

Notice of Meeting:

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

Date: Tuesday 18 May 2021
Time: 9.30am
Meeting Room: Council Chamber and Audio Visual Link
Venue: Municipal Building, Garden Place, Hamilton

Richard Briggs
Chief Executive

Community Committee

Komiti Hapori

OPEN AGENDA

Membership

Chairperson Cr M Bunting
Heamana

Deputy Chairperson Cr K Naidoo-Rauf
Heamana Tuarua

Members

Mayor P Southgate	Cr R Pascoe
Deputy Mayor G Taylor	Cr S Thomson
Cr M Gallagher	Cr M van Oosten
Cr R Hamilton	Cr E Wilson
Cr D Macpherson	Maangai T P Thompson-Evans
Cr A O'Leary	Maangai O Te Ua
	Vacancy

Quorum: A majority of members (including vacancies)

Meeting Frequency: Six weekly

Becca Brooke
Governance Manager
Menetia Mana Whakahaere

11 May 2021

Telephone: 07 838 6727
Becca.Brooke@hcc.govt.nz
www.hamilton.govt.nz

Purpose

The Community 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 the enhanced wellbeing of its communities.
2. Governance of recreational, community facilities, amenities, and events.
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, physical and arts wellbeing of communities in Hamilton.

In addition to the common delegations, the Community 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's overall 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 provide input on the allocation of Events Sponsorship funding to the Economic Development Committee.
5. To monitor Hamilton's social demographics and social climate to assess current and future impacts on the Council and Hamilton communities.
6. 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
7. To determine the funding priorities for the Community Grants Allocation Committees, in line with the Community Assistance Policy, Long Term Plan and Annual Plan.
8. To determine the priority of Council projects suitable for contestable and philanthropic funding, excluding NZTA funding.
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, excluding key performance indicator reporting which is the responsibility of the Finance Committee.
11. To develop policy, approve and monitor implementation of plans and strategies in relation to the performance of Council's investments in the Domain Endowment Fund and strategic property.

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 1964 and the Reserves Act 1977.
- 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 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:

- Approval of acquisition or sale or lease of properties owned by the Domain Endowment Fund consistent with the Domain Endowment Fund Investment Policy, for any endowment properties.
- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Recommendatory Oversight of Policies and Bylaws:

- *Alcohol Control Bylaw 2015*
- *Animal Nuisance Bylaw 2013*
- *Citizens Initiated Referenda Policy*
- *City Honours Policy*
- *Class 4 Gambling Venue Policy*
- *Community Assistance Policy*
- *Community Occupancy Policy*
- *Cultural and Recreational Facilities Bylaw 2012*
- *Disability Policy*
- *Dog Control Bylaw 2015*
- *Dog Control Policy*
- *External Funding Applications Policy*
- *Hamilton City Smoke-Free Environment Policy*
- *Naming of Roads, Open Spaces and Council Facilities Policy*
- *International Relations Policy*
- *Provisional Local Alcohol Policy*
- *Psychoactive Substances (Local Approved Products) Policy*
- *Prostitution Bylaw 2019*
- *Public Places Bylaw 2016*
- *Public Places Policy*
- *Safety in Public Places Bylaw 2014*
- *TAB Board Venue Policy*

ITEM	TABLE OF CONTENTS	PAGE
1	Apologies – <i>Tono aroha</i>	5
2	Confirmation of Agenda – <i>Whakatau raarangi take</i>	5
3	Declarations of Interest – <i>Tauaakii whaipanga</i>	5
4	Public Forum – <i>Aatea koorero</i>	5
5	Confirmation of the Open Community Committee Minutes - 25 March 2021	6
6	Chair's Report	21
7	Reserve Management Plan Programme	23
8	External Funding Applications Policy Review (<i>Recommendation to the Council</i>)	33
9	Community Access to School Sports Fields and Facilities	45
10	External Funding Programme Plan 2021-31 Long-Term Plan	50
11	External Funding Opportunities For Approval	68
12	Public Consultation for Public Art Policy and Monuments and Memorials Policy	73
13	Single-Year Community Grant - 2020/21 Allocation	94
14	Community Assistance Policy Allocation Process Review 2021 (<i>Recommendation to the Council</i>)	104
15	Rototuna Library Name	131
16	Zoo Waiwhakareke Shared Entry Precinct Update	163
17	Civil Defence Emergency Management (CDEM) Quarterly Update	166
18	General Managers Report	176
19	Resolution to Exclude the Public	183

1 Apologies – *Tono aroha*

2 Confirmation of Agenda – *Whakatau raarangi take*

The Committee to confirm the agenda.

3 Declaration of Interest – *Tauaakii whaipanga*

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 – *Aatea koorero*

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 five 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 Governance 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 Governance by telephoning 07 838 6727.

Council Report

Item 5

Committee: Community Committee

Date: 18 May 2021

Author: Carmen Fortin

Authoriser: Becca Brooke

Position: Governance Advisor

Position: Governance Manager

Report Name: Confirmation of the Open Community Committee Minutes - 25 March 2021

Report Status	<i>Open</i>
----------------------	-------------

Staff Recommendation - *Tuutohu-aa-kaimahi*

That the Community Committee confirm the Open Minutes of the Community Committee Meeting held on 25 March 2021 as a true and correct record.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Community Committee Unconfirmed Open Minutes - 25 March 2021

Community Committee

Komiti Hapori

OPEN MINUTES

Minutes of a meeting of the Community Committee held in Council Chamber, Municipal Building, Garden Place, Hamilton and Audio-visual Link on Thursday 25 March 2021 at 9.30am.

PRESENT

Chairperson Cr M Bunting
Heamana

Deputy Chairperson Cr K Naidoo-Rauf
Heamana Tuarua

Members

- Mayor P Southgate
- Deputy Mayor G Taylor
- Cr M Forsyth (Audio Visual)
- Cr M Gallagher
- Cr R Hamilton
- Cr D Macpherson
- Cr A O'Leary
- Cr R Pascoe
- Cr S Thomson (Audio Visual)
- Cr M van Oosten (Audio Visual)
- Cr E Wilson
- Maangai T P Thompson-Evans (Audio Visual)
- Maangai O Te Ua

In Attendance

- Lance Vervoort – General Manager Community
- Rebecca Whitehead – Unit Director Business and Planning
- Helen Paki – Unit Director Community Services
- Andy Mannering – Kaiwhakahaere Rautaki Hapori
- Kelvin Powell – City Safe Unit Manager
- Stephen Pennruscoe – Libraries Director
- Wendy O'Neill – Strategic Property Team Leader
- Lauradanna Radesic – Team Leader Great River City
- Claire Foster – Property Officer
- Tracey Lowndes – Communications and Engagement Advisor
- Jarred Wilson – Kaiwhakahaere Hapori
- Ani Nock – Community Advisor
- Viknesh Mahadevan – Community Advisor
- Nick Chester – Social Development Advisor

Governance Staff

- Becca Brooke – Governance Manager
- Carmen Fortin and Narelle Waite – Governance Advisors

The meeting opened with a prayer from Waikato Interfaith Council.

20. **Apologies – *Tono aroha***

Resolved: (Cr Bunting/Cr Wilson)

That the apologies for partial attendance from Mayor Southgate, Crs Thomson, Forsyth, Pascoe and Hamilton are accepted.

21. **Confirmation of Agenda – *Whakatau raarangi take***

Resolved: (Cr Bunting/Maangai Thompson-Evans)

That the agenda is confirmed, noting that the meeting will be adjourned at 12.30pm on 25 March 2021 to 9.30am 29 March 2021 to enable Members to attend the official launch of Te Huia.

22. **Declarations of Interest – *Tauaakii whaipaaanga***

No members of the Council declared a Conflict of Interest.

23. **Public Forum – *Aatea koorero***

Joe Koti and Wayne Mako (Te Papanui Enderley Trust) spoke to item 7 (Community and Social Development Outcomes – Community Houses) outline work undertaken by the Trust and their desire to partner with Council in order to further assist the community. They responded to questions from Members regarding vital infrastructure projects, central government support, and elevating the presence of Te Papanui Enderley Trust.

Neil Tolan, Rider, and Rizza (Western Community Centre) spoke to item 7 (Community and Social Development Outcomes – Community Houses) and outlined the support provided by the Community Centre to the community. He thanked the Committee for the support provided by Council to the Centre such as the construction of the Skate Park and noted the benefits of the park to the community. They responded to questions from Members regarding accessibility of library services.

Jane Wood (Pukete Neighbourhood House spoke to item 7 (Community and Social Development Outcomes – Community Houses) and outlined the work they do within the community such as food parcels and the school lunch programme. They responded to questions from Members regarding the work of the school lunch initiative and how Council could best assist.

Susanne Rowse (Te Rongopai Community Trust) spoke to item 7 (Community and Social Development Outcomes – Community Houses). She responded to questions from Members regarding support of the community and how Council could better assist the Te Rongopai Community Trust.

24. **Confirmation of the Open Community Committee Minutes - 11 February 2021**

Resolved: (Cr Bunting/Cr Naidoo-Rauf)

That the Community Committee confirm the Open Minutes of the Community Committee Meeting held on 11 February 2021 as a true and correct record.

25. **Chair's Report**

The Chair took the report as read.

The Chair of Hearings and Engagement Committee provided an update on the He Pou Manawa Ora Hearing that took place on 24 March 2021, noting that there would be an Briefing prior to this item being reported back to the Committee.

The Deputy Chair Community Committee provided an update on the Welcoming Communities programme, noting that Council have been accepted to the programme with the aim of becoming

accredited in the future. She responded to questions regarding funding for the Welcoming Communities programme.

Resolved: (Cr Bunting/Maangai Te Ua)

That the Community Committee receives the report.

26. Community and Social Development Outcomes - Community Houses

The Kaiwhakahaere Rautaki Hapori spoke to his report, acknowledging the positive work of the Community Houses and the opportunities they create to help people connect with needed services. He responded to questions from Members regarding timing of renewal or maintenance funding of community houses within the Long Term Plan, the role of Council, providing equitable support, community need, and cost benefit analysis, Community Houses being used as emergency centres, funding deficit, purpose built facilities, resourcing/spending in various communities, benefits of ringfencing funds for Community Houses, community infrastructure needs, social outcome report, proactivity of funding and response to community issues.

Staff Action: Staff undertook to include information in a future report regarding LTP funding and cost benefit of community centres.

Resolved: (Cr Bunting/ Cr Naidoo-Rauf)

That the Community Committee receives the report.

Mayor Southgate left the meeting (10:38am) during discussion of the above item. She was not present when the matter was voted on.

The meeting was adjourned from 11.03am to 11.17am.

Item 9 (Civil Defence Emergency Management (CDEM) Quarterly update was taken after the above adjournment to accommodate availability of staff.

27. Civil Defence Emergency Management (CDEM) Quarterly Update

The City Safe Unit Manager introduced the report, noting that it covers the period to December 2020. He responded to questions from Members regarding the Pou Aarahi role, inclusion of maaori, iwi engagement and partnerships.

Resolved: (Cr Bunting/Cr Hamilton)

That the Community Committee receives the report.

28. Accessible Properties New Zealand Limited - 6-month Report (December 2020)

The Kaiwhakahaere Rautaki Hapori took the report as read and introduced Suzanne Tana National Tenancy Ops Manager from Accessible Properties. They responded to questions from Members regarding tenant data including age, superannuants and disabled persons, strategic long term plan for the properties, partnership opportunity, statistics regarding satisfaction of tenants previously held by Council, and the programme of renewal and renovation.

Staff Action: Staff undertook to include information regarding age of tenants in future reports.

Resolved: (Cr Bunting/Cr van Oosten)

That the Community Committee receives the report.

29. Domain Endowment Lease - Freeholding - 5 Cotter Place (Recommendation to the Council)

The Property Officer introduced the report noting that the purpose of the report was to consider the sale of domain endowment land. She responded to questions from Members regarding receiving market valuation for the land, difference between market value and evaluation by valuers, and whether first right of refusal applied.

Resolved: (Cr Macpherson/Maangai Thompson-Evans)

That the Community Committee:

- a) approves that the matter be referred to the Council Meeting of 26 April;
- b) requests that staff undertake an updated appraisal prior to the meeting; and
- c) requests legal advice on the potential risks to Council prior to the meeting.

Cr Pascoe left the meeting (11.50am) during discussion of the above item. He was not present when the item was voted on.

Cr O'Leary left the meeting (11.40am) during discussion of the above item. She was not present when the item was voted on.

The meeting was adjourned from 12.07pm 25 March 2021 until 9.33am 29 March 2021.

1. Apologies – *Tono aroha*

Resolved: (Cr Bunting/Cr Hamilton)

That the apologies for absence from Crs Hamilton and Cr Wilson (Council Business), and for partial attendance from Mayor Southgate (Council Business) are accepted.

12. Libraries Strategic Plan Update

The Libraries Director and the Unit Director Community Services introduced the report noting the current Libraries Strategic Plan would be reviewed in 2023. They responded to questions from Members regarding new Library personnel, digital collections, funding, partnership opportunities with schools, community houses and iwi, catchments and community reach, opportunities to educate users during their visit, opening hours, overdue fees, access to devices, resource data, alignment with Council policies, strategies and plans including He Pou Manawa Ora, data user including fines.

Resolved: (Cr Gallagher/Cr Naidoo-Rauf)

That the Community Committee:

- a) receives the report; and
- b) requests staff report back on the possible opportunities to provide physical library services to the Nawton and Enderley Communities by the August 2021 Community Committee.

The meeting was adjourned from 10.47am to 11.02am.

13. General Managers Report

The General Manager Community spoke to the report noting staff recommendation. Staff responded to questions from Members regarding risks, Cultural Sensitivities Work Programme timeframe, Captain Hamilton statue, discussions regarding Richmond Park, disposal of Ministry of Education land and first right of refusal, Waikato-Tainui precinct plan, and a community facilities plan including subsequent communications with Ministry of Education.

Resolved: (Cr Bunting/Maangai Te Ua)

That the Community Committee:

- a) receives the report;
- b) approves the updated timeline for the Cultural Sensitivities Work Programme;
- c) approves the deferral of the Arts Policy Review report to align with the updated Cultural Sensitivities Work Programme timeline;
- d) notes that risks associated with slowing the digitisation programme for the Hamilton City Libraries heritage and archive collections is monitored via the Libraires risk register and any issues are escalated to the Strategic Audit and Risk Committee; and
- e) notes that staff will report back on Richmond Park

14. Resolution to Exclude the Public

Resolved: (Cr Bunting/Cr Naidoo-Rauf)

Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

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

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. Confirmation of the Public Excluded Community Committee Minutes - 11 February 2021) Good reason to withhold) information exists under) Section 7 Local Government) Official Information and) Meetings Act 1987	Section 48(1)(a)
C2. Waikato River Proposal)	
C3. Hamilton Christian School Proposal		

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

Item C1.	to protect the privacy of natural persons to avoid the unreasonably, likely prejudice to the commercial position of a person who supplied or is the subject of the information	Section 7 (2) (a) Section 7 (2) (b) (ii) Section 7 (2) (i)
Item C2.	to enable Council to carry out negotiations to avoid the unreasonably, likely prejudice	Section 7 (2) (b) (ii)

	to the commercial position of a person who supplied or is the subject of the information	Section 7 (2) (h) Section 7 (2) (i)
	to enable Council to carry out commercial activities without disadvantage	
	to enable Council to carry out negotiations	
Item C3.	to enable Council to carry out negotiations	Section 7 (2) (i)

The meeting moved into a public excluded session at 11.21am.

During the public excluded session of the meeting the following was resolved in relation Item C2 - Waikato River Proposal:

That the Community Committee:

- a) receives the report;*
- b) notes further urgent consultation with Te Ngaawhaa Whakatupu Ake in order to clarify the temporary status of the proposal and their position on temporary overnight mooring and private jetty use;*
- c) following engagement with, and considering feedback from Te Ngaawhaa Whakatupu Ake, approves up to \$72,000 for infrastructure to enable temporary overnight mooring at Memorial Park, noting that:

 - i. funding is to be allocated from the unspent river plan budget for 2020/21; and*
 - ii. the Waikato River Explorer has full responsibility for meeting security costs associated with boats moored overnight;**
- d) staff will facilitate conversations with the private jetty owner to explore alternative mooring options;*
- e) requests staff report back to the Community Committee at the conclusion of the commuter trial to provide an update on the outcomes of the commuter trial and with a new license to occupy agreement for approval;*
- f) requests staff work with the Central City and River Plan Advisory Group to determine priorities for future River Infrastructure; and*
- g) notes that the decision and report (with commercially sensitive information redacted) will be released to the public via the open minutes of this meeting as **Appendix 1**.*

The meeting was declared closed at 4.03pm.

Council Report

Committee: Community Committee **Date:** 25 March 2021
Author: Maria Barrie **Authoriser:** Lance Vervoort
Position: Parks and Recreation Manager **Position:** General Manager Community
Report Name: Waikato River Proposal

Report Status	<i>This report is taken as a publicly excluded item to avoid the unreasonably, likely prejudice to the commercial position of a person who supplied or is the subject of the information; AND to enable Council to carry out commercial activities without disadvantage; AND to enable Council to carry out negotiations.</i>
----------------------	---

Purpose - Take

1. To inform the Community Committee on a proposal from Waikato River Explorer to set up a commuter trial and changes to its operating model.
2. To seek direction from the Community Committee on overnight mooring at one of the cities Jetties.
3. To seek approval from the Community Committee for funding to enable overnight mooring facilities at Memorial Park.

Staff Recommendation - *Tuutohu-aa-kaimahi*

4. That the Community Committee:
 - a) receives the report;
 - b) approves up to \$72,000 for infrastructure to enable overnight mooring at Memorial Park Jetty, noting that:
 - i. funding is to be allocated from the unspent river plan budget for 2020/21; and
 - ii. the Waikato River Explorer has full responsibility for meeting security costs associated with boats moored overnight;
 - c) requests staff report back to the Community Committee at the conclusion of the commuter trial to provide an update on the outcomes of the commuter trial and with a new license to occupy agreement for approval;
 - d) requests staff work with the Central City and River Plan Advisory Group to determine priorities for future River Infrastructure; and
 - e) notes that the decision and report (with commercially sensitive information redacted) will be released to the public via the open minutes of this meeting as appendix 1.

Executive Summary - *Whakaraapopototanga matua*

5. The Waikato River Explorer (WRE) has provided an updated business case [REDACTED] which outlines their proposal to run a commuter trial and changes to their operating model.
6. WRE is requesting council provide infrastructure to support the commuter trial and to enable its continued operation in the city. This includes a request to moor overnight within the city.
7. Waikato Regional council have provided support for the commuter trial through an operating grant of up to [REDACTED]
8. There is currently no policy guidance on the provision of overnight mooring or provision of Jetty infrastructure in Hamilton.
9. Staff recommend Option 2 Provide the river infrastructure at Memorial Park using funds from the 2020/21 River Plan budget and approve overnight mooring for the commuter trial as detailed in paragraph 39 below.
10. Staff consider the decision in this report has low significance and that the recommendations comply with the Council's legal requirements.

Background - *Koorero whaimaarama*

11. The Waikato River Explorer (WRE), operated by Darren Mills as the major shareholder, has a license to occupy our City Jetties. This agreement expired and was not renewed while HCC was working through Jetty renewals/replacements at Hamilton Gardens and the CBD.
12. The license enables access to all Council owned jetties for the purposes of boarding and disembarking from the WRE vessel. It does not allow exclusive use at any site. The current license fee is [REDACTED]. Jetty locations can be viewed in Attachment 1.
13. Staff met with WRE in January 2020 to discuss a new license to occupy agreement. WRE suggested that Council consider funding the installation of power and water to enable overnight mooring and this could be paid back through the license fee. WRE was advised it would be difficult to get approval while there were outstanding amounts owing to Hamilton City Council.
14. In late March 2020, the country went into level 4 Covid-19 lockdown. WRE could not operate during this time. Staff remained in contact with WRE over lockdown and WRE advised that Waikato Regional Council were interested in providing a grant to support a commuter trial which would not be possible till we were in level 1.
15. In May 2020, WRE made requests to provide infrastructure at Pukete Jetty to support the 6-month trial of the proposed commuter service. Staff agreed to assist WRE with the fit out of a pontoon to enable the trial.
16. A further request for permission to moor two WRE boats overnight was received in late August 2020. It included provision of a security marina gate at CBD Jetty and WRE was advised a decision of the Council would be required.
17. Elected members were briefed on 4 September 2020 [REDACTED] Darren Mills was advised that whilst there was support for his trial there was no appetite for overnight mooring at the new City Jetty location.
18. Following some negative social media commentary from WRE, a meeting was arranged by the Mayor's office with chairs of Community and Central City and River Plan Advisory Group, investors, and staff to discuss a way forward. A Business Case was requested to support the requests for infrastructure to enable the commuter trial.

19. A Business Case was received on 15 October 2020 [REDACTED]. The Mayor's office arranged a further meeting to discuss the matter on 21 December 2020. At this meeting WRE was advised:

- Whilst there was support for the WRE business in Hamilton, there was very little appetite for WRE or any other uses having exclusive overnight access to the new CBD Jetty.
- A long-term strategic view of river infrastructure that involved all river users was needed.
- Staff would meet with Waikato Regional Council and our Transport team to better understand the business case for the Commuter trial.

Discussion – *Matapaki*

Waikato River Explorer Commuter Service

20. Staff from Parks and Transport teams met with WRE on 16 February 2021 to discuss the trial. WRE provided the following updates:

- The new smaller boat would not be operational until 1 April 2021. The trial period is still intended to be 6 months.
- The new boat would take 39 passengers, including up to 7 bikes on a 25-minute trip from Pukete-CBD, running 3 trips each morning from 7.30am. This service would repeat in the evening.
- Kiwi Kat (the existing vessel) will run from Swarbrick Park – CBD at 7.30am and 8.30am. Patrons will be able to purchase coffee on this service.
- During the day, the new boat will run a return shuttle service from the CBD to Hamilton Gardens on the hour at a cost of [REDACTED].
- Kiwi Kat will continue to offer café cruises from the CBD jetty.

21. Waikato Regional Council staff have confirmed they are providing a one-off grant to help test the commercial viability of the service. The grant can be called on if there is a shortfall between the monthly operating cost and fare revenue received. The grant is capped at [REDACTED].

22. Informal feedback from River user groups, particularly [REDACTED], suggest that an overnight mooring at the CBD Jetty would create a conflict with their teams who row upstream as close as possible to the riverbank to avoid the river current.

Infrastructure to support

23. WRE have confirmed that overnight mooring in the City is required to enable the commuter service trial. WRE propose that council fund the following infrastructure at their preferred site (CBD jetty) or Memorial Park jetty:

- Power and water at the Jetty
- A new pontoon and security gate to enable overnighting of 2 WRE vessels
- 3 carparks for crew and afterhours access to Memorial Park
- City Safe monitoring of site.
- Develop a future plan for permanent pile moorings into the riverbed with Gantry access.

24. Carparking to support the trial is provided on Totara Drive for the Pukete site and Swarbrick's Landing has carparking on site. Both are expected to be adequate for the trial and future provision could be considered.

25. Lighting from Totara Drive to the Pukete Jetty has been priced from [REDACTED] for solar options to [REDACTED] for mains power lighting. The cost to supply this has not been included in the trial proposal but may need to be considered if the trial is successful.
26. City Safe do not provide monitoring for other commercial operators in the city. If the Committee determines that the jetty is a community facility and that it should be monitored, HCC will likely need to manage the expectations of the operator.

Overnight Mooring and Lease

27. Currently WRE moors Kiwi Kat overnight at [REDACTED] and travels to the City each day/evening at a cost [REDACTED]. WRE also pays mooring costs which are not available for this report due to a confidentiality clause in the WRE mooring agreement with a private provider.
28. The introduction of a second boat and the new way of operating means that the travel from [REDACTED] each day is not sustainable for WRE as it adds too much time/cost to the business model.
29. WRE suggests that the provision of overnight mooring in Hamilton will be necessary if the City wishes to retain any operator(s) on the Waikato River. If the recommendation is not approved WRE has advised that their business model may not be sustainable, and they may need to review continued operations in the City.
30. The current licence to occupy is being rolled over and the [REDACTED] has not been reviewed since the initial agreement. WRE has proposed they could pay back the infrastructure costs through a new licence to occupy or lease agreement.
31. Staff have looked at berthing fees across other councils (including Thames-Coromandel, Waikato Regional Council and Waikato District Council). Fees range from \$600 + gst per annum to around \$1200 + GST per annum.
32. WRE has indicated they would be comfortable with a payback arrangement to cover costs of infrastructure in any new licence to occupy. This could result in an expectation of ownership and exclusive access which would need to be addressed in any agreement.
33. There is no policy to specifically guide staff on the provision of overnight mooring or provision of Jetty infrastructure in the City.
34. The River Plan aims as they relate to the proposal are to:
 - Promote easy transport with a variety of options to travel the length of the River, from Hamilton Gardens to the central city
 - Provide infrastructure for future on-river commercial experiences
 - Connect riverside offerings (such as Hamilton Gardens, Ferrybank, Waikato Museum and central city entertainment zone) to enhance the visitor experience in Hamilton.

Options

35. Staff have assessed that there are three reasonable and viable options for the Committee to consider. This assessment reflects the level of significance (see paragraph 57). The options are set out below.
36. Options 1 and 2 are proposed for the duration of the commuter trial only. It is recommended that once the outcomes of that commuter trial are known, staff report back to the committee with recommendations for structuring a new licence to occupy which may include permanent overnight mooring provision.

37. Option 1 – Provide the infrastructure requested at the CBD Jetty and approve overnight mooring for the trial
38. This option approves the connection of power and water and the installation of a security gate that excludes the public between 7pm – 7am when the boats are moored to the CBD Jetty to enable the commuter trial.

Opportunities	Risks
<p>Preferred option of WRE.</p> <p>Enables the trial of the commuter service.</p> <p>Possible pay back of infrastructure costs through lease negotiations.</p> <p>Power/Water could be available to other users should WRE leave the market or outside mooring times.</p> <p>Provides for WRE's continued operation in the city, which delivers River Plan outcomes, whilst enabling longer term planning for river infrastructure.</p>	<p>River users have expressed concern about boats mooring at this site.</p> <p>[REDACTED]</p> <p>Loss of public access to this new improved jetty.</p> <p>Lack of engagement with other river users.</p> <p>Perception of council investing in Private business.</p> <p>The trial may not result in a permanent commuter service.</p>

39. Option 2 – Provide the river infrastructure at Memorial Park and approve overnight mooring for the commuter trial
40. This option approves the connection of power and water, installation of a security gate that excludes the public between 7pm and 7am when the boats are moored plus the provision of a pontoon for the Memorial Park Jetty.

