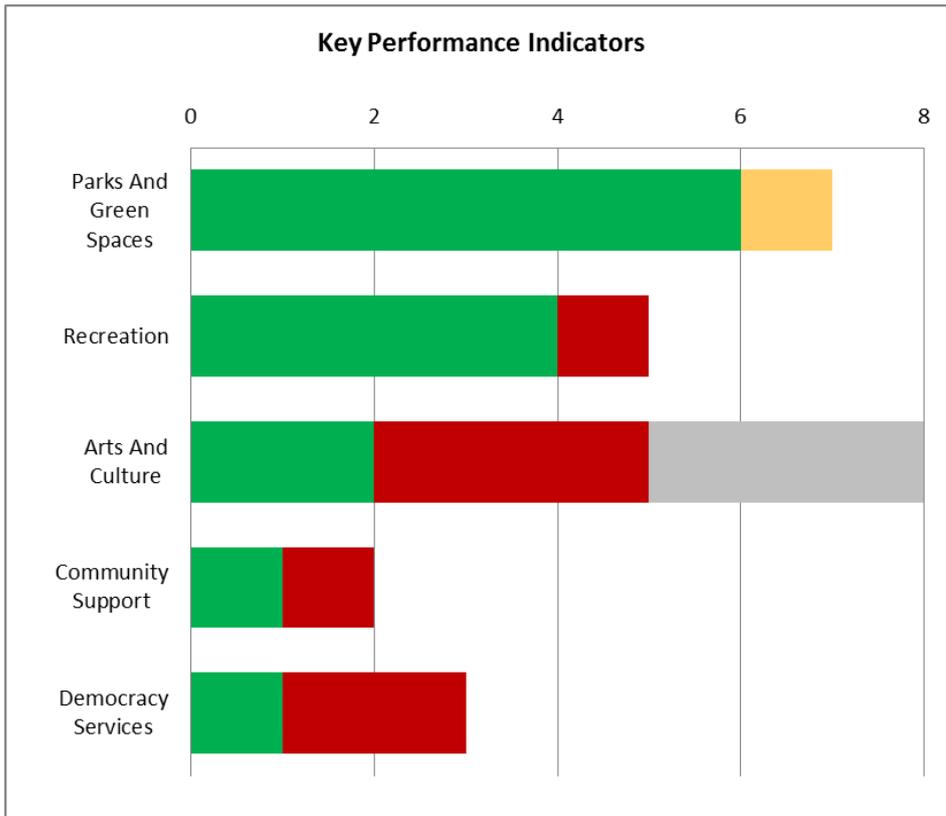
- Attachment 1 - 2016/17 Quarter 3 KPI Exceptions Report

5. Status Update

- There are 65 KPIs contained in the 2015-25 10-Year Plan. These have previously been reported to the Finance Committee as an attachment in the 10 Year Plan Monitoring Report. The KPIs have been split to report to the relevant committee, either Growth and Infrastructure or Community and Services.
- This is an exceptions report so only KPIs that are 'Off Track', 'Need Corrective Action' or have 'No Data' are reported to the committee on a quarterly basis.
- Of the 25 Community and Services KPIs, 14 are 'On Track' to meet the annual target by June 2017, seven are 'Off Track' and are not expected to meet the target, one 'Needs Corrective Action' and three have 'No Data' yet.

Item 9

9. The graph below summarises the KPIs in each Activity group.



10. Details of the KPIs that are off track (red), need collective action (yellow) or have no data (grey) are in Attachment 1 – 2016/17 Quarter 3 KPI Exceptions Report.

11. Financial and Resourcing Implications

12. The off track KPIs do not result in any financial implications.

13. Risk

14. KPIs are a measure of our level of service, agreed with our community through the 10-Year Plan. Failure to deliver to the target creates a reputational risk for Council. The targets were set as part of the 2015-25 10-Year Plan and cannot be revised during the 2015-2018 years.

Signatory

Authoriser	Lance Vervoort, General Manager Community
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2015-25 10 Year Plan Community and Services Service Performance Exceptions Report - Year 2 (2016/17)

Quarter 3 Summary Results of Community and Services Indicators			
On Track: 56%	Off Track: 28%	Action Needed: 4%	No Data: 12%

#	LEVEL OF SERVICE	MEASURE	ANNUAL TARGET	YEAR TO DATE	QUARTER 3 Jan-Mar			QUARTER 2	QUARTER 1
				Result	Result	Status	Comment	Result	Result

PARKS AND GREEN SPACES

1	The Hamilton Gardens programme will be completed as planned.	Delivery of the four-year Hamilton Gardens development programme.	Hamilton Gardens Development programme completed by 2017/18	On track, monitoring required	On track, monitoring required	Action Needed	Picturesque Garden contract delay caused by extended negotiations due to initial tender being higher than budget. Work programme is expected to be back on track in August/September 2017. Overall project is still on track but closely monitored.	On track	On track
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RECREATION

2	Council pools will provide opportunities for recreation, learning and leisure.	The number of visits to Waterworld and Gallagher Aquatic Centre each year.	At least 580,000	406,772	149,939	Off Track	Visitor numbers were lower than expected for Quarter 3. It is expected that numbers could end 30,000-40,000 below the annual target at year end. Errors that were found in results from previous years have been corrected from Q1 2016/2017 and figures are now accurate. The new processes used to accurately calculate results are currently being documented for ongoing implementation.	137,698	119,135
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2015-25 10 Year Plan Community and Services

Service Performance Exceptions Report - Year 2 (2016/17)

Quarter 3 Summary Results of Community and Services Indicators			
On Track: 56%	Off Track: 28%	Action Needed: 4%	No Data: 12%

#	LEVEL OF SERVICE	MEASURE	ANNUAL TARGET	YEAR TO DATE	QUARTER 3			QUARTER 2	QUARTER 1
				Result	Jan-Mar	Result	Status	Comment	Result

ARTS AND CULTURE

3	A modern and relevant library service	The number of physical and online visits to the libraries each year	1% increase each year	-11%	-18%	Off Track	310,134 visitors during quarter 3 in 2015/16 and 255,760 visitors during quarter 3 2016/17. This quarter the Community Libraries visitor counts have increased however the continued closure of the Central Library and the constraints of limited space and services available at Pop Central contribute to this quarter's decrease. Total YTD decrease is 11% below last years result.	-12%	-5%
4	A modern and relevant library service	Use of the Library Collections, both Print and Electronic	1% increase each year	-9%	-10%	Off Track	346,431 issues during quarter 3 in 2015/16 and 311,584 in 2016/17. The continued closure of the Central Library contributes to the decrease. Total YTD decrease is 9% below last years result.	-9%	-7%
5	A modern and relevant library service	The ratio of e-books to print books purchased	14% e-Books	0%	0%	No Data	This is an annual measure and will be reported on in Q4.	0%	0%
6	Waikato museum to share and celebrate our region's history, creative and diversity	The number of children and students visiting the museum for education each year	At least 8,000	3326 students	1993	Off Track	Q3 results are 23% below the quarterly KPI target of 2,600 (target based on exhibitions calendar, programmes, season). 1,600 students are booked in Q4 as at 6 April. Permian Monster advertising campaign has begun and visits to schools are planned for week 1 of Term 2.	613	720
7	Theatres will be well used	The total number of people attending events at Founders each year	At least 70,000	-	-	No Data	Founders Theatre was closed on 1 March 2016. Audit NZ confirmed that as the measure is included in the 2015-2025 10-Year Plan, a result in 2016/17 must be recorded.	-	-

2015-25 10 Year Plan Community and Services Service Performance Exceptions Report - Year 2 (2016/17)

Quarter 3 Summary Results of Community and Services Indicators			
On Track: 56%	Off Track: 28%	Action Needed: 4%	No Data: 12%

#	LEVEL OF SERVICE	MEASURE	ANNUAL TARGET	YEAR TO DATE	QUARTER 3 Jan-Mar			QUARTER 2	QUARTER 1
				Result	Result	Status	Comment	Result	Result
8	Theatres will be well used	The total number of hire days across Founders theatre	At least 180	-	-	No Data	Founders Theatre was closed on 1 March 2016. Audit NZ confirmed that as the measure is included in the 2015-2025 10-Year Plan, a result in 2016/17 must be recorded.	-	-

COMMUNITY SUPPORT

9	The Council to always be ready for an emergency	Hamilton's overall capability for an emergency event, assessed against the Ministry of Civil Defence criteria	75%	44%	-	Off Track	Initial capability assessment completed by Ministry of Civil Defence Management. The result provides the baseline for which we can benchmark our progress yearly going forward.	0%	0%
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DEMOCRACY SERVICES

10	Timely and open access to public information	The percentage of official information requests responded to within 20 working days	100%	95%	98%	Off Track	One LGOIMA response was one day late due to the need to obtain legal advice and then remove text that could not be shared.	98%	92%
11	Timely and open access to public information	The percentage of Council meeting agendas circulated at least two working days prior to the meeting	100%	86%	83%	Off Track	12 agendas went out this quarter comprised of 133 reports. Two agendas did not meet the KPI in full as each had one report that was circulated under separate cover.	67%	100%

Committee: Community and Services
Committee

Date: 16 May 2017

Report Name: River Plan

Author: Gina Hailwood

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>River Plan, Ferrybank Development Plan</i>
Financial status	<p><i>There is budget allocated as follows :</i></p> <ul style="list-style-type: none"> - <i>2016/17 \$500,000 opex</i> - <i>Included in the draft 2017/18 Annual Plan is \$1,250,000 capital and \$250,000 opex.</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 approval of the following items:

- River Plan projects to be completed in the 2017/18 financial year;
- The Vegetation Management Plan;
- Establishment of a River Plan Reference Group to prioritise projects to be considered in the 2018-28 10-Year Plan, which are related to the Momentum Waikato Community Foundation \$1M grant funding.

3. To inform the Committee of an update on Strategic Plans associated with the River Plan.

4. Executive Summary

5. Capital Funding of \$1.25M and operational funding of \$250,000 is included in the draft 2017/18 Annual Plan to implement River Plan projects. Staff recommend Option One which includes elements of the Ferrybank Development Plan, Pukete Garden Bridge and wayfinding and interpretive signage on the river walkway in the central city.
6. A River Plan Reference Group is needed to assist staff finalising projects for the 2017/18 Annual Plan and prioritising projects for the draft 2018-28 10-Year Plan.
7. Direction for Ferrybank Development Plan projects is required to secure Momentum Waikato Community Foundation grant funding of \$1M for a transformational and intergenerational project at Ferrybank.
8. There are a number of organizational Strategic Plans that link to the River Plan. These are being managed holistically with the River Plan. An integrated approach for any projects that cross more than one plan will be put forward for consideration in the draft 2018-28 10-Year Plan.

Recommendations from Management

That the Community and Service Committee:

- a) receives the report;
- b) approves the 2017/18 River Plan work programme (Option One) subject to the budget being confirmed in the 2017/18 Annual Plan;
- c) approves the Vegetation Management Plan;
- d) approves the establishment of a River Plan Reference Group, comprising of Councillors [to be named], Executive Director Special Projects and the Special Projects Manager, with a purpose to finalise the 2017/18 Annual Plan work programme, develop a programme of projects for consideration in the 2018-28 10-Year plan and support engagement with external funders; and
- e) notes the River Plan Reference Group will prioritise the following projects for consideration in the 2018-28 10-Year Plan to assist in securing Momentum Waikato Community Foundation grant funding:
 - i. **Project One**
 - Park Terrace (by the Museum)
 - Ferrybank Promenade (Museum to Anzac bridge)
 - Ferrybank Ecological Terraces
 - Ferrybank Pontoon
 - ii. **Project Two**
 - City Terrace Playground
 - Victoria Street/City Terrace
 - Grantham Street (north of Victoria Bridge)

9. Attachments

10. Attachment 1 - River Plan Resolutions of Council
11. Attachment 2 - River Plan Projects Update - May 2017
12. Attachment 3 - River Plan Link to other Strategic Plans
13. Attachment 4 - River Plan - Vegetation Management Plan
14. Attachment 5 - River Plan 2017-18 Annual Plan Projects
15. Attachment 6 - Pukete Garden Bridge Concept
16. Attachment 7 - Ferrybank Development Plan Initial Projects Breakdown
17. Attachment 8 - River Walk Small Projects List

18. Key Issues

19. Background

20. The River Plan was adopted by Council on [11 December 2014](#). Subsequent reports have been presented to Council as follows:
 - [30 July 2015](#)
 - [16 February 2016](#)
 - [25 August 2016](#)

21. An update on previous resolutions from the above reports is provided in Attachment 1.
22. In March 2017 Council were briefed on the River Plan. A number of items were identified to be brought back to the Community and Services Committee for consideration as outlined in this report.
- 23. River Plan Projects Update**
24. The River Plan is a 30-year vision for Hamilton aiming to transform the way we use and view the Waikato River through the city, with a mix of short, medium and long term initiatives. It is not intended that Council will be the sole funder; it is a partnership based programme.
25. Projects identified where planning could commence immediately such as the Ferrybank Development Plan have either been completed or are in progress. Refer to Attachment 2 for a full update on which projects have been completed, commenced or are medium and long term projects to be considered in the draft 2018-28 10-Year Plan.
- 26. 2016/17 Current Projects Update**

The following table provides detail on how the 2016/17 projects are tracking.

Projects	Budget	Tracking	Due to be Completed
Ferrybank Development Plan	\$125,000	Completed	
Vegetation Management Plan – survey work and physical works	\$200,000	Survey – Completed. Physical works -In progress	Planned physical works will be completed 30 June 2017
Hayes Paddock	\$50,000	In progress	30 June 2017
Maaori Significant Sites	\$30,000	In progress	30 June 2017
Pukete Garden Bridge – detailed design	\$25,000	Completed	
Detailed design for Signage & Project One (Promenade and Park Terrace)	\$70,000	Signage – In progress	30 June 2017
Total	\$500,000		

- 27. Update on Strategic Plans with linkage to the River Plan**
28. The River Plan has connectivity to other Strategic Plans including The Biking Plan, Waikato Museum Strategic Plan (WMSP), The Central City Transformation Plan (CCTP), Hamilton East Neighbourhood Plan and the Hamilton Garden Strategic Plan. It is important that these plans are considered together as decisions regarding one, may have an impact on the other. The Project Managers are working together to provide an integrated approach for project delivery through the 10-Year Plan process.
29. An update on each Plan is provided in Attachment 3.
- 30. Vegetation Management Plan (VMP)**
31. The VMP (Attachment 4) is a high level document to inform the community of our approach to managing all vegetation on the banks and adjoining reserves to the Waikato River within the city boundary.