Opportunities	Risks
<p>WRE advises Memorial Park is a suitable site.</p> <p>This site does not create a barrier for river users.</p> <p>Enables the trial of the commuter service.</p> <p>Possible pay back of infrastructure costs through lease negotiations.</p> <p>Power/Water could be available to other users should WRE leave the market or outside mooring times.</p> <p>Provides for WRE's continued operation in the city, which delivers River Plan outcomes, whilst enabling longer term planning for river infrastructure.</p>	<p>[REDACTED]</p> <p>Loss of public access to this Jetty.</p> <p>Lack of engagement with other river users.</p> <p>This Jetty is an older style jetty and would not be large enough to accommodate additional users at the same time as WRE.</p> <p>Perception of council investing in Private business.</p> <p>The trial may not result in a permanent commuter service.</p>

41. Option 3 – Status Quo Do not approve funding for further river infrastructure

42. This option is likely to result in WRE ceasing to operate in the city.

Opportunities	Risks
Enables a more planned approach to council infrastructure on the river that involves all users and stakeholders.	WRE left feeling completely unsupported by Council There is some community expectation that the trial will go ahead. WRE cannot continue to operate. Negative media attention.

43. Staff recommend **option 2** because it enables the commuter service trial, retains WRE operation in Hamilton, and delivers on river plan outcomes through connecting Hamilton Gardens with the Waikato Museum and the CBD without impacting other river users in the area.

Financial Considerations - *Whaiwhakaaro Puutea*

44. Throughout 2019 and 2020 council has funded the following projects from operational maintenance and capital budgets to support river infrastructure.

Operational Support 2019-2021	\$81,000
Temporary CBD Jetty	\$40,000
Extra Security at Hamilton Gardens 2019/20 summer	\$16,000
Pontoon and Jetty work at Braithwaite Park	\$25,000
Capital Investment in Jetty infrastructure	\$1,610,000
Hamilton Gardens Jetty Refurbishment	\$600,000
Swarbrick Landing Renewals (planned)	\$10,000
CBD Jetty replacement budget	\$1,000,000

45. **Option 3** is cost neutral. It is recommended that staff work the Central City and River plan advisory group to determine priorities for the future provision of River Infrastructure.
46. Costs for options 1 and 2 are estimated below, noting that a 20% contingency has been applied. These costs are currently unfunded.

Type of Costs	2020/21	
Capital Expenditure Option 1 – Fund infrastructure to CBD Jetty	Unfunded	TOTAL
Supply of power, water	\$30,000	
Pontoon	\$0	
Security Gate	\$5,000	
Contingency 20%	\$6,000	
		\$41,000
Operating Expenditure Option 1 – Fund infrastructure to CBD Jetty		
Depreciation	\$2,000	
Capital Expenditure Option 2 – Fund Infrastructure at Memorial Park Jetty	Unfunded	TOTAL
Supply of power, water	\$25,000	

Pontoon	\$30,000
Security Gate	\$5,000
Contingency @ 20%	\$12,000
	\$72,000
Operating Expenditure Option 2 – Fund Infrastructure at Memorial Park Jetty	
Depreciation	\$3,600

47. Options 1 and 2 could be funded from the 2020/21 River Plan budget of \$150,000. This budget was originally set aside to help resolve conflicts between swimmers and WRE at Hamilton Gardens.
48. There have been no reported issues this summer and risks will be further mitigated by the smaller vessel operating from Hamilton Gardens.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

49. Staff confirm that Option 2 complies with the Council's legal and policy requirements.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

50. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
51. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.
52. The recommendations set out in this report are consistent with that purpose.

Social

53. Option 2 considers the community's right to access our City Jetties and enables alternative connectivity between the Hamilton Gardens and Waikato Museum

Economic

54. Option 2 retains the WRE in Hamilton, enabling them to keep 6 full time staff and 4 part time staff employed in the city. It also presents opportunities for our visitor destination sites with a river link between the two.

Environmental

55. The commuter trial is part of a long-term vision for electric water taxis on the Waikato River. It will provide an alternative option for residents commuting from the Pukete area.
56. The provision of overnight mooring reduces fuel use for WRE in travelling to its current mooring in [REDACTED].

Cultural

57. A verbal update will be provided by staff who plan to take a report to Te Ngaawhaa Whakatapu Ake committee on 24 March 2021 to seek Mana Whenua views on this proposal.

Risks - *Tuuraru*

58. The risks associated with options are outlined in paragraphs 38, 40 and 41. It is anticipated these risks could be mitigated by:
- Providing power and water connections to enable overnight mooring and therefore enabling the commuter trial to go ahead.
 - Formalising a license to occupy Jetties agreement with WRE at the conclusion of the commuter trial.
 - Proactive joined up messaging to River users, interested parties and the wider community.
 - Developing a plan for future river infrastructure

Significance & Engagement Policy - *Kaupapa here whakahira/anganui*

Significance

59. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has/have a low level of significance.

Engagement

60. There is report to Te Ngaa Whaawhakatapu Ake Hui on 24 March 2021 to seek mana whenua views on this proposal. Staff will speak to the outcomes of this hui at the meeting.
61. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Council Report

Item 6

Committee: Community Committee

Date: 18 May 2021

Author: Carmen Fortin

Authoriser: Becca Brooke

Position: Governance Advisor

Position: Governance Manager

Report Name: Chair's Report

Report Status	<i>Open</i>
----------------------	-------------

Recommendation - *Tuutohu*

1. That the Community Committee:
 - a) receives the report;
 - b) approves the deferral of the He Pou Manawa Ora Deliberations report to the 22 June 2021 Community Committee meeting; and
 - c) requests staff report back to the Community Committee meeting of 12 October 2021 concerning Community Facilities on parks.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Chair's Report



Chair's Report

Welcome to the May Community Committee meeting, and thank you for your attendance on behalf of the community.

Firstly, Kesh and I would like to thank the Council for the outcomes achieved for the community in the LTP deliberations recently. One of the concerns we harboured was that while there had been strong views by Councillors earlier that we need to look after what we've got, that community projects would be the first to be 'trimmed' from the plan as we rushed to save costs, but the team held firm. We were very proud of this council for that. We firmly believe that the Community Committee is well served by this plan and while there is never enough money to do all we want, it's a solid outcome for the Hamilton community.

Several of us are regularly approached by community groups needing space to conduct their activities. Some have outgrown their current leases, have been moved on by current landlords, and some just want to merge to better serve the needs of the community. With that in mind I have asked staff to undertake a body of work around our current capacity for community facilities on parks. This work is due to be in front of this Community Committee in September/October this year. I thank the team for this.

He Pou Manawa Ora was some time ago planned to be confirmed at today's meeting for recommendation to the full council in June, but as we are well aware the Council decision on Maaori wards is scheduled for tomorrow at an Extraordinary Council meeting, so it was considered prudent to move this to the next Community Committee meeting on June 22, for full consideration in the August Council meeting. Our Maaori partners have been consulted about this.

Again, thanks to Councillor Kesh for her work (and patience) as a very able Deputy, to Councillor Martin for his advice and work around green spaces and parks in particular, and to all of you for your interest and advocacy for various parts of the community. It's a privilege to chair this group. I believe our community is well served.

Nga mihiinui

Councillor Mark Bunting
Chair, Community Committee
Hamilton City Council

Chair's Recommendation

That the Community Committee:

- a) Receives the report;
- b) approves the deferral of the He Pou Manawa Ora Deliberations report to the 22 June 2021 Community Committee meeting; and
- c) requests staff report back to the Community Committee meeting of 12 October 2021 concerning Community Facilities on parks.

Council Report

Item 7

Committee: Community Committee

Date: 18 May 2021

Author: Nick Chester

Authoriser: Lance Vervoort

Position: Social Development Advisor

Position: General Manager Community

Report Name: Reserve Management Plan Programme

Report Status	<i>Open</i>
----------------------	-------------

Purpose - *Take*

1. To seek Community Committee approval of the updated programme of Reserve Management Plans for Hamilton.
2. To seek Community Committee approval to review the Sport and Recreation Reserves Management Plan.

Staff Recommendation - *Tuutohu-aa-kaimahi*

3. That the Community Committee:
 - a) receives the report;
 - b) approves the updated programme of Reserve Management Plans for Hamilton;
 - c) approves the review of the Sports Park Management Plan 2009, to be renamed the Sport and Recreation Reserve Management Plan following the process as prescribed in the Reserves Act (1977); and
 - d) approves the preparation of a draft Sport and Recreation Reserves Management Plan prior to public notice and consultation in accordance with section 41(5A) of the Reserves Act (1977).

Executive Summary - *Whakaraapopototanga matua*

4. All parks and reserves in Hamilton are required to be managed through Reserve Management Plans (RMP), as outlined in the Reserves Act 1977.
5. Hamilton City Council currently has 18 RMP's to manage approximately 200 parks, reserves and natural areas in the city. Council's RMP's are of varying size, scope, and age.
6. The majority of RMP's are overdue to be reviewed and keeping up with review timeframes is challenging, leading to documents frequently being out of date or not reflecting current strategic direction.
7. Staff recommend a programme for RMP's that would reduce the total number of plans from 18 to 9. This will require the merging of some plans but reduce duplication and make the overall review timetables more manageable.

8. Staff further recommend that the current Sports Parks Management Plan 2009 is reviewed and merged with the Claudelands Park Management Plan (2007) Minogue Park Management Plan (2009) and Pukete Park Management Plan (2010).
9. Staff consider the decision in this report to have a low significance and that the recommendations comply with Council's legal requirements.

Background - *Koorero whaimaarama*

Reserve Management Plan Programme

10. The way parks and reserves are managed in New Zealand is outlined in the Reserves Act 1977 (The Act).
11. Preparation of Reserve Management Plans are a requirement of the Act, to provide for and ensure the use, enjoyment, maintenance and protection of reserves, and guide future development.
12. The Act recommends that RMP's are reviewed every 10 years as best practice, however it is left up to councils to determine how reserves are covered through RMP's. For example, similar types of reserves can be grouped under the same RMP and individual reserves can be managed through standalone RMP's.
13. Hamilton City Council currently has a suite of 18 Reserve Management Plans. Of these, 13 are outside the recommended 10 year review timeframe.
14. Further detail on the proposed new programme and rationale can be found in **Attachment 1**.
15. A smaller number of RMP's will make reviews more manageable and ensure duplication is not occurring where currently several similar sites all have their own plans.
16. Staff have evaluated the current suite of RMP's and recommend a reduction in the number of overall plans. This would result in the merging of some RMP's.
17. Staff recommend that RMP's be separated into two categories – four citywide RMP's that cover a number of reserves with a similar function, and five site specific RMP's where a reserve has significant status and requires a standalone plan. The proposed programme of RMP's is as follows:

Citywide RMP's

- i. Sport and Recreation Reserve Management Plan
- ii. Neighbourhood and Amenity Reserves Management Plan
- iii. Riverside Reserves and Natural Areas Reserve Management Plan
- iv. Nga Tapuwae O Hotumauea (Maaori Landmarks on Riverside Reserves Management Plan)

Significant site RMP's

- i. Hamilton Gardens Management Plan
- ii. Lake Domain management Plan
- iii. Waiwhakareke Natural Heritage Park Management Plan
- iv. Beale Cottage Management Plan
- v. Stadia Management Plan

18. It is proposed that parks with significant status meet the following criteria:
 - a) Parks with high volume of users on a regular basis (7 days a week, both during the day and in mornings/evenings)
 - b) Parks with a unique purpose or feature that does not line up with any of the citywide RMPs.

- c) Parks that are accessed by a wide variety of users such as organized sporting events, pop-up play, unstructured recreation, playgrounds
 - d) Either:
 - i. Visitor destinations in their own right
 - ii. Centrally located and used extensively by surrounding residents
 - e) Provide recreational opportunities in areas of high residential growth, or where residential intensification will lead to a higher reliance on local parks and reserves
19. The proposed programme of Reserve Management Plans can be viewed in **Attachment 1**.

Review of the Sport and Recreation Reserves Management Plan

20. Staff recommend that the current Sports Parks Management Plan 2009 is reviewed and merged with the Claudelands Park Management Plan (2007) Minogue Park Management Plan (2009) and Pukete Park Management Plan (2010).
21. It is proposed that the merged RMP is named the Sport and Recreation Reserve Management Plan. This recognises the increased role of sports parks and large reserves to accommodate informal recreation and play alongside more traditional sporting activities. This also ensures better strategic alignment with both the Open Space Plan and the Play Strategy.
22. All four RMP's are past their recommended 10 year review period and do not reflect the current strategic direction of Council (i.e the Open Space Plan and Play Strategy) or the latest evidence on sports park needs and capacity in Hamilton.
23. Reviewing the plan will ensure adaption to changing circumstances and will reflect community preferences for the management and development these kinds of reserves.
24. Whilst Minogue Park, Claudelands Park and Pukete Farm Park are all large, well-used parks in Hamilton, staff consider their primary use is not unique to other sports parks. Based on criteria outlined in paragraph 18, their use aligns with other sports parks, rather than continuing with standalone RMP's. The Sport and Recreation Reserves Management Plan can also dedicate sections to more significant parks rather than having standalone RMP's.
25. The objectives of the proposed review are to:
- i. Include reserves acquired since the last review;
 - ii. Update the management plan to align with the Council's current plans and policies;
 - iii. Simplify and improve readability of the Management Plan.

Discussion - *Matapaki*

26. The proposed process meets the Section 41 requirements as below:

Proposed Management Plan Review Process
1. Approval to commence the review by the Community Committee (Committee)
2. Key principles workshopped at Elected Member Briefing and targeted engagement undertaken with key community stakeholders
3. Draft management plan prepared
4. Draft plan presented to Committee for approval to notify for public consultation
5. Public notification that a draft plan is available for written submissions (two-month

period)
6. Hearings & deliberation if submitters wish to speak to their submission
7. Final plan presented to Committee for approval

Options

27. Staff have assessed that there are three reasonable and viable options for the Committee to consider. This assessment reflects the level of significance (see paragraph 46). The options are:

- **Option 1 (Recommended option): Approve the updated programme of Reserve Management Plans and begin the review of the Sport and Recreation Reserves Management Plan**

This option involves:

- Committee approval of the new programme of RMP's;
- Committee approval to review Management Plan;
- Targeted engagement undertaken with key community stakeholders;
- Development of draft plan for approval to publicly consult for mandatory two-month period.

- **Option 2: Approve the updated programme of Reserve Management Plans, but not begin the review of the Sports Park and Recreation Reserve Management Plan**

This option involves:

- Committee approval of the new programme of RMP's;
- The Committee not providing approval to review management plan.
- Staff report back on other RMP's to review

- **Option 3: Don't approve the new programme of RMP's and don't review the Management Plan (status quo).**

This option involves:

- Committee approval of the new programme of RMP's;
- The Committee not providing approval to review management plan.

28. Staff recommend **Option 1** for the following reasons:

- The recommended programme of RMP's will make reviews more manageable and ensure duplication is not occurring where currently several similar sites all have their own plans.
- A review of the Sports Park and Recreation Reserve Management Plan is required to include 3 reserves, along with an update to improve strategic alignment and simplification of its content.

Financial Considerations - *Whaiwhakaaro Puutea*

29. This is a regular operating activity funded through the Long Term Plan.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

30. Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

31. Staff confirm that the recommendations meet the requirements of the Reserves Act 1977.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

32. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
33. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.
34. The recommendations set out in this report are consistent with that purpose.

Social

35. Parks and Reserves serve a critical social purpose to the community. They are used extensively by individuals and groups as gathering spaces for connecting socially. This may be through sports and recreation, or informal play. Many community houses and centre are located on or near parks and are an important aspect of their activities.
36. Ensuring RMP's reflect the social needs of the communities that use parks and reserves will continue to be essential. The proposed programme will allow RMP's to be more responsive to the social needs of the community.

Economic

37. Having a strong network of parks and reserves that are supported by relevant planning tools provides a range of benefits to the community and supports goals of making Hamilton a great place to live. Sports Parks also enable regional sports events to occur in Hamilton which brings visitors to the city.
38. It is important that RMP's are up to date and relevant and the proposed new programme will ensure this is the case. Updating the Sports Park and Recreation Reserves Management Plan specifically also ensures that large scale sports parks are being managed is a strategic way to provide the best possible services to residents and visitors.

Environmental

39. Parks and reserves are important contributors to environmental wellbeing in Hamilton. This is particularly true for gullies and natural areas that play a significant role in supporting Hamilton's indigenous biodiversity.
40. The proposed new programme of RMP's will help to ensure that environmental wellbeing is considered holistically and as a core feature of all reviews.

Cultural

41. Parks and reserves are key contributors to cultural wellbeing in Hamilton. Many parks are located on culturally significant sites for Mana Whenua, and the restoration of natural areas such as gullies is a key driver of Tai Tumū, Tai Pari, Tai Ao (Waikato-Tainui Environmental Plan).
42. As part of the work being undertaken on matters of cultural significance, it is expected that Nga Tapuwae O Hotumauea (Māori Landmarks on Riverside Reserves Management Plan) will be reviewed and extended to include significant sites to Mana Whenua throughout the City.
43. As each RMP is reviewed, significant engagement with Mana Whenua will take place to ensure alignment with their values is achieved in a consistent manner.

Risks - *Tuuraru*

44. There are no known risks associated with the decisions required for this matter.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui*

Significance

45. Given the statutory requirement to consult, staff have not considered the key considerations under the Significance and Engagement Policy to assess the significance of the matter(s) in this report.

Engagement

46. There is a statutory requirement to consult as per legislation outlined below.
47. The preparation and review of a reserve management plan is required to follow consultation provisions outlined in section 41 of the Act:
- One month pre-drafting public consultation undertaken at the Council's discretion;
 - Mandatory two-month public consultation period once a draft Management Plan has been approved by the Committee;

Attachments - *Ngaa taapirihanga*

Attachment 1 - Proposed Reserve Management Plan Programme

Hamilton Reserve Management Plans – Proposed Programme

May 2021

The expected management of parks and reserves in New Zealand is outlined in the Reserves Act 1977 (The Act). Preparation of Reserve Management Plans are a requirement of the Act, to provide for and ensure the use, enjoyment, maintenance and protection of reserves, and guide future development. The Act recommends that RMP's are reviewed every 10 years as best practice. It is left up to councils to determine how reserves are covered through RMP's. Similar types of reserves can be grouped under the same RMP and individual reserves can also be managed through standalone RMP's.

Hamilton City Council currently has a suite of 18 Reserve Management Plans. Of these, 13 are outside the recommended 10 year review timeframe. Staff have evaluated the current suite of RMP's and recommend a reduction in the number of overall plans. This would result in the merging of some RMP's.

RMP's will be largely separated into two categories:

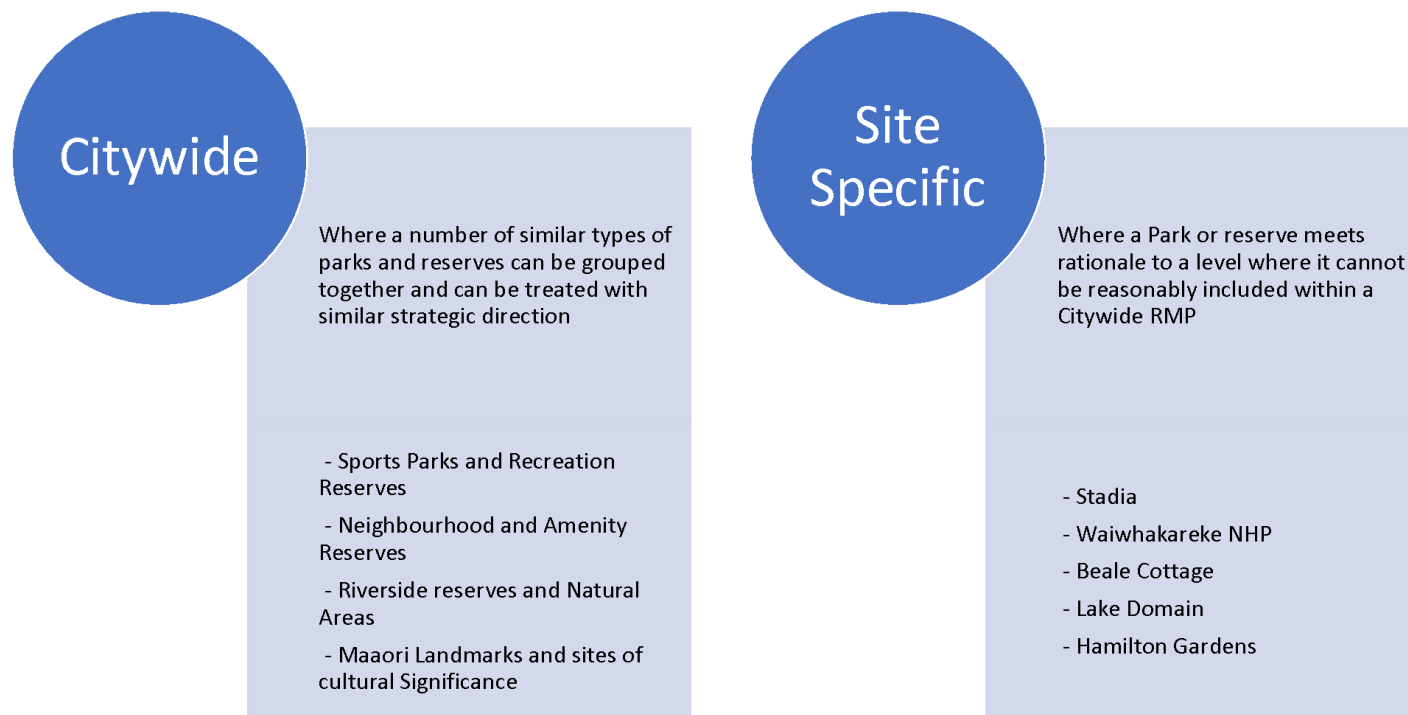
- Citywide RMP's that cover a number of reserves with a similar function, alongside some site specific.
- RMP's where a reserve has significant status and requires a standalone plan. The proposed suite of RMP's can be viewed in Attachment 1.

A smaller number of RMP's will make reviews more manageable and ensure duplication is not occurring where currently several similar sites all have their own plans.

Principles for Hamilton Reserve Management Plans

1. RMP's provide meaningful and relevant information to residents and staff on the intended use of parks and reserves in Hamilton
2. RMP's are accessible and kept up to date
3. RMP's reference and reflect relevant council strategic direction for open space provision
4. RMP's are referenced in development planning and renewal and maintenance work in parks.

Proposed RMP's are divided into two types:



Proposed new Programme of Reserve Management Plans

Citywide

	RMP	New/Merger?	Review Urgency
1	Sports Parks and Recreation Reserves	New merger the following RMP's: <ul style="list-style-type: none"> • Sports Parks (2009) • Minogue Park (2009) • Claudelands Park (2007) • Pukete Farm Park (2010) 	High. All four RMP's are overdue for review. None reference latest strategic direction (especially relating to the Play Strategy) and evidence (capacity study)
2	Neighbourhood and Amenity Reserves	Existing (2019)	Low. Was extensively reviewed 18 months ago.
3	Riverside Reserves and Natural Areas	New merger of the following RMP's: <ul style="list-style-type: none"> • Riverside Reserves (2008) • Gully (2007) • Donny Park (2004) • Hammond Park (1997) • Jubilee Bush (1993) • Lake Rotokauri (2002) • Miropiko (2001) 	Med-High. Nature in the City Strategy has provided baseline to start on this. All associated RMP's are well overdue for review.
4	Nga Tapuwae O Hotumauea (Maaori Landmarks on Riverside Reserves)	Existing (2003)	Medium. Review is already signalled through the Cultural Significance work programme and will follow the completion of other pieces of work (ie Heritage Plan) – scope is expected to expand significantly beyond riverside reserves

Site Specific

	RMP	Status	Review Urgency
5	Stadia	Existing (2007)	Medium – review is identified in the West Town Belt Masterplan as an action.
6	Waiwhakareke NHP	Existing (2011)	Medium – Is due for review this year.
7	Beale Cottage	Existing (2016)	Low – review not due until 2026
8	Lake Domain	Existing (2017)	Low – review not due until 2027
9	Hamilton Gardens	Existing (2020)	Low – Review not due until 2030

Rationale for Significant Site RMP's (why they aren't included in citywide RMP's)

Staff have made a best attempt to merge and group RMP's together where possible. However, there is a need for some significant site to have their own RMP's, as shown above. The need for standalone RMP's have been assessed under the following criteria:

- Parks with high volume of users on a regular basis (7 days a week, both during the day and in mornings/evenings)
- Parks with a unique purpose or feature that does not line up with any of the citywide RMPs.
- Accessed by a wide variety of users – organized sporting events, pop-up play, unstructured recreation, playgrounds
- Either:
 - Visitor destinations in their own right (Waiwhakareke, Lake Domain, Gardens, Stadia), or
 - Centrally located and used extensively by surrounding residents
- Provides recreational opportunities in areas of high residential growth, or where residential intensification will lead to a higher reliance on local parks and reserves

Council Report

Item 8

Committee: Community Committee

Date: 18 May 2021

Author: Inde King

Authoriser: Lance Vervoort

Position: Partnerships Manager

Position: General Manager Community

Report Name: External Funding Applications Policy Review

Report Status	<i>Open</i>
----------------------	-------------

Purpose - *Take*

1. To seek a recommendation from the Community Committee that the Council approves the revised External Funding Applications Policy.

Staff Recommendation - *Tuutohu-aa-kaimahi* (Recommendation to the Council)

2. That the Community Committee:
 - a) receives the report; and
 - b) recommends that the Council approves the revised External Funding Applications Policy.

Executive Summary - *Whakaraapopototanga matua*

3. The External Funding Applications Policy sets out the process and provides guidelines for funding Council projects where external funders are involved.
4. The External Funding Applications Policy has been reviewed by staff and three areas of revision were identified and proposed to Members at the 17 March 2021 Briefing.
5. Staff have incorporated the feedback and direction provided at this Briefing into the revised External Funding Applications Policy that includes:
 - i. Replaced outdated language in the original policy and schedules.
 - ii. Schedules referred to in the original policy are now attachments.
 - iii. Increase in delegated authority for approving external funding applications.
6. Staff recommend the Community Committee recommends that the Council approves the revised External Funding Applications Policy.
7. Staff consider the decision in this report has low significance and that the recommendations comply with the Council's legal requirements.

Background - *Koorero whaimaarama*

8. The External Funding Applications Policy was first adopted in June 2014 and was last revised on 8 August 2017.
9. The General Manager Community has delegated authority to approve external funding applications for less than \$10,000 but must take into account the External Funding Applications Policy's objectives when making those decisions.

10. At the 13 August 2020 Community Committee meeting, the General Manager's report noted the External Funding Applications Policy was due for renewal, that staff had started a review of the policy, and once completed would seek feedback from Elected Members and Maangai Maaori before the renewed policy was presented for approval.
11. At the 17 March 2021 Briefing, staff engaged with Elected Members and Maangai Maaori to listen to feedback and direction on the proposed areas for revision to the External Funding Applications Policy. The feedback and direction have been incorporated into the revised Policy.
12. The revised External Funding Applications Policy (the Policy) provides the framework for the External Funding Programme Plan to raise the budgeted external revenue required to deliver projects as determined in the 2021-31 Long-Term Plan.

Discussion - *Matapaki*

13. The review of the External Funding Applications Policy has not identified any major changes to the purpose and scope of the policy.
14. Staff identified:
 - i. the need to replace outdated language in the policy and schedules.
 - ii. the ongoing risk that schedules will be outdated before a policy is up for review as processes are continually being improved and role structures are changed.
15. To mitigate this, the option to have schedules referred to in the policy as attachments has been adopted.
16. Attachments are still available to public on the website however can be updated regularly to maintain their accuracy without formally reviewing the whole policy.
17. This approach is already in place for some of Council's policies e.g. Hamilton Gateways Policy.
18. Staff identified the General Manager Community's delegated authority of up to \$10,000 to approve external funding applications is a low threshold that creates restrictions to respond quickly to new funding opportunities.
19. Staff propose to increase the delegated authority in the Policy as follows:

Value of funding application	Delegated authority level
Up to \$150,000	<ul style="list-style-type: none"> - General Manager Community* - Update provided to the Community Committee through General Manager's report.
Between \$150,000 and \$500,000	<ul style="list-style-type: none"> - General Manager Community with the Chair and Deputy Chair of the Community Committee* - Update provided to the Community Committee through General Manager's report.
Above \$500,000	<ul style="list-style-type: none"> - Report to the Community Committee or Council seeking approval to submit an external funding application to the identified opportunity*

*the External Funding Applications Policy's objectives must be taken into account when making decisions.

20. Staff will record all approvals to submit external funding applications under \$500,000 in a memo.
21. The proposed increase in delegated authority will support the expansive approach to the external funding programme for the 2021-31 Long-Term Plan.

22. If the recommendation is not approved staff will revise the External Funding Applications Policy as directed and submit for approval at the next Community Committee meeting.
23. The staff recommendation supports the:
 - i. 2021-31 Long-Term Plan
 - ii. 2021-31 External Funding Programme Plan

Options

24. The Community Committee has the option to either
 - i. recommend that the Council adopt the revised External Funding Applications Policy;
 - ii. request that staff do further work on the revised External Funding Applications Policy and report back to the next Committee meeting with a recommendation to the Council to adopt.

Financial Considerations - *Whaiwhakaaro Puutea*

25. This is a regular operating activity funded through the Long-Term Plan.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

26. Staff confirm that the recommendation in this report complies with the Council's legal and policy requirements.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

27. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
28. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.
29. The recommendations set out in this report are consistent with that purpose.

Social

30. The External Funding Applications Policy is in place to support the External Funding Programme Plan and delivery of capital projects that will benefit the community and provide better spaces for social connections. Spaces such as visitor destinations, parks and playgrounds are focal points for community connections, offering low or no cost opportunities for families and communities to meet and interact.
31. The social wellbeing impacts relating to each capital project will be presented in reports specific to each project.

Economic

32. Visitor destinations and play spaces make Hamilton a more attractive place for families to move to and stay, and also provide reasons for visitors from outside the region or country to visit. The Hamilton Gardens, Waikato Museum and the Hamilton Zoo-Waiwhakareke Natural Heritage Park contribute to the city's tourism industry and play key roles in attracting visitor expenditure into the Hamilton city economy each year.
33. The economic wellbeing impacts relating to each capital project will be presented in reports specific to each project.

Environmental

34. Investment in Hamilton's gully system and in spaces such as Hamilton Gardens and Hamilton Zoo-Waiwhakareke Natural Heritage Park allow residents to engage with nature more closely and grow a higher appreciation for its benefits. External funding opportunities can enable this environmental benefit to be increased beyond what is otherwise achievable through Council funding alone.
35. The environmental wellbeing impacts relating to each capital project will be presented in reports specific to each project.

Cultural

36. The Council has committed to capital development programmes in partnership with local iwi and haapu to ensure the historic and continuing significance of the sites for Maaori is appropriately recognised.
37. Visitor destinations in Hamilton have significant cultural value to iwi. All three sites are of historic importance for varying reasons, and increased investment in them will enhance this value further.
38. The cultural wellbeing impacts relating to each capital project will be presented in reports specific to each project.

Risks - *Tuuraru*

39. There are no known risks associated with the decisions required for this matter.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui* Significance

40. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has/have a low level of significance.

Engagement

41. Given the low level of significance determined, the engagement level is low. No engagement is required.

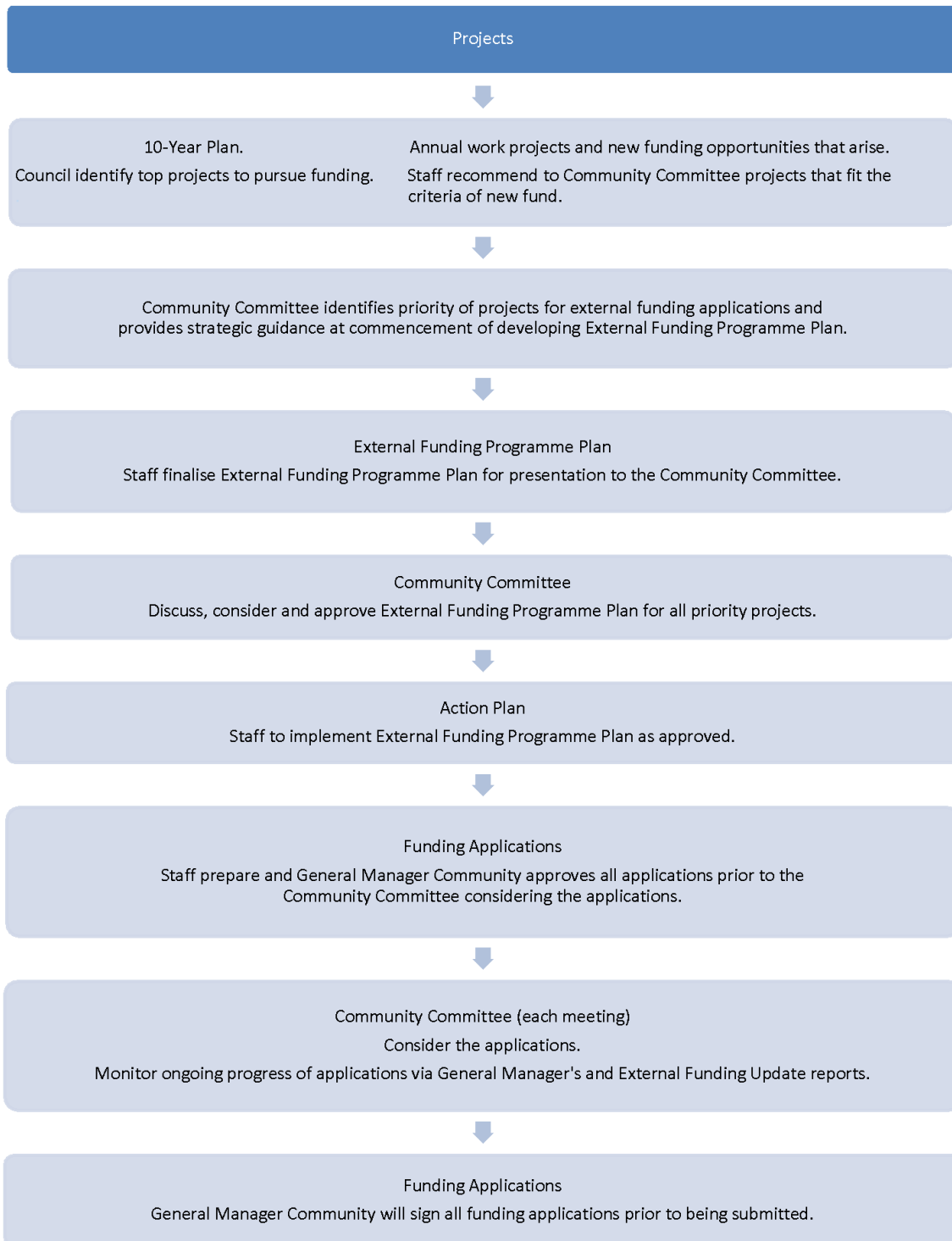
Attachments - *Ngaa taapirihanga*

Attachment 1 - External Funding Applications Policy -Process for prioritising projects

Attachment 2 - External Funding Applications Policy - Roles and Responsibilities

Attachment 3 - Revised External Funding Applications Policy - Clean and Tracked Changes May 2021

ATTACHMENT 1 - PROCESS FOR PRIORITISING PROJECTS FOR EXTERNAL FUNDING



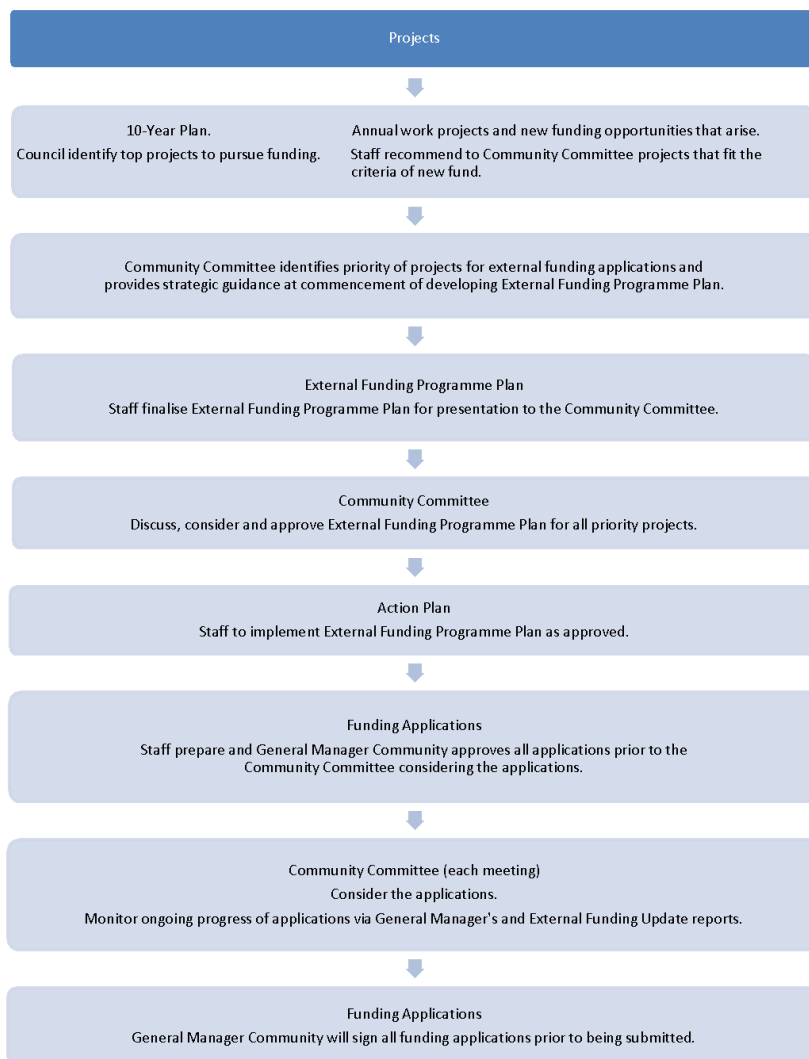
Item 8

Attachment 1

ATTACHMENT 1 - PROCESS FOR PRIORITISING PROJECTS FOR EXTERNAL FUNDING

Deleted: SCHEDULE

Deleted: ONE



ATTACHMENT 2 - ROLES AND RESPONSIBILITIES

Community Committee role

- Set the priority projects seeking external funding.
- Strategic input into external funding.
- Decision-makers regarding External Funding Programme Plan and applications.
- Ensure applications are in line with Council priorities, are of a high quality, there are no duplicated or conflicting applications.
- Monitor implementation of External Funding Programme Plan through General Manager's and External Funding Update reports.
- Support funding applications through relationship building and targeted networking.

General Manager Community

- Oversight of External Funding Programme Plan and applications.
- Responsible to educate staff and ensure process is followed.
- Implement External Funding Programme Plan.
- Approve External Funding Programme Plan before it is submitted to the Community Committee.
- Responsible as approver and signature of all applications submitted.
- Update Community Committee on external funding activity through General Manager's report.

Partnership Manager - Major Project's role

- Complete External Funding Programme Plan before it is submitted to the Community Committee.
- Develop and manage Partnerships Dashboard to track progress of applications.
- Prepare regular External Funding Update reports to the Community Committee.
- Support External Funding Manager in completing Revenue Generation Plans for each priority project.
- Peer review funding applications for quality control.
- Ensure applications are in line with Council priorities, are of high quality, there are no duplicated or conflicting applications.
- Monitoring requirements are met in relation to any funding received.
- Engage external funding consultants when applicable.
- Relationship Management with key sponsors and funders.
- Maintain a list of potential external funders and their contributions.

External Funding Manager - Major Project's role

- Create Revenue Generation Plans for each priority project.
- Generate/develop/fill in funding applications.
- Ensure process is followed, templates used, and quality applications formulated.
- Ensure applications are in line with Council priorities, are of high quality, and there are no duplicated or conflicting applications.
- Investigate new funding opportunities and bring these to the Community Committee for consideration.
- Manage relationships where there are competing applications that could result in duplication of applications for the same project.
- Fill in External Funding Monitoring Report as applications are made and advised on.
- Ensure requirements are met in relation to any funding received.

ATTACHMENT 2 - ROLES AND RESPONSIBILITIES

Community Committee role

- Set the priority projects seeking external funding.
- Strategic input into external funding.
- Decision-makers regarding External Funding Programme Plan and applications.
- Ensure applications are in line with Council priorities, are of a high quality, there are no duplicated or conflicting applications.
- Monitor implementation of External Funding Programme Plan through General Manager's and External Funding Update reports.
- Support funding applications through relationship building and targeted networking.

General Manager Community

- Oversight of External Funding Programme Plan and applications.
- Responsible to educate staff and ensure process is followed.
- Implement External Funding Programme Plan.
- Approve External Funding Programme Plan before it is submitted to the Community Committee.
- Responsible as approver and signature of all applications submitted.
- Update Community Committee on external funding activity through General Manager's report.

Partnership Manager - Major Project's role

- Complete External Funding Programme Plan before it is submitted to the Community Committee.
- Develop and manage Partnerships Dashboard to track progress of applications.
- Prepare regular External Funding Update reports to the Community Committee.
- Support External Funding Manager in completing Revenue Generation Plans for each priority project.
- Peer review funding applications for quality control.
- Ensure applications are in line with Council priorities, are of high quality, there are no duplicated or conflicting applications.
- Monitoring requirements are met in relation to any funding received.
- Engage external funding consultants when applicable.
- Relationship Management with key sponsors and funders.
- Maintain a list of potential external funders and their contributions.

External Funding Manager - Major Project's role

- Create Revenue Generation Plans for each priority project.
- Generate/develop/fill in funding applications.
- Ensure process is followed, templates used, and quality applications formulated.
- Ensure applications are in line with Council priorities, are of high quality, and there are no duplicated or conflicting applications.
- Investigate new funding opportunities and bring these to the Community Committee for consideration.
- Manage relationships where there are competing applications that could result in duplication of applications for the same project.
- Fill in External Funding Monitoring Report as applications are made and advised on.
- Ensure requirements are met in relation to any funding received.

Deleted: SCHEDULE

Deleted: TWO

Deleted: and Services

Deleted: priorities within

Deleted:

Deleted: Revenue Generation Plans

Deleted:

Deleted:

Deleted: Revenue Generation Plans

Deleted: External Funding Monitoring Report

Deleted: Senior Leadership Team

Deleted: Revenue Generation Plans

Deleted: Revenue Generation Plans

Deleted: General Manager Community, a

Deleted: Revenue Generation Plans

Deleted:

Deleted: they

Deleted: are

Deleted:

Deleted: and Services

Deleted: General Manager Community, r

Deleted:

Moved (insertion) [1]

Formatted: Font: 11 pt

Deleted: Specific business units'

Deleted: Complete

Deleted: <#>Generate/develop/fill in funding applications.¶
 Liaise with Community Resources Advisor to ensure process is followed, templates used and quality applications formulated.¶
 Ensure applications are in line with Council priorities, are of high quality, and are no duplicated or conflicting applications. ¶

Deleted: <#>

Deleted: <#>¶

¶
 Community Resources Advisor Role¶
 Develop Revenue Generation Plan templates.¶
 Support Unit Manager's in completing Revenue Generation Plans
 Review all Revenue Generation Plans before they are submitted to the Community and Services Committee.¶
 Develop and manage External Funding Monitoring Report to track progress of applications.¶
 Peer review funding applications for quality control.¶
 Ensure applications are in line with Council priorities, are of high quality, there are no duplicated or conflicting applications.¶
 Monitoring requirements are met in relation to any funding received.¶
 ¶
 Additional Staff Resource Role¶
 Relationship Management with key sponsors and funders.¶
 Engage external funding consultants.¶
 Oversight of funding applications and Implementation of Revenue Generation Plans. ¶
 Investigate new funding opportunities and bring these to the Community and Services Committee attention.¶
 Manage relationships where there are competing applications that could result in duplication of application(.

Moved up [1]: <#>Relationship Management with key
 Engage external funding consultants.¶

First adopted:	June 2014
Revision dates/version:	20 April 2021
Next review date:	20 April 2024
Engagement required:	Not deemed significant
Document number:	D-1412824
Associated documents:	n/a
Sponsor/Group:	Community Group

External Funding Applications Policy

Purpose and scope

1. This Policy sets out the process and provides guidelines for funding Hamilton City Council projects where external funders are involved.

Definitions

Definition	Detail
External Funding Programme Plan	Means a plan about how the identified priority projects will be funded.
External funder	Means any individual or organisation, including government, which provides grants, services, sponsorship or in kind support for projects.
Gaming Trust Funds	Funds from a corporate society as defined in the Gambling Act 2003 (including reference to Section 33), which has an operator's licence for a Class 4 venue or the holder of a casino venue licence and a casino operator's licence.
Gaming Machines	As defined in the Gambling Act 2003 but excluding any device operated by the Lotteries Commission.

2. To ensure local, national or international external funding for Council endorsed projects is obtained.
3. The process for applications for external funding is clear and applications are:
 - a. planned, prioritised, coordinated and pursued.
 - b. of a high professional standard and avoid duplication.
4. Funding applications align with Council priorities.
5. Elected members have oversight and provide direction about external funding applications.

Policy

6. The process for prioritising Council projects for external funding and approving applications is set out in Attachment 1.
7. An External Funding Programme Plan must be prepared for identified priority projects seeking external funding and must include the following information:
 - a. A project outline, including the total cost of the project and the Council's financial contribution.
 - b. The names of the Hamilton City Council staff members who are the project sponsor and who are responsible for the project delivery.
 - c. How the project aligns with the Council's priorities.
 - d. There are no application duplications from within the Council or with affiliated entities such as Friends groups.
 - e. The amount sought from external funders.
 - f. The plan for successfully obtaining external funding.

Page 1 of 2

8. The External Funding Programme Plan must be approved by the General Manager Community before they are submitted to the Community Committee.
9. Council will exclude Gaming Trust Funds from its list of external funding sources and will not directly apply to Gaming Trust Funds for external funding.

10. The delegated authority to approve external funding applications is set out in the following table:

Value of external funding application	Delegated authority level
Up to \$150,000	<ul style="list-style-type: none"> - General Manager Community* - Update provided to the Community Committee through General Manager's report.
Between \$150,000 and \$500,000	<ul style="list-style-type: none"> - General Manager Community with the Chair and Deputy Chair of the Community Committee* - Update provided to the Community Committee through General Manager's report.
Above \$500,000	<ul style="list-style-type: none"> - Report to the Community Committee seeking approval to submit an external funding application to the identified opportunity*

*the External Funding Applications Policy's objectives must be taken into account when making decisions.

Monitoring and implementation

11. The roles and responsibilities are set out in Attachment 2.
12. The Community Committee is responsible for monitoring and implementing this Policy.
13. This Policy may be reviewed anytime.

References

10-Year Plan

First adopted:	June 2014
Revision dates/version:	20 April 2021
Next review date:	20 April 2024
Engagement required:	Not deemed significant
Document number:	D-1412824
Associated documents:	n/a
Sponsor/Group:	Community Group

Deleted: 8 August 2017

Deleted: 8 August 2020

Deleted: and Services

External Funding Applications Policy

Purpose and scope

1. This Policy sets out the process and provides guidelines for funding Hamilton City Council projects where external funders are involved.

Definitions

Definition	Detail
External Funding Programme Plan	Means a plan about how the identified priority projects will be funded.
External funder	Means any individual or organisation, including government, which provides grants, services, sponsorship or in kind support for projects.
Gaming Trust Funds	Funds from a corporate society as defined in the Gambling Act 2003 (including reference to Section 33), which has an operator's licence for a Class 4 venue or the holder of a casino venue licence and a casino operator's licence.
Gaming Machines	As defined in the Gambling Act 2003 but excluding any device operated by the Lotteries Commission.

Formatted Table

Deleted: Revenue & Generation

2. To ensure local, national or international external funding for Council endorsed projects is obtained.
3. The process for applications for external funding is clear and applications are:
 - a. planned, prioritised, coordinated and pursued.
 - b. of a high professional standard and avoid duplication.
4. Funding applications align with Council priorities.
5. Elected members have oversight and provide direction about external funding applications.

Policy

6. ~~The process for prioritising Council projects for external funding and approving applications is set out in Attachment 1.~~
7. An External Funding Programme Plan must be prepared for identified priority projects seeking external funding and must include the following information:
 - a. A project outline, including the total cost of the project and the Council's financial contribution.
 - b. The names of the Hamilton City Council staff members who are the project sponsor and who are responsible for the project delivery.
 - c. How the project aligns with the Council's priorities.
 - d. There are no application duplications from within the Council or with affiliated entities such as Friends groups.
 - e. The amount sought from external funders.

Formatted: Condensed by 0.05 pt

Deleted: applications that are for \$10,000 and over

Deleted: Schedule 1

Formatted: Condensed by 0.05 pt

- f. The plan for successfully obtaining external funding.
8. The External Funding Programme Plan must be approved by the General Manager Community before they are submitted to the Community Committee.
9. Council will exclude Gaming Trust Funds from its list of external funding sources and will not directly apply to Gaming Trust Funds for external funding.

10. The delegated authority to approve external funding applications is set out in the following table:

Value of external funding application	Delegated authority level
Up to \$150,000	- General Manager Community* - Update provided to the Community Committee through General Manager's report.
Between \$150,000 and \$500,000	- General Manager Community with the Chair and Deputy Chair of the Community Committee* - Update provided to the Community Committee through General Manager's report.
Above \$500,000	- Report to the Community Committee seeking approval to submit an external funding application to the identified opportunity*

*the External Funding Applications Policy's objectives must be taken into account when making decisions.

Monitoring and implementation

11. The roles and responsibilities are set out in Attachment 2.
12. The Community Committee is responsible for monitoring and implementing this Policy.
13. This Policy may be reviewed anytime.

References

- 10-Year Plan

Formatted: Indent: Left: 1.26 cm, Hanging: 0.6 cm, Space Before: 6 pt, Line spacing: Multiple 1.19 li

Deleted: <#>¶

The General Manager Community has delegated authority to approve external funding applications for less than \$10,000, but must take into account this Policy's objectives when making those decisions

Formatted: Font: 10 pt, Character scale: 105%, Condensed by 0.05 pt

Formatted: Character scale: 105%, Condensed by 0.05 pt

Formatted Table

Formatted: Font: 10 pt, Character scale: 105%, Condensed by 0.05 pt

Formatted: Character scale: 105%, Condensed by 0.05 pt

Formatted: Space Before: 0.1 pt, Line spacing: Exactly 11.45 pt

Formatted: Character scale: 105%, Condensed by 0.05 pt

Formatted: Font: 10 pt, Character scale: 105%, Condensed by 0.05 pt

Formatted: Space Before: 0.1 pt, Line spacing: Exactly 11.45 pt

Formatted: Character scale: 105%, Condensed by 0.05 pt

Formatted: Character scale: 105%, Condensed by 0.05 pt

Formatted: Font: 10 pt, Character scale: 105%, Condensed by 0.05 pt

Formatted: Character scale: 105%, Condensed by 0.05 pt

Formatted: Right: 0 cm, Space Before: 0.1 pt, Line spacing: Exactly 11.45 pt

Formatted: Space Before: 0.1 pt, Line spacing: Exactly 11.45 pt

Formatted: Character scale: 105%, Condensed by 0.05 pt

Formatted: Indent: Left: 1.85 cm, Space Before: 2 pt, Line spacing: Multiple 1.19 li

Deleted: ¶

Deleted: Schedule 2.

Deleted: and Services

Formatted: Not Expanded by / Condensed by

Formatted

Deleted: ¶

Annual Plan¶

Council Report

Item 9

Committee: Community Committee

Date: 18 May 2021

Author: Nick Chester

Authoriser: Lance Vervoort

Position: Social Development Advisor

Position: General Manager Community

Report Name: Community Access to School Sports Fields and Facilities

Report Status	Open
----------------------	------

Purpose - *Take*

1. To inform the Community Committee on community access to school sports fields and facilities outside of school hours.

Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Committee:
 - a) receives the report; and
 - b) notes that further progress on community access to schools sports fields and facilities will be reported back to the Community Committee meeting of 31 August 2021.

Executive Summary - *Whakaraapopototanga matua*

3. Following an annual update report on the Play strategy at the Community Committee meeting of 11 February 2021, staff were asked to provide more information on community access to school sports fields outside of school hours.
4. Initial information accessed to date shows school sports fields make up approximately 106 hectares of sports field space in the Hamilton city boundary. Currently, 17 schools provide community access to sports fields and facilities, compared to 15 who do not. Information for a further 25 schools is still being collected.
5. Staff have identified schools to approach to trial improved access to sports fields outside of normal school hours and will begin discussions in the coming weeks.
6. Further progress on both public access to school sports fields and wider progress on implementing the Play Strategy will be reported back to the Community Committee meeting of 31 August 2021.
7. Staff consider the matters in this report have low significance and that the recommendations comply with the Council's legal requirements.

Background - *Koorero whaimaarama*

Public Access to School Sports Fields

8. A progress update on implementation of the Play Strategy was presented to the Community Committee on 11 February 2021.