32. The city has been divided into eight areas; the survey has been completed in the first four areas with the remaining areas staged over the next three years. River Plan operational funding will be used to undertake the remaining surveys and where possible allow physical works to occur, which includes planting, removals and pruning of vegetation.
33. The VMP will be updated periodically as staff continue to collect data and put together programmes of work for each area.
- 34. River Plan Reference Group**
35. A River Plan Reference Group is proposed for establishment, to work with staff to develop a programme of projects that reflect the Councils priorities and will deliver the River Plan to the community. The Reference Group will make project recommendations to the 2018-28 10-Year Plan, support the finalisation of the 2017/18 River Plan projects, and support engagement with external funders.
36. The programme will reflect the 30-Year vision for the plan and will focus in the short term on the 2017/18 Annual Plan and 2018-28 10-Year Plan.
37. It is proposed that the Group consist of Elected Members (3), Executive Director Special Projects and Special Projects Manager. Technical staff and/or consultants will attend as required.
- 38. 2017/18 Annual Plan Work Programme**
39. The draft 2017/18 Annual Plan includes \$1.25M in capital and \$250,000 in operational funds for River Plan projects and initiatives. Any work programme is subject to the budget being confirmed following the public consultation process for the 2017/18 Annual Plan.
40. As identified in the March briefing, four options were identified and have been considered to expend the \$1.5M in 2017/18.
41. The recommended Option is outlined below.

OPTION ONE

PROJECT – Capital Works	ESTIMATED COST
Ferrybank Project One – Stage One (Promenade and Park Terrace) - Museum Terrace	\$1,100,000
Pukete Garden Bridge - Furniture/planters	\$125,000
River Plan Signage - Interpretation and wayfinding signs for the western river path – central city	\$25,000
	\$1,250,000

PROJECT - Operational	ESTIMATED COST
Ferrybank Project One (Promenade and Park Terrace) - Detailed design	\$150,000
Vegetation Management	\$100,000
	\$250,000

42. This option is recommended by staff as it delivers projects across the River Plan within the budget available. It will provide focus in the central city, providing the majority of funding for

Year 1 of the Ferrybank Development Plan – Project One (Refer to Attachment 7 for further detail on Project One - Promenade and Park Terrace). It will also deliver wayfinding and interpretation signage on the river path within the central city and some elements of the Pukete Garden Bridge.

43. Additional information and a detailed breakdown of all the options for 2017/18 project funding allocation is provided in Attachment 5. Pukete Garden Bridge concept images are provided in Attachment 6. Ferrybank Development information is provided in Attachment 7.
- 44. 2018-28 10-Year Plan Direction and Momentum Funding**
45. The Donny Trust through Momentum Waikato Community Foundation has pledged \$1 million towards a transformational and intergenerational project in the Ferrybank precinct. The project will have a strong connection to the Waikato River and will form part of a programme of works to deliver the Ferrybank Development Plan. The intention of the Donny Trust is that this pledge would encourage other external funding to be pledged to the implementation of the Plan.
46. To secure the Momentum funding, Council needs to provide clear priorities and direction for the Ferrybank Development Plan in the 2018-28 10-Year Plan. The River Plan Reference group will consider the projects and make recommendations to the 2018-28 10-Year Plan.
47. Projects that are proposed to be completed in the next five years are not within areas that are being considered for the Regional Theatre location.
48. The following projects are recommended to be given priority for inclusion in the first draft of the 2018-28 10-Year plan:
49. **Ferrybank – Project One (Years 1-3)**
 - Park Terrace (by the Museum)
 - Ferrybank Promenade (Museum to Anzac Bridge)
 - Ferrybank Ecological Terraces
 - Ferrybank Pontoon
50. This project would be staged over 2-3 years, dependent on funding from both the 2018-28 10-Year Plan and external partners. It is also critical to consider the Waikato Museum Strategic Plan (WMSP); Waikato Te Awa River Exhibition project in conjunction with this project. Additional information on the WMSP is provided in Attachment 3.
51. **Ferrybank - Project Two (Years 4-5)**
 - City Terrace Playground
 - Victoria Street/City Terrace
 - Grantham Street (north of Victoria Bridge)
52. Further information on these projects including estimated costs is available in Attachment 7.
53. This does not exclude other River Plan projects identified to be considered in the draft 2018-28 10-Year Plan.

54. Risk

55. If Council does not provide clear direction for the draft 2018-28 10-Year Plan there is a risk to securing the Momentum Funding. While this risk cannot be fully mitigated until the 2018-28 10-Year Plan is confirmed, the proposed operational and capital expenditure on Ferrybank development in 2017/18, is regarded as important enabling works for further investment from 2018/19.
56. There is significant public awareness and support for the River Plan. Given this, there is constant community expectation around the delivery of a programme to develop the River Plan.

Signatory

Authoriser	Blair Bowcott, Executive Director Special Projects
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D-2381999

Attachment 1: River Plan Resolutions of Council

Council, 11 December 2014	Status
<p>Hamilton City River Plan - Consideration of Submissions and Decision-making</p> <p>Resolved:</p> <p>That:</p> <ul style="list-style-type: none"> a) The report be received, b) Submitters and the River Plan Group be thanked for their contribution, and c) The Council adopts the Hamilton City River Plan. 	Completed.
Council, 30 July 2015	
<p>Ferrybank Development Plan (River Plan) - Design Brief</p> <p>Resolved:</p> <p>That:</p> <ul style="list-style-type: none"> a) the report be received; b) the Ferrybank Development Plan Design Brief (Attachment 1), with discussed amendments, is approved; and c) Her Worship the Mayor and Councillor Gallagher be appointed to the Tender Evaluation Panel. 	Completed.
Council, 16 February 2016	
<p>Ferrybank Development Plan</p> <p>Resolved:</p> <p>That:</p> <ul style="list-style-type: none"> a) The report be received; b) Contract 15000 for The Ferrybank Development Plan is awarded to Wraight Athfield; c) The Chief Executive is delegated to negotiate and finalise contract terms with Wraight Athfield; d) The Approved Contract Sum for Contract 15000 is set at One Hundred and Fifty Thousand Dollars \$150,000 excluding GST; and e) The final design is presented for Council endorsement in August 2016. 	Completed.
Council, 25 August 2016	
River Plan - Ferrybank Development Plan – Adoption	

<p>Resolved:</p> <p>That:</p> <ul style="list-style-type: none"> a) the report be received; b) Council adopt the Ferrybank Development Plan as a conceptual plan as presented in Attachment 1 of the staff report; c) staff commence the planning processes associated with enabling the implementation of the Ferrybank Development Plan, including District Plan and relevant Reserve Act Management Plan reviews; d) staff commence discussions with the Department of Conservation and Waikato Tainui in relation to a potential Reserve Revocation process associated with the Victoria Street (Building A), South Riverview Terrace (Building C2) and South Park Terrace (Building C1) group of buildings (see map on page 11 of the Ferrybank Development Plan); e) staff report back to Council with a Stage 1 detailed implementation plan and a funding plan for the publicly funded projects, as part of the Annual Plan, with the report to include a progress update on the planning matters outlined in points C and D of this resolution; and f) WALA be thanked for their considerable efforts in producing the Ferrybank Development Plan. 	<p>Completed.</p> <ul style="list-style-type: none"> c) Staff have been discussing the best approach to carry out these works. With the reduced operational funding for 2017/18 Annual Plan, this work will now be put forward to be considered as part of the 2018-28 10- Year Plan. d) This work will be undertaken at the same time as the above planning works. e) This is being addressed as part of the 16 May 2017 Community and Services Report.
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Attachment 2: River Plan Projects Update – May 2017

Workstream	Project	Comments
Immediate Projects.		
Ferrybank and Roose Commerce Park Development Master Plan	Develop Plan	Plan has been completed. Estimated Cost for delivery of \$208 million (includes private investment). Options to deliver initial projects to be considered through the 2017/18 Annual Plan and 2018-28 10-Year Plan.
Braithwaite Park/Pukete Pa	Pukete Pedestrian Garden Bridge	Detailed design complete. Estimated Cost for delivery of \$1.2 million. A staged approach could be taken to deliver aspects of this project. A staged option has been provided to be considered for the 2017/18 Annual Plan. Remaining stages would need to be considered in the draft 2018-28 10-year Plan.
Hamilton Gardens	Garden Venues	In progress and on track.
	Jetty	In progress. Artwork for Jetty is confirmed and it is planned to be completed by November 2017.
Hayes Paddock	Wellington Street Beach	In progress. Concept plan currently being developed. Community consultation will be carried out in 2017. Funding to implement the concept to be considered by the River Plan Reference Group and put forward to the 2018-28 10-Year Plan if prioritised.
	Exercise Equipment	Will be included in the Wellington Street Beach Concept. As above.
Short Term Projects 1-3 Years.		
Vegetation Management Plan	Develop Plan	Plan has been completed. Survey work is progressing with four out of the eight areas completed. Funding to implement the plan will be put forward for consideration through the draft 2018-28 10-Year Plan.
Hamilton East Plan	Develop plan	Completed. Projects will be put forward for consideration through the draft 2018-28 10-Year Plan.
Biking Plan	Develop Plan	Completed. Projects will be put forward for consideration through the draft 2018-28 10-Year Plan..
Street Furniture Design guidelines	Develop Plan	This project will be considered through the detailed design for the Ferrybank Development Plan Project One.
Support the Embassy Park Project	Support	Stage One of the project has been completed. Stage Two will continue to be supported.

Improve Lighting along the River	Develop Plan	This project will be considered through the Ferrybank Development Plan Project One. Funding to complete the full plan to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.
Signage Plan	Develop Plan	Work to complete this Plan has commenced. Funding to implement the Plan to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.
Public Art Plan	Update	Completed.
Maaori Landmarks on Riverside Reserves	Implement	Staff are currently creating a work programme in conjunction with Iwi. Funding to implement the Plan to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan. This year enhancement of the Kirikiriroa Pa will be undertaken – The Pa has an existing Pou, enhancement works will include interpretation, signage from the river path and enrichment planting.
Medium and Long Term Projects 10-20 Years. These projects need to be prioritised for the 10-Year Plan.		
Arts Post & Waikato Museum	Arts Themed Hotel - Feasibility Study	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Upgrade the Waikato Museum building to provide access from the river walkway	This project is being considered through the Waikato Museum Strategic Plan and Ferrybank Development Plan – Project One. Funding to implement the project will be put forward to be considered in the draft 2018-28 10-Year Plan.
Victoria Bridge to Claudelands Bridge	Promenade Walkway on Upper Riverbank Level	SkyCity to Victoria on the River will be completed in 2017. Funding to complete the connection between Victoria on the River and Emabssy Park will be put forward to be considered in the draft 2018-28 10-Year Plan.
	Claudelands Bridge Pedestrian & Cycle Access	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Public Interaction with Rangiriri	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
Opoia & Jesmond Park	Promenade Style River Walkway	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Improved Connection to Caludelands Bridge	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
Claudelands Bridge to Fairfield Bridge	Improved Access from Adjoining Residential Properties	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Boardwalks & Pathways at River Level	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>

Days Park & Swarbricks Landing	Rowing Facilities & Parking	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Days Park Pedestrian Link across River to St Andrews	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
St Andrews Golf Course	Golf Club Multi-Purpose Facility	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
Braithwaite Park/Pukete Pa	Pukete Pedestrian Garden Bridge	See Above.
	Jetty Improvements	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Carparking	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Toilets	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
Directional Signage & Interpretation	Hayes Paddock/Wellington Street Beach	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Victoria Bridge to Claudelands Bridge	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Claudelands Bridge to Fairfield Bridge	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Days Park and Swarbrick Landing	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Braithwaite Park/Pukete Pa	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Hamilton East	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Signage Plan	See Above.
Improved River Access	Hamilton Gardens	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Claudelands Bridge to Fairfield Bridge	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>

	Days Park and Swarbrick Landing	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
Lighting	Hayes Paddock/ Wellington Street Beach	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Lighting Improvement at Specific Sites Along River	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
Other Projects	City of Bridges Plan	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Memorandum of Understanding with Waikato Regional Council	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Toilet Facility Location Map	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Drinking Fountain Location Map	<i>Project to be prioritised by the River Plan Reference Group for a 30-Year River Plan Programme, if required will be considered in the draft 2018-28 10-Year Plan.</i>
	Jetty Review	Parks and Open Spaces and Hamilton Gardens have recently completed condition assessments of all jetties. Works identified will be put forward to be considered in the draft 2018-28 10-Year Plan.

Attachment 3: River Plan Link to other Strategic Plans

1. The Biking Plan was adopted by Council in August 2015. The Plan will be reported back to the Community and Services Committee in August this year as resolved through the Growth and Infrastructure Committee in March 2017. Signage design along the river corridor is the only current project that is being worked on to reflect both Plans, Project Managers are working together to deliver a consistent approach. Any future projects will be put forward to be considered in the 10-Year Plan.
2. The Waikato Museum Strategic Plan is currently working on the development of a Waikato Te Awa River Exhibition. This exhibition has the potential to provide many outcomes that were to be sought through the provision of the Waikato River Centre in the Ferrybank Development Plan at a much lower cost.
 - leveraging on an existing asset to link the city cultural precinct to the river and Ferrybank
 - opening up the lower entrance of the Museum to the river
 - cultural and educational experiences, including potential for performance as well as exhibits. - enhance the street access and visibility
 - an essential tourism link – providing a connection between Hamilton Gardens and Ferrybank. - tell 'Waikato stories' specifically Waikato River stories.
 - an opportunity to strengthen the existing relationship with Tainui.
3. Looking at the WMSP and Ferrybank Development Plan holistically provides benefits to potential funders and partners.
4. Council will be briefed on the elements of the WMSP and how it links to the River Plan as part of the 10-Year Plan process.
5. The CCTP has a strong link to the River Plan, many of the projects overlap. Projects are currently being identified to ensure effective planning and prioritisation for consideration in the 2018-28 10-Year plan.
6. The Victoria on the River (VOTR) project has now commenced and delivers part of the Victoria Bridge to Claudelands Bridge upper level promenade walkway from SkyCity.
7. The Hamilton East Neighbourhood Plan was adopted in 2016, it identifies a number of projects that relate directly to the River Plan. In August last year a River Walk Programme of works was identified with Parks and Open Spaces staff to look at simple outcomes from the Hamilton East Neighbourhood Plans and River Plan (Vegetation Management Plan) that could be achieved within existing operational maintenance budgets or pieces of work that required further investigations with other Units. The programme of work is available in Attachment 8 of the 16 May 2017 Community and Services Committee Report.
8. The Hamilton Garden Strategic Plan also has a strong connection to the River Plan. An update on the related projects is provided in Attachment 2 in the 16 May 2017 Community and Services Committee Report.
Any projects/opportunities identified in the future will be looked at holistically with the River Plan.

HAMILTON CITY RIVER PLAN

VEGETATION MANAGEMENT PLAN

MANAGING PLANTING ALONG THE WAIKATO RIVER



WHY WE NEED TO MANAGE PLANTING ALONG THE RIVER

The River Plan is a 30-year vision for Hamilton aiming to transform the way we use and view the Waikato River through the city.

The River Plan has a goal of improving river views, without losing the valuable impression of natural greenery. This Vegetation Management Plan will bring that aspiration to reality.

In the past we've focused mainly on the safety and health of the trees and plants along the river corridor. Now we are going to focus on the best way of maintaining and pruning our riverside trees, and what is most appropriate to plant in the future, to provide better connections to the river.

As we embark on this process we need to know more about our riverside trees - how many there are, what species are planted where, and what condition they are in. If we are going to open up the river corridor and improve the river views we must know more about what's growing on its banks.

Over the next few years we will survey every tree along the 16km stretch of the river that runs through the city, giving each one its own individual number. We can use this information to manage our riverside vegetation more actively.