9. Members requested further information on school sports fields and what opportunities existed to provide community access to these spaces outside of school hours.
10. Given that many of these spaces are fenced, they are currently unavailable to the public after school hours.
11. Better access to these spaces may lead to an increased network of open space for recreation across the city.
12. Members have expressed a desire for Council to work with schools to make these spaces more available for the public.
13. Sport Waikato are surveying schools regarding community access to sports fields and facilities outside of school hours. Currently, eight schools have indicated a willingness to increase access to the community.
14. These schools are in variety of locations across the city. Whilst some schools are close to existing parks and open spaces, not all are, and trialling changes may increase the community's overall access to open space in Hamilton.
15. A map of spaces has been created based on information provided by Sport Waikato and next steps will initiate conversations with individual schools to gauge interest in making these spaces more available outside of school hours. Progress will be reported to the Community Committee of 25 November 2021.

Public Access to Playgrounds

16. Sport Waikato are also surveying schools regarding community access to other facilities outside of school hours. Currently, 19 schools provide access to playgrounds during these times. Access to these and other school facilities will be part of ongoing discussions related to community access in the coming months.

Discussion - Matapaki

17. At least 15 schools in Hamilton currently restrict community access to sports fields and facilities. This is largely achieved by fencing school property entirely from the community.
18. Decisions about fencing of schools are made by individual Board of Trustees, as opposed to any directive from the Ministry of Education. There is no mandate or guidance relating to community access to schools, however, there is health and safety guidance in the event that schools do erect fences, which can be found at the link below:
<https://www.education.govt.nz/school/property-and-transport/projects-and-design/design/design-standards/fencing/>
19. Schools are fenced for a variety of reasons. The main reasoning behind fencing is usually either:
 - i. To protect the school from damage as a result of vandalism occurring outside of school hours
 - ii. To safeguard against students leaving the school without permission (generally primary schools)
20. Many schools with fences keep these locked outside of school hours and public access is not possible.
21. Based on discussions so far, a total of eight schools have indicated an interest in increasing community access outside of school hours.
22. The map in **Attachment 1** provides an overview of schools in Hamilton and their current stance on community access.

Next Steps

23. Further discussions will take place in the coming months with other schools. This is likely to lead to a trial of opening schools to greater community access in the second half of 2021.
24. First steps will be to hold discussions with participating schools to ensure key issues are addressed prior to a trial. These issues include security, administration and funding. Once these issues have been discussed and resolved, trials could be conducted by leaving gates unlocked at appropriate times outside school hours and monitoring results.
25. As part of his role as Local Play Advocate, Dr Damien Puddle alongside Sam Broadbent from Sport Waikato will continue to work with these schools and council staff to encourage greater community access, follow up on trials and report on results. It is also hoped that previous work with schools undertaken by Sport Waikato can be leveraged to encourage schools that are currently reluctant to reconsider community access.
26. Further progress on improved community access to school sports fields will be reported back to the Community Committee meeting of 31 August 2021.

Financial Considerations - *Whaiwhakaaro Puutea*

27. There are no financial implications in relation to the recommendation.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

Staff confirm that this matter complies with the Council's legal and policy requirements. **Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga***

29. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
30. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.
31. The recommendations set out in this report are consistent with that purpose.

Social

32. School sports fields and facilities contribute to social wellbeing within the community and have potential to contribute further. School facilities can complement those provided by other community groups and council and provide additional spaces for community connection. This may be especially true in parts of the city where there are less parks and other facilities and schools can address an unmet need.

Economic

33. School provisions are an important contributor to economic wellbeing and are key to decision making of parents as to where to live within Hamilton. Greater access to school facilities can support residents to thrive and ensure the city remains an attractive place to live.

Environmental

34. Greater access to school facilities contribute to environmental wellbeing by potentially creating efficiencies in how all community spaces and facilities are used. Schools have the potential to be more active players in the provision of a network of spaces and facilities and potentially reducing demand and stress on existing resources.

Cultural

35. Greater access to school facilities contributes to cultural wellbeing by potentially providing more spaces for the community to express themselves culturally. Schools are key parts of local communities and understand their students, families and wider community well, including how the community expresses cultural values. Improved community access to spaces provides opportunities for this to be enhanced over time.

Risks - *Tuuraru*

36. There are no known risks associated with this matter.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui***Significance**

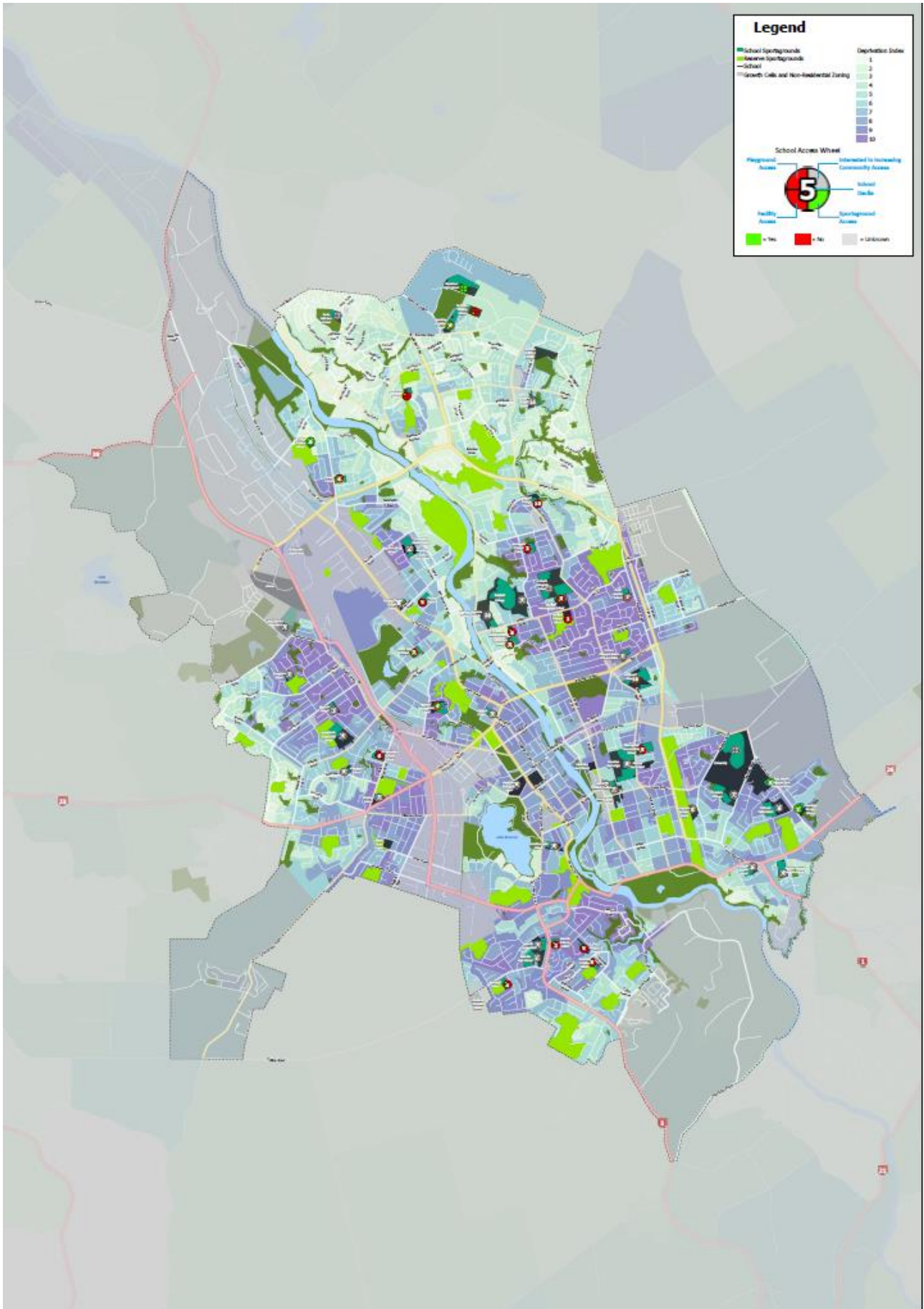
37. Having considered the Significance and Engagement Policy, staff have assessed that the matters in this report have low significance.

Engagement

38. Community views and preferences are already known to the Council through engagement during the development of the Play Strategy. Ongoing engagement with schools will be undertaken in the coming months.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Current Community Access School Map - May 2021



Item 9

Attachment 1

Council Report

Committee: Community Committee **Date:** 18 May 2021
Author: Inde King **Authoriser:** Lance Vervoort
Position: Partnerships Manager **Position:** General Manager Community
Report Name: External Funding Programme Plan 2021-31 Long-Term Plan

Report Status	<i>Open</i>
----------------------	-------------

Purpose - *Take*

1. To seek the Community Committee'd approval of the External Funding Programme Plan for the 2021-31 Long-Term Plan.

Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Community Committee:
 - a) receives the report; and
 - b) approves the External Funding Programme Plan for the 2021-31 Long-Term Plan; and
 - c) notes that the External Funding Programme plan will be adjusted should any changes impacting the projects outlined in the staff report be made at the 24 June Council Meeting (2021-31 Long Term Plan Adoption).

Executive Summary - *Whakaraapopototanga matua*

3. The External Funding Programme Plan (the Plan) identifies projects in the 2021-31 Long-Term Plan that will attract public-private-philanthropic partnership. The identified projects include:
4. Priority projects (**Tier 1**):
 - i. Hamilton Zoo-Waiwhakareke Natural Heritage Park shared entry precinct
 - ii. Play Spaces programme
 - iii. Hamilton Gardens development programme
 - iv. Nature in the city – Gully restoration & development
 - v. CBD River walking and cycling bridge
5. Focus projects (**Tier 2**):
 - i. Waiwhakareke Natural Heritage Park enhancement planting
 - ii. Hamilton Zoo Master Plan – Savannah
 - iii. Waikato Museum Victoria Street entrance
 - iv. Waterworld Lido cover
 - v. Sports Parks floodlighting & safety lighting improvements
6. One-off matching opportunities (**Tier 3**).
7. The Plan includes the fundraising approach for each tier, identified sources of external funding, budgeted external revenue targets, and operational tactics.

8. The Plan considers the identified projects as a programme of work to secure funding at the right time, for the right project. This ensures there is no direct competition within the programme for the same external funding dollar.
9. Staff recommend the Community Committee approves the External Funding Programme Plan for the 2021-31 Long-Term Plan.
10. Staff consider the decision in this report has low significance and that the recommendations comply with the Council's legal requirements.

Background - *Koorero whaimaarama*

11. All external funding plans require approval by the Community Committee as set out in the External Funding Applications Policy.
12. The purpose of seeking funding from external sources enables the Council to:
 - i. deliver capital projects that could not be delivered alone.
 - ii. provide enhanced benefits to the community.
 - iii. provides opportunities for collaboration and a partnership approach to meet specific objectives and outcomes.
13. The current 2018-28 External Funding Programme Plan identifies three priority projects:
 - i. Hamilton Zoo-Waiwhakareke Natural Heritage Park shared entry precinct
 - ii. Playgrounds programme
 - iii. Hamilton Gardens development programme
14. At the 17 March 2021 Briefing, staff engaged with Elected Members and Maangai Maaori to listen to feedback and direction on the proposed expansive approach to the 2021-31 External Funding Programme Plan and the proposed priority and focus projects. The feedback on the priority projects, focus projects, one-off matching opportunities, and the external funding approach for each tier have been incorporated into the Plan.
15. The identified projects in the Plan have been sourced from the 2021-31 Long-Term Plan consultation document.

Discussion - *Matapaki*

16. The External Funding Programme Plan (the Plan) identifies projects in the 2021-31 Long-Term Plan that will attract public-private-philanthropic partnership. The identified projects include:
17. Priority projects (**Tier 1**)
 - i. Hamilton Zoo-Waiwhakareke Natural Heritage Park shared entry precinct
 - ii. Play Spaces programme
 - iii. Hamilton Gardens development programme
 - iv. Nature in the city – Gully restoration & development
 - v. CBD River walking and cycling bridge
18. Focus projects (**Tier 2**)
 - i. Waiwhakareke Natural Heritage Park enhancement planting
 - ii. Hamilton Zoo Master Plan – Savannah
 - iii. Waikato Museum Victoria Street entrance
 - iv. Waterworld Lido cover
 - v. Sports Parks floodlighting & safety lighting improvements
19. One-off matching opportunities (**Tier 3**).

20. Some of the identified projects have budgeted external revenue targets in the Long-Term Plan while some projects do not, however staff have identified that they may be suitable for external funding.
21. Each identified priority and focus project varies in scale, delivery timeframe and budgeted external revenue. The ability to be agile, responsive and flexible within the plan will support securing the funding needed to deliver these projects year on year. This will ensure projects are not in direct competition with one another and provides each project with the ability to secure funding when needed.
22. The Plan aims to meet the budgeted external revenue requirements of these projects collectively.
23. The table below outlines when each project requires external funding:

	YR1 21/22	YR2 22/23	YR3 23/24	YR4 24/25	YR5 25/26	YR6 26/27	YR7 27/28	YR8 28/29	YR9 29/30	YR10 30/31
Zoo-Waiwhakareke shared entry precinct	Year 1 [Stage 1]	Years 1-2 [Stage 2]					Years 7-8 [Stage 3]			
Play Spaces programme	Years 1-10									
Hamilton Gardens development programme	Years 1-10									
Nature in the city – Gully restoration & development	Years 1-10									
CBR River walking & cycling bridge	Years 1-4									
Waiwhakareke enhancement planting	Years 1-3					Year 6				
Zoo Master Plan – Savannah	Years 1-2									
Waikato Museum Victoria Street entrance	Years 1-3									
Waterworld Lido cover	Years 1-3									
Sports Parks floodlighting & safety lighting improvements	Years 1-3									
One-off matching opportunities	Years 1-10									

24. The Plan includes the fundraising approach for each tier (priority, focus, and one-off matching opportunities).
25. Priority projects will follow the capital campaign approach to fundraising with comprehensive revenue generation plans.
26. Focus projects will have smaller revenue generation plans that seek external funding opportunities that do not clash with the priority projects.
27. One-off external funding opportunities that arise will be assessed and matched to the most appropriate project available at the time. Projects that are not identified as a priority or focus project in the Plan may be most suitable for these one-off opportunities and will be put forward accordingly.

28. Staff will ensure accountability, acknowledgements and relationships with funders, donors and sponsors are managed effectively.
29. To ensure the best possible outcomes are achieved, the Plan will be a working document that requires updates and amendments to reflect funding outcomes, advice given by funders, changes to funder criteria and requirements and alignment with project delivery.
30. Regular updates outlining achievements against targets for each priority and focus project will be provided to Elected Members and Maangai Maaori through General Manager's reports and External Funding updates to the Community Committee.
31. Staff will complete an annual review of this the Plan to ensure it stays relevant and up-to-date based on each priority and focus project's progress.
32. The Plan supports the Council's 2021-31 Long-Term Plan. It provides staff with the framework to raise the budgeted external revenue required to deliver projects as determined in the 2021-31 Long-Term Plan.

Options

33. The Community Committee has the option to approve or not approve the External Funding Programme Plan for the 2021-31 Long-Term Plan.
34. Staff recommend that the External Funding Programme Plan is approved and note that staff recommendation supports the:
 - i. 2021-31 Long-Term Plan
 - ii. External Funding Applications Policy
35. If the recommendation is not approved, staff will revise the External Funding Programme Plan as directed and submit for approval at the next Community Committee meeting.

Financial Considerations - *Whaiwhakaaro Puutea*

36. The External Funding Programme Plan will assist the Council to meet budgeted external revenue requirements in the 2021-31 Long-Term Plan.
37. External funding is not a guaranteed source of revenue and projects may need to be adapted to fit available budget. Projects will be managed within the organisational programme management framework and reported to Council as required.
38. The total budgeted external revenue required for the programme of projects over the 10 years is \$15.5 million.
39. The table below outlines the budgeted external revenue targets, total project costs and percentage of budgeted external revenue for each project for funded projects in the 2021-31 Long-Term Plan.

IDENTIFIED PRIORITY AND FOCUS PROJECTS [FUNDED IN 2021-31 LONG-TERM PLAN]	BUDGETED EXTERNAL REVENUE	TOTAL PROJECT COSTS	BUDGETED EXTERNAL REVENUE %
Zoo-Waiwhakareke shared entry precinct			
Stage 1	\$ 900,000	\$ 1,642,000	55%
Stage 2	\$ -	\$ 4,009,000	0%
Play Spaces programme	\$ 598,230	\$ 6,647,000	9%
Hamilton Gardens development programme	\$ 3,872,750	\$ 15,491,000	25%
Nature in the city – Gully restoration & development Projects	\$ -	\$ 19,673,000	0%
CBR River walking & cycling bridge	\$ 6,972,000	\$ 27,888,000	25%

Waiwhakareke enhancement planting	\$ -	\$ 1,444,000	0%
Zoo Master Plan – Savannah	\$ -	\$ 4,745,000	0%
Waikato Museum Victoria Street entrance	\$ -	\$ 3,790,000	0%
Waterworld Lido cover	\$ -	\$ 5,847,000	0%
Sports Parks floodlighting & safety lighting improvements	\$ 2,276,500	\$ 4,553,000	50%
TOTAL	\$ 14,619,480	\$ 95,729,000	15%

40. The table below outlines the budgeted external revenue targets, total project costs and percentage of budgeted external revenue for each project for unfunded projects in the 2021-31 Long-Term Plan.

IDENTIFIED PRIORITY AND FOCUS PROJECTS [UNFUNDED IN 2021-31 LONG-TERM PLAN]	BUDGETED EXTERNAL REVENUE	TOTAL PROJECT COSTS	BUDGETED EXTERNAL REVENUE %
Zoo-Waiwhakareke shared entry precinct Stage 3	\$ 848,870	\$ 7,717,000	11%
Nature in the city – Gully restoration & development Projects	\$ -	\$ 19,673,000	0%
TOTAL	\$ 848,870	\$ 27,390,000	3%

41. This is a regular operating activity funded through the Long-Term Plan.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

42. Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

43. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
44. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.
45. The recommendations set out in this report are consistent with that purpose.

Social

46. The External Funding Programme Plan has been developed to support the delivery of capital projects that will benefit the community and provide better spaces for social connections. Spaces such as visitor destinations, parks and playgrounds are focal points for community connections, offering low or no cost opportunities for families and communities to meet and interact.
47. The social wellbeing impacts relating to each capital project will be presented in reports specific to each project.

Economic

48. Visitor destinations and play spaces make Hamilton a more attractive place for families to move to and stay, and also provide reasons for visitors from outside the region or country to visit. The Hamilton Gardens, Waikato Museum and the Hamilton Zoo-Waiwhakareke Natural Heritage Park contribute to the city's tourism industry and play key roles in attracting visitor expenditure into the Hamilton City economy each year.

49. The economic wellbeing impacts relating to each capital project will be presented in reports specific to each project.

Environmental

50. Investment in Hamilton's gully system and in spaces such as Hamilton Gardens and Hamilton Zoo-Waiwhakareke Natural Heritage Park allow residents to engage with nature more closely and grow a higher appreciation for its benefits. External funding opportunities can enable this environmental benefit to be increased beyond what is otherwise achievable through Council funding alone.
51. The environmental wellbeing impacts relating to each capital project will be presented in reports specific to each project.

Cultural

52. Council has committed to capital development programmes in partnership with local iwi and haapu to ensure the historic and continuing significance of the sites for Maaori is appropriately recognised.
53. Visitor destinations in Hamilton have significant cultural value to iwi. All three sites are of historic importance for varying reasons, and increased investment in them will enhance this value further.
54. The cultural wellbeing impacts relating to each capital project will be presented in reports specific to each project.

Risks - *Tuuraru*

55. There is a risk of not achieving the budgeted external revenue targets within project timeframes. Factors that may impact the ability to successfully raise funds include unrealistic targets, competing projects and funder fatigue (due to year-on-year requests for funding).
56. Risks will be mitigated through good planning, diversification of external funding sources, high stakeholder engagement, effective promotion of projects articulating the benefits to the community, an aligned funding approach and effective project monitoring and reporting.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui*

Significance

57. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has/have a low level of significance.

Engagement

58. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

Attachment 1 - External Funding Programme Plan 2021-31

EXTERNAL FUNDING PROGRAMME PLAN

EXTERNAL FUNDING FOR PROJECTS IDENTIFIED IN THE 2021-31 LONG-TERM PLAN

VERSION 1.0

APRIL 2021

EXTERNAL FUNDING PROGRAMME PLAN 2021-31

PLAN OVERVIEW

The External Funding Programme Plan provides a framework for staff to raise the budgeted external revenue required to deliver identified projects in the 2021-31 Long-Term Plan.

The plan identifies projects from the 2021-31 Long-Term Plan that will attract public-private-philanthropic partnership.

The identified projects include:

- Priority projects (Tier 1)
 - Hamilton Zoo-Waiwhakareke Natural Heritage Park shared entry precinct
 - Play Spaces programme
 - Hamilton Gardens development programme
 - Nature in the city – Gully restoration & development
 - CBD River walking and cycling bridge
- Focus projects (Tier 2)
 - Waiwhakareke Natural Heritage Park enhancement planting
 - Hamilton Zoo Master Plan – Savannah
 - Waikato Museum Victoria Street entrance
 - Waterworld Lido cover
 - Sports Parks floodlighting & safety lighting improvements
- One-off matching opportunities (Tier 3).




The plan includes the budgeted external revenue targets by project, the fundraising approach for each tier, identified sources of external funding, and operational tactics.

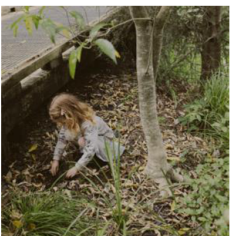

Staff recognise the need to be agile, responsive, and flexible within the plan to support securing the funding needed to deliver these projects year on year.

OBJECTIVE

The objective of this plan is to raise \$15.5 million over 10 years towards the identified priority and focus projects, while continuing to maximise the one-off opportunities that arise and may be suitable for projects not identified as a priority or focus project.

PRIORITY PROJECTS

<p>Hamilton Zoo-Waiwhakareke Natural Heritage Park Shared entry precinct:</p>  <p><i>Hamilton City priority: "A fun city with lots to do"</i></p>	<p>Continuation of current Zoo-Waiwhakareke entry precinct project and introduction of car parks for Zoo-Waiwhakareke, which will bring both sides of the precinct together with stormwater management and landscaping.</p> <p>The programme of works will deliver infrastructure upgrades to enable: an enhanced visitor arrival precinct, enhanced visitor experiences, creating a third visitor destination within the city, infrastructure to support the local community (café and function spaces) and safer pedestrian, cycle, and vehicle access and parking. Ultimately it should deliver an increased length of stay and spend per visitor both within the City and in the wider region thereby improving economic outcomes.</p> <p>Project Sponsor: Lee-Ann Jordan Project Manager: Georgina Hailwood</p>
<p>Play Spaces programme:</p>  <p><i>Hamilton City priority: "A fun city with lots to do"</i></p>	<p>Continuation of the playgrounds development programme, implementing the existing Playgrounds Plan. Community expectation that the playground programme will continue to be delivered. Aligns with playgrounds renewals and continues to build on past projects. This programme allows for seven upgraded community playgrounds and two new playgrounds.</p> <p>Project Sponsor: Maria Barrie Project Manager: Hannah Helleur</p>
<p>Hamilton Gardens development programme:</p>  <p><i>Hamilton City priority: "A fun city with lots to do"</i></p>	<p>This programme consists of ongoing development at Hamilton Gardens including: resource consents, civil works design, Pasifika Garden, Baroque Garden, Medieval Garden, Information Centre expansion and Pavilion forecourts, Rhododendron toilet, planting around future car parks and roads, expansion of Nursery yard, covered bus arrival, tree top walkway, and cycleway bridge. It is important to complete the current development and understand future stages of development given Hamilton Gardens' status as a regionally significant asset.</p> <p>Project Sponsor: Lee-Ann Jordan Project Manager: Stuart Girvan</p>

<p>Nature in the city – Gully restoration & development:</p>  <p><i>Hamilton City priority: "A green city"</i></p>	<p>This project is needed to improve the biodiversity in the city and improve the health of Hamiltonians through the restoration of the natural environment. The benefits will be an increase to the community wellbeing both physically and mentally while providing habitat for native flora and fauna. It will also improve ecosystem services such as the mitigation of erosion, sedimentation and the reduction of pollutants in our water ways.</p> <p>Project Sponsor: Maria Barrie Project Manager: Zeke Fiske</p>
<p>CBD River walking & cycling bridge:</p>  <p><i>Hamilton City priority: "A central city where people love to be"</i></p>	<p>The construction of a new walking and cycling bridge across the Waikato River. The bridge will create a new way for people to walk, bike, scoot, and skate to and from the central city and the eastern side of the river, schools in Hamilton East and The University of Waikato. It will also act as a destination and centrepiece for wider riverside developments, supporting the long-held desire to face the central city towards the river.</p> <p>Project Sponsor: Blair Bowcott Project Manager: Melissa Clarke</p>

FOCUS PROJECTS

<p>Waiwhakareke Natural Heritage Park Enhancement planting:</p> <p><i>Hamilton City priority: "A green city"</i></p>	<p>To continue development of the City's flagship natural heritage park and enhancing the attractiveness of the Zoo/Waiwhakareke as a visitor destination.</p> <p>Project Sponsor: Lee-Ann Jordan Project Manager: Cheridan Mathers</p>
<p>Hamilton Zoo Master Plan – Savannah:</p> <p><i>Hamilton City priority: "A fun city with lots to do"</i></p>	<p>This plan is to complete an accommodation option based on a safari-style experience overlooking the Savannah exhibit where the giraffes and zebra gather. Feasibility, design and any pre-requisite enabling works will be essential to the delivery of an accommodation offering and attractive visitor experience.</p> <p>Project Sponsor: Lee-Ann Jordan Project Manager: Julie Ambury</p>

Waikato Museum Victoria Street entrance: <i>Hamilton City priority: "A fun city with lots to do"</i>	<p>To better maintain and protect art works and taonga we need to upgrade the Victoria Street entrance. This will improve systems like internal climate control for major exhibitions, reduce costs and make it safer for staff.</p> <p>Project Sponsor: Lee-Ann Jordan Project Manager: Anita Oliver</p>
Waterworld Lido cover: <i>Hamilton City priority: "A city that's easy to live in"</i>	<p>This will create a pool that can be dedicated to casual swimming without the cost of a new leisure pool build. There are two enclosure options; one a permanent structure that can be opened up in the summer months, the other is an inflatable structure which will be in place on a 6-monthly basis (and removed in summer).</p> <p>Project Sponsor: Helen Paki Project Manager: Julie Ambury</p>
Sports Parks floodlighting & safety lighting improvements: <i>Hamilton City priority: "A fun city with lots to do"</i>	<p>Improvements to floodlights across a select number of sports fields will increase the available hours for sporting community and provide safety lighting across select sports parks. The recently completed 'Sports field capacity/demand study' has recommended the provision of floodlighting at specific locations in Hamilton to help address shortfalls in capacity across the city. This project speaks directly to the recommendations in the report.</p> <p>Project Sponsor: Maria Barrie Project Manager: James Campbell</p>

ONE-OFF OPPORTUNITIES

One-off external funding opportunities for projects that are not specified in this plan will be pursued as they arise. These could include but are not limited to:

- Waikato Zoo-Waiwhakareke Natural Heritage Park development programme
- Waikato Museum development programme
- Hamilton City Libraries development programme

BUDGETED EXTERNAL REVENUE TARGETS

This plan aims to raise funds for the identified priority and focus projects in the 2021-2031 Long-Term Plan. Some of the identified projects have budgeted external revenue targets in the Long-Term Plan while some projects do not, however staff have identified that they may be suitable for external funding.