We need a planned approach to what's needed in the future - all the time keeping in mind our goal of opening up river views and strengthening the connections between the river, the city and the paths that run alongside it.

In many cases trees are planted in the wrong places, or have grown to obstruct river views and this means views and access to the river are hampered, or completely obstructed. We will establish what trees can be thinned and what vegetation can be removed altogether, while maintaining or improving bank stability.

We know large tracts of the river banks are dominated by weeds, and they take over and kill the trees and plants we want growing there. Investigating the stability of the river banks and controlling pests is also part of our Vegetation Management Plan. We continue to undertake pest control operations in our riverside parks and reserves.

This is a high-level plan to guide future work programmes.



OUR APPROACH

We've divided the river corridor into eight areas.

1. **Hillsborough Terrace to the Claudelands Bridge** (West side of the river)
2. **Hamilton Gardens (Cobham Bridge) to Claudelands Bridge** (East side of the river)
3. **Claudelands Bridge to St Andrews Golf Course** (West side of the river)
4. **Peacocks Rd to Hillsborough Terrace** (West side of the river)
5. **Braithwaite Park to Pukete Farm Park** (West side of the river)
6. **Claudelands to Swarbricks Landing** (East side of the river)
7. **Hamilton Gardens to Hammond Park** (East side of the river)
8. **Swarbricks Landing to Featherstone Park** (East side of the river)

In each of these areas, we'll be:

- identifying and plotting the significant trees, potentially significant trees and other important trees
- assessing the condition of individual trees and conducting a risk assessment
- looking at the groups of vegetation, and their characteristics
- identifying potential erosion issues if trees were to be removed
- identifying a work programme to create views and connections to the river
- identifying a work programme of planting to stabilise and enhance the river corridor.



OUR APPROACH

What are significant trees?

The Standard Tree Evaluation Method developed by the Royal New Zealand Institute of Horticulture (RNZIH) is used to score the trees. Thirteen separate categories are assessed to give the trees their respective scores. Only trees that gain higher than the required score are then considered for listing as significant trees.

We have also identified potentially significant and attractive trees. These can be described as follows.

- **Potentially Significant Trees**

These trees are recognised as meeting the standards required to be considered a significant tree and have been scored using the RNZIH system, but are yet to be considered for inclusion on the list of significant trees.

- **Attractive Trees**

These trees are healthy and vigorous specimens considered to have good life expectancy, and those that are desirable because they are considered to compliment the landscape.

How do we know how healthy the tree is?

Each tree will be assessed to determine its condition. This includes collecting information on the height, canopy spread and the GPS location to provide an accurate location and size of the tree or group of vegetation.

We also look at the health and vitality and if there is a risk of failure, which we measure using the QTRA method, explained below.

- **Quantified Tree Risk Assessment (QTRA)**

QTRA is an internationally recognised probabilistic model which allows accredited users to assess and express the risk of harm from tree failure as an annual probability.

A risk assessment considers the use of the area in which the tree is located and work is prioritised depending on the nature of the activity and infrastructure under or near the tree, such as footpaths.

Vegetation

We will be assessing and measuring the areas of under planting (low or ground cover plants). It will be visually assessed to determine if it is helping to keep the bank stable, the percentage of weed species present and what improvements can be made.

Planting – how, what and where

We will be planning new planting to protect the stability of the river banks. Planting will mainly be native species on the lower banks. We will choose plants that have suitable root systems, encourage fauna to the area and keep the area feeling open and connected to the river.

Planting will occur in stages, alongside the maintenance and removal of any trees and vegetation identified through the survey work.

Views and connections to the river

Our aim is to create better connections to the river by creating view shafts. These will be identified in each zone, and will be created by either pruning, thinning or, where it is safe, removing trees.



Tree assessments will be carried out using the QTRA method. Pictured are Andrew Benson, left, and David Spencer from Arborlab.

WHAT WE'VE DONE SO FAR

We've completed a survey of the first four areas - from Peacockes Rd to the St Andrews Golf Course on the west side of the river, and Claudelands Bridge to Cobham Bridge on the east side of the river.

Our aim is to improve connections between the path and the river, whether you are commuting to work along the river path or enjoying the view from one of the CBD business or park connections.

We've learnt that along the river there are very steep banks and flat areas. There is a mix of large mature exotic trees, many native trees, and lots of weed species on those steep banks.

We've identified places along the river path where we can create great views of the river, including from both the northern and southern ends of Sky City, Waikato Museum, in front of the Mighty River Power building and near Embassy Park.

Each tree along these stretches of the river now has its own number and its condition is recorded. We've also compiled a register of all significant trees.

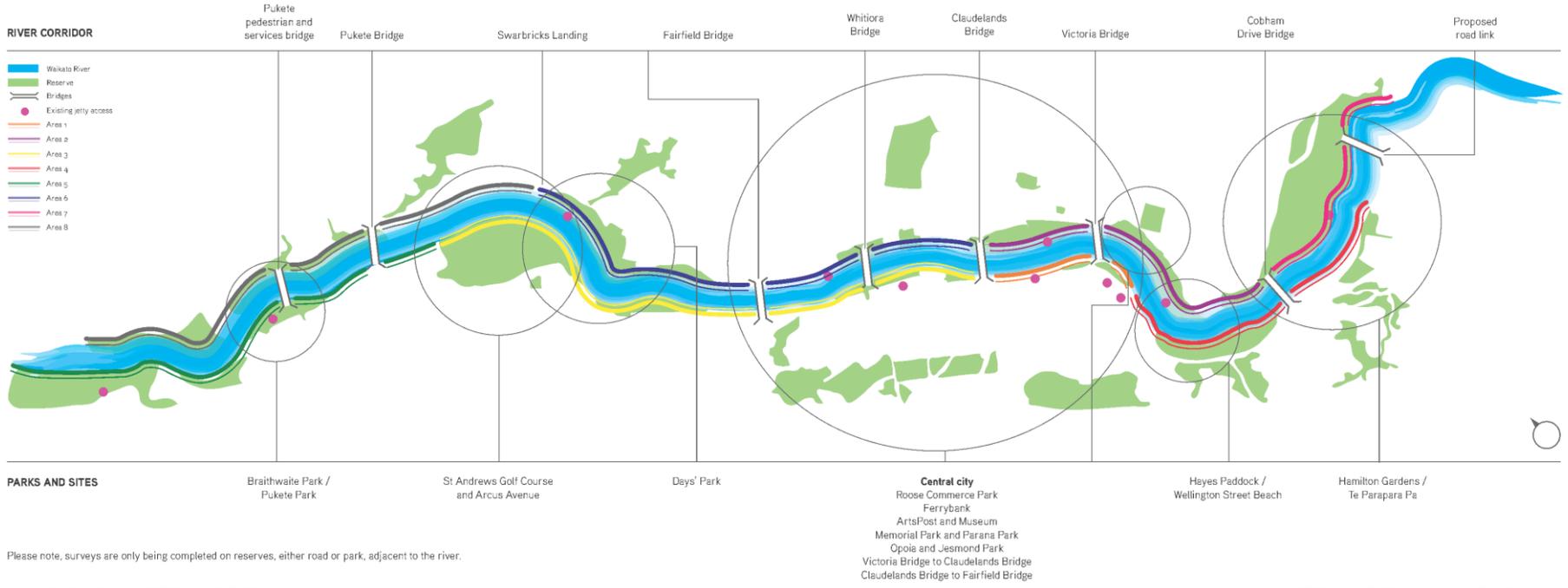
Now we have solid data, we will begin the process of turning this into a long-term robust work programme.

The first thing we are doing is undertaking a health and safety assessment of the trees, some of which has already been completed. The work programme will include pruning, thinning and safe removals, and planting. This work will be staged over a number of years to ensure we maintain the integrity of the river bank.



Parks and Open Spaces Project Leader Zeke Fiske has been part of a team of staff carrying out assessments of river bank vegetation.

MAP



TIMEFRAMES

AREA	TIMING
Area 1	Completed
Area 2	Completed
Area 3	Completed
Area 4	Completed
Area 5	September 2017 – February 2018
Area 6	February – May 2018
Area 7	September 2018 – January 2019
Area 8	February – May 2019

Updates

This Vegetation Management Plan will be updated periodically as we continue to collect data and complete the programme of works created.

Attachment 5: River Plan 2017-18 Annual Plan Projects

OPTION ONE (RECOMMENDED):

Option One delivers projects across the River Plan. It will provide focus in the central city, providing the majority of funding for Stage 1 of the Ferrybank Development Plan (FDP) – Project One (See Attachment 7 of the 16 May 2017 Community and Services Committee Report for further detail). It will also deliver wayfinding and interpretation signage within the CBD and some elements of the Pukete Garden Bridge.

PROJECT	ESTIMATED COST
Ferrybank Project One – Stage One - Museum Terrace	\$1,100,000
Pukete Garden Bridge - Furniture/planters (20)	\$125,000
River Plan Signage - Interpretation and wayfinding signs for the western river path – central city	\$25,000
	\$1,250,000

OPTION TWO:

Option Two still delivers projects across the River Plan. It will provide some funding for Stage 1 of the Ferrybank Development Plan – Project One (See Attachment 7 of the 16 May 2017 Community and Services Committee Report for further detail). It will also deliver wayfinding and interpretation from the CBD to north, with a greater focus on the Pukete Garden Bridge.

PROJECT	ESTIMATED COST
Ferrybank Project One – Stage One - Museum Terrace	\$950,000
Pukete Garden Bridge - Furniture/planters (20) - Rhino coating to bridge surface - Some lighting	\$250,000
River Plan Signage - Interpretation and wayfinding signs for the western river path – Northern boundary to central city	\$50,000
	\$1,250,000

OPTION THREE:

Option Three still delivers projects across the River Plan, but with of a focus in enhancing the Pukete Garden Bridge and completing signage throughout the river path network. It will provide some funding for Stage 1 of the Ferrybank Development Plan – Project One (See Attachment 7 of the 16 May 2017 Community and Services Committee Report for further detail).

PROJECT	ESTIMATED COST
Ferrybank Project One - Museum Terrace	\$800,000
Pukete Garden Bridge	\$350,000

- Furniture/planters (27)	
- Rhino coating	
- Lighting	
River Plan Signage	
- Interpretation and wayfinding signs for the western river path – Northern boundary to Cobham Bridge and eastern river path – Parana Park to Cobham Bridge	\$100,000
	\$1,250,000

OPTION FOUR:

Option Four delivers Ferrybank Development Plan – Stage 1 of Project One(See Attachment 7 of the 16 May 2017 Community and Services Committee Report for further detail). This option does not include any other River Plan projects.

PROJECT	ESTIMATED COST
Ferrybank Project One	
- Museum Terrace	\$1,250,000
	\$1,250,000

PUKETE GARDEN BRIDGE

Completing full implementation of the Pukete Garden Bridge has not been recommended for the draft 2017/18 Annual Plan, as it does not allow for other River Plan projects to be delivered at the same time.

The total cost to deliver the Pukete Garden Bridge is estimated at \$1,250,000. If Option One is delivered in 2017/18, further funding would need to be considered in the draft 2018-28 10-Year Plan to complete the project. This could be staged over a number of years.

Concept drawings of the Pukete Garden Bridge are provided in Attachment 6 of the 16 May 2017 Community and Services Committee Report.

Components of the Pukete Garden Bridge	Estimated Cost
Project Costs	\$55,000
Handrail/Boardwalk and Handrail	\$910,000
Handrail Lighting	\$90,000
Rhino Coating – coloured applied to the middle section of the bridge	\$70,000
Garden Furniture (27 units)	\$125,000
Total	\$1,250,000

PUKETE GARDEN BRIDGE

BRAITHWAITE PARK, HAMILTON

LANDSCAPE CONCEPT PLAN

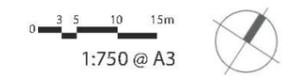
September 2016

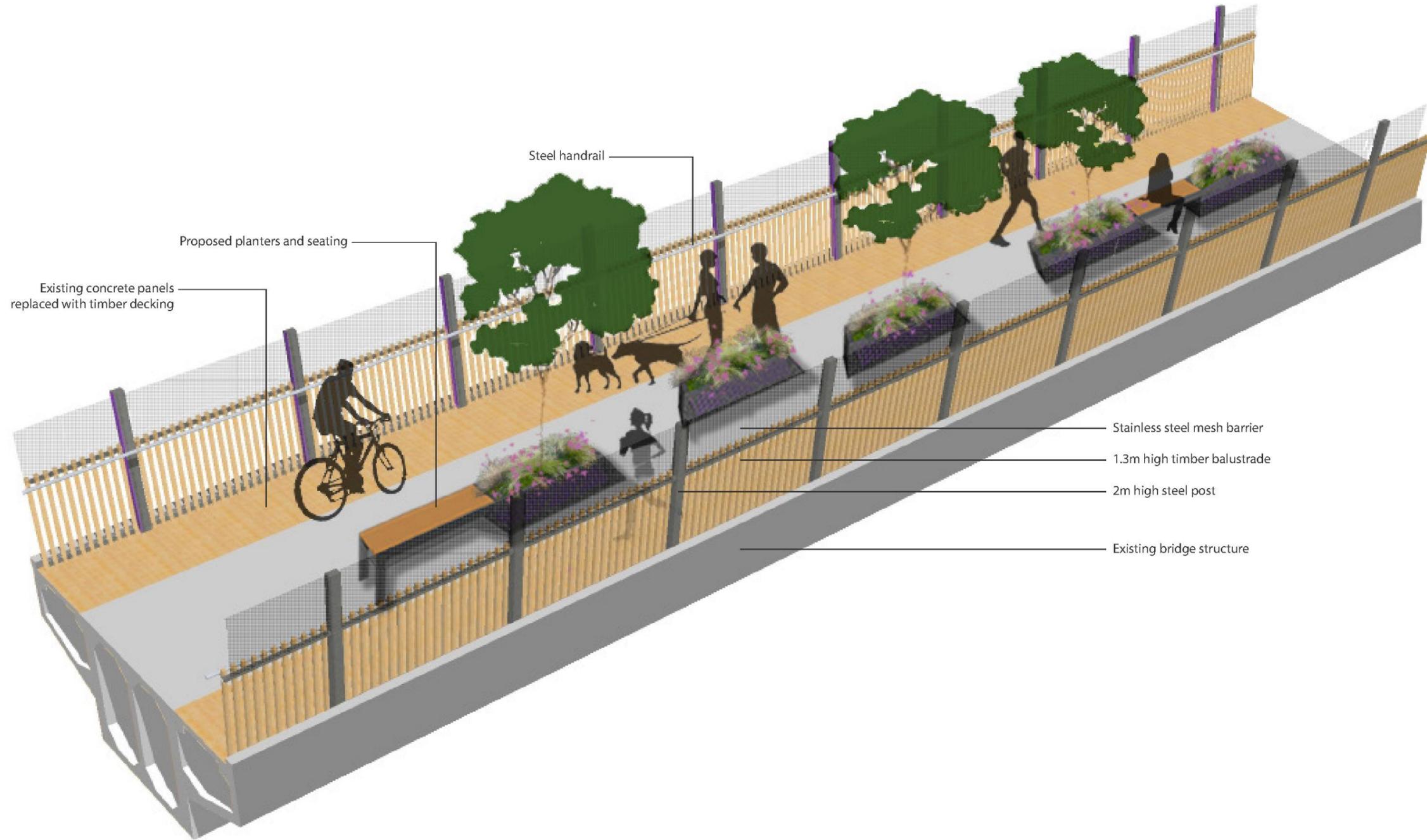
bespoke
LANDSCAPE ARCHITECTS

 **Hamilton City Council**
Te kaunihera o Kirikiriroa



- KEY**
- 01. Existing bridge with proposed planters / installations
 - 02. Terraced landscape link to Braithwaite Park. Inferred reference to Pukete Pa
 - 03. Feature stairs / terraced pedestrian link
 - 04. River walk pathways
 - 05. Connecting paths to adjacent parks / residential areas
 - 06. Existing jetty