Each identified priority and focus project varies in scale, delivery timeframe and budgeted external revenue.

TARGETS BY PROJECT

The table below outlines the budgeted external revenue targets, total project costs and percentage of budgeted external revenue for each project for funded projects in the 2021-31 Long-Term Plan.

IDENTIFIED PRIORITY AND FOCUS PROJECTS [FUNDED IN 2021-31 LONG-TERM PLAN]	BUDGETED EXTERNAL REVENUE	TOTAL PROJECT COSTS	BUDGETED EXTERNAL REVENUE %
Zoo-Waiwhakareke shared entry precinct			
Stage 1	\$ 900,000	\$ 1,642,000	55%
Stage 2	\$ -	\$ 4,009,000	0%
Play Spaces programme	\$ 598,230	\$ 6,647,000	9%
Hamilton Gardens development programme	\$ 3,872,750	\$ 15,491,000	25%
Nature in the city – Gully restoration & development Projects	\$ -	\$ 19,673,000	0%
CBR River walking & cycling bridge	\$ 6,972,000	\$ 27,888,000	25%
Waiwhakareke enhancement planting	\$ -	\$ 1,444,000	0%
Zoo Master Plan – Savannah	\$ -	\$ 4,745,000	0%
Waikato Museum Victoria Street entrance	\$ -	\$ 3,790,000	0%
Waterworld Lido cover	\$ -	\$ 5,847,000	0%
Sports Parks floodlighting & safety lighting improvements	\$ 2,276,500	\$ 4,553,000	50%
TOTAL	\$ 14,619,480	\$ 95,729,000	15%

The table below outlines the budgeted external revenue targets, total project costs and percentage of budgeted external revenue for each project for unfunded projects in the 2021-31 Long-Term Plan.

IDENTIFIED PRIORITY AND FOCUS PROJECTS [UNFUNDED IN 2021-31 LONG-TERM PLAN]	BUDGETED EXTERNAL REVENUE	TOTAL PROJECT COSTS	BUDGETED EXTERNAL REVENUE %
Zoo-Waiwhakareke shared entry precinct			
Stage 3	\$ 848,870	\$ 7,717,000	11%
Nature in the city – Gully restoration & development Projects	\$ -	\$ 19,673,000	0%
TOTAL	\$ 848,870	\$ 27,390,000	3%

TARGETS BY TIMELINE

The table below outlines when each project requires external funding:

	YR1 21/22	YR2 22/23	YR3 23/24	YR4 24/25	YR5 25/26	YR6 26/27	YR7 27/28	YR8 28/29	YR9 29/30	YR10 30/31
Zoo-Waiwhakareke shared entry precinct	Year 1 [Stage 1]	Years 1-2 [Stage 2]					Years 7-8 [Stage 3]			
Play Spaces programme	Years 1-10									
Hamilton Gardens development programme	Years 1-10									
Nature in the city – Gully restoration & development	Years 1-10									
CBR River walking & cycling bridge	Years 1-4									
Waiwhakareke enhancement planting	Years 1-3					Year 6				
Zoo Master Plan – Savannah	Years 1-2									
Waikato Museum Victoria Street entrance	Years 1-3									
Waterworld Lido cover	Years 1-3									
Sports Parks floodlighting & safety lighting improvements	Years 1-3									
One-off matching opportunities	Years 1-10									

EXTERNAL FUNDING ACTIVITY WORKING ASSUMPTIONS

Project readiness - All projects must be at a point of readiness for external funding. The plan will be amended to align with the project plans and milestones.

A phased approach - Staff will focus on the right project at the right time, taking into consideration, elements of each project that will more likely attract external funding, the timing of delivery and funding criteria.

A united approach - Working in partnership with staff, Elected Members and Maangai Maaori, key stakeholders, and community partners to ensure external engagement and communications are aligned.

A flexible and adaptable approach - To ensure the best possible outcomes are achieved, amendments to this plan will be required based on factors including:

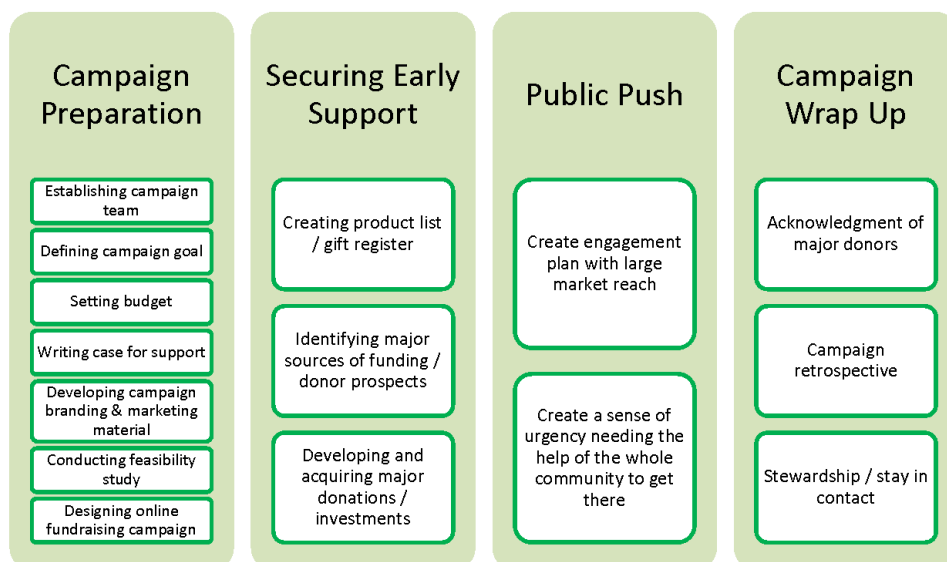
- Changes to funder criteria and requirements
- Funding outcomes are higher or lower than planned
- Advice given by funders
- New opportunities not identified in the plan.

EXTERNAL FUNDING APPROACH FOR EACH TIER

The proposed external funding approach for each tier is summarised as follows:

Priority Projects <ul style="list-style-type: none"> • Comprehensive Revenue Generation Plans • Capital Campaign approach 	Focus Projects <ul style="list-style-type: none"> • Smaller plans • One-off matching where available • 2-3 activities 	One-off Opportunities <ul style="list-style-type: none"> • Match to most appropriate project available at the time
--	---	--

Priority projects will have comprehensive revenue generation plans that follow the capital campaign approach to fundraising as outlined below:



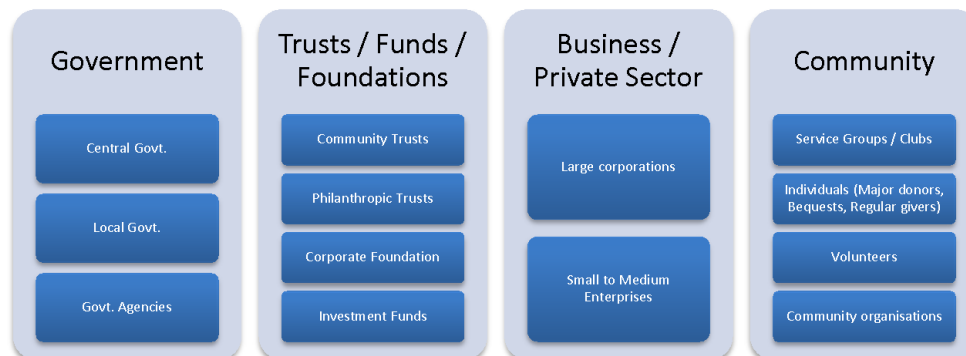
Focus projects will have smaller revenue generation plans that seek external funding opportunities that do not clash with the priority projects.

One-off external funding opportunities that arise will be assessed and matched to the most appropriate project available at the time. Projects that are not identified as a priority or focus project in this plan may be most suitable for these one-off opportunities and will be put forward accordingly.

All external funding applications will adhere to the External Funding Applications Policy and be reported through to the Community Committee accordingly.

SOURCES OF EXTERNAL FUNDING

Funding will be sought from the following sources:



The sources of funding will vary for each of the identified priority and focus projects.

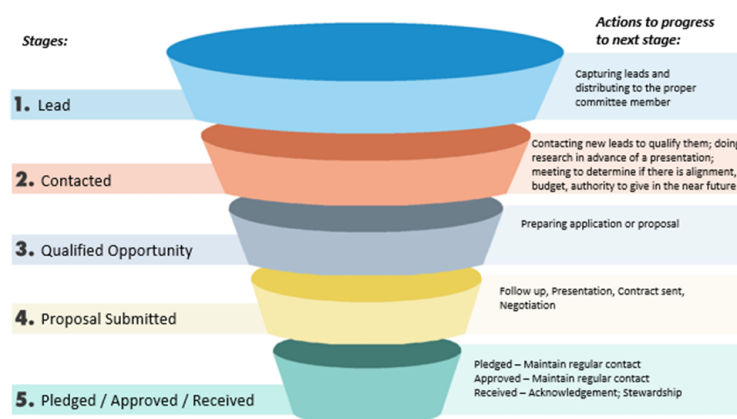
Historically, the most significant proportion of external funding to Council has come through Government and Philanthropic Trusts.

Although funding from the private sector and individuals is traditionally smaller, efforts will continue to focus on generating sponsorships and donations utilising the networks of staff, Elected Members, Maangai Maaori and partners.

FUNDING PIPELINE

A funding pipeline will be used to track the progress of external funding activity for each priority and focus project. This will provide visibility of the fundraising activity and assist in identifying where there are not enough leads or opportunities in the pipeline and therefore require more attention or resource in order to meet external revenue targets.

The funding pipeline's five stages is outlined below:



REVENUE GENERATION PLANS

Revenue Generation Plans will be developed for each priority and focus project and will include the proposed external funding activity and opportunities by source:

Grant Funding

- The projects seeking funding will align with fund criteria and outcome requirements.
- Applications will be complete with all information required provided and reviewed before submission.
- Discussions and advice from funders will be taken into consideration.

The schedule for applying for grant funding will include but are not limited to:

- | | |
|-------------------------------------|--------------------------------|
| - Provincial Growth Fund | - WEL Energy-Impact Fund |
| - MBIE- Tourism Infrastructure Fund | - Momentum Waikato Foundation |
| - Lottery Significant Projects Fund | - Ministry for the Environment |
| - Lottery Environment & Heritage | - Waikato Regional Council |
| - Lottery Community Facilities Fund | - Gallagher Charitable Trust |
| - Lottery - Pacific Development and | - Perry Charitable Trust |
| - Conservation Trust | - Waikato River Authority |
| - Trust Waikato-Significant Capital | - Waikato Catchment Ecological |
| - Projects | - Enhancement Trust |
| - Trust Waikato-Regular Round | - Greenlea Trust |
| - WEL Energy- Community Support | |

NB: All gaming trusts are excluded as per the External Funding Applications Policy.

Sponsorship

- Work with the Project / Activity teams to develop a products/services list for each of the identified projects to be available for investment by business and individuals / community organisations.
- Develop sponsorship proposal and sponsorship agreement templates.
- Identify a list of business leads to approach based on project matching, common target markets, objectives, and values.
- Implement a call cycle to contact new leads and nurture qualified opportunities through the funding pipeline.

Each project will have aligned and unique sponsorship opportunities. Sponsorship could include cash investment, goods in-kind and services in-kind. Staff will ensure the requirements of the sponsor provides a good return on investment for Council.

Community Partnerships / Individual Support

- Work in partnership with new and existing community partners to identify roles and responsibilities.
- Provide ways to work with community partners on fundraising initiatives.
- Explore other community fundraising initiatives including but not limited to:
 - Crowd funding
 - Local schools
 - High value fundraising events
 - Individual donations and bequests

Each project will have aligned and unique community partnership opportunities.

COMMUNICATIONS AND ENGAGEMENT

The focus on communications and engagement within this plan is to ensure staff are:

- Engaging with key target audiences in the community.
- Cultivating new partnership opportunities.
- Ensuring aligned and concise messaging to provide partners with a clear understanding of the need, objectives, outcomes and benefits to all involved.

Key Messages:

- Refine the key messages to capture the value proposition of each priority and focus project and ensure this messaging is:
 - Aligned with He Pou Manawa Ora – Pillars of Wellbeing.
 - Aligned with the city's five priorities.
 - Consistent across the organisation to help build and sustain confidence and trust in Council.

Marketing collateral:

- Work with the Communications team to align the Partnerships marketing collateral ("Achieving more together – Whakatuutuki tahi atu") with the organisation's brand guidelines.
- Develop professional video collateral for each of the priority projects.

Engagement:

Engagement with new and existing organisations is essential to develop new relationships and build on existing ones. Staff will facilitate engagement opportunities such as:

- Centralised partnership events (2-3 per year) to promote priority projects and provide a space for Elected Members and key staff to mingle with existing and new partners in the private and philanthropic sectors.
- Working with the Events and various project teams to leverage off project milestones (e.g. sod turning / opening ceremonies) to invite existing funders and new potential sponsors.
- Quarterly e-newsletters to partnership database showcasing the priority and focus projects and offering ways to support.

Acknowledgement and Stewardship:

Acknowledging funders is an important phase in the capital campaign framework.

Our existing model for acknowledging and stewarding funders has received positive feedback from funders in the past. This includes continued communication, imagery, reporting and formal acknowledgement.

Staff will continue to implement and build on this model, options may include but are not limited to:

- | | |
|--|---|
| ● Official letter of thanks | ● Invitations to opening events |
| ● Website/ Social media acknowledgment | ● Invitations to other Hamilton City Council events |
| ● Networking opportunities | ● Comprehensive Accountability reports |
| ● Private function opportunities | ● Progress reports |

MONITORING AND REPORTING

Regular updates outlining achievements against targets for each priority and focus project will be provided to Elected Members and Maangai Maaori through General Manager's reports and External Funding updates to the Community Committee.

Staff will complete an annual review of this plan to ensure it stays relevant and up-to-date based on each priority and focus project's progress.

Council Report

Committee: Community Committee **Date:** 18 May 2021
Author: Inde King **Authoriser:** Lance Vervoort
Position: Partnerships Manager **Position:** General Manager Community
Report Name: External Funding Opportunities For Approval

Report Status	<i>Open</i>
----------------------	-------------

Purpose - *Take*

1. To seek approval from the Community Committee to submit external funding applications to Trust Waikato.

Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Community Committee:
 - a) receives the report; and
 - b) approves the submission of external funding applications to:
 - i. Trust Waikato Grants, Community Response (Round 2 2021) – Hamilton Zoo-Waiwhakareke Natural Heritage Park: Shared entry precinct, Rongoa Trail (\$100,000).
 - ii. Trust Waikato Grants, Significant Projects Fund – Parks and Recreation: Sports Parks floodlighting & safety lighting improvements (\$500,000).

Executive Summary - *Whakaraapopototanga matua*

3. Staff have identified external funding opportunities that align with Councils priority projects in the 2018-2028 10-Year Plan and the proposed priority projects and focus projects in the 2021-31 Long-Term Plan.
4. Approval to proceed in submitting applications to these opportunities is outside of CE's financial delegation.
5. The external funding opportunities are:
 - a. Trust Waikato Grants, Community Response (Round 2 2021) – Hamilton Zoo-Waiwhakareke Natural Heritage Park: Shared Entry Precinct, Rongoa Trail (\$100,000).
 - b. Trust Waikato Grants, Significant Projects Fund – Parks and Recreation: Sports Parks Floodlighting & Safety Lighting Improvements (\$500,000).
6. Staff recommend the Community Committee approves applications to these funds.
7. Staff consider the decision in this report has low significance and that the recommendations comply with the Council's legal requirements.

Background - *Koorero whaimaarama*

8. The current 2018-28 External Funding Programme Plan prioritises three projects. These are:
 - i. Hamilton Zoo-Waiwhakareke Natural Heritage Park shared entry precinct project.
 - ii. Hamilton Gardens development programme.
 - iii. Playgrounds programme.
9. The proposed 2021-31 External Funding Programme Plan identifies five priority projects and five focus projects that will attract public-private-philanthropic partnership.
10. The proposed priority projects for the 2021-31 Long-Term Plan are:
 - i. Hamilton Zoo-Waiwhakareke Natural Heritage Park shared entry precinct project.
 - ii. Hamilton Gardens development programme.
 - iii. Playgrounds programme.
 - iv. Nature in the city – Gully restoration and development programme.
 - v. CBD River walking & cycling bridge.
11. The proposed focus projects for the 2021-31 Long-Term Plan are:
 - i. Waiwhakareke Natural Heritage Park enhancement planting
 - ii. Hamilton Zoo Master Plan – Savannah
 - iii. Waikato Museum Victoria Street entrance
 - iv. Waterworld Lido Cover
 - v. Sports Parks floodlighting & safety lighting improvements
12. The proposed 2021-31 External Funding Programme Plan will be considered in a separate report 18 May 2021 Community Committee meeting for consideration.
13. The General Manager Community has delegated authority to approve external funding applications for less than \$10,000 but must take into account the External Funding Applications Policy's objectives when making those decisions.
14. Hamilton City Council has applied for funding through Trust Waikato in the last five years. The table below details the project, year, value and outcome of the previous applications.

Project	Year	Value	Outcome	Comments
Playgrounds programme	June 2020	\$120,000	Successful	
Zoo-Waiwhakareke Shared entry precinct	June 2020	\$700,000	Declined	Funder feedback endorsed resubmission of 2019 application. Outcome was a consideration of providing an equity lens across the region.
Zoo-Waiwhakareke Shared entry precinct	June 2019	\$700,000	Declined	Original application supported through Funder feedback.
Playgrounds programme	September 2018	\$120,000	Successful	
Hamilton Gardens development programme	June 2017	\$200,000	Successful	
Hamilton Gardens development programme	June 2016	\$215,000	Successful	

Discussion - *Matapaki*

15. Two external funding opportunities have been identified for June of the 2020/21 financial year. The proposed applications are aligned with the funder's priorities, grant limits and historical fund allocations.
16. The Trust Waikato Community Response grants are more frequent and of smaller individual value. In 2020, only eight of the 491 Community Response grants were \$100,000 or higher.
17. The Trust Waikato Significant Capital Projects Fund is available for grants towards capital projects with total costs of \$1,000,000 or more.
18. Decisions for both funds will be made in late August 2021.
19. Staff have reviewed all of the priority projects in the 2018-28 External Funding Programme Plan and the proposed priority and focus projects in the 2021-31 External Funding Programme Plan.
20. One priority project and one focus project have been identified for these external funding opportunities. These are:
 - i. Trust Waikato Grants, Community Response (Round 2 2021) –
Hamilton Zoo-Waiwhakareke Natural Heritage Park: Shared Entry Precinct
 - ii. Trust Waikato Grants, Significant Projects Fund –
Parks and Recreation: Sports Parks Floodlighting & Safety Lighting Improvements.
21. The Zoo-Waiwhakareke Shared Entry Precinct project components include the Rongoa Trail.
22. Staff recommend the application is for \$100,000 to align with feedback from the funder.
23. The components within the Sports Parks floodlighting & safety lighting improvements include floodlighting and safety lighting provision at specific locations across Hamilton's sports park network (the locations have not yet been confirmed).
24. Staff recommend the application is for \$500,000 to align with feedback from the funder. A multi-year application is being explored to align with the three years of Council funding budgeted into the 2021-31 Long-Term Plan.
25. If the recommendation is not approved staff will continue to seek alternative external funding opportunities and will report back to the Community Committee accordingly.
26. The Community Committee has the option to approve or not approve delegated authority to the Chief Executive.
27. Staff recommend that the External Funding Opportunities and delegated authority to the Chief Executive be approved, noting that the Staff Recommendation supports the:
 - i. 2018-28 10-Year Plan
 - ii. External Funding Applications Policy
 - iii. 2018-28 External Funding Programme Plan
 - iv. Proposed 2021-31 External Funding Programme Plan
 - v. Draft 2021-31 Long-Term Plan.

Financial Considerations - *Whaiwhakaaro Puutea*

28. The proposed funding opportunities will assist the Council to meet the budgeted external revenue requirements.
29. There are no additional costs associated with these applications. This is a regular operating activity funded through the Long-Term Plan.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

30. The staff recommendation complies with the Council's legal and policy requirements.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

31. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
32. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.
33. The recommendations set out in this report are consistent with that purpose.

Social

34. The external funding opportunities are being sought to support the delivery of capital projects that will benefit the community and provide better spaces for social connections. Spaces such as visitor destinations and parks are focal points for community connections, offering low or no cost opportunities for families and communities to meet and interact.
35. The social wellbeing impacts relating to each capital project will be presented in reports specific to each project.

Economic

36. Visitor destinations and parks make Hamilton a more attractive place for families to move to and stay, and also provide reasons for visitors from outside the region or country to visit. The Hamilton Gardens, Waikato Museum and the Hamilton Zoo-Waiwhakareke Natural Heritage Park contribute to the city's tourism industry and play key roles in attracting visitor expenditure into the Hamilton city economy each year.
37. The economic wellbeing impacts relating to each capital project will be presented in reports specific to each project.

Environmental

38. Investment in spaces such as Hamilton Zoo-Waiwhakareke Natural Heritage Park allow residents to engage with nature more closely and grow a higher appreciation for its benefits. External funding opportunities can enable this environmental benefit to be increased beyond what is otherwise achievable through council funding alone.
39. The environmental wellbeing impacts relating to each capital project will be presented in reports specific to each project.

Cultural

40. The Council has committed to capital development programmes in partnership with local iwi and haapu to ensure the historic and continuing significance of sites for Maaori is appropriately recognised.
41. Visitor destinations in Hamilton have significant cultural value to iwi. All three sites are of historic importance for varying reasons, and increased investment in them will enhance this value further.
42. The cultural wellbeing impacts relating to each capital project will be presented in reports specific to each project.

Risks - *Tuuraru*

43. Should the Community Committee choose not to approve the External Funding Applications, nothing that this is currently included within the 2021-31 Long-Term Plan, there are financial implications to the success of the project.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui*

Significance

44. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has/have a low level of significance.

Engagement

45. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

There are no attachments for this report.

Council Report

Item 12

Committee: Community Committee **Date:** 18 May 2021
Author: Joanna van Walraven **Authoriser:** Lance Vervoort
Position: Policy and Strategy Advisor **Position:** General Manager Community
Report Name: Public Consultation for Public Art Policy and Monuments and Memorials Policy

Report Status	<i>Open</i>
----------------------	-------------

Purpose - *Take*

1. To inform the Community Committee of the Draft Permanent Public Art Policy and the Draft Monuments and Memorials Art Policy and seek approval for public consultation on the policies.

Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Community Committee:
 - a) receives the report;
 - b) approves the draft Permanent Public Arts and Memorials Policies for engagement;
 - c) notes that public feedback is to be heard through the Hearings and Engagement Committee on 28 July 2021; and
 - d) notes that the deliberations report will be presented to the Community Committee meeting of 31 August 2021.

Executive Summary - *Whakaraapopototanga matua*

3. The Draft Permanent Public Art Policy and the Draft Monuments and Memorials Art Policy (Draft Policies) have been established as part of a review of the Council's Permanent Public Art Process.
4. The Draft policies have been developed through engagement with key stakeholders, meetings with Iwi and Haapuu, and Elected Member briefings.
5. Staff recommend that the Community Committee approves the Draft Policies for consultation in line with Hamilton City Council's Significance and Engagement Policy.
6. Staff consider that the decision to consult has a low level of significance and that the recommendations comply with Council's legal requirements.

Background - *Koorero whaimaarama*

7. The Council recognises the significant contribution that donors have made to the culture and vibrancy of Hamilton/Kirikiroa through the gifting of Public Art.

8. Public art positively contributes to the city in the following ways:
 - i. Contributes to placemaking and revitalisation of urban areas
 - ii. Builds a sense of local identity, pride and ownership
 - iii. Provides personal enrichment and improves the quality of life for residents and visitors
 - iv. Provides a sense of interest, challenges, and entertains
 - v. Provides inspiration and promotes creativity
 - vi. Helps build Hamilton/Kirikiriroa's reputation as a culturally mature city
9. Hamilton/Kirikiriroa boasts an impressive public art portfolio, and the city has been gifted a significant number of large-scale artworks by members of the public working with nationally and internationally acclaimed artists.
10. Hamilton City Council's Permanent Public Art Process was initially adopted in 2012. The process was reviewed in 2016 by the incoming Council to streamline the process and remove red tape.
11. The process is now proposed to be formalised through two policies, which will provide clearer guidance to Elected Members on decisions related to public art. It will also provide greater clarity to charitable trusts and donors wishing to install new art and the community on what to expect from the Council.

Discussion - *Matapaki*

12. Current issues identified with the Permanent Public Art Process have involved political and reputational risk, changes to expectations about consultation, maintenance planning and asset definition. The Council wishes to continue to encourage and support the development of good quality public art in the city while working with the community to resolve these issues.
13. Many contemporary art works are more interactive in nature. The benefits of this approach include added elements of interest and engagement with the community, as well adding interest to streetscapes. However, this trend has resulted in more complex art works, with increasingly complicated procurement process maintenance schedules, requiring a need for more detail in early stages of the public art process.
14. An updated Permanent Public Art Process that guides the development of Public Art, Monuments and Memorial Art is included as **Attachment 1**.

Social impacts of Public Art

15. Public art interventions (including monument and memorials art) have a high level of public interest and engagement.
16. Significant public art works become visual landmarks and icons for the city and have been a key factor in enhancing Hamilton/Kirikiriroa's reputation as a culturally mature city.
17. Public art also provides social commentary, so consideration of context needs to be made when choosing a suitable location.