Existing concrete panels replaced with timber decking

Proposed planters and seating

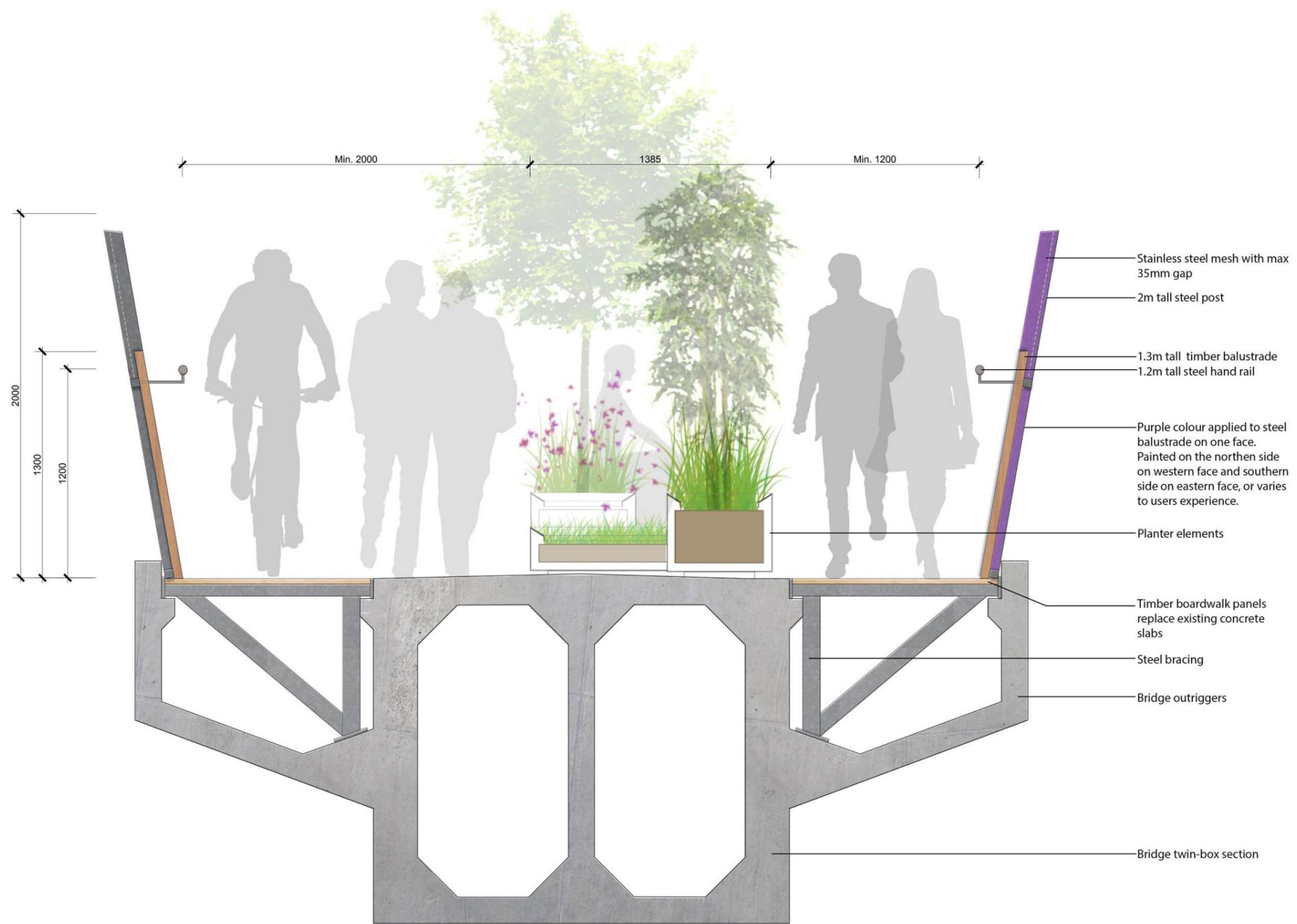
Steel handrail

Stainless steel mesh barrier

1.3m high timber balustrade

2m high steel post

Existing bridge structure



SECTIONAL VIEW

Attachment 7: Ferrybank Development Plan Initial Projects Breakdown

The Ferrybank Development Plan has 29 projects at a total cost of \$208M, to be funded by Council in partnership with a range of external funders. Staff working with Wraight Athfield Landscape and Architecture (WALA) have identified two projects to be prioritised for the draft 2018-28 10-Year Plan. Prioritising these projects will show Momentum Waikato Community Foundation and the community that Council is committed to delivering the River Plan – Ferrybank Development Plan.

A breakdown of the two projects is provided below.

PROJECT ONE		*ESTIMATED COST	DESCRIPTION OF PROJECT
Stage One	**Park Terrace (by Museum)	\$1,350,000	Strengthen connections between the Museum to the river path, Ferrybank Promenade and Grantham Street. Includes paths, landscaping, lighting and furniture.
Stage Two	Ferrybank Promenade	\$6,620,000	New river side promenade from the Victoria Bridge through to , with landscaping lighting and furniture.
	Ferrybank Ecological Terraces	\$3,190,000	Included retaining, planting, steps, ramps and pathways.
Stage Three	Ferrybank Pontoon	\$1,292,500	Floating timber decked pontoon off the Ferrybank Promenade.
Total		\$12,452,500	

**If approved, part of this Stage will be delivered through the 2017/18 Annual Plan.

PROJECT TWO		*ESTIMATED COST	
Stage One	CityTerrace Playground	\$2,100,000	New destination playground
	Victoria Street/City Terrace	\$5,300,000	Victoria Street enhanced footpath, kerb and parking relignmnet. Boulevard specimen trees and planting. Strengthen connection to Grantham Street and Museum.
Stage Two	Grantham Street (North of Victoria Bridge)	\$2,200,000	Improvements to Grantham Street – road surface, footpath, parking and streetscaping to strengthen connection between the City Terrace and Museum.
Total		\$9,600,000	

*The rough order of costs above excluded GST, escalation beyond 2016 and other costs as detailed in the report by Rider Levett Bucknell

PROPOSAL STRATEGY - TERRACES

FERRYBANK DEVELOPMENT PLAN _ THE TERRACE LANDINGS

The Waikato River/ Te Awa Waikato edge comprises a series of terraces and has thereby been named 'The Terrace Landings'. The proposal works with this natural topography in developing a series of terraces that transition from the level of the city to the river's edge. This extends from Victoria Street and the City Terrace, through the intermediate level River view and Park terraces down to the Grantham and Riverside terraces. At these lower levels a finer grain of terraces, The Landing Terraces, relate to the changing levels of the river. Grantham Street traverses diagonally between the terraces, providing connections and access between them.

The terraces are interlinked to provide a pathway system that gives direct access and views (as well as meandering pathways and circuits) to encourage exploration and engagement with the landscape, river and built infrastructure.

New buildings are to be integrated within the landscape of the Ferrybank and Roose Commerce Park in a manner that helps define, connect and activate the terraces between the city and the river – supporting, enabling, and celebrating a range of existing and new activities. A particular architectural approach is proposed for buildings in response to their context and function. However rather than design solutions, these are proposed design 'armatures' incorporating an architectural 'kit of parts', sufficiently robust and agile to cater for a range of likely activities. These can be developed in response to the specific needs and interests of a range of stakeholders, and incorporate layers of specific identity and expression in consultation with those stakeholders. In addition, they are conceived as a series of projects that can be implemented progressively in response to emerging public, cultural, market or funding opportunities.



KEY PLAN
_ TERRACE

- KEY
- LANDSCAPE + PUBLIC REALM**
- Site boundary
 - Approximate Terrace Boundary Line
 - City Terrace
 - Riverview Terrace
 - Park Terrace
 - Grantham Terrace
 - Riverside Terrace
 - Grantham Street
 - Ferrybank River Promenade
 - Roose Commerce Park River Promenade
 - Ferrybank Ecological Terraces
 - Roose Commerce Ecological Terraces
 - Pontoons
 - Boat Ramp
 - Landing Terraces
 - Roose Wharf
 - City Terrace Destination Playground, linked to Riverside Play Space
 - Events lawn and connection to Anzac Parade
- SUPPORTING BUILDINGS + STRUCTURES**
- Victoria Street Buildings
 - Waikato River Centre
 - Park Terrace Building
 - South Riverview Terrace Building
 - North Riverview Terrace Building
 - River Buildings including Rowing Clubs (04#)
 - Pedestrian/ Cycle Bridge
 - Victoria Bridge clip on, including crossings over Anzac Parade
 - Celebrating Age / Community Centre



THE TERRACE LANDINGS – TRAVERSING THE TERRACES

IMPLEMENTATION PARTNERSHIP APPROACH

INDICATIVE STAGING /
TIMEFRAMES FOR
PUBLIC AND PRIVATE
PARTNERSHIP PROJECTS

	PUBLIC FUNDED PROJECTS	PUBLIC / PRIVATE PARTNERSHIP PROJECTS	PRIVATE INFRASTRUCTURE
STAGE 1 (0-5 YEARS)	<ul style="list-style-type: none"> Grantham Street (north of ANZAC/Victoria Bridge) Ferrybank River Promenade Park Terrace upgrade 	<ul style="list-style-type: none"> Waikato River Centre Building Ferrybank Ecological Terraces Pontoons Roose Wharf City Terrace Destination Playground Riverside Terrace Play space 	<ul style="list-style-type: none"> Victoria Street Building River Building #2 River Building #3 River Building #4 North Park Terrace Building South Park Terrace Building
STAGE 2 (5-10 YEARS)	<ul style="list-style-type: none"> Victoria Street / City Terrace Riverview Terrace Roose Com. Park River Promenade Landing Terraces 	<ul style="list-style-type: none"> River Building #1 Celebrating Age Community Centre Bld. Roose Com. Park Ecological Terraces Boat Ramps 	
STAGE 3 (10-15 YEARS)	<ul style="list-style-type: none"> Grantham Street (south of Victoria Bridge) Park Terrace (by Museum) 	<ul style="list-style-type: none"> Pedestrian / Cycle Bridge (Including bridge link landscape) Victoria Bridge (Including new crossing to Anzac Parade) Event Lawn 	

KEY

- YEAR 1 -3
- ENABLING – TEMP WORKS
- YEAR 4-5
- ENABLING – TEMP WORKS

THE TERRACE LANDINGS – TRAVERSING THE TERRACES

IMPLEMENTATION PARTNERSHIP APPROACH

PUBLIC FUNDED PROJECTS	PUBLIC / PRIVATE PARTNERSHIP PROJECTS	PRIVATE INVESTMENT
7 Ferrybank River Promenade	9 Ferrybank Ecological Terraces	
3 Park Terrace (by Museum)	11 Ferrybank Pontoon	
3 Park Terrace upgrade	15 City Terrace Destination Playground	



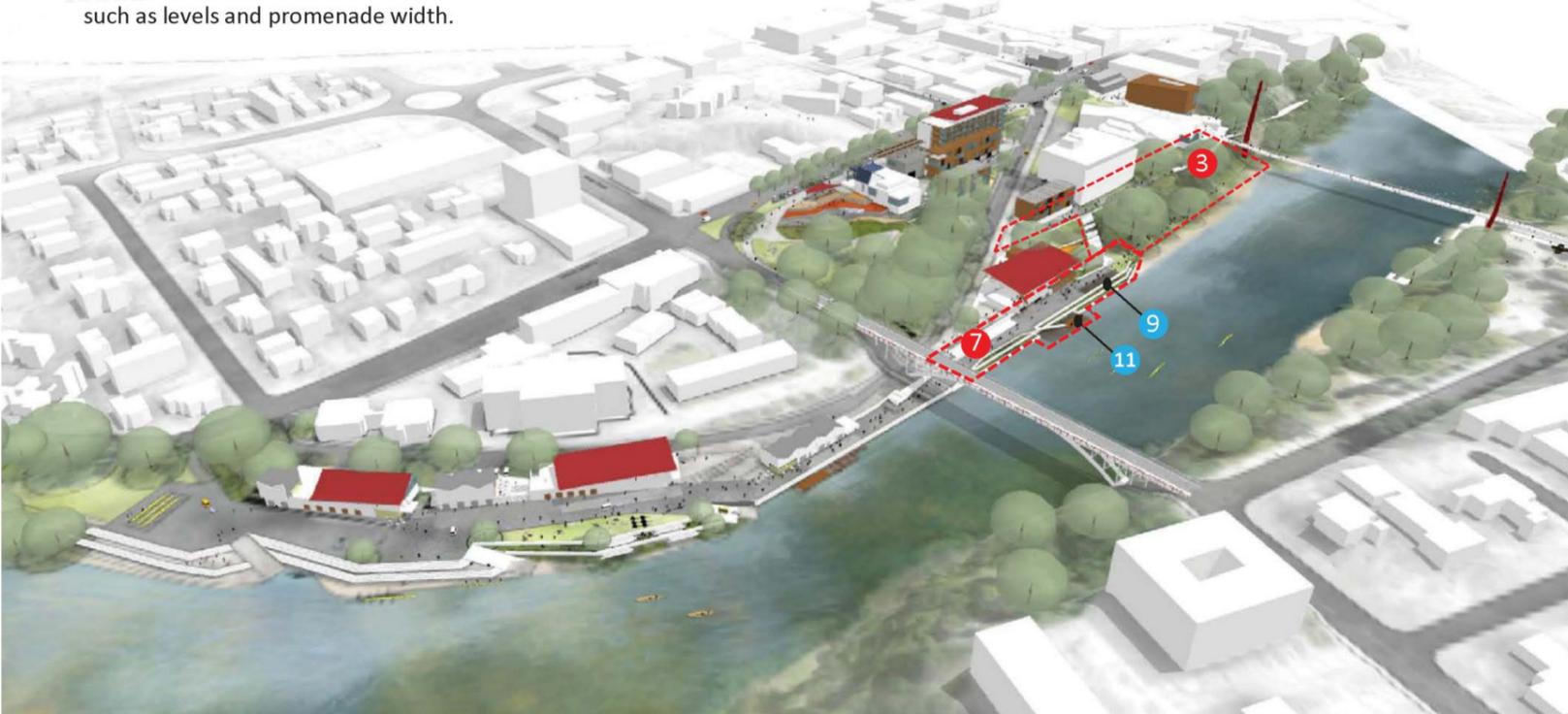
THE TERRACE LANDINGS – TRAVERSING THE TERRACES

IMPLEMENTATION – PROJECT ONE

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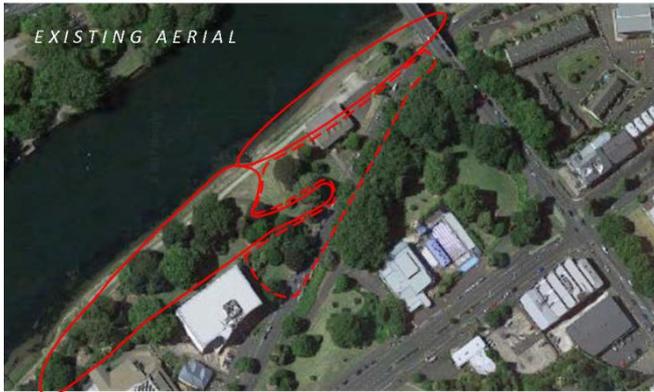
- | | |
|------------------------------------|--|
| 7 Ferrybank River Promenade | 9 Ferrybank Ecological Terraces |
| • \$6,620,000 | • \$3,190,000 |
| 3 Park Terrace (by Museum) | 11 Ferrybank Pontoon |
| • \$1,350,000 | • \$1,292,500 |

Note: Rough Order Cost Estimates are as per RLB / Rider Levett Bucknell report August 2016. All inclusions + exclusions are as noted on pages 2-4 of report. No work to the existing Rowing Club building is included in estimate. Interim works to the Bowling Club building may need to occur to resolve issues such as levels and promenade width.



THE TERRACE LANDINGS – TRAVERSING THE TERRACES

PLAN - PROJECT ONE – PROMENADE AND PARK TERRACE (BY MUSEUM)



- KEY
- 3 Park Terrace (by Museum)
 - 7 Ferrybank River Promenade
 - 9 Ferrybank Ecological Terraces
 - 11 Pontoon
 - 15 City Terrace Destination Playground
 - 17 Event Lawn
 - 16 Riverside Play Space
 - B Waikato River Centre Building
 - C1 Park Terrace Building

- KEY
- PROJECT AREA
 - - - CATALYSED AREA

THE TERRACE LANDINGS – TRAVERSING THE TERRACES

BEFORE + AFTER - PROJECT ONE – PROMENADE AND PARK TERRACE (BY MUSEUM)

BEFORE



View from Victoria Street Bridge towards Ferrybank

AFTER



PROMENADE & PARK TERRACE (BY MUSEUM)

- RETAIN CURRENT ROWING CLUB BUILDING IN MEDIUM TERM
 - PONTOON FOR RIVER EXPLORER
 - BIKE HIRE
 - COFFEE TRUCK
- THE LANDING AS CATALYST FOR MUSEUM CONNECTION

THE TERRACE LANDINGS – TRAVERSING THE TERRACES

PLAN - PROJECT TWO - PLAYGROUND



KEY

- 1 Victoria Street / City Terrace
- 6 Grantham Street (north)
- 2 Riverview Terrace
- 3 Park Terrace (by Museum)
- 15 City Terrace Destination Playground
- 17 Event Lawn
- A Victoria Street Buildings
- C1 Park Terrace Building
- C2 South Riverview Building
- F Pedestrian / Cycle Bridge

KEY

- PROJECT AREA
- - - CATALYSED AREA

THE TERRACE LANDINGS – TRAVERSING THE TERRACES

BEFORE + AFTER - PROJECT TWO- PLAYGROUND

BEFORE



AFTER



View from Victoria Street towards the river

PLAY

- HIGH VISIBILITY
- REPLACES DERELICT FACILITY
- HIGH PUBLIC GOOD
- DESTINATION ATTRACTION

THE TERRACE LANDINGS – TRAVERSING THE TERRACES

Attachment 8: River Walk Small Projects List

These projects were identified during a river walk between Hamilton East and Hamilton Gardens and form part of the River Plan, Hamilton East Neighbourhood Plan and Hamilton Gardens Strategic Plan.

Area	Project	Action	Timeframe	Owner
Victoria Bridge (East side entry point)	1. Permanently block off entry from the river pathway to the bridge structure under the bridge, , install new lighting to provide a well light safe area, consider a mural on the new blocked off wall surface	<ul style="list-style-type: none"> Transport Team to investigate options and report to River Plan Manager with budget options 	Investigation and costings to be considered in the 2018-28 10-Year Plan	Transport Unit
	2. On southern side of the bridge install stairs/steps on the existing goat track that has developed between the upper river path and the lower river path.	<ul style="list-style-type: none"> This project was previously funded but deferred because of Ferrybank Plan work 	Project to be included in discretionary transport budget for delivery in 2017/18	Transport Unit
	3. Around the northern stairs which come immediately off the River Road corner, reduce vegetation to make it feel more open	<ul style="list-style-type: none"> Include in Vegetation Management Plan work programme for 2016/17 	Completed. Ongoing	Parks & Open Spaces
	4. Remove the existing seat under bridge	<ul style="list-style-type: none"> Remove seats 	Completion by 30 May 2017	Parks & Open Spaces
World War 2 Memorial Park	1. WW2 Memorial Clean Up Project (to be developed and implemented with advise and support from RSA)	<ul style="list-style-type: none"> Clean Memorial Remove old seats attached to Memorial Redesign the planting and install small triangle gardens on either side of the memorial 	Completion by June 2017	Parks & Open Spaces

		<ul style="list-style-type: none"> • Install Memorial Story Board • Signpost to the Memorial on the River Path 	Signage to be considered through the 2018-28 10-Year Plan	
	2. Look for opportunities to install new river-side seating	<ul style="list-style-type: none"> • Install new seating 	Ongoing	Parks & Open Spaces
	3. Help & Hope signs	<ul style="list-style-type: none"> • Coordinate removal with Community Development Unit 	Completed.	Parks & Open Spaces
Cobham Bridge Underpass	1. Permanently block off the cave like opening underneath bridge, including a review of the depth of the walking path against the underside of the bridge	<ul style="list-style-type: none"> • Transport Team to investigate options and report to River Plan Manager with budget options 	Investigation and costings to be considered in the 2018-28 10-Year Plan	Transport Unit
	2. Update arrival sign into the Hamilton Gardens	<ul style="list-style-type: none"> • Replace the existing wooden carved "Hamilton Gardens" sign with signage that is consistent with Hamilton Gardens signage 	Completed.	Hamilton Gardens
Waikato Regional Council pathway	1. Waikato Regional Council pathway clean-up	<ul style="list-style-type: none"> • Work with WRC to clean up the pathway and make the access more visible, useable and safe • Install signs about access to pathway 	Completion by June 2017	Cr Gallagher
General area	<ol style="list-style-type: none"> 1. Implement River Plan signage plan 2. Complete vegetation management, 3. Exercise equipment upgrade 4. Pooches in Parks Plan 	<ul style="list-style-type: none"> • Tree and vegetation management is to continue to ensure views of the river are enhanced and safety of the river path is paramount • Paint or replace existing exercise equipment near Wellington Beach 	<p>Ongoing.</p> <p>Part of the Wellington St Beach concept, costings to be</p>	Parks & Open Spaces

		<ul style="list-style-type: none"> • Update exercise equipment signs near Wellington Beach • Install water drinking fountains with dog bowls along pathway (Pooches in Parks Plan) • Update and install new signs on the river pathway 	considered in the 2018-28 10-Year Plan	
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Committee: Community and Services
Committee

Date: 16 May 2017

Report Name: Options for Reporting on
Sustainability Actions

Author: Julie Clausen

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Sustainability Principles</i>
Financial status	<i>The cost to produce this report is estimated at \$3000 of staff time which is covered in existing budgets. There is no specific budget allocated to implement performance indicators on sustainability.</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 approval of the recommended reporting mechanism to assess the progress of sustainability actions.

3. Executive Summary

- Council has undertaken a sustainability action stocktake for the past two years (2015 and 2016).
- The Community and Services Committee has requested staff also provide options on reporting mechanisms to assess the progress of sustainability actions through the production of a scorecard.
- Council does not have any internal expertise resource for environmental sustainability and therefore has explored five options for reporting mechanisms on the progress of sustainability.
- The recommended option is the continuance of the annual sustainability stocktake with the addition of a Hamilton City Progress Indicators scorecard.
- Hamilton City Indicator Scorecard would be based on the [Waikato Progress Indicators](#) scorecard which the Waikato Regional Council (WRC) produces to measure the Waikato region's overall progress, with corporate indicators developed and reported by Hamilton City Council.
- The recommended option uses the regional council's expertise and capacity to develop the scorecard. The use of indicators that are used across the region reflects that environmental sustainability is not a result of the performance of only Hamilton City but is instead a reflection on how the city and the wider communities of the region work together towards environmental sustainability outcomes.

Recommendations from Management

That the Community and Services Committee;

- a) receives the report;
- b) approves the recommended option – option three:
 - (i) the annual sustainability stocktake undertaken by Hamilton City Council;
 - (ii) a Hamilton City Progress Indicators scorecard to measure progress of environmental sustainability be developed and maintained by the Waikato Regional Council; and
 - (iii) a Corporate Indicators scorecard is develop and maintained by Hamilton City Council.

10. Attachments

11. There are no attachments for this report.

12. Background

13. In December 2015 Council undertook a stocktake of Hamilton City Council's activities that support elements of sustainability in relation to climate change, energy, transport, land use, biodiversity, water and waste. The 2015 Sustainability Stocktake was reported to [Council in March 2016](#).
14. On [19 July 2016 Council](#) adopted a set of Sustainability Principles to underpin how sustainability is considered in Council decision making and within Council operations.
15. On [21 February 2017](#) the 2016 Sustainability Stocktake was received by the Community and Services Committee and the Committee requested staff provide options on reporting mechanisms to assess the progress of sustainability actions.

16. Reporting on Sustainability

17. Staff have recognized that we do not currently have the relevant expertise or resource to develop an appropriate reporting mechanism in-house. A number of other options have been considered for how a reporting mechanism might be developed.
18. The options considered are:

Option	Title	Description
1	Stocktake Only	Annual sustainability stocktake will continue to be undertaken (Status quo).
2	Stocktake plus Waikato Progress Indicator scorecard	The annual sustainability stocktake will continue to be undertaken and Waikato Progress Indicators scorecard as provided by the Waikato Regional Council will be used.
3	Stocktake plus Hamilton City Progress Indicator Scorecard	The annual sustainability stocktake will continue to be undertaken. A Hamilton City Progress Indicators scorecard to measure progress of environmental sustainability is developed by the Waikato Regional Council. Corporate action indicators developed and maintained by Hamilton City Council.
4	Stocktake plus Sustainability Progress scorecard	The annual sustainability stocktake will continue to be undertaken and a sustainability progress scorecard is developed and updated annually by Council staff.

Option	Title	Description
5	Stocktake plus Sustainability Progress scorecard which is monitored externally	The annual sustainability stocktake will continue to be undertaken and a sustainability progress scorecard is developed internally but monitored externally.

19. Option one (1) – Annual sustainability stocktake

- 20. The annual sustainability stocktake will continue to be undertaken to identify Hamilton City Council’s activities that support elements of sustainability in relation to climate change, energy, transport, land use, biodiversity, water and waste.
- 21. The stocktake report format will be as per the 2016 Sustainability Report which is a summary of the key actions being undertaken, grouped by element under each principle.
- 22. Once the stocktake is approved by Council, it will be available on the Environmental Sustainability page on Council’s web site.
- 23. To continue this option is estimated at \$12,000 annually. This option is currently covered in the existing strategy work programme budget.
- 24. Assessment of the option:

Advantage	Weakness
Within current budget	Based to anecdotal information
Existing defined process	Limited trend data to see impact over time

25. Option two (2) – Annual sustainability stocktake and use the Waikato Progress Indicators Scorecard

- 26. The annual sustainability stocktake will continue to be undertaken and Waikato Progress Indicators scorecard as provided by the Waikato Regional Council will be used.
- 27. This approach recognises that the city’s environmental sustainability cannot be considered in isolation of other districts and the use of indicators from the regional scorecard acknowledges Hamilton City’s dependencies on neighboring districts in terms of sustainability.
- 28. The link to the Waikato Progress Indicators Scorecard would reside on Council’s Environmental Sustainability webpage alongside the stocktake reports.
- 29. This option is estimated at \$2,000 to implement to create web page links, there is no ongoing annual cost for the indicators. The \$12,000 to deliver the annual stocktake will still be required. There is provision in the existing strategy work programme budget for this option.
- 30. Assessment of the option:

Advantage	Weakness
Provides anecdotal information (stocktake) and data (scorecard)	Data is only at regional level, not city level
Cost is within current budget	Reliant on external party (Waikato Regional Council)
Provides trends over time	

31. Option three (3) – Annual sustainability stocktake and a Hamilton City Progress Indicators Scorecard

- 32. The annual sustainability stocktake will continue to be undertaken, a Hamilton City Progress Indicators scorecard to measure progress of environmental sustainability is developed by the Waikato Regional Council and Hamilton City Council develops and reports on corporate indicators.
- 33. The Hamilton City Indicator Scorecard would be based on the [Waikato Progress Indicators](#) scorecard which has been developed by the Waikato Regional Council (WRC) to help measure the Waikato region’s overall progress.
- 34. Hamilton City is surrounded by Waikato and Waipa District Councils and the city’s environmental sustainability cannot be considered in isolation of other districts. The use of

indicators that are used across the region provides a comparison basis to assess the city in terms of sustainability.