Permanent Public Art Policy

18. In a broad sense, "Public Art" may be defined as any art, static or moving, that comes into the public domain. Within the context of the Draft Policy, Public Art is defined as significant original works created by an artist or artists, which are permanently displayed on Council owned public areas.
19. Public art covered by the Draft Permanent Public Art Policy (**Attachment 2**) include:

- Bespoke, permanent public works that have been vested to Council to own and maintain indefinitely
20. Public art not covered by the Draft Policy include:
- i. Works that are integrated into Council Assets
 - ii. Any works inside, or permanently attached to, Council owned buildings and structures
 - iii. Creative treatments of buildings, parks or other Council assets (including murals, yarn bombing, etc)
 - iv. Any artworks on private property
 - v. Public Performances

Monuments and Memorial Art

21. A monument or memorial may be “public art” but is defined in the Draft Monuments and Memorial Art Policy (**Attachment 3**) as a depiction of an individual, a group of people, or an event. Currently the Permanent Public Art Process does not differentiate between monuments and memorials and other types of public art.
22. The Draft Policy would apply to new or existing, significant, permanent monuments or memorial art works that are vested for perpetuity on Council owned land.
23. Although there may be crossovers between monuments, memorial art, and other kinds of public art, they often have different drivers for being commissioned, are often more emotive in and/or socially complex in nature. These factors result in a greater need for consultation to ensure these representations reflect the stories of Hamilton/Kirikiriroa in a sensitive and inclusive way.
24. The Draft Policy proposes that memorials and monuments will be managed with a greater emphasis on consultation and community engagement. Under a new proposal the Council could consider whether the Council implements steps to ensure:
 - Any depiction of an individual should consider the views of family members or descendants
 - Any commemoration of an event should take into the account the views of those affected (e.g. A monument to the Christchurch mosque attacks or the Waikato Wars) Narratives around monuments and memorial art are independently researched before approval to ensure that any depiction represents a fair and accurate account of that person or event
 - Stories about monuments and memorials should be communicated with the public through appropriate signage, communications etc.
25. If adopted, any application to gift the city a monument or memorial would be considered in alignment with the Permanent Public Art Policy and [Chapter 25.9](#) of the Hamilton District Plan.

Scope of Draft Monuments and Memorial Art Policy

26. This Policy applies to significant, permanent monuments or memorial art works that are vested to Council for perpetuity on Council owned land. The Policy applies to new and existing Monuments and Memorial Art works that have been vested to the Council.
27. The Draft Monuments and Memorials Policy does not apply to the following:
 - i. Any monuments and memorial art works in cemeteries or the Hamilton Gardens or the Waikato Museum
 - ii. Any small-scale memorials such as trees, commemorative plaques, and street furniture
 - iii. Memorial art of non-permanent nature, such as short-term installations, or services.
 - iv. Non-permanent creative treatments such as murals, or other embellishments
 - v. Monuments and memorials installed on private land

- vi. The naming (or re-naming) of roads, open spaces, and Council facilities¹

Public Art Panel

28. The Draft Policies propose the establishment of a Public Art Panel to provide support for the application process and to make recommendations to the Council about new proposals.
29. The panel would consist of key Council staff, Iwi and Haapuu representation, and other art or construction specialists. Advice would be sought on artistic merit, cultural appropriateness, location, public engagement, engineering and construction, maintenance requirements and any other issues identified by Council.
30. Recommendations for the membership of the Public Art Panel and a Terms of Reference will be presented to a future meeting of the Community Committee should the Draft Policies be approved.

Public Art Taskforce

31. In the case that a proposed or existing artwork is found to cause significant upset to members of the community, the General Manager Community may set up a taskforce that includes Elected Members, Maaori representation (Iwi, Haapuu and Rangatira), Council staff, members of the Public Art Panel and any other subject matter experts (e.g. art historians, or historians as required).
32. If approved, the duty of the Taskforce would be to review the appropriateness of an artwork and make a recommendation to the Community Committee for a decision whether to permanently remove or relocate the item.

Asset Definition

33. There is currently no clear definition about what constitutes “Permanent Public Art” in the current Public Art register (held with the Waikato Museum). As a result, there is confusion about where public art assets should sit within a management context, and in some cases, the risk of an overly complicated approach to acquisition, care and maintenance of minor art works or landscape features for the public realm.
34. Currently there is a wide range of public art works that are being maintained in the Public Art register, including pieces that would not be included under the Draft Policies.
35. The Draft Policies seeks to clarify and define public art in a Council context for the purposes of maintenance, acquisition, and disposal.
36. Works that do not meet the threshold for either Policy would be maintained in an appropriate manner by the asset owner, for example, an art asset in a playground would be maintained by the parks asset owner.
37. Definitions of public art works are included as appendices to the Draft Policies.

Next steps

38. If the Draft Policies are approved for public consultation the next steps are outlined in the table below:

Report	Committee	Meeting Date	Notes
Decision to Consult	Community Committee	18 May	Public engagement would run Monday 7 June – Friday 9 July – Report to contain Draft Policies and outline of proposed

¹ For naming refer to Hamilton City Council’s *Naming of Roads, Open Spaces and Council Facilities Policy*

Hearings Report	Hearings and Engagement	28 July	engagement. Includes basic information e.g. number of submitters. Submissions are available to members online
Deliberations Report for Decision	Community Committee	31 August	Deliberations report including overview of submissions and responses to questions from elected members and Maangai
Approval by Council	Council	30 September	

39. If the recommendation is not approved the Draft Policies will not progress to consultation and public art applications will be assessed under the existing process.

Financial Considerations - *Whaiwhakaaro Puutea*

40. Staff time involved in the development of these Policies and the subsequent community engagement is a regular operating activity funded through the Long-Term Plan.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

41. Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.
42. The proposed Draft Policies align with [chapter 25.9 of the Hamilton City District Plan](#).

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

43. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental, and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
44. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.
45. The recommendations set out in this report are consistent with that purpose.

Social

46. The social benefits of Public Art are well documented; as well as providing interest and entertainment, they tell stories that can reflect both the history and the aspirations of a community. As a placemaking tool, public art can enliven spaces, and create talking points, social connections, and foster a sense of belonging and social inclusion.

Economic

47. Permanent Art works become icons for city that contribute to Hamilton's reputation as a culturally sophisticated, desirable place to live and visit.

Environmental

48. Applications are assessed to ensure that any negative environmental impacts are mitigated.
49. Public art has the potential to highlight and complement the natural environment in certain situations. It may build a greater appreciation of the natural environment by the community and enhance environmental wellbeing as a result.

Cultural

50. The arts are integral to the cultural wellbeing of many in the community, and the arts have a particular significance for Maaori.
51. The adoption of a public art policy has the potential to enhance cultural wellbeing by providing a greater framework to assess public art projects. There is currently a lack of guidance to decision makers on how to assess the cultural appropriateness of public art, both at the time of installation and as cultural contexts change over time. The adoption of a policy will allow for more structured conversations to occur amongst elected members and the community, leading to more informed decisions.
52. The Draft Policies offer a process that ensures that Maaori may contribute to the decision-making process.

Risks - *Tuuraru*

53. Public Art has a high level of public interest which necessitates a clearly planned engagement process.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui*

Significance

54. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has/have a low level of significance.

Engagement

55. Pre-engagement with stakeholders has included face to face meetings with representatives with the major contributors of public art over the last decade.
56. Feedback was sought from Te Ngaawhaa Whakatupu Ake and engagement with Waikato Tainui and other Maaori will continue through the consultation process.
57. Wider community views will be sought through a public engagement process.
58. A brief community engagement plan is outlined in **Attachment 4**.
59. Given the low level of significance determined, the engagement level is low. No engagement is required.

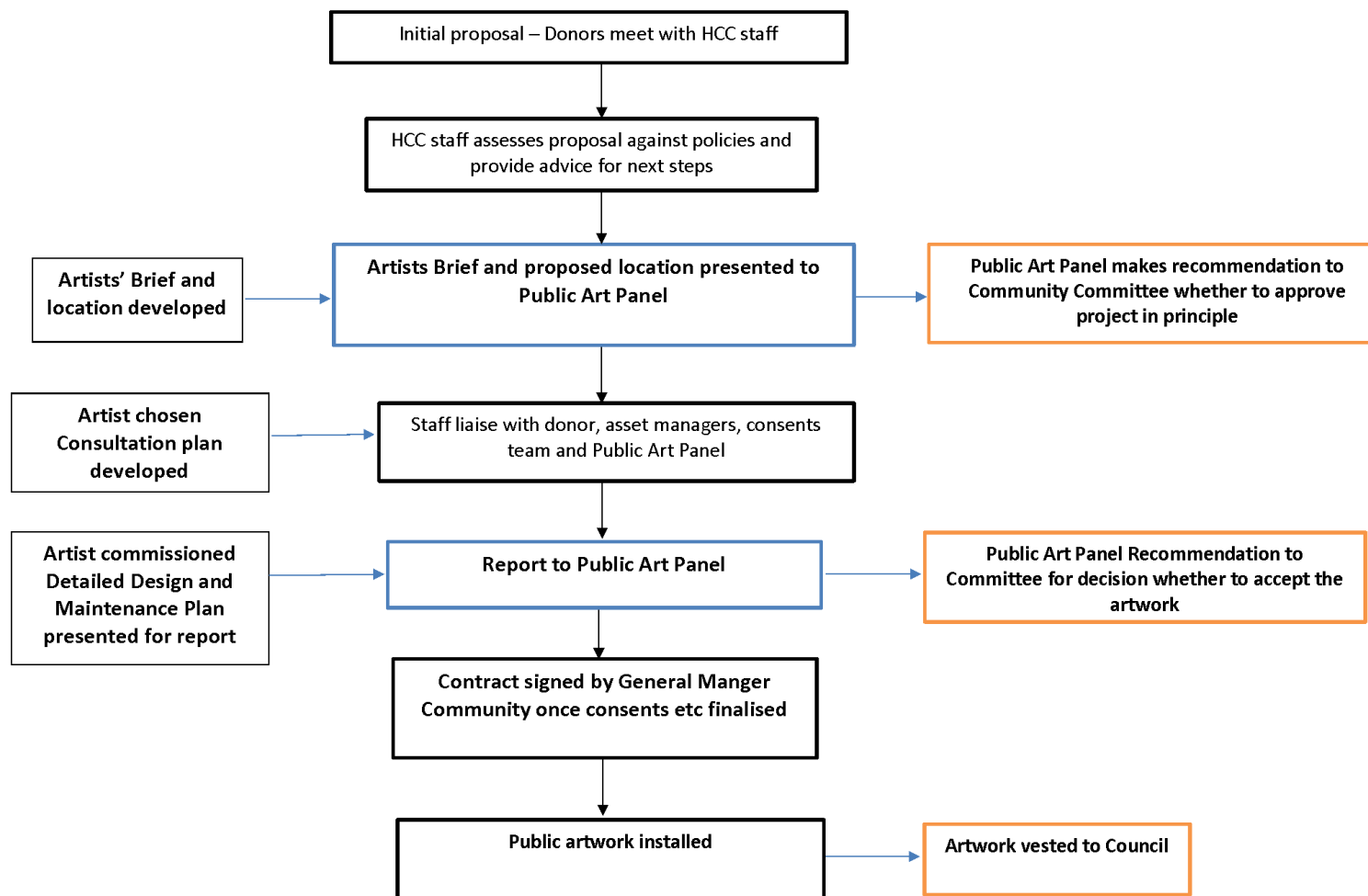
Attachments - *Ngaa taapirihanga*

Attachment 1 - Draft Public Art Process 2021

Attachment 2 - Draft Permanent Public Art Policy May 2021

Attachment 3 - Draft Monuments and Memorial Art Policy May 2021

Attachment 4 - Statement of Proposal - Permanent Public Art Process

DRAFT PERMANENT ART PROCESS 2021

DRAFT HAMILTON CITY COUNCIL PERMANENT PUBLIC ART POLICY

Hamilton City Council recognises the contribution that public art, and the donors that make public art available to the city, makes in developing a vibrant and creatively engaging city. Hamilton City Council will continue to support the development of permanent public art of a high artistic, cultural, and manufacturing value.

Public art positively contributes to the city in the following ways:

- Contributes to placemaking and builds local identity, pride and ownership
- Building a sense of interest, challenges and entertains
- Provides inspiration and promotes creativity

Purpose

1. The purpose of the Policy is to:
 - Ensure Council processes support and enable the best outcomes for public art
 - Ensure cultural wellbeing is adequately addressed through the development of public art
 - To provide clarity regarding the acquisition and maintenance of permanent public art
2. This policy should be read in conjunction with Hamilton City Council's Permanent Public Art Policy and Public Art Plan and Development Guide, and Memorials and Monuments Policy.

Scope

3. This Policy applies to large scale permanent works of art that are vested to Council for perpetuity on Council-owned land. The Policy applies to new and existing Permanent Public Art works.
4. This Policy does not apply to the following:
 - Public art of a non-permanent nature, such as short-term installations, or performances.
 - Public art that depicts a person (or persons) or specific event (see Memorials and Monuments Policy)
 - Creative treatments such as murals, decorations, integrated art or other embellishments
 - Public art installed as part of Council projects or part of Council facilities (i.e. H3, Art Museum, Library or Pools)
 - Landscaping features or other low-cost art in public spaces that does not generally require specialist care
 - Public art installed on private land

For public art definitions see Appendix 1.

Principles of Policy

5. The guiding principles for this Policy are that:

- Hamilton City Council supports the development of high quality, original public artwork with high artistic values
- Permanent public art works should be purpose built and structurally sound, using quality and enduring materials
- Permanent art works should contribute to placemaking in a way that builds local identity, pride and ownership
- That the Council represents the interests of the Hamilton community in decision making about public art.

The role of the Council

6. The Council supports the development of public art by providing:
 - Planning support and advice
 - Consultation and engagement
 - Site management
 - Long term maintenance
7. Some applications may qualify for limited funding to support the development of a detailed design.

Public Art, Monuments and Memorial Art Process

8. All applications should follow Hamilton City Council's Permanent Public Art, Monuments and Memorial Art Process.

Public Art Panel

9. A Public Art Panel provides support the application process and make recommendations to the Council about new proposals. The panel will consist of key Council staff, Iwi and Haapuu representation, and other art or construction specialists.
10. The panel's advice will be sought on artistic merit, cultural appropriateness, location, public engagement, engineering and construction, maintenance requirements and any other issues identified by Council.
11. Council staff or the panel may refer the proposal for specialist advice from external parties when necessary.

Acquisition and Maintenance

12. The donor must supply a maintenance guide with the detailed development plan
13. Once an artwork becomes part of the Hamilton City Council Public Art Collection it will be maintained by the Council as agreed per maintenance plan.

Relocation of Permanent Public Art

14. The Council has the right to remove public art from display at any time if:

- There is unrepairable damage to the artwork
- There is reason to think that the artwork could cause serious harm or injury to members of the public
- The location is required for another purpose.

15. In the case that the Council needs to permanently relocate an artwork for that or any other reason it will work in good faith with affected parties to achieve a positive resolution. This includes:

- referring the matter to the Public Art Panel for consideration
- Consulting with the donor/s and other affected parties.

16. In the case that an artwork is found to cause significant upset to members of the community, the General Manager Community may set up a taskforce that includes Elected members, Maaori representation (Iwi, Haapuu and Rangatira), Council staff, members of the Public Art Panel and any other subject matter experts (e.g. art historians, or historians as required).

17. The taskforce would report to the Community Committee for a decision about whether to permanently remove or relocate the item.

Appendix 1. Definitions

Name	Detail	Role of Council	Example/s
Permanent Public Art	<ul style="list-style-type: none"> • A high value, unique and significant artwork made (or designed) by a recognised artist • Usually bespoke, site-specific works that have been created in response to an artists' brief • May be engineered by others <i>or</i> handcrafted, but has a high level of intellectual property • Has a sense of longevity; made with enduring materials to be maintained by the Council indefinitely • Would be expected to appreciate in value- (however individual components of the work, 	<ul style="list-style-type: none"> • Support through Permanent Public Art Process • Support with infrastructure requirements/ consents etc • Site management in conjunction with project team • Site management in partnership with project team to ensure safe and successful installation • Once vested to the Council maintenance is managed by 	<i>Tongue of the Dog (Michael Parekowhai), The Farming Family (Margriet Winderhausen)</i>

	<p>such as pumps etc, may depreciate)</p> <ul style="list-style-type: none"> • Usually donated to the city through an arts trust • Usually requires specialist care which is informed through a detailed maintenance schedule 	Collections staff (Waikato Museum)	
Monuments and Memorial Art	<ul style="list-style-type: none"> • A work of art that memorialises the life of an individual, a group or a significant event 	<ul style="list-style-type: none"> • As for Permanent Public art (above) • Assistance with Consultation 	<i>In the Line of Fire, War Horse (Matt Gauldie)</i>
Landscape feature	<ul style="list-style-type: none"> • A piece of art that sits on public land but is comparatively inexpensive compared with bespoke permanent public art, and does not require specialist care • Likely to have more simple maintenance requirements than large scale permanent public art works • Will usually (but not always) depreciates in value, depending on materials etc 	<ul style="list-style-type: none"> • Often installed as part of a project (e.g. playground development or park design) • Ensures quality control and public safety • The responsibility for the installation and ongoing care of the art is held by the asset manager (e.g. parks management) • Does not need to go to Council to be vested into the Council's Permanent Public Art collection 	Decorative treatments in Parana Park
Integrated Art	An artwork that is developed as a part of a larger piece of infrastructure. May include decorative features or design elements such as landscaping art	Often developed and delivered through HCC projects	
Temporary Public Art	Substantial (but not permanent) works of art that are displayed publicly for a limited time (i.e. months to more than year)	Potential Funding support, location	<i>Shrooms in Garden Place, (Amigo and Amigo)</i>
Community Art	Involves artistic input from community and non-artists. Often used as engagement tool	Enable and support through funding and Community Development staff	Community Murals, yarn bombing etc.

Street Art	High impact, reflective of contemporary urban context Often of a temporary nature, fresh and relevant	<ul style="list-style-type: none"> • Enable and support for appropriate projects • Most do not need to go through a formal Council process • Murals on public land that use Maaori imagery must be authorised by Te Ngaawhaa Whakatupu Ake 	Boon Street Art Murals
Donor	<ul style="list-style-type: none"> • A group or individual who has agreed to manufacture and install a work of public art on Council land per the Permanent Public Art and Memorials and Monument Art Process. 	Council staff liaise with project managers throughout agreed process	

DRAFT HAMILTON CITY COUNCIL MONUMENTS AND MEMORIAL ART POLICY

Hamilton City Council (the Council) recognises the contribution that has been made to the city through the donation of monuments and memorials. The Council will continue to support the development of memorial and monument art works of a high artistic, cultural, and manufacturing value.

High quality monuments and memorial art contributes to the city in the following ways:

- Contributes to placemaking and builds local identity, pride and ownership
- Building a sense of interest, challenges and entertains
- Provides inspiration and promotes creativity

Purpose

1. The purpose of the Policy is to:
 - Ensure Council processes support and enable the best possible outcomes for public art, monuments, and memorials
 - Ensure cultural wellbeing is adequately addressed through the development of public art
 - To provide clarity regarding the acquisition and maintenance of permanent public art.
2. This policy should be read in conjunction with Hamilton City Council's Permanent Public Art Policy and [Public Art Plan and Development Guide](#). For definitions about public art and monuments and memorial art, see Appendix 1.

Scope

3. This Policy applies to significant, permanent monuments or memorial art works that are vested to Council for perpetuity on Council owned land. The Policy applies to new and existing Monuments and Memorial Art works that have been vested to the Council.
4. This Policy does not apply to the following:
 - Any monuments and memorial art works in cemeteries, the Hamilton Gardens or the Waikato Museum
 - Any small-scale memorials such as trees, commemorative plaques, and street furniture
 - Memorial art of non-permanent nature, such as short-term installations, or services.
 - Non-permanent creative treatments such as murals, or other embellishments
 - Monuments and memorials installed on private land
 - The naming (or re-naming) of roads, open spaces, and Council facilities¹

Principles of Policy

¹ For naming refer to Hamilton City Council's *Naming of Roads, Open Spaces and Council Facilities Policy*

5. The guiding principles for this Policy are:

- Hamilton City Council supports the development of high-quality public art that tells the story of Hamilton/Kirikiriroa
- That the Council represents the interests of the Hamilton/Kirikiriroa community in ensuring the stories of the city are told in an inclusive and culturally sensitive manner
- That the Council will work in partnership with stakeholders to ensure positive outcomes for the community

The role of the Council

6. The Council supports the development of public art by providing:

- Planning support and advice
- Consultation and engagement
- Site management
- Long term maintenance

7. Some applications may qualify for limited funding to support the development of a detailed design.

Public Art, Monuments and Memorial Art Process

8. All applications should follow Hamilton City Council's Permanent Public Art, Monuments and Memorial Art Process.

Public Art Panel

9. A Public Art Panel will support the application process, provide advice and make recommendations to the Council about new proposals.

10. The panel will consist of key Council staff, Iwi and Hapuu representation, and other art or construction specialists.

11. The panel's advice will be sought on artistic merit, cultural appropriateness, location, public engagement, engineering and construction, maintenance requirements and any other issues identified by Council.

12. Council staff or the panel may refer the proposal for specialist advice from external parties when necessary.

Criteria for acceptance of a proposal

13. For a proposal for monument or memorial to be successful it should meet the following criteria:

- Be an original, bespoke work with high artistic merit
- Be purpose built and structurally sound, using enduring materials
- Contribute to placemaking, and help build local identity

- Tell the stories of Hamilton/Kirikiroa in an inclusive manner
- Narratives around monuments and memorial art must be independently researched before approval to ensure that any depiction represents a fair and accurate account of that person or event
- Stories about monuments and memorial art should be communicated with the public through appropriate signage, public communications etc.

Consultation and Public Engagement

14. The Council must be satisfied that any proposal to install a monument or memorial has had an appropriate level of consultation. For acceptance by the Council,
 - Any depiction of an individual should consider the views of family members or descendants
 - Any commemoration of an event should take into account the views of those affected (e.g. A monument to Christchurch mosque attacks or the Waikato Wars)

Acquisition and Maintenance

15. The donor must supply a maintenance guide and detailed development plan prior to acceptance by the Council.
16. Once an artwork becomes part of the Hamilton City Council Public Art Collection it will be maintained by the Council as agreed per maintenance plan

Relocation of a Monument or Memorial Art

17. The Council has the right to remove a Monument or Memorial from display at any time if:
 - There is unrepairable damage to the artwork
 - There is reason to think that the artwork could cause serious harm or injury to members of the public
 - The location is required for another purpose
18. In the case that the Council needs to permanently relocate a monument or memorial for that or any other reason it will work in good faith with affected parties to achieve a positive resolution. This includes:
 - referring the matter to the Public Art Panel for consideration
 - Consulting with the donor/s and other affected parties.
19. In the case that an artwork is found to cause significant upset to members of the community, the General Manager Community may set up a taskforce that includes Elected members, Maaori representation (Iwi, Haapuu and Rangatira), Council staff, members of the Public Art Panel and any other subject matter experts (e.g. art historians, or historians as required).

20. The taskforce would report to the Community Committee for a decision about whether to permanently remove or relocate the item.

Appendix 1: Definitions

Name	Detail	Role of Council	Example/s
Monuments and Memorial Art	<ul style="list-style-type: none"> A work of art that memorialises the life of an individual, a group or a significant event 	<ul style="list-style-type: none"> As for Permanent Public art (above) Assistance with Consultation 	<i>In the Line of Fire, War Horse (Matt Gauldie)</i>
Permanent Public Art	<ul style="list-style-type: none"> A high value, unique and significant artwork made (or designed) by a recognised artist Usually bespoke, site-specific works that have been created in response to an artists' brief May be engineered by others <i>or</i> handcrafted, but has a high level of intellectual property Has a sense of longevity; made with enduring materials to be maintained by the Council indefinitely Would be expected to appreciate in value- (however individual components of the work, such as pumps etc, may depreciate) Usually donated to the city through an arts trust Usually requires specialist care which is informed through a detailed maintenance schedule 	<ul style="list-style-type: none"> Support through Permanent Public Art Process Support with infrastructure requirements/ consents etc Site management in conjunction with project team Site management in partnership with project team to ensure safe and successful installation Once vested to the Council maintenance is managed by Collections staff (Waikato Museum) 	<i>Tongue of the Dog (Michael Parekowhai), The Farming Family (Margriet Winderhausen)</i>
Landscape feature	<ul style="list-style-type: none"> A piece of art that sits on public land but is comparatively inexpensive compared with bespoke permanent public art, and does not require specialist care Likely to have more simple maintenance requirements 	<ul style="list-style-type: none"> Often installed as part of a project (e.g. playground development or park design) Ensures quality control and public safety The responsibility for the installation 	Decorative treatments in Parana Park

	<p>than large scale permanent public art works</p> <ul style="list-style-type: none"> Will usually (but not always) depreciates in value, depending on materials etc 	<p>and ongoing care of the art is held by the asset manager (e.g. parks management)</p> <ul style="list-style-type: none"> Does not need to go to Council to be vested into the Council's Permanent Public Art collection 	
Integrated Art	An artwork that is developed as a part of a larger piece of infrastructure. May include decorative features or design elements such as landscaping art	Often developed and delivered through HCC projects	
Temporary Public Art	Substantial (but not permanent) works of art that are displayed publicly for a limited time (i.e. months to more than year)	Potential Funding support, location	<i>Shrooms in Garden Place, (Amigo and Amigo)</i>
Community Art	Involves artistic input from community and non-artists. Often used as engagement tool	Enable and support through funding and Community Development staff	Community Murals, yarn bombing etc.
Street Art	High impact, reflective of contemporary urban context Often of a temporary nature, fresh and relevant	<ul style="list-style-type: none"> Enable and support for appropriate projects Most do not need to go through a formal Council process Murals on public land that use Maaori imagery must be authorised by Te Ngaawhaa Whakatupu Ake 	Boon Street Art Murals
Donor	<ul style="list-style-type: none"> A group or individual who has agreed to manufacture and install a work of public art on Council land per the Permanent Public Art and Memorials and Monument Art Process. 	Council staff liaise with project managers throughout agreed process	

CONSULTATION AND PUBLIC ENGAGEMENT

A comprehensive communication and engagement plan has been developed to ensure strong promotion of the proposed engagement.

Staff propose the community engagement programme takes place over a period of one month, from early June to early July. It will aim to:

- allow a wide range of voices to be captured and heard
- inform the community about the Council's proposed policy changes
- enable enhanced community input into the Council decision-making and planning process.

Pre-engagement has taken place during the development of the Draft Policies and staff will continue to engage with Council partners and stakeholders during the public engagement period.

The communication and engagement plan will include a mixture of communication (one-way information from Council to the community about context and background) and community engagement (two-way conversations between Council and the community).

Communication and engagement tactics will include but are not limited to key stakeholder targeted engagement, digital and print advertising, pop-up displays at Council facilities, boosted and targeted social media via Facebook and Instagram, Have Your Say online consultation, direct mail to stakeholder groups inviting their participation, and media engagement.

A Draft Statement of Proposal (below) and an open-ended feedback form will be published on the Council website.