35. The Waikato Progress Indicator scorecard is based on regional data but the data can be sourced at a territorial authority level. Council could commission the Waikato Regional Council to develop an indicator report for the city, replacing the regional data with the city data wherever possible to form the Hamilton City Progress Indicators Scorecard.
36. The proposed indicators are:

Indicator	Description	Data Level
Environmental attitudes	Average New Environmental Paradigm score	Territorial Authority (Hamilton City) information is available
River water quality	Percentage of water samples taken from rivers and streams deemed unsatisfactory for ecological health	Includes samples at Narrows and Horotiu
Soil quality	Percentage of monitored soil sites meeting at least five soil quality targets	Recommend it is excluded as it is not a relevant indicator for the city
Rural subdivision	Area of rural land subdivided	Recommend it is excluded as it is not a relevant indicator for the city
Air quality	Exceedances of the regional guideline for particulate matter	There are indicator sites within Hamilton City
Greenhouse gases	National total greenhouse gas emissions	This is a national indicator as no regional data is available. Recommend it is included in the report
Indigenous vegetation	Extent of indigenous vegetation on land	Territorial Authority (Hamilton City) information is available
Protected land	Percentage of legally protected areas which are threatened environments	This indicator is not reported on Waikato Progress Indicator report but could be included as the data is available at territorial authority level
Water use	Water allocation as a percentage of total allocatable water (Waikato River)	This information is available at regional level only. Recommend it is included in the report
Coastal habitats	Estuarine area covered with invasive species (saltwater paspalum)	Recommend it is excluded as it is not a relevant indicator for the city
Waste	Tonnage of waste to landfill per capita	The data collected by the regional council is not to territorial authority level, however Council does have this data from our waste service end can provide it to the regional council

Indicator	Description	Data Level
Recycling	Self-reported prevalence of household recycling	The data collected by the regional council is not to territorial authority level, however Council does have this data from our waste service end can provide it to the regional council

37. A contract would need to be established with the Waikato Regional Council to develop and provide updating of the indicator scorecard on an annual basis. The Regional Council would create the scorecard using their existing approach.
38. The indicators proposed focus on measures of environmental sustainability, and there are no measures of Council's actions as a good corporate citizen. A separate limited corporate scorecard could be created that would measure council activity in the areas listed below:

Element	Indicator
Energy	Use of renewal energy (electricity and vehicles)
Water	Use of grey water
	Implementation of water saving devices and impact on water consumption
Waste	Volume of recycling

39. The link to the Hamilton City Progress Indicators Scorecard would reside on Council's Environmental Sustainability webpage alongside the stocktake reports.
40. This option is estimated at a \$10,000 for Waikato Regional Council to develop the scorecard and annual costs of \$5,000 to monitor plus the \$12,000 budgeted to deliver the annual stocktake. There is provision in the existing strategy work programme budget for this option.
41. Assessment of the option:

Advantage	Weakness
Provides anecdotal information (stocktake) and data (scorecard)	Cost to develop and maintain is outside current budget
Based on framework used across the region	Reliant on external party (Waikato Regional Council)
Provides trends over time	The scorecard will be hosted on the regional council web page (but available from link on Hamilton City Council page)
	Council would need to produce a separate scorecard for corporate activity

- 42. Option four (4) – Annual sustainability stocktake and an internally developed and monitored Sustainability Progress Scorecard**
43. The annual sustainability stocktake will continue to be undertaken and a sustainability progress scorecard is developed and updated annual by Council staff.
44. Council will determine the content of the sustainability progress scorecard and collect data for the scorecard on an annual basis.
45. There is no existing capacity in the organization in terms of sustainability expertise and this would need to be included in the organisational structure via a position (part-time) or by contracted resources.
46. The Sustainability Progress Scorecard would reside on Council's Environmental Sustainability webpage alongside the stocktake reports.
47. This option is estimated at \$60,000 annually to fund a part-time resource to develop the indicators and provide on-going monitoring. There is no provision in the existing strategy work programme budget for this option.
48. Assessment of the option:

Advantage	Weakness
Provides anecdotal information (stocktake) and data (scorecard)	Council would have to source expertise to develop and maintain the scorecard
Content of scorecard is determined by Council	Ongoing cost to produce scorecard
	Dependent on indicators selected there may not be any past trend data available

49. Option five (5) – Sustainability Progress report conducted annually by an external expert

50. An external recognized expert (such as PwC or Deloitte) would annually undertake an audit of council activities and provide a report on environmental sustainability for Hamilton City.

51. This report would replace the annual sustainability stocktake and include environmental indicators.

52. This option is estimated at \$40,000-\$60,000 for the first report and subsequent reports would be in the order of \$30,000 to \$50,000. There is no provision in the existing strategy work programme budget for this option.

53. Assessment of the option:

Advantage	Weakness
External independent assessment	Cost for the report
	Dependent on indicators selected there may not be any past trend data available

54. Recommended Approach

55. A summary of the key factors of each option is outlined in the table below:

	Reports on Actions (stocktake)	Provides trend indicators	Hamilton City focused	Comparable across the region	Provided by environmental experts	Set-up cost (\$000)	Ongoing cost (\$000)	Provided within existing budget
Option 1 Stocktake	✓	✗	✓	✗	✗	\$0	\$12	✓
Option 2 Regional indicators	✓	✓	✗	✗	part	\$2	\$12	✓
Option 3 HCC indicators provided by WRC	✓	✓	✓	✓	part	\$10	\$17	✓
Option 4 New resource	✓	✓	✓	?	✗	\$0	\$60	✗
Option 5 External experts	✗	?	✓	✗	✓	\$50	\$40	✗

56. Option three (3) the Hamilton City Progress indicators scorecard and annual stocktake is the recommended approach.

57. The use of indicators that are aligned to the regional indicators reflects that environment sustainability is not a result of the performance of only Hamilton City but is instead a reflection on how the city and the wider communities of the region work together towards environmental sustainability outcomes.

58. The option is within budget and is efficient as it uses the regional capability rather than duplicating capability.

59. Financial and Resourcing Implications

60. The cost to produce this report is approximately \$3,000 of staff time which is covered within existing budgets. No external costs were incurred.

61. Risk

62. If Council decides to continue performing the stocktake only, the Council and community will have only limited means to monitor the effect of sustainability actions.

Signatory

Authoriser	Sean Hickey, General Manager Strategy and Communications
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Committee: Community and Services
Committee

Date: 16 May 2017

Report Name: Hamilton Central City Safety
Plan review

Author: Debbie Lascelles

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Hamilton Central City Safety Plan</i>
Financial status	<i>Plan review will be managed within existing budgets.</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 approve the formation of a task force to develop a new Hamilton Central City Safety Plan.

Recommendations from Management

That the Community and Services Committee:

- a) receives the report;
- b) approves the formation of the proposed Hamilton Central City Safety Plan Task Force, the draft Terms of Reference and proposed membership; and
- c) appoints Councillor Angela O'Leary as chair of the task force and Mayor and Councillors _____, _____, _____ as the elected member representatives to the task force.

3. Attachments

4. Attachment 1 - Hamilton Central City Safety Plan Task force - Terms of Reference - 2017

5. Background

6. The Hamilton Central City Safety Plan (HCCSP) was adopted by the Council in September 2014.
7. Six monthly reports were received by the Strategy and Policy Committee on 24 February 2015, 3 November 2015 and 19 July 2016.
8. Staff updated the Council on the HCCSP at the 13 April 2017 briefing. This briefing was attended by representatives from The People's Project, Hamilton Central Business Association and Police.
9. The Council agreed that the HCCSP should be renewed and revised for implementation once the current plan expires at the end of 2017.

10. Hamilton Central City Safety Plan review

- 11. To support the development of a new plan, it is recommended that a task force is formed. The scope and objectives of the task force is outlined in the draft Terms of Reference (Attachment 1).
- 12. Staff recommend that Councillor O’Leary is appointed as chair of the task force due to her background with the People’s Project. The remaining membership is proposed to include the Mayor, City Safe Unit Manager, Community Development and Leisure Unit Manager, Julie Nelson (People’s Project), Kerry Hawkes (People’s Project) and three Councillors to be selected at this meeting.
- 13. The task force will present a draft plan for approval to the 31 October 2017 Community and Services Committee.

14. Financial and Resourcing Implications

- 15. Costs for the development of the plan will be minimal and will be managed within existing budgets.

Signatory

Authoriser	Lance Vervoort, General Manager Community
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Review of the Hamilton Central City Safety Plan Task force – Terms of Reference

1 Background

Safety in the central city is a complex subject. Not only are there a range of difficult issues to address, but public perception of these issues does create an additional challenge that should be addressed. Council is one part of a multifaceted solution that requires the input of multiple agencies.

2 Role of the Task Force

The role of the task force is to review the outcomes from the Hamilton Central City Safety Plan (the Plan), and develop a new draft plan.

3 Task Force Membership

The Plan Task Force is made up of the following members;

Name	Role
Angela O’Leary (Chair)	HCC Councillor
Andrew King	Hamilton Mayor
TBC	HCC Councillor
TBC	HCC Councillor
TBC	HCC Councillor
Julie Nelson	The People’s Project
Kerry Hawkes	The People’s Project
Kelvin Powell	Unit Manager, City Safe
Debbie Lascelles	Unit Manager, Community Development & Leisure (Acting)

4 Scope and Objectives

The task force will:

Review the effectiveness of the current plan;

Review current safety issues within the Hamilton Central Business District and evidence based approaches to address these issues;

Draft a new plan that details Council’s role to address the issues;

Seek partnership, engagement and feedback where appropriate with external stakeholders.

5 Reporting to Council

A draft plan will be presented to the 31 October Community and Services Committee 2017.

6 Budget

Cost to develop the plan will be met within existing budgets. If budget is required for actions as a result of a new plan, these will be brought to Council for consideration with the draft plan.

Committee: Community and Services
Committee

Date: 16 May 2017

Report Name: Community Occupancy -
Enderley Park Community
Centre

Author: Andy Mannering

hReport Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Community Occupancy Policy</i>
Financial status	<i>Community occupancy revenue: \$128,845 per annum</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 approval to amend the Community Occupancy Lease for Enderley Park Community Centre.

Recommendations from Management

That the Community and Services Committee:

- a) receives the report; and
- b) approves the variation to extend the leased area of **Raukura Hauora o Tainui in Enderley Park Community Centre on Enderley Park** up to 315m², being part of Lot 2 DPS 7131, as shown in Attachment 1, subject to all terms and conditions being per their current lease. The new rental rate to account for the increase in leased area to be as follows:
 - i) Term – until 30 June 2018
 - ii) Rent – \$1,968.75 plus GST per annum (plus maintenance and utility charges) in accordance with the Community Occupancy Policy
 - iii) All other terms and conditions in accordance with the Community Occupancy Policy and Community Occupancy Guidelines.

3. Attachments

4. Attachment 1 - Enderley Park Community Centre (South End) - Raukura Hauora o Tainui

5. Background

6. Raukura Hauora o Tainui is a charitable trust (CC31334). They are currently one of New Zealand's largest tribal based health providers with a diverse range of community services.
7. Raukura Hauora o Tainui has occupied space within Enderley Park Community Centre since 2004. The existing lease is for part of the building comprising 125m² until 30 June 2018.
8. A request to increase their footprint by 180m² within Enderley Park requires a variation to their current lease. The proposed extension will allow Raukura to provide additional services to the Enderley community. The additional space will provide room for eight community based workers.
9. The proposed adjusted rent is \$1,968.75 plus GST per annum (plus maintenance and utility costs), based on a building area of 315m² within the Centre.
10. Raukura Hauora o Tainui are currently hiring the additional space, awaiting the granting of an amendment to their existing lease.
11. The additional space has not been used by other groups since the arson in March 2016.
12. Staff recommend granting a variation to lease, subject to all terms and conditions being as per current lease.

13. Financial and Resourcing Implications

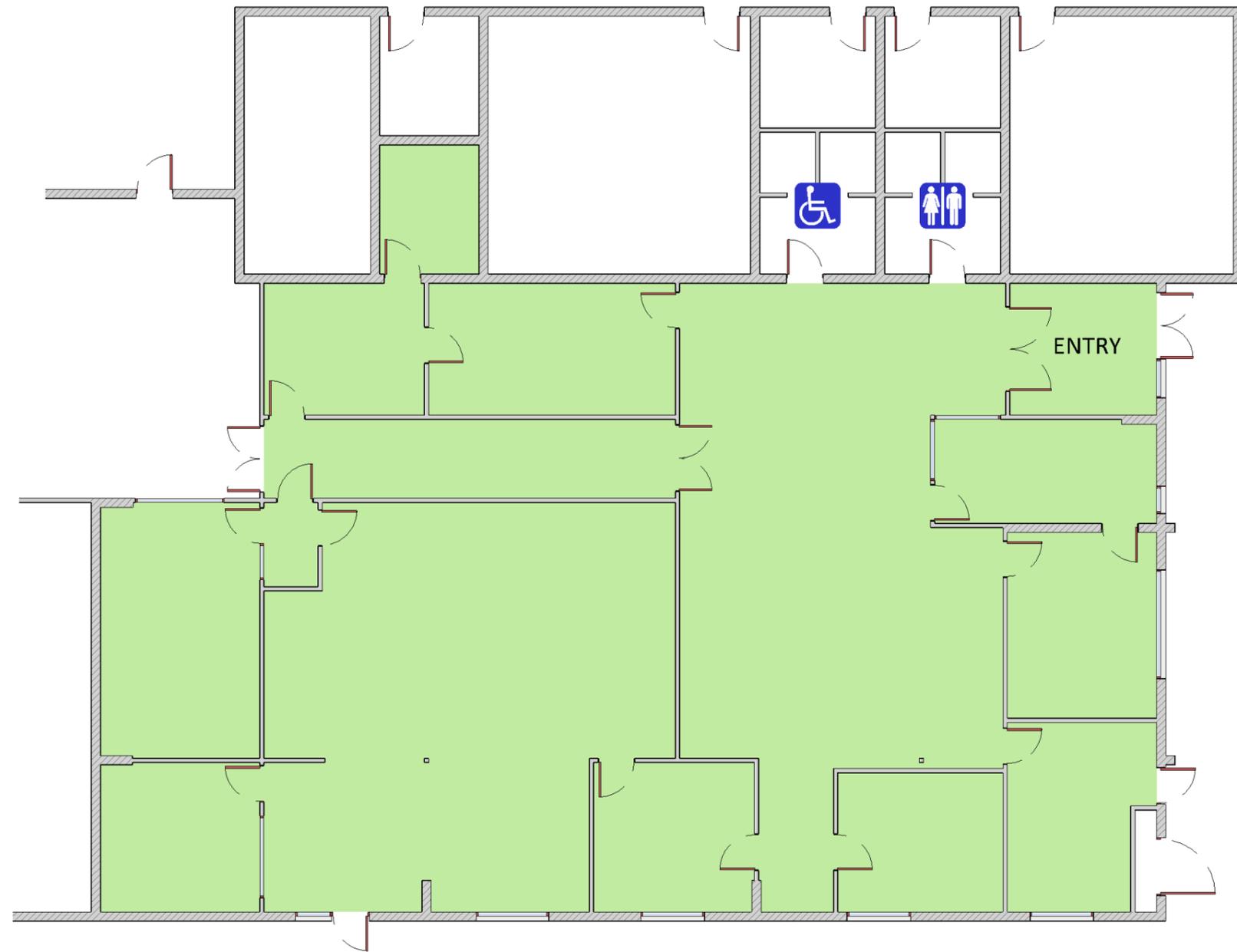
14. The rent payable by Raukura Hauora o Tainui is in accordance with the Community Occupancy Policy.
15. Subject to the agreements outlined in this report being approved, the annual revenue from all community occupancy lease agreements are projected at \$128,845 plus GST.

16. Risk

17. There is minimal risk to the Council in granting the amendment recommended in this report.

Signatory

Authoriser	Lance Vervoort, General Manager Community
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**ENDERLEY PARK COMMUNITY CENTRE (SOUTH END)
Ruakura Hauora o Tainui**

COMMUNITY DEVELOPMENT AND LEISURE



FLOOR PLAN
March 2017

01

TRIM: D-2351957
File Ref: g:\hcc\nsp\community development unit\enderley park community centre\ruakura hauora o tainui.dgn

ENDERLEY PARK COMMUNITY CENTRE (SOUTH END) - Ruakura Hauora o Tainui

Committee: Community and Services
Committee

Date: 16 May 2017

Report Name: Community Sports Facilities
Fees and Charges

Author: Karen Kwok

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>2017/18 Annual Plan</i>
Financial status	<i>There 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 inform the Committee on the application of the current sport facilities fees as requested by Council resolution.

3. Executive Summary

- Sports facilities fees and charges and equity between sporting codes is a complex area.
- In terms of fees and charges, levels of service and provision of facilities, there is inequity between and within sporting codes in Hamilton City.
- Adopting a cost recovery model for fees and charges in an attempt to achieve equity between codes would require further work and could result in significant changes to current charges.
- A strategic framework for sport and recreation in Hamilton could be developed to align with the priorities identified in Sport Waikato's Moving Waikato 2025 Strategy and to replace Active Hamilton Strategy if fees and charges were to be reviewed.

Recommendation from Management

That the Community and Services Committee receive the report.

8. Attachments

- Attachment 1 - History and Application of Fees and Charges
- Attachment 2 - Benchmarking of Fees and Charges
- Attachment 3 - Sport Facilities Code Comparison

12. **Background**

13. Reason for the Report

14. At its meeting of 7 March 2017, Council resolved that:

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.

15. Staff understand the request is for the report to compare the percentage of Council’s operating costs being recovered between outdoor and indoor sports codes through Fees and Charges.

16. Council Provision of Community Sport Facilities

17. Council manages and maintains the following community sport facilities:

- 45 sports parks including 96 full sized sports fields, 8 cricket wickets, 2 football sand carpets, 21 netball hard courts and a synthetic athletics track;
- one indoor recreation facility; Te Rapa Sportsdrome; and
- two aquatic centres; Waterworld and Gallagher Centre.

18. Fees and Charges for these facilities are set through the [Annual Plan](#).

19. Council also supports community sport through:

- making land and buildings available for community occupancy or hire; and
- through grants and contributions to sporting infrastructure.

20. Previous Council reports

21. Sports facilities fees and charges is a complex space and has been tackled by Council many times in the past. This is illustrated in Attachment 1. Benchmarking confirms this, refer Attachment 2.

22. Following a more recent request from Council, a cost of community sport analysis was completed in 2014 and presented to the Community Forum Subcommittee on [2 August 2016](#).

23. The purpose of the analysis was to compare the cost to Council to provide the facilities for 13 community sporting codes.

24. The analysis identified the following percentage of Council’s operating costs being recovered from each code:

	Sporting Code	Contribution to Council’s operating costs
Indoor	Badminton	77%
	Swimming	44%
	Volleyball	35%
	Gymnastics	7%
Outdoor	Rugby Union	32%
	Netball	171%
	Football	26%
	Softball	29%
	Rugby League	17%
	Touch Rugby	16%
	Athletics	541%
	Cricket	12%
	Hockey	6%
All Codes		30%

25. Costs were analysed per person per hour of play. The analysis found that sporting codes that required a high level of maintenance of their facilities (such as Cricket), or codes that had low club membership numbers (such as Volleyball and Touch) had the highest cost per person per hour of play.
26. The analysis had many limitations and therefore could not provide an accurate picture of costs recovered, e.g. social league and school leagues were excluded due to difficulties in obtaining information and operating costs were not accurate due to the difficulty in breaking down costs to individual facility/code level.
27. The report recommended that, should Council wish to use the information for future planning and decision making purposes:
- Further work is undertaken to quantify participation numbers (including social and school leagues) and usage of Council facilities.
 - Further analysis and discussion with codes and user groups is undertaken to increase accuracy of cost allocation to each individual sporting code
 - Further work is undertaken to accurately determine operating costs for each facility/code.
28. To date, this further work has not been undertaken.
29. Review of Fees and Charges
30. Council could review fees and charges and adopt a cost recovery model i.e. to achieve equity in the proportion of operating costs being recovered between codes.
31. However, because of the limitations with existing data (as detailed above), further analysis would be required to accurately determine costs. An additional \$30k would be required to complete this analysis. This could be completed in time for inclusion in the 2018-28 Long Term Plan.
32. This approach needs to be considered carefully for the following reasons:
- Attempting to achieve equity through fees and charges is likely to require significant changes to current charges. Fees and charges currently does not appear to be an issue for clubs; with no recorded complaints in the past five years and staff reporting that the issue very rarely being raised by codes.
 - Fees and charges only represent part of the broader equity picture.
33. If Council wishes to truly achieve an equitable model in the wider support it provides to sporting codes, then fees and charges need to be looked at along with provision of facilities, levels of service, community occupancy charges, grants and other contributions. Attachment 3 illustrates the inequities in these broader areas.
34. Considering that Council has very few indoor recreation facilities time and budget could be better spent developing a strategic framework for sport and recreation in Hamilton to align with the priorities identified in Sport Waikato's Moving Waikato 2025 Strategy and to replace Active Hamilton Strategy which has been in a hiatus.
35. As part of this, a wider philosophy for charging could be established taking into account Council's wider support for sports activities, e.g. cost recovery, nil charge, benchmark of community rates, targeted user pays, strategic principles based etc., or a combination of the above, then fees and charges be reviewed in line with this philosophy.
- 36. Financial and Resourcing Implications**
37. The expected income from the 2016/17 outdoor Sports Areas [Fees and Charges](#) is approximately \$216,500.
38. The expected income from the 2016/17 Te Rapa Sportsdrome [Fees and Charges](#) is approximately \$48,400.
39. Total expected income from these fees and charges is \$264,900 for the 2016/17 year. This represents 0.54% of Council's total user charges income from activities for the 2016/17 year which is \$40,023,000.

Item 14

- 40. Total expected operational expenditure for indoor (Te Rapa Sportsdrome) and outdoor (sports parks) sport for the 16/17 year is anticipated to be \$1,485,000. This represents 2.2% of Council’s total expenditure, excluding personnel, depreciation and finance costs.
- 41. **Risk**
- 42. Council could adopt a cost recovery model for fees and charges in an attempt to achieve equity between sporting codes. Staff consider this would inadvertently complicate fees and charges, fail to achieve true equity and carries reputational risk.

Signatory

Authoriser	Lance Vervoort, General Manager Community
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History of Fees and Charges

Outdoor Sports Parks

1. In 1989 Council's Recreation and Community Services Committee resolved to achieve 20% cost recovery model for sports parks fees and charges, phased in over three years. The first two increases were implemented. In 1992, Council resolved not to implement year three and to reduce cost recovery to 10-12%.
2. In 1996 with no increase since 1991 the percentage of recovery had dropped to 5.7%. To achieve 10-12%, charges would have needed to be increased by 75% which wasn't palatable. Council resolved to increase fees by 13.6% to cover inflation and to review fees and charges for sports grounds within Recreation Planning Process.
3. In 1997/98 the Recreation and Leisure Plan adopted by Council recognised the need to address the inequities in fees and charges and enhance participation.
4. 2000/01 - A review of Fees and Charges was undertaken and included in the Draft Annual Plan with the purpose of setting a logical and consistent pricing structure;
 - Seasonal base i.e one day for each week over the season
 - Daily fee is seasonal base divided by weeks in season
 - Morning or afternoon fee is half daily
 - Evening fee is 75% daily fee
 - Junior fee is 25% senior fee

In February 2000, a Council report identified Council's 1999/00 Financial Management Plan provides for 75% private benefit, 25% public benefit split in cost recovery. However, this required a 350% increase in charges and was not achievable.

5. Fees and charges have subsequently been increased by CPI.

Indoor Recreation

6. In 2005, Council resolved that a schedule of community market rates for use of the Te Rapa Sportsdrome be adopted i.e hourly rate: \$12.50 (lounge/clubhouse), \$35.00 (sports hall), \$25 (kitchen).
7. In 2006, Council resolved that community market rates for Te Rapa Sportsdrome be confirmed. The report concluded that it is important to operate the Sportsdrome in a manner that recovers the operating costs as much as possible.
8. Fees and Charges have since been consistently increased by Council through the Annual Plan process, resulting in the current charges i.e hourly rate: \$15 (lounge/clubhouse), \$51.00 (sports hall - full), \$25.50 (sports hall - half). Note: kitchen no longer hired out as within leased area.

Application of Fees and Charges

Outdoor Sports Parks

9. The Parks and Open Spaces unit administers bookings and manages sports usage of our sports fields. This incorporates allocation of facilities, bookings, processing of fees and managing the relationships with sports clubs and organisations. The sports park's bookings process has been in place for many years, is time consuming and complex due to the large volume of park users, bookings and booking categories.
10. Fees are charged per sports field/training ground or per park basis in line with Council's [Fees and Charges](#).
11. There are 68 different categories for sports fields, applied based on; summer and winter sports, sports code (e.g cricket, softball, netball, rugby, soccer), junior and senior rates, type of use (e.g casual, half day/full day, seasonal, training/competition, weekday/weekend) and specialist facilities (e.g Porritt Stadium athletic track, Hillcrest velodrome).

12. This system results in a complex fee processing system requiring a high level of administration time, which could be simplified to reduce administration time and improve the customer experience.
13. The current system is based on a user pays honesty booking system.
14. Council does not charge schools for sports parks during school hours (with the exception of Porritt Stadium), in recognition that school grounds are commonly available to the wider community outside school hours.

Indoor Recreation

15. The Community Development unit administers bookings and manages sports usage of our indoor recreation facility - Te Rapa Sportsdrome. In addition to the sportsdrome, Council has an agreement with Rototuna High School for community use of the indoor stadium which is currently under construction. There is some use of Council's community hall facilities by recreation groups, such as dance groups at Fairfield hall.
16. [Te Rapa Sportsdrome](#) is currently leased in part by Pukete Neighbourhood House and the sports hall/lounge areas are available for booking through Council. The lounge and sports hall are available to book on an hourly rate with three (3) simple fee categories.
17. Regular sports hall hirers include Pukete Neighbourhood House, Waikato Regional Volleyball Association plus three other volleyball groups, gymnastics, badminton, netball and floorball. A list of Council's other sports facilities are provided below, with links to fees and charges:
 - [Hamilton Pools – Gallagher Aquatic Centre and Waterworld](#)
 - [Community Facilities/Halls](#) – includes sport and recreation bookings
 - [Community Occupancy](#) – 77/109 agreements are sport and recreation groups

Benchmarking of Council Fees and Charges

Council philosophy's

1. Benchmarking undertaken across seven councils in New Zealand, identified the following:
 - Shared view that fees and charges is a historical, complex and sensitive issue.
 - Fees and charges often remained unchanged for extended periods of time, other than CPI increases.
 - There is no one rationale for fees and charges:
 - Tauranga City and Auckland Council do not charge for sports fields and indoor fees vary
 - Christchurch City Council benchmarks community rates
 - Wellington City Council uses a targeted user pays approach for specialised services/facilities and applies 'ability to pay' principles
 - Palmerston North City Council uses a cost recovery model between 0-19% for sports fields and indoor fees based on private/public benefit
 - A common thread amongst Council's was level of community benefit, non-exclusive versus exclusive use.
2. City of Melbourne undertook benchmarking in 2016 across 10 Councils in Melbourne - Australia and identified the following:
 - Shared view that fees and charges is a historical, complex and sensitive issue.
 - Many Council's had not reviewed fees and charges for long periods of time and increased by CPI.
 - Main rationale behind fee structure was historical based on percentage of maintenance costs. However, Councils find it difficult to accurately determine true costs.
 - A grading system was commonly used for grounds and pavilions and concessions offered to targeted vulnerable groups, which were reflected in differing fees and charges.
 - Nearly all the lighting and sports goals/infrastructure on parks were Council assets.

Council rates

3. Outdoor Sports Parks

It is difficult to compare outdoor sports field fees and charges across Councils. Councils each have their own fees structure resulting in many variations and combinations. Various categories include: per game, hour block charges, half day, season, junior/senior, specialist venues, commercial vs community use, peak/off-peak rates, school/club use, casual/affiliated.

4. Indoor Recreation

An indoor recreation facility, like a leased facility is often considered by Councils to be an exclusive use area and specialised facility and therefore a higher fee is a reflection of this perceived benefit. Indoor stadium fees and charges are somewhat easier to compare than outdoor, but there are still limitations to comparison due to differences in condition of facilities, types and sizes, varied models of ownership and management (in-house or external providers) and fee structures.

A crude analysis across New Zealand Council's found that the average indoor stadium community charge per full court per hour is \$50.44, similar to Te Rapa Sportsdrome's \$51.00 charge. By comparison the average for Hamilton based indoor stadiums (consisting of schools and YMCA) was \$78.00 for a full court per hour.

5. Indoor Recreation Fees and Charges 2017

Hamilton Facilities

Indoor stadium (court size may vary)	YMCA	Fraser High	Fairfield High	Boys High School	Te Rapa Sportsdrome	Average
Per Hour ½ court	\$37.50	\$46.00	\$39.10	\$57.50	\$25.50	\$45.00
Per Hour full court	\$70.00	\$74.00	\$64.40	\$103.50	\$51.00	\$78.00

NB: There is 10% discount for Te Rapa Sportsdrome users who have weekly block bookings (minimum 30 weeks) i.e \$45.90 full court \$22.95 Half court.

New Zealand Council Owned and/or Managed Facilities

	Community hourly rate – full indoor court		
	Off peak	Peak	Average
Tauranga City Council	\$9.70 - \$22.50	\$20.70-\$31.10	\$29.05
Dunedin City Council	\$40.20-62.80	\$40.20-62.80	\$51.50
Wellington City Council	\$40.00	\$60.00	\$50.00
Christchurch City Council		\$50.00	\$50.00
Auckland City Council	\$58.80 - \$96.00	\$81.30	\$79.35
Hamilton City Council		\$51.00	\$51
Total Average	\$47.60	\$53.28	\$50.44

Sport Facilities Code Comparison – model and operational maintenance costs

Indoor Sports	Volleyball	Badminton	Futsal	Gymnastics	Martial Arts
Regional Sports Organisations/ Club	Waikato Regional Volleyball	Waikato Badminton Association – part of Eastlink Sports	WAIBOP Football	Hamilton City Gymnastics	Metro Judo Club
Model	Book Council indoor courts - Te Rapa Sportsdrome	Own building and lease council land	Book indoor courts – mainly schools. Lease at Sports House	Private - own building and land	Council building and land
Club approximate yearly costs	Booking fee	All building costs Lease portion Rates portion Utilities, security, cleaning, insurance portion Car park portion	Lease at sports house for admin Booking fee	All building costs Land Utilities Rates Utilities, security, cleaning, insurance	Building and car park Land Rates Utilities, security, cleaning, insurance Lease rental
Council approximately yearly costs	All building and land costs Car park Utilities Security, cleaning, insurance Storage Volleyball nets	Surrounding park land and amenities e.g trees and gardens, paths	Nil	Nil	Surrounding park land
Membership fee adult participant	\$350-700	\$150	\$55-90 per term (8-10 games)	\$125 per term (4 months – 1 class per week)	\$130 per term (3 months – 2 class per week)

Outdoor Sports	Netball	Cricket	Football	Hockey	Athletics
Regional Sports Organisations	Hamilton City Netball Centre	Hamilton Cricket Association	WAIBOP Football	Waikato Hockey Association	Athletics Waikato-Bay of Plenty
Model	Own clubhouse building, lease land including outdoor courts	Book sports fields (includes use of changerooms and toilet) Book cricket wickets	Book sports fields and sand carpets (includes use of changerooms and toilet) Lease at Sports House for admin	Own building and lease land	Lease building (peppercorn rental by Council resolution due to significant capital investment into building track) Booking fee for track
Club approximate yearly costs	All clubhouse building costs Lease rental Court booking Rates Lighting	Booking fee – sports field and cricket wickets Lease – storage shed	Lease at sports house Booking fee – sports field Line marking Lease rental Rates Lighting and football infrastructure Utilities	All building costs Land maintenance Artificial turf surface maintenance Lease rental Rates Lighting and hockey infrastructure Utilities	Lease rental Booking of track Rates Utilities
Council approximate yearly costs	Land and netball court maintenance Car park Change room and toilet	Sports field and surrounding park (includes 2 full-time ground staff to maintain 8 natural wickets – Jansen & Galloway) Park amenities e.g seating, toilets/ changerooms, trees and gardens, paths, car park Utilities Line marking	Sports field and surrounding park (includes 2 sand carpets – Gower and Porritt) Park amenities e.g seating, toilets/ changerooms, trees and gardens, paths, car park Utilities	Car park Surrounding park land maintenance	All clubhouse building (Porritt Stadium) costs Changerooms and toilet Athletics track Car park Surrounding park land maintenance Park amenities e.g seating, toilets/ changerooms, trees and gardens, paths
Club membership fee adult participant	\$100-150	\$150-180	\$300	\$350-450	\$110

Committee: Community and Services
Committee

Date: 16 May 2017

Report Name: Older Persons Plan and Age
Friendly Hamilton Update

Author: Debbie Lascelles

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Older Persons Plan</i>
Financial status	<i>There is budget allocated Amount \$320,800</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/is not considered to have a high degree of significance</i>

1. Purpose of the Report

- To inform the Committee of an annual update on the Older Persons Plans and work on the Age Friendly Hamilton Initiative.