DRAFT PROPOSAL**Permanent Public Art Policy and Monuments and Memorial Art Policy**

[7 June to 9 July]



Hamilton City Council recognises the contribution that has been made to the city through the donation of public art, monuments, and memorials. The Council will continue to support the development of public art, memorial and monument art works of a high artistic, cultural, and manufacturing value.

High quality monuments and memorial art contributes to the city in the following ways:

- Contributes to placemaking and builds local identity, pride and ownership
- Building a sense of interest, challenges and entertains
- Provides inspiration and promotes creativity.

Hamilton City Council is seeking feedback on the Draft Permanent Public Art Policy and the Draft Monuments and Memorials Policy.

WHY ARE WE DOING THIS?

HAMILTON CITY COUNCIL

Hamilton City Council's current Permanent Public Art Process was adopted in 2016. It is best practice to regularly review policies to ensure they reflect the strategic direction of the council and the views of the community.

The Council are proposing to introduce two new policies to provide a clearer framework for decisions related to public art. It will also provide greater clarity to charitable trusts and donors wishing to install new art

The Council is seeking feedback on the proposal from people in the community who may be affected by, or have an interest in, the proposed change/s.

PROPOSAL

The Council are proposing the introduction of two new policies:

1. A Permanent Public Art Policy
2. A Monuments and Memorials Policy

The Policies would apply to significant, permanent monuments or memorial art works that are vested to Council for perpetuity on Council owned land. The Policies apply to new and existing permanent public art works, monuments and memorial art that have been vested to the Council for display on public land.

More information about the Draft Policies can be found [here \(hyperlink\)](#).

REASONS FOR THE PROPOSAL

The purpose of the Draft Policies is to:

- Ensure Council processes support and enable the best possible outcomes for public art, monuments, and memorials
- Ensure cultural wellbeing is adequately addressed through the development of public art
- To provide clarity regarding the acquisition and maintenance of permanent public art.

POLICY IMPLICATIONS

The most significant changes proposed through the Draft Policies include the following:

- The introduction of a Public Art Panel to assist with processes and advise Council about the acquisition of public art, monuments and memorial art
- The option for Council to establish a taskforce (as required) to make recommendations to Council about how to manage art works that have caused significant upset to the community
- The ability of the Council to consult prior to Council acquiring public art, monuments and memorials.

TELL US YOUR THOUGHTS ON THE PROPSAL

Before making any final decisions on the proposed changes, or any other aspects of the Draft Policies, we want your feedback.

You can give us feedback from 7 June to 9 July 2021.

HOW TO GIVE FEEDBACK:

- Fill out a feedback form at hamilton.govt.nz/haveyoursay

- Fill out the feedback form included in this Statement of Proposal and send to:
Hamilton City Council

Have Your Say Permanent Public Art and Monuments and Memorial Art Policies,

Private Bag 3010, Hamilton, 3240.

Fill out the feedback form and deliver to the Council Office or any branch of Hamilton City Libraries.

Feedback forms and this Statement of Proposal are available from all Hamilton City Libraries, and from the Council Office Civic Square.

For any queries, please ring 07 838 6699 or email haveyoursay@hcc.govt.nz

NEXT STEPS

Council staff will collect and analyse all feedback at the close of the submission period.

The analysis of this feedback will be presented to the 28 July 2021 Hearings and Engagement Committee. At this meeting, submitters who want to speak to their written submission will be able to do so.

The Council will then consider all the views and make a decision at a later meeting

Council Report

Committee: Community Committee **Date:** 18 May 2021
Author: Andy Mannering **Authoriser:** Lance Vervoort
Position: Kaiwhakahaere Rautaki Hapori **Position:** General Manager Community
Report Name: Single-Year Community Grant - 2020/21 Allocation

Report Status	<i>Open</i>
----------------------	-------------

Purpose - *Take*

1. To inform the Community Committee on the allocation of the 2020/21 funding round of the Single-Year Community Grant.

Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Committee:
 - a) receives the report; and
 - b) acknowledges and thanks the members of the Allocation Committee for their contribution in allocating the Single-Year Community Grant over the last 3-years.

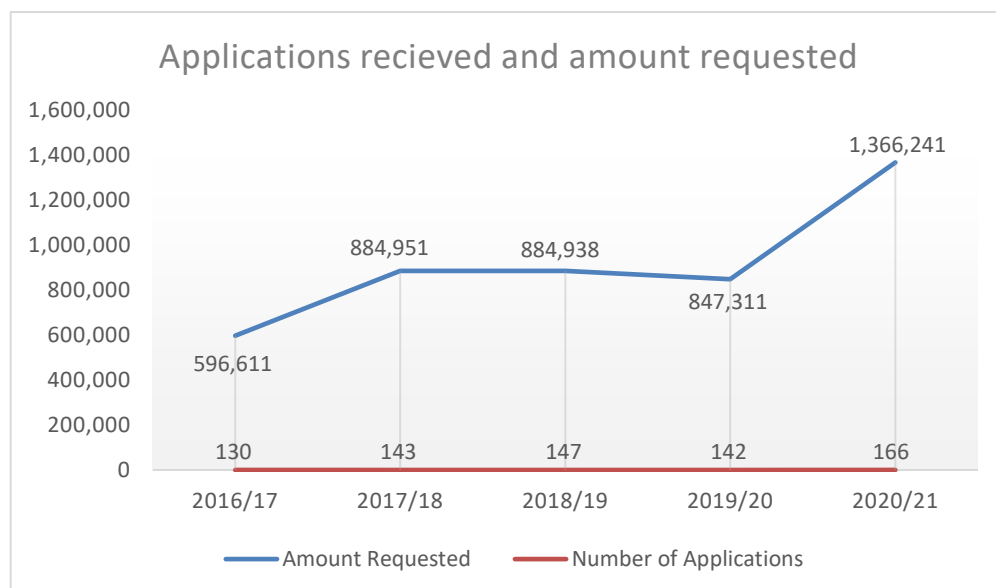
Executive Summary - *Whakaraapopototanga matua*

3. Hamilton City Council's Single-Year Community Grant supports not-for-profit community organisations to deliver services, programmes and activities that benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.
4. The External Allocation Committee (comprising of two Elected Members and six community representatives) have delegated authority to allocate the funding on behalf of the Council.
5. The Single-Year Community Grant Allocation Committee approved a total of \$467,000 to 112 community organisations.
6. Staff consider the matters in this report to have a low significance and that the recommendations comply with Council's legal requirements.

Background - *Koorero whaimaarama*

7. The [Community Assistance Policy](#) was adopted by the Council at the 22 October 2020 Council Meeting ([Minutes](#)) following the recommendation of the Community Committee at the 29 September 2020 meeting ([Agenda](#), [Minutes](#)).
8. The policy outlines the criteria and guidelines of all Council contestable grants that are administered by the Community and Social Development team within the Community Services Unit.
9. The assessment and decision-making process of the Policy has been reviewed, while this funding round was open. Changes will be incorporated into the 2021/22 funding rounds.

10. All applications for funding are managed through the SmartyGrants online funding application system.
11. The funding application round was advertised for a one-month period, opening from 1 February 2021 until 2 March 2021. Two workshops were held at the Central Library to support groups applying to the fund, alongside one-to-one meetings with groups as requested.
12. One hundred and sixty-six (166) applications were received requesting a total of \$1,366,241. In 2019/20 one hundred and forty-two (142) applications were received requesting a total of \$847,311.
13. The following table shows the increase in number of applications received and requested amounts of the fund over the previous five rounds.



14. The Allocation Committee consisted of eight voting members, including two Elected Members (Councillors Bunting and Naidoo-Rauf) with representatives from the community.
15. Assessment of each application against the funding criteria set out in the Policy was undertaken by two Committee members prior to the Allocation Committee meeting to decide funding outcomes.
16. The Allocation Committee convened on 12 April to discuss and determine the funding outcomes. Each application was discussed on its own merit with a draft funding decision and allocation assigned.
17. Between 13-23 April the collective lens to the draft decisions from 12 April was applied to the 161 assessed applications via email correspondence. This step looked at how each grant related to other grants made to similar organisations to ensure that support collectively reflects the best decisions for Council. The data was analysed in a variety of ways including sector support to Environmental, Arts or Sports applications, the main ethnicity of people benefiting from projects and the financial size of organisations.

Discussion - *Matapaki*

18. The allocation committee approved 112 applications, with total funding of \$467,000.
19. The final allocation was considered by the allocation committee to represent a balanced investment of Council funding to the community, taking into consideration the capacity of organisations, the diversity of communities and the level of need across the city.

20. Applicants to the Single-Year Community Grant were asked to identify which sector would primarily benefit from their application. The following table shows the request of sectors against the amount granted, and the percentage of request granted.

Which sector primarily fits your project?	Request		Granted		%
Arts	16	\$112,862	16	\$58,275	51.6%
Cultural	20	\$138,542	12	\$48,250	34.8%
Education	25	\$191,893	14	\$67,750	35.3%
Environment	9	\$65,309	9	\$33,845	51.8%
Health	28	\$228,524	16	\$74,000	32.4%
Social	36	\$388,741	23	\$105,430	27.1%
Sport & Recreation	16	\$114,774	13	\$44,850	39.1%
Youth	16	\$125,596	9	\$34,500	27.5%
	166	\$1,366,241	112	\$467,000	34.2%

21. Seven applications from the Social Sector and five applications from the Youth Sector were from organisations with an annual income over \$500,000.
22. Below is the list of successful applicants identified by sector of primary benefit.

Type/Sector of Community Organisation	\$	Total Allocated (\$)
Arts		58,275
1. Hamilton Operatic Society Inc	7,500	
2. Hamilton Citizens Band Incorporated	7,500	
3. Waikato Society of Potters	7,500	
4. Hamilton Playbox Repertory Society Incorporated	5,000	
5. Hamilton Arts Trust	5,000	
6. Hamilton Civic Choir Inc	4,400	
7. Living Theatre Charitable Trust	4,000	
8. Hamilton Xing Xing Performing Arts Group Incorporated	2,500	
9. Waikato Society of Arts Inc	2,500	
10. Orchestra Central Trust	2,400	
11. Opus Orchestra Trust	2,000	
12. Hamilton Caledonian Pipe Band Inc	2,000	
13. Friends of Hamilton Public Libraries Associated Inc	1,975	
14. Waiclay team	1,500	
15. Hamilton Disability Arts Festival Trust	1,500	
16. Dinsdale Playcentre	1,000	

Cultural		48,250
1. Waikato Hispano Latino Cultural Trust	8,000	
2. Sri Lanka Friendship Society Waikato Incorporated	7,500	
3. Sri Balaji Temple Trust Hamilton New Zealand	5,000	
4. Waikato Japanese Community Trust	4,500	
5. Hamilton Kerala Samajam Incorporated	4,500	
6. Waikato Filipino Association	4,250	
7. Phoenix House Charitable Trust	4,000	
8. Hamilton Chinese Golden Age Society	3,000	
9. Gujarati Pariwar Waikato (Inc)	3,000	
10. Yasmin Society Trust	2,000	
11. Russian Language and Culture Group Charitable Trust	1,500	
'Znanie'	1,000	
12. Kiribati Waikato Association Incorporated		
Education		67,750
1. Te Tamawai Trust	10,000	
2. Hamilton Household Budgeting Advisory Trust	8,000	
3. House of Science Central Waikato	7,500	
4. Life Education Trust Hamilton	6,000	
5. Hamilton Junior Naturalist Club Incorporated	5,700	
6. Families Autism and Behavioural Support Trust	5,000	
7. EarthDiverse Trust	5,000	
8. Toughlove Waikato Trust	5,000	
9. The Rauhi Project	5,000	
10. Positive Change Programmes Charitable Trust	4,300	
11. Mathematics for a Lifetime Trust	2,000	
12. Kidz Korner Toy Library	1,750	
13. HIPPY - Home Interaction Program for Parents & Youngsters	1,500	
14. Tui Trust	1,000	
Environment		33,845
1. Grandview Community Garden Trust	7,000	
2. Kukutaaruhe Education Trust	5,000	
3. Community Fruit Hamilton	5,000	
4. The Paws 4 Life Charitable Trust	5,000	
5. Friends of Mangaonua Esplanade Silverdale	4,500	
6. Hamilton Astronomical Society Incorporated	3,500	
7. Predator Free Hamilton	2,000	
8. Riverlea Environment Society Incorporated	1,100	
9. Mangaiti Gully Restoration Trust	745	
Health		74,000

Item 13

1. Endometriosis Waikato [T/A Insight Endometriosis]	10,000	
2. Waikato Family Centre Trust	8,000	
3. Arts for Health Community Trust	7,000	
4. Asthma & Respiratory Services (Waikato) Inc	5,000	
5. EquiPotential NZ	5,000	
6. Hamilton Returned and Services Association Inc	5,000	
7. Dementia Waikato Charitable Trust	4,500	
8. The Parkinson's New Zealand Charitable Trust	4,000	
9. Hearing Association Hamilton & Districts Branch	4,000	
10. Parent to Parent NZ Inc T/A Waikato	4,000	
11. Epilepsy Waikato Charitable Trust	4,000	
12. MS Waikato Trust	4,000	
13. Brain Injury Waikato	4,000	
14. SWITCH Youth Charitable Trust	2,500	
15. Muscular Dystrophy Northern	2,000	
16. Loving Arms Charitable Trust	1,000	
Social		105,430
1. Hamilton Combined Christian Foodbank Trust	10,000	
2. Waikato Refuge Forum	9,940	
3. Volunteering Waikato	8,000	
4. Desert Spring Ministries Trust	7,500	
5. Dress for Success Hamilton Trust	7,500	
6. Diversity Counselling New Zealand	7,500	
7. Hamilton Methodist Social Services Trust	7,500	
8. Prison Care Ministries	6,500	
9. West Hamilton Community Youth Trust	5,000	
10. Community Wellness Charitable Trust	5,000	
11. Rainbow Chinese Community Centre Charitable Trust	4,000	
12. ChildPlayWorks Charitable Trust	4,000	
13. Bellyful New Zealand Trust	3,000	
14. Pregnancy Counselling Services - Hamilton Branch	3,000	
15. Chartwell Cooperating Parish	2,700	
16. Rotary Club of Rototuna Incorporated	2,500	
17. Lifelink Samaritans Incorporated	2,000	
18. Neighbourhood Support Hamilton Inc	2,000	
19. West Hamilton Community Patrol	2,000	
20. Angel Casts Charitable Trust	2,000	
21. Hamilton Toy Box Toy Library	1,750	
22. Waikato Role-Playing Guild	1,040	
23. Stroke Foundation Hamilton	1,000	

Sport and Recreation		44,850
1. The Hamilton Squash and Tennis Club Incorporated	7,500	
2. Frankton Railway Combined Sports Club	6,000	
3. Squash Waikato Incorporated	5,000	
4. Fairfield Swimming Club Incorporated	4,000	
5. Spiralz Rhythmic Gymnastics of Hamilton Incorporated	3,500	
6. Frankton Rugby Sports Club Inc	3,350	
7. Hillcrest Bowling Club Incorporated	3,000	
8. Waikato Tennis Trust	3,000	
9. Eastlink Community Hub	3,000	
10. Waikato Indoor Bowling Centre of NZ (Inc)	2,000	
11. Hamilton BMX Club Incorporated	2,000	
12. College Old Boys Rugby League Charitable Trust	1,500	
13. Nga Tai Whakarongo Whanau Hoe Waka	1,000	
Youth		34,500
1. Te Rautini Trust	7,500	
2. Young Workers Resource Centre	5,000	
3. Scouts Association of New Zealand - Kirikiriroa Scout Group	4,500	
4. Waikato Area Girls' Brigade	4,000	
5. St Peters Sea Scouts	4,000	
6. Waikato Rocks Trust	3,000	
7. Chapel Hill Community Church	2,500	
8. Rock Quest Charitable Trust	2,500	
9. Hillcrest Scouts	1,600	

23. 81 organisations applying to this round of the Single-Year Community Grant had an annual income of less than \$100,000.
24. 23 organisations applying to this round of the Single-Year Community Grant had an annual income of more than \$500,000. The combined request from these organisations was \$193,494. None of these organisations were granted funding due to the preference to fund smaller organisations.
25. The following tables indicates the primary reason why applications were declined in this funding round.

Primary reason for decline	Number of applications
Annual income of organisation over \$500,000	23
Poor or incomplete application showing limited community benefit or need for Council funding	28
Retrospective project	1
Project already significantly funded by Council	1

26. All recipients of Council Community Assistance Funding are required to provide an accountability report documenting how their activities have contributed to the objectives for which the funding was allocated.
27. As part of the accountability report for the 2019/20 Single-Year Community Grant data on the impact of funded organisations was captured. This data has been collated into attachment one to show the collective impact of Council's Single-Year Community Grant 2020 in our city.

Financial Considerations - *Whaiwhakaaro Puutea*

28. This is a regular operating activity funded through the Long-Term Plan.
29. The 2018-28 10-Year Plan budget has \$1,435,000 to be distributed in 2020/21 via the Community Assistance Policy.
30. Allocation in 2020/21 has been split between three funding schemes:
 - Community Event Fund (\$50,000)
 - Multi-Year Community Grant (\$918,000)
 - Single-Year Community Grant (\$467,000)
31. The 2018-28 10-Year Plan outlines that Council grants will be used effectively, meaning that at least \$3 worth of services will be leveraged for every \$1 of community grant funding provided. The below table shows the amount of funding leveraged from the Community Assistance Funding provided by Council during the 2020/21 financial year.

Grant	\$ Amount Allocated	\$ Total Project Cost	\$ Leveraged for Council Contribution
Multi-Year Community Grant	\$918,000	\$15,703,986	\$17.11
Community Event Fund	\$50,000	\$268,427	\$ 5.37
Single-Year Community Grant	\$467,000	\$6,947,734	\$14.88
<i>Total</i>	<i>\$1,435,000</i>	<i>\$22,920,147</i>	<i>\$15.97</i>

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

Staff confirm that the Single-Year Community Grants allocation decisions noted in this report comply with the Council's legal and policy requirements

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

33. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the four wellbeings').
34. The subject matter of this report has been evaluated in terms of the four wellbeings during the process of developing this report as outlined below.
35. The recommendations set out in this report are consistent with that purpose.
36. Hamilton City Council's Single-Year Community Grant supports not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.

Social

37. Collective impact data from last year's recipients indicate that the 108 funded organisations worked with 77,383 clients. Over the year they gave out 18,575 care packages to support individuals and whaanau within our community.

38. These groups held 855 community events to build social connections, with 70,133 people attending, and hosted 2198 trainings or workshops that had 15,019 participants.

Economic

39. Collective impact data from last year's recipients indicate that the 108 funded organisations employed 197 individuals. Over the year they collectively spent \$11,760,217 across all their programmes and services.
40. 4290 volunteers were involved in these community organisations and gave 285,109 hours of service.

Environmental

41. Applications to the Single-Year Community Grant from Environmentally focused community groups is traditionally low as the Council offers other contestable funding schemes to improve the environmental wellbeing of the city.
42. Nine applications that identified the Environment as the primary sector of the organisation have been granted funding through this round of the Single-Year Community Grant. This was an increase from 2 applications that received funding in the previous round.

Cultural

43. Within the application process the question is asked as to which Ethnic group will primarily benefit from the project.
44. The following table shows the number of applications received, the amount requested, and the amount funded by consolidated ethnicity.

Which Ethnic group will primarily benefit from the project?	Request		Granted	
Maaori	32	\$391,509	16	\$74,500
NZ European	39	\$235,968	31	\$99,670
Ethnic (non-Maaori/non-NZ European)	22	\$124,300	15	\$54,250
Other – Everyone	73	\$584,414	54	\$238,580
ALL	166	\$1,366,241	112	\$467,000

45. Ten of the declined applications that would primarily benefit Maaori were from organisations with an annual income above \$500,000.

Risks - *Tuuraru*

46. All applicants have been notified of the funding decisions. There are no overt risks associated with this matter.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui*

Significance

47. Having considered the Significance and Engagement Policy, staff have assessed that the matters in this report have a low significance. This means consultation on the allocation decisions is not needed.

Engagement

48. The Single-Year Community Grants process is a publicly contestable fund. Following this Committee meeting, successful applicants to this funding round will be published on the Council's website.

Attachments - *Ngaa taapirihanga*

Attachment 1 - 2020 Single-Year Community Grants Impact Infographic

Assessing the benefits

Single-Year Community Grants

Hamilton City Council reaches deep into the community through our Single-Year Community Grants programme. Here's the impact that funding had in the 2019-20 financial year.



hamilton.govt.nz/
communityfunding

 **Hamilton City Council**
Te kaunihera o Kirikiriroa

Council Report

Committee: Community Committee **Date:** 18 May 2021
Author: Andy Mannering **Authoriser:** Lance Vervoort
Position: Kaiwhakahaere Rautaki Hapori **Position:** General Manager Community
Report Name: Community Assistance Policy Allocation Process Review 2021

Report Status	<i>Open</i>
----------------------	-------------

Purpose - *Take*

1. To seek a recommendation from the Community Committee to Council to approve the revised allocation process within the Community Assistance Policy.

Staff Recommendation - *Tuutohu-aa-kaimahi* (Recommendation to the Council)

2. That the Community Committee:
 - a) receives the report; and
 - b) recommends that the Council approves the revised Community Assistance Policy (**Attachment 1**).

Executive Summary - *Whakaraapopototanga matua*

3. At the 11 February 2021 Community Committee staff were asked to review the allocation process within the Community Assistance Policy.
4. Members have confirmed the desire to increase Council influence in the decision-making process to allocate community grants administered through the Community Assistance Policy.
5. Across New Zealand each Council implements different processes to administer community grants.
6. Staff have assessed that there are four reasonable and viable options for the Committee to consider.
7. Staff recommend *Option C – Sub-Committee of Council* with delegated authority, composing at least four Elected Members, as detailed below.
8. Staff consider the matters in this report have a low significance and that the recommendations comply with Council's legal requirements.

Background - *Koorero whaimaarama*

9. [The Community Assistance Policy](#) was presented to the 29 September 2020 Community Committee ([Agenda](#), [Minutes](#)) and adopted by Council at the 22 October 2020 Council meeting. The Community Assistance Policy applies to Council contestable community grants that are administered by the Community and Social Development Team within the Community Group.

10. The following was resolved at the 11 February 2021 Community Committee:
- ‘requests staff, Chair and Deputy Chair of Community Committee review the Community Assistance Policy 2020, specific to the allocation committees and criteria, and bring the item to an information session before reporting back to the 18 May 2021 Community Committee meeting with a recommendation for approval by the Council.’
11. An Elected Member Briefing occurred on 17 March 2021 to discuss the topic.
12. The community grants programme acknowledges that the Council cannot deliver on improving wellbeing outcomes alone. There are many organisations with shared objectives, and in many cases are better placed to deliver on them.
13. Most community organisations are reliant on several funders and very few projects or services are fully funded by any single funding provider. The flexibility of Council rates-funded grants enables organisations to leverage other government or philanthropic funding for effective service delivery resulting in significant returns on investment for the city.

Discussion - *Matapaki*

14. The allocation process for contestable grants administered via the Community Assistance Policy has three stages:
- i. Eligibility checking
 - ii. Assessment
 - iii. Decision
15. Eligibility checking is undertaken by staff to ensure that all accountability requirements for previous funding received has occurred, and that the projects within application forms and organisations applying meet the grant criteria and guidelines outlined in the Community Assistance Policy.
16. Assessment occurs where each application is assessed and ranked in relation to the purpose of the grant and the outcomes that will be achieved.
17. The Decision stage results in the allocation of specific grant amounts to the successful applicants and the declining of unsuccessful ones.
18. The current processes to allocate the four grants programme within the Policy are:

Grants Programme	Assessment	Decision
Multi-Year Community Grant	Community Representatives of the Allocation Committee	Allocation Committee with delegated authority, made up of a minimum of five Community Representatives and two Council Elected Members
Single-Year Community Grant	Community Representatives of the Allocation Committee	Allocation Committee with delegated authority, made up of a minimum of five Community Representatives and two Council Elected Members
Community Event Fund	Staff	General Manager Community

Creative Partnership Fund – proposed to be administered by Creative Waikato	Community Representatives of the Allocation Committee	Allocation Committee with delegated authority, made up of Community Representatives and one Council Elected Member
--	---	--

Options

19. Staff have assessed that there are four reasonable and viable options for the Committee to consider. This assessment reflects the level of significance, the local funding environment and feedback obtained by Members around their preferred option.
20. The options are set out in the table below.
- A. (Status Quo) - Allocation Committee with delegated authority, at least five Community Representatives and two Elected Members.
 - B. Allocation Committee with delegated authority, at least five Community Representatives and six Elected Members.
 - C. Sub-Committee of Council with delegated authority, at least four Elected Members.
 - D. Committee of Council, all Elected Members.

Option	Risk	Benefit
A. (Status Quo) - Allocation Committee with delegated authority, at least five Community Representatives and two Elected Members.	Elected Members do not collectively make the funding decisions.	Philanthropy best practice is for decisions to be made for the community by the community. Robust decisions are made due to collective community knowledge. Specific representation of sectors is brought in to strengthen the balance of decisions made.
B. Allocation Committee with delegated authority, at least five Community Representatives and six Elected Members.	Elected Members do not collectively make the funding decisions. Increased workload for Elected Members on the Allocation Committee. Larger Allocation Committee impacts the ability to reach consensus decisions.	Maintain the Community input into the decisions made. Increase the amount of Elected Member input into funding decisions. Specific representation of sectors is brought in to strengthen the balance of decisions made.
C. Sub-Committee of Council with delegated authority, at least four Elected Members.	Elected Members do not collectively make the funding decisions. Additional costs for the Governance team to support an additional Sub-Committee. Increased workload for Elected Members or Staff to assess all grant applications.	Elected Members make the funding decisions. Funding decisions aligned with Council priorities is ensured.

	Reduced Community input. Reduced knowledge and representation for different sectors in the community.	
D. Committee of Council, all Elected Members.	Increased workload for Elected Members or Staff to assess all grant applications. Reduced Community input. Reduced knowledge and representation for different sectors in the community.	Elected Members collectively make the funding decisions. Funding decisions aligned with Council priorities is ensured.

21. Feedback obtained from Maangai Maaori and Elected Members confirmed the desire for Council to increase Elected Member influence in the funding decisions made and move away from option A, status quo.
22. Members of the Waikato Community Funders Group have indicated they support Council making the funding decisions related to the grants administered through the Policy.
23. Staff recommend *Option C- Sub-Committee of Council with delegated authority, at least four Elected Members.*
24. The revised Community Assistance Policy implements a consistent decision-making process for all four grant programmes administered through the Policy.
25. A Community Grants Sub-Committee would need to convene 3 or 4 times per annum to make funding decisions:
 - i. Multi-Year Community Grant, once every 3-years (November)
 - ii. Single-Year Community Grant, annually (April)
 - iii. Creative Partnership Fund, annually (June)
 - iv. Community Events Fund, annually (September)

Financial Considerations - *Whaiwhakaaro Puutea*

26. The total grants budget covered by this policy in the draft Long Term Plan 2021-31 for 2021/22 is \$1,617,000. This figure is adjusted annually for inflation through the operating budget in the Long Term Plan.
27. The proposed split between the schemes for 2021/22 is as follows:

Funding programme	Allocation per annum
Community Event Fund	\$100,000
Multi-Year Community Grant	\$1,098,000
Single-Year Community Grant	\$269,000
Creative Partnerships Fund (new)	\$150,000
	\$1,617,000

28. Additional costs associated to staff taking over the assessment task would be approximately \$13,000 per annum.
29. Additional costs associated to establishing and facilitating a new Sub-Committee of Council would be approximately \$15,000 per annum.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

30. Staff confirm that the staff recommendations comply with the Council's legal and policy requirements.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

31. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the four wellbeings').
32. The subject matter of this report has been evaluated in terms of the four wellbeings during the process of developing this report as outlined below.
33. The recommendations set out in this report are consistent with that purpose.
34. All the contestable funding as outlined in the revised Community Assistance Policy contributes in some way to the social, economic, environmental and cultural wellbeing of Hamiltonians. Over 140 grants are allocated each year to organisations who provide services, programmes or events which align to at least one of Councils' four wellbeings.

Social

35. A key focus for the grants administered by the Community Assistance Policy is building greater social cohesion and inclusion, creating a better city for all the people who live here.
36. The current 2021/22 budget shows 68% of funding distributed through the Community Assistance Policy being allocated through the Multi-Year Community Grant and supports the operational management of important community and social infrastructure in the city.

Economic

37. Economic conditions, including income, food and housing are integral to wellbeing. Economic Wellbeing is often defined as having present and future financial security, to be able to have economic choices and feel a sense of security, satisfaction and personal fulfilment. This security, satisfaction and personal fulfilment flow into people's ability to participate in wider society and feel connected, healthy and happy.
38. Community Grants support organisations and agencies throughout the city to deliver their services to increase the ability of the community to meet its own needs.
39. The community organisations supported through the Multi-Year Community Grant and Single-Year Community Grant in 2020 employed 383 individuals.
40. The 2018-28 10-Year Plan outlines that Council grants will be used effectively, meaning that at least \$3 worth of services will be leveraged for every \$1 of community grant funding provided.
41. The amount of funding leveraged during the 2020/21 financial year was \$22,920,147, from the \$1,435,000 of Community Assistance Funding provided by Council, with the majority of this being spent in Hamilton. This equates to \$15.97 worth of services for each \$1 provided by Council.

Environmental

42. Applications to the grants administered through the Policy from environmentally focused community groups is traditionally low as the Council offers other contestable funding schemes to improve the environmental wellbeing of the city. The Community and Social Development team will continue to work with the environmental sector to raise their capacity where needed to apply to appropriate 2021 funding rounds.

Cultural

43. Consideration of diversity and inclusion is important to the allocation process of grants administered through the Policy.

Risks - *Tuuraru*

44. Council have allocated Community Assistance Grants through an Allocation Committee containing community members since 1982. Moving away from this model could have an impact on Council's reputation as small community organisations feel a connection to the community model.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui* Significance

45. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the matter(s) in this report has/have a low level of significance.

Engagement

46. Community views and preferences are already known to the Council through targeted consultation with Regional Philanthropic partners, Community Representatives involved in the current Allocation process, and recipients of Council's Multi-year Community Grant.
47. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Community Assistance Policy 2021 Review - Track Changes

Attachment 2 - Community Assistance Policy 2021 Review - clean version

First adopted:	11 December 1996
Revision dates/version:	October 2020 April 2021 / Version 10-11
Next review date:	October-July 2023
Engagement required:	No engagement required
Document Number	D-343487/3706612
Associated documents:	n/a
Sponsor/Group:	General Manager Community

Community Assistance Policy

Purpose and scope

Purpose statement

Having a community grants programme is an explicit acknowledgement that a city with constantly improving wellbeing outcomes cannot be created by Hamilton City Council acting alone. There are many independent organisations that share our objectives, and in many cases are better placed to deliver on them. These community organisations are experts in their respective fields, and able to mobilise a range of relationships and resources to achieve their goals.

The Council's role is to enable, facilitate, and provide every opportunity for communities to drive and own their own development. By providing community organisations with direct financial assistance, Council can support those objectives we share, be a catalyst for positive change, deliver value for money to ratepayers, and help to sustain a thriving and independent community sector.

Purpose of Policy

1. To set out the Councils' funding and allocation process for assistance provided through grants to community organisations in a transparent manner.
2. The Policy applies to the Council contestable community grants administered by the Community and Social Development team, in one of the following categories.
 - a. Community Event Fund
 - b. Multi-year Community Grant
 - c. Single-year Community Grant
 - d. Creative Partnerships Fund
3. The Policy does not apply to grants administered by other Council units (ie Heritage, Cat Desexing, Waste Minimisation, Gully Restoration Grants, Covid-19 Community Response Fund), loans (or loan guarantees), rates remittance, community leases or rentals, or major event sponsorship and capital projects.
4. We work in partnership with other regional funders, sharing information and potential use of a shared online portal.
5. The Policy will reflect best practice in grant making as outlined in the Auditor General's principles for clear purpose and eligibility of grants, fairness and transparency in assessing and managing funding, open communication, accountability and integrity (see schedules 1-6).

Aims and scope of Community Grants

6. Hamilton City Council provides grants to support community organisations to deliver community projects that are aligned with Council plans and strategies and contribute to the wellbeing of Hamiltonians.
7. The funds aim to provide financial support to a range of community organisations. Total funding is split across four funding streams.
8. The purpose and scope of each fund is covered in Table 1.

9. Council does not fund:

- a. Projects outside the Hamilton City boundary.
- b. Projects or operational costs already substantially funded by Hamilton City Council.
- c. Retrospective funding, i.e. Specific projects that have already started or have been completed.
- d. Political organisations or social clubs.
- e. Repayment of debt, Loan, mortgage repayments or investments of any kind.
- f. Project costs that will be directly paid back to Hamilton City Council.

Fund	Aim	What is funded
Community Event Fund	To support organisations to run free or low-cost inclusive events in Hamilton that benefit an audience of approximately 1,000 people.	Operating, entertainment, event costs. Venue hire which is not owned by Council Advertising and promotion costs
Multi-Year Community Grant	To support not-for-profit community organisations which provide gathering places or build capacity within our Hamilton communities e.g. Community centres.	Operating, service and programme costs
Single-Year Community Grant	To support small not-for-profit community organisations which provide programmes or services in our Hamilton community.	Operating, service and programme costs including wages, training, volunteer expenses etc. Small capital items e.g. equipment Venue hire which is not owned by Council
Creative Partnerships Fund	To support and enable the Hamilton Arts Community to deliver arts activities within the Hamilton City boundaries.	Operating, service and programme costs, art installations, performances

Table 1: purpose and Scope of funding

Policy - General

10. The total financial assistance provided to the community through grants and funding covered by this Policy is set out in the Long Term Plan budget.
11. Current funding allocations can be found on Councils' website ([link](#))

Process, Roles and Responsibilities

12. Applications are open to all community organisations that meet criteria set out in the specific grant criteria section of the policy, Schedules 3-6.
13. Applications are made through the *SmartyGrants* online system.
14. The application and decision-making process is outlined in Schedule 1.
15. The Specific criteria for applying to each grant is outlined in Schedules 3-6
 - a. Schedule 3: Community Events Fund
 - b. Schedule 4: Multi-Year Community Grant
 - c. Schedule 5: Single-Year Community Grant
 - d. Schedule 6: Creative Partnerships Fund
16. The roles and responsibilities are set out in Table 2.

Page 2 of 10

Role	Responsibilities
Chief Executive	<ul style="list-style-type: none"> Sign the grant agreements that are above the delegated authority of the General Manager Community
General Manager Community	<ul style="list-style-type: none"> Appoint community representatives on the allocation committees Approves final allocation of the Community Events Fund Sign the grant agreements that are above the delegated authority of the Community and Social Development Manager
Council	<ul style="list-style-type: none"> Appoints two elected members to serve on the Grant's a Allocation Sub-Committees Receives report on allocation of grants Approves the total financial assistance administered through the Policy and associated grant schemes
Community and Social Development Manager	<ul style="list-style-type: none"> Oversees the grant assessment and allocation process Signs the grant agreements that are within their delegated authority.
Council staff	<ul style="list-style-type: none"> Promote grant rounds Provide grant information and assistance Processes and pre-assesses grant applications Works with allocation committee on allocation of grants Presents report on allocation of grants to Council Check and processes grant accountability forms
<u>Grants Sub-Committee</u>	<ul style="list-style-type: none"> Makes final decisions on the allocation of grants
<u>Allocation Committee</u>	<ul style="list-style-type: none"> Attend a briefing prior to assessing applications Works with council staff to assess applications Makes final decisions on the allocation of grants

Table 2: Roles and Responsibilities in relation to allocation of Community grants

Conflict of Interest

17. All members of an allocation committee must sign a conflict of interest form prior to the assessment of applications and allocation of grants. These forms will be kept on record and members will be asked to leave the room when an application they have a conflict with is being discussed.

Monitoring and Implementation

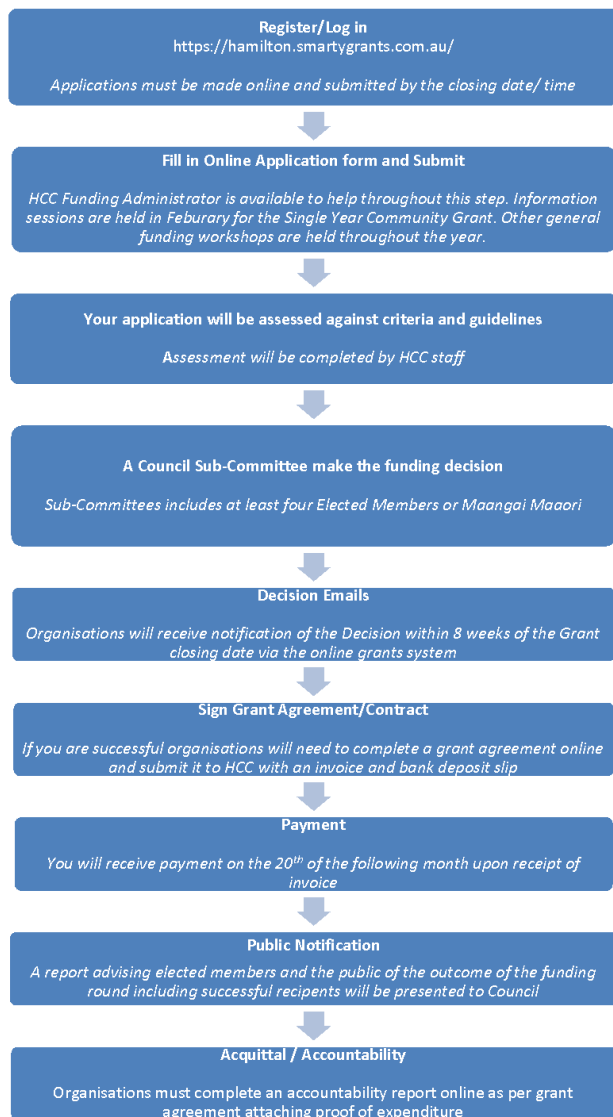
18. Implementation of this policy will be monitored by the General Manager Community.

Formatted: Font: 11 pt

Formatted: Bulleted + Level: 1 + Aligned at: 0 cm + Indent at: 0 cm

19. This policy and schedules will be reviewed, at the request of the Council, in response to any relevant legislative amendment, or every three years (whichever comes first) through the relevant Committee identified in the Governance Structure Terms of Reference and Delegations.

Schedule 1 – Community Assistance Funding Process



Schedule 2 – Community Assistance general criteria and guidelines

Page 5 of 10

What funding is available?

This Community Assistance Policy covers the following contestable funding rounds:

- a. Community Event Fund – see schedule 3 below
- b. Multi-Year Community Grants – see schedule 4 below
- c. Single-Year Community Grants – see schedule 5 below
- d. Creative Partnerships Fund – see schedule 6 below

Who can apply?

Generally Council funds community organisations which:

- a. are legally constituted not-for-profit community organisations (charitable trust or incorporated society). The applicant organisation must have a Trust Deed or Constitution with a minimum of three board or committee members. The applicant organisation must have been operating for a minimum of 12 months.
- b. have good record keeping and operating practices eg; annual accounts, minutes, 2 bank signatories.
- c. provide services, programmes, activities or events within the Hamilton City boundary.
- d. have the capacity to deliver the project as outlined in their application.
- e. contribute to the social, arts, economic, cultural and environmental well-being of Hamiltonians.
- f. agree to provide further information on request.
- g. agree to the terms and conditions of any potential grant as outlined in their grant agreement.
- h. agree to provide accountability for any funds received.
- i. have accounted for any previous grants before any new grant application will be processed.

How must applications be made?

- a. All applications must be made through the Hamilton City Council online system.
www.hamilton.govt.nz/communityfunding
- b. No paper applications will be accepted.

What will not be funded?

- a. Projects or operational costs already substantially funded by Hamilton City Council.
- b. Retrospective funding, i.e. Projects that have already started or have been completed.
- c. Political organisations or social clubs.
- d. Repayment of debt, Loan, mortgage repayments or investments of any kind.
- e. Project costs that will be directly paid back to Hamilton City Council.

What must accompany the application?

- a. The applicant's annual financial accounts.
(The annual accounts should comply with current NZ GAAP (Generally Accepted Accounting Practice in New Zealand) as outlined in the Charities Amendment Act 2014)
- b. The applicant's statement of financial position showing year to date income and expenditure, this needs to be no greater than six months old.
- c. A current bank statement showing the bank balances of all the organisations bank accounts.
- d. A budget for the project being applied for.

Will the application be successful?

Page 6 of 10



- a. Each application submitted will be assessed on its fit to the criteria of the fund, the need for the project in the community and the likelihood of the project taking place and being successful. Not all funding applications submitted will be funded. This is often due to the large number of applications being submitted and the limited pool of funding available to distribute. It is simply not possible to fund every request.
- b. Once the application is assessed, the allocation committee will meet to decide on the outcome. The organisation will be notified of the results via the online grant system. This process will take approximately six weeks from the closing date of each funding round.

If successful, what requirements will have to be met?

- a. Prior to payment of any grant, all successful organisations will be required to complete an online grant agreement form. The organisation will need to attach
 - I. a printed bank deposit slip or bank statement in the name of their organisation (as outlined in the application) showing bank account details (name and bank account number).
 - II. a tax invoice with their organisation name, grant amount, GST number and grant code.
- b. Successful applicants must adhere to the funding reporting requirements as set out in the grant agreement.
- c. Recipients that fail to submit acquittal/ accountability reports, or that have not spent the money in accordance with the application/contract shall not be eligible for any further Council grants until:
 - I. Accountability conditions have been met and/or grant monies returned and;
 - II. the organisation can demonstrate their ability to meet Council's eligibility criteria for a grant;
 - III. and the organisation is capable of delivering the project outcomes of which they are making an application for.

Schedule 3 – Community Event Fund

Purpose

Hamilton City Council's Community Event Fund supports not-for-profit community organisations that host inclusive, free or low-cost events with a high profile in our community. The fund aims to activate common, shared gathering places and spaces within our community.

Application process:

How much can I apply for?	No Limit
When can I apply?	Fund opens (annually) 1 July August Fund Closes (annually) 31 August July
How can I apply?	All applications must be made through an online grants system. www.hamilton.govt.nz/communityfunding
Administration and Allocation	Administered by Council staff, allocation recommended by staff (minimum of 3) and approved by General Manager Community. Decision made by <u>Community Grants Sub-Committee</u>
Grant decision	Applicants will be advised in September

Who can apply?

- Organisations that are legally constituted not-for-profit community organisations (charitable trust or incorporated society) or other legal entities such as limited liability companies, sole traders (proprietorship), or partnerships.
- Organisations which meet the criteria as outlined in schedule 2 "Who can apply" (points b-i)

What will be funded?

- Community Event Funds will assist organisations for costs associated with organizing and delivering high profile community events in Hamilton. The fund will not cover costs that are returned to Council, eg Council venue hire.

Please note; this fund is for projects and activities taking place from September to ~~June~~July.

Who will be given priority?

- Organisations which meet the criteria as outlined above in "Who can apply" and,
- Host community events or cultural celebrations open to wide community participation with a target audience of 1000 people or more. If you are holding a series of events, audience numbers can be totaled across the series.
- Events that activate community places and spaces within Hamilton eg parks, facilities, gathering places like the lake, Garden Place etc

Schedule 4 – Multi-Year Community Grant criteria and guidelines

Purpose

Hamilton City Council's Multi-Year Community Grant supports the operational management of community organisations which provide gathering places or build capacity that benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.

Application process:

How much can I apply for	No Limit
When can I apply? <i>Note: This grant is only open for applications once every 3 years</i>	Next Round: Fund opens October 2020 <u>September 2023</u> Fund Closes November 2020 <u>October 2023</u>
How can I apply?	All applications must be made through an online grants system. www.hamilton.govt.nz/communityfunding
Administration and Allocation	Administered by Council staff, allocated by a community-committee (minimum of 5) and two elected Council members for a 1-year term. <u>Administered by Council staff, allocation recommended by staff (minimum of 3)</u> <u>Decision made by Community Grants Sub-Committee</u>
Grant decision	Applicants will be advised in December 2020

Formatted Table

What will be funded?

Multi-Year Community Grants will fund organisations for operating costs delivering:

- A multi-purpose space available for the community to ~~utilise~~utilise; ~~and~~.
- Opportunities for the wider community to increase social connection; ~~and~~.
- Programmes and activities delivered in the facility that addresses the needs of the local community; ~~or~~.
- Capacity building organisations of specific communities of place, identity or interest within Hamilton.

Who will be given priority?

- Organisations which meet the criteria as outlined in schedule 2 "Who can apply" and,
- and are registered with Charities Services and,
- provide or manage community spaces/ facilities used by the community and/or other organisations. These organisations may also provide a range of services to the community.

What are the requirements that have to be met?

In addition to the general requirements in schedule 2, successful applicants will also;

- Provide six-month reports, documenting how their activities have contributed to the objectives for which the funding was allocated.
- A Hamilton City Council staff member will visit and meet with all multi-year community grant recipients on an annual basis. The purpose of the visit is to build a relationship between Hamilton City Council and the grant recipient as well as inform on progress and development.
- All multi-year grant recipients will be invited to an annual network meeting hosted by Hamilton City Council. The purpose of this meeting is to build collaboration and cohesion among multi-year community grant recipients and provide an opportunity for feedback on Council processes and systems.

Schedule 5 – Single-Year Community Grant

Purpose

Hamilton City Council's Single-Year Community Grant supports not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.

Application process:

How much can I apply for?	Maximum grant \$10,000
When can I apply?	Fund opens (annually) 1 February Fund closes (annually) 1 March
How can I apply?	All applications must be made through an online grants system. www.hamilton.govt.nz/communityfunding
Administration and Allocation	Administered by Council staff, allocated by a community committee (minimum of 5) and two elected Council members for a 3-year term. <u>Administered by Council staff, allocation recommended by staff (minimum of 3)</u> <u>Decision made by Community Grants Sub-Committee</u>
When will I know?	Applicants will be advised in April

Formatted Table

What will be funded?

Single-year grants will fund organisations for:

- Operating and administrative costs.
- Programme development and implementation.
- Community events and cultural festivals.
- Equipment and resources that support the project or organization.

Please note; this fund is for projects and activities taking place from April to January.

Who will be given priority?

- Organisations which meet the criteria as outlined in schedule 2 "Who can apply" and,
- Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project.
- Preference will be given to organisations that have a total annual income under \$500,000.

What will not be funded?

- Organisations who already receive a Hamilton City Council Multi-Year Community Grant.

Can I request a multi-year grant?

If your organisation has previously received a single-year community grants from Council and is requesting a grant toward general operating costs, then you could be eligible for a multi-year grant.

Multi-year grants will be considered for organisations who provide programmes or services that:

- Closely align to the four well-beings of Council – social, economic, cultural or environmental
- Are considered by the allocation committee to be a close fit to the purpose of this fund
- Are considered by the allocation committee to be of high benefit to Hamiltonians, and
- The request fits within the budget allocation of this fund.

Schedule 6 – Creative Partnerships Fund

Purpose

Hamilton City Council's Creative Partnerships Fund provides support to enable the Hamilton Arts Community to deliver arts activities, projects and initiatives within the Hamilton City boundaries.

Application process:

How much can I apply for?	No limit
When can I apply?	Fund opens (annually)
How can I apply?	All applications must be made through an online grants system. www.hamilton.govt.nz/communityfunding
Administration and Allocation	Administered by Creative Waikato, allocated by a community committee which includes one elected Council member- Administered by Council staff, allocation recommended by staff (minimum of 3) <u>Decision made by Community Grants Sub-Committee</u>
When will I know?	Applicants will be advised within 6 weeks of the closing date

Who can apply?

- Organisations which meet the criteria as outlined in schedule 2 "Who can apply"
- Organisations who can match the grant request with funds from other sources

What will be funded?

- Operating, programme or service costs.
- Arts development and implementation.
- Installation and/or performance costs

Who will be given priority?

- Organisations which meet the criteria as outlined above "Who can apply" and
- Are a close fit to the purpose of this fund as outlined in this schedule.

First adopted:	11 December 1996
Revision dates/version:	April 2021 / Version 11
Next review date:	July 2023
Engagement required:	No engagement required
Document Number	D-3706612
Associated documents:	n/a
Sponsor/Group:	General Manager Community

Community Assistance Policy

Purpose and scope

Purpose statement

Having a community grants programme is an explicit acknowledgement that a city with constantly improving wellbeing outcomes cannot be created by Hamilton City Council acting alone. There are many independent organisations that share our objectives, and in many cases are better placed to deliver on them. These community organisations are experts in their respective fields, and able to mobilise a range of relationships and resources to achieve their goals.

The Council's role is to enable, facilitate, and provide every opportunity for communities to drive and own their own development. By providing community organisations with direct financial assistance, Council can support those objectives we share, be a catalyst for positive change, deliver value for money to ratepayers, and help to sustain a thriving and independent community sector.

Purpose of Policy

1. To set out the Councils' funding and allocation process for assistance provided through grants to community organisations in a transparent manner.
2. The Policy applies to the Council contestable community grants administered by the Community and Social Development team, in one of the following categories.
 - a. Community Event Fund
 - b. Multi-year Community Grant
 - c. Single-year Community Grant
 - d. Creative Partnerships Fund
3. The Policy does not apply to grants administered by other Council units (ie Heritage, Cat Desexing, Waste Minimisation, Gully Restoration Grants, Covid-19 Community Response Fund), loans (or loan guarantees), rates remittance, community leases or rentals, or major event sponsorship and capital projects.
4. We work in partnership with other regional funders, sharing information and potential use of a shared online portal.
5. The Policy will reflect best practice in grant making as outlined in the Auditor General's principles for clear purpose and eligibility of grants, fairness and transparency in assessing and managing funding, open communication, accountability and integrity (see schedules 1-6).

Aims and scope of Community Grants

6. Hamilton City Council provides grants to support community organisations to deliver community projects that are aligned with Council plans and strategies and contribute to the wellbeing of Hamiltonians.
7. The funds aim to provide financial support to a range of community organisations. Total funding is split across four funding streams.
8. The purpose and scope of each fund is covered in Table 1.

9. Council does not fund:
- Projects outside the Hamilton City boundary.
 - Projects or operational costs already substantially funded by Hamilton City Council.
 - Retrospective funding, i.e. Specific projects that have already started or have been completed.
 - Political organisations or social clubs.
 - Repayment of debt, Loan, mortgage repayments or investments of any kind.
 - Project costs that will be directly paid back to Hamilton City Council.

Fund	Aim	What is funded
Community Event Fund	To support organisations to run free or low-cost inclusive events in Hamilton that benefit an audience of approximately 1,000 people.	Operating, entertainment, event costs. Venue hire which is not owned by Council Advertising and promotion costs
Multi-Year Community Grant	To support not-for-profit community organisations which provide gathering places or build capacity within our Hamilton communities e.g. Community centres.	Operating, service and programme costs
Single-Year Community Grant	To support small not-for-profit community organisations which provide programmes or services in our Hamilton community.	Operating, service and programme costs including wages, training, volunteer expenses etc. Small capital items e.g equipment Venue hire which is not owned by Council
Creative Partnerships Fund	To support and enable the Hamilton Arts Community to deliver arts activities within the Hamilton City boundaries.	Operating, service and programme costs, art installations, performances

Table 1: purpose and Scope of funding

Policy - General

- The total financial assistance provided to the community through grants and funding covered by this Policy is set out in the Long Term Plan budget.
- Current funding allocations can be found on Councils' website ([link](#))

Process, Roles and Responsibilities

- Applications are open to all community organisations that meet criteria set out in the specific grant criteria section of the policy, Schedules 3-6.
- Applications are made through the *SmartyGrants* online system.
- The application and decision-making process is outlined in Schedule 1.
- The Specific criteria for applying to each grant is outlined in Schedules 3-6
 - Schedule 3: Community Events Fund
 - Schedule 4: Multi-Year Community Grant
 - Schedule 5: Single-Year Community Grant
 - Schedule 6: Creative Partnerships Fund
- The roles and responsibilities are set out in Table 2.

Role	Responsibilities
Chief Executive	<ul style="list-style-type: none"> Sign the grant agreements that are above the delegated authority of the General Manager Community
General Manager Community	<ul style="list-style-type: none"> Sign the grant agreements that are above the delegated authority of the Community and Social Development Manager
Council	<ul style="list-style-type: none"> Appoints elected members to serve on the Grant's Allocation Sub-Committee Receives report on allocation of grants Approves the total financial assistance administered through the Policy and associated grant schemes
Community and Social Development Manager	<ul style="list-style-type: none"> Oversees the grant assessment and allocation process Signs the grant agreements that are within their delegated authority.
Council staff	<ul style="list-style-type: none"> Promote grant rounds Provide grant information and assistance Processes and assesses grant applications Works with allocation committee on allocation of grants Presents report on allocation of grants to Council Check and processes grant accountability forms
Grants Sub-Committee	<ul style="list-style-type: none"> Makes final decisions on the allocation of grants

Table 2: Roles and Responsibilities in relation to allocation of Community grants

Conflict of Interest

- All members of an allocation committee must sign a conflict of interest form prior to the assessment of applications and allocation of grants. These forms will be kept