3. Executive Summary

- Council's Older Persons Plan was adopted by Council in May 2015. The majority of actions have been successfully completed or integrated into existing Council workplans.
- Council supported an application for Hamilton to join the World Health Organisation Age Friendly Network in May 2015. Work on this project has been ongoing through an Age Friendly Hamilton Steering Group.
- The Age Friendly Hamilton Initiative is on track to be developed by the end of 2017 and will be a guiding document for many agencies who deliver services to older people in the city.

Recommendations from Management

That the Community and Services Committee:

- receives the report;
- retires the Hamilton Older Persons Plan; and
- continues to support the Age Friendly Steering Group in the development of an Age Friendly Plan for Hamilton.

7. Attachments

8. Attachment 1 - Older Persons Plan - May 2015
9. Attachment 2 - Older Persons Plan Annual Update - May 2017

10. Key Issues

11. Background
12. At the 28 May 2015 [Ordinary Council](#) meeting the Older Persons Plan was approved by Council.
13. The Plan outlined Council's commitment to older residents through twenty actions to be completed within 2-3 years. The aim of the plan was to make Hamilton a more desirable city for older people and had three major themes of Access, Safety and Inclusion.
14. At the 7 June 2016 Strategy and Policy Committee meeting, the first year implementation report was presented. This showed the plan was tracking well. Three actions were completed and removed from the plan.
15. Progress has continued on the plan, with all actions either completed or underway. Four actions have been completed this year. Eleven further actions are annually recurring, have been completed for 2016/17. These will continue to be part of the ongoing work plans of staff.
16. Highlights of the plan's implementation in the last 12 months include:
 - Development of a citywide database for older people's recreation opportunities
 - Publication of a pamphlet outlining where older people can access computer services in the city.
 - Profiling older volunteers during Volunteer week 2016
 - Facilitating an Older Persons Open Forum on 7 November 2016
17. In order to build on the success of the Older Persons Plan, Council agreed to support an application for Hamilton to join the World Health Organisation's Age Friendly Global Network at the Strategy and Policy Committee Meeting on 3 May 2016.
18. This involves working from a wider perspective and engaging other groups within the community to have a more coordinated response to the needs of older people in Hamilton.
19. Work on the plan to date has consisted of forming an Age Friendly Steering Group, who have met bi-monthly. A large amount of discussion has occurred between the Steering Group and older people, as well as numerous agencies that provide services to older Hamiltonians.
20. These discussions are forming the basis of an Age Friendly Plan which will be written and will look to improve many aspects of life for older people in Hamilton through the collective action of community agencies and local and governmental authorities.
21. The Age Friendly Initiative is supported by the Minister for Seniors and the national Office for Seniors (MSD).

- 22. A detailed plan will be presented to Council before the end of 2017.
- 23. The development of the Age Friendly initiative means that a standalone council plan for older people is no longer required. The objectives of the plan will be met through the Age Friendly initiative. Consequently, it is recommended that the Older Persons Plan is retired.
- 24. Consultation
- 25. The development of the Age Friendly Plan for Hamilton has involved meeting with a number of older people, through an open forum (held in November 2016), inter-agency meetings and workshops with kaumatua and older members of refugee communities.
- 26. The Steering Group has met with over twenty agencies who work or have responsibility for services delivered to older people and will continue to work with these group during the development of the plan.

27. Financial and Resourcing Implications

28. The Older Persons Plan has been delivered within existing budgets, and projects identified are within existing work programmes. The following figures have been provided by the business units responsible for delivering actions from within the Older Person’s Action Plan. Please note this is **not** additional budget, and budgets reflect total cost of the programmes, which benefit many in the community, not just older people.

• City Safe signage	\$ 1,300
• Libraries – Large print, e-book talking book and E Audio collections	\$ 271,000
• Accessible Bus Shelter and Kerb Programme	\$ 112,500
• Estimated Staffing resources to implement actions within the plan	\$ 20,000

Total **\$ 404,800**

- 29. Council’s financial commitment to the Age Friendly project has to this point been 60 hours of staff time, a cost of \$6,000.
- 30. The Age Friendly Steering Group has worked with council staff to incorporate successful ongoing projects in the Older Persons Plan into the Age Friendly Plan.

Signatory

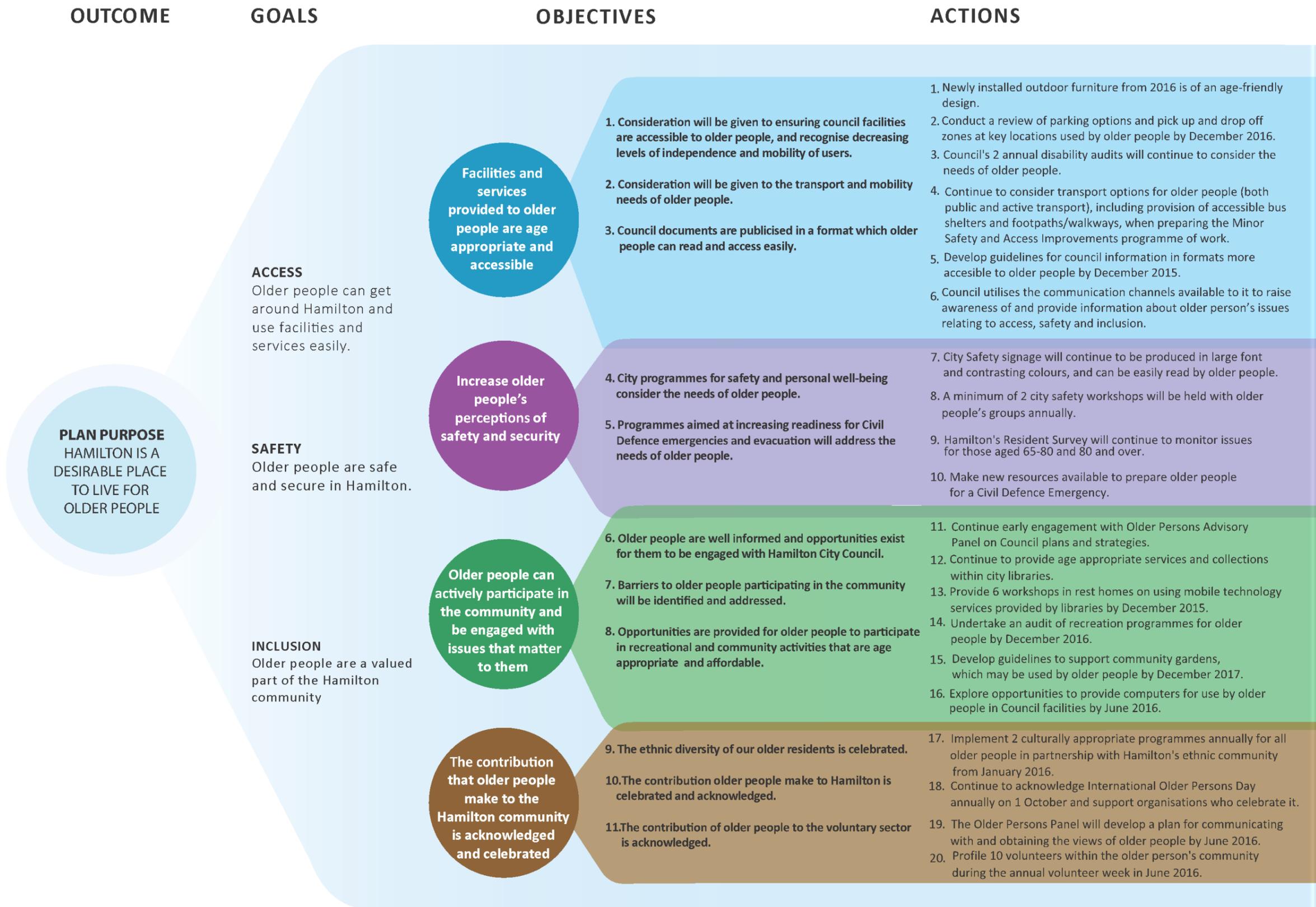
Authoriser	Lance Vervoort, General Manager Community
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OLDER PERSONS PLAN

 **Hamilton City Council**
Te kaunihera o Kirikiriroa

MAY 2015



**Older Persons Plan
Update Report – May 2017**

Action	Responsible Unit (Name)	Timeframe	Status	Comments
1. Newly installed outdoor furniture from 2016 is of an age-friendly design	Parks and Open Spaces Transportation	From January 2016 (ongoing)	Complete for 2015/16	<ul style="list-style-type: none"> Outdoor furniture planned at Lake Domain to be of Age Friendly and Disability friendly design.
2. Conduct a review of parking options and pick up/drop off zones at key locations used by older people	Transportation	December 2016	On track	<ul style="list-style-type: none"> A user survey on mobility parking in the CBD undertaken in June 2015. All loading zones in Hamilton can be used for this pick up/drop off. Further work to be undertaken to promote this amongst older people. Mobility parking and loading zone maps are now available online.
3. Council will undertake two annual disability audits will identify the needs of older people.	Facilities	Two audits annually	On track	<ul style="list-style-type: none"> Discussions with council's Disability Advisor have occurred to ensure future audits encompass the needs of older people.
4. Continue to consider transport options for older people (both public and active), including the provision of accessible bus shelters and footpaths/walkways, when preparing the Minor Safety and Access improvements programme of work	Transportation	Ongoing work – completed throughout the year	Complete for 2015/16	<ul style="list-style-type: none"> Accessible bus shelters have been installed around the city with more to be completed by the end of the 2015/16 Financial year. Regular meetings are held with Waikato Regional Council to discuss the needs of older public transport users.
5. Develop guidelines for council information in formats more accessible to older people	Communications/ Community Development	December 2015	Completed and Removed June 2016	<ul style="list-style-type: none"> Removed from Plan - June 2016

Action	Responsible Unit (Name)	Timeframe	Status	Comments
6. Council utilises communication channels available to it to raise awareness of and provide information about older persons issues relating to access, safety and inclusion.	Communications/ Community Development	Ongoing	Complete for 2015/16	<ul style="list-style-type: none"> Older Persons Forum held on 7 November 2017
7. City Safety signage will continue to be produced in large font and in contrasting colours, and can be easily read by older people.	City Safety	Ongoing – addressed as new signage is created	Complete for 2015/16	<ul style="list-style-type: none"> Additional signage that is appropriate to meet the needs of older people will be implemented as and when required.
8. A minimum of two city safety workshops will be held with older people's groups annually	City Safety	2 workshops annually	Complete for 2015/16	<ul style="list-style-type: none"> Community Development staff identifying groups that would benefit from CitySafe presentation.
9. Hamilton's Resident Survey will continue to monitor issues of those aged 65-80 and 80 and over	Strategy and Research	December 2016	On track	<ul style="list-style-type: none"> Review of resident surveys ongoing.
10. Appropriate resources are available to ensure older people are prepared for a Civil Defence emergency.	Emergency Management	August 2015	Complete for 2015/16	<ul style="list-style-type: none"> Community Response plans have been developed and were delivered to a number of community centres that are available to older people. Emergency Response for older people will be part of the Age Friendly Plan for Hamilton.
11. Council continues early Engagement with Older Persons Advisory Panel on council plans and strategies	Community Development	Ongoing	Complete - Remove	<ul style="list-style-type: none"> Panel no longer operative.
12. Continue to provide age appropriate services and collections within city libraries	Libraries	Ongoing	Complete for 2015/16	<ul style="list-style-type: none"> Libraries continue to expand large print, e-book and audiobook selection and offer homebound service.

Action	Responsible Unit (Name)	Timeframe	Status	Comments
13. Deliver six mobile technology workshops to Hamilton Rest Homes	Libraries	December 2015	Completed and Removed June 2016	<ul style="list-style-type: none"> Deleted from the plan in June 2016, as it was intended to be a one-off project. Due to its success, a second round of workshops was held in 2016.
14. An audit to identify recreation programmes for older people will be undertaken by December 2016.	Community Development	December 2016	Complete - Remove	<ul style="list-style-type: none"> Community development staff have created an extensive database, and will work with Communications to make this available as a resource.
15. Develop guidelines to support community gardens	Parks and Open Spaces	December 2017	On track	<ul style="list-style-type: none"> Parks and Open Spaces are to develop guidelines within the 2017/18 financial year
16. Explore opportunities to provide computers for use by older people in Council facilities	Community Development	June 2016	Complete - Remove	<ul style="list-style-type: none"> Information brochure created outlining where computers are available for older people and what services they provide. Brochure to be distributed widely.
17. Two culturally appropriate programmes for all older people will be implemented annually.	Community Development	From January 2016 (ongoing)	On track	<ul style="list-style-type: none"> Refugee communities are very interested in engaging with the Age Friendly project and will look to be involved in a project that dresses gaps between older and younger people in the community.
18. Continue to acknowledge International Older Persons Day annually on 1 October and support organisations who celebrate it.	Community Development	1 October annually	Complete for 2015/16	<ul style="list-style-type: none"> International Older Persons Day was acknowledged and promoted by Council in 2016.
19. The Older Persons Advisory Panel will develop a plan for communicating with and obtaining the views of older people by June 2016.	Community Development	June 2015	Completed and Removed June 2016	<ul style="list-style-type: none"> Removed from the plan in June 2016.

Action	Responsible Unit (Name)	Timeframe	Status	Comments
20. Profile 10 volunteers within the older person's community during the annual volunteer week in June 2016.	Community Development	June 2016	Complete - Remove	<ul style="list-style-type: none">Profiles were completed and promoted by council during volunteers week 2016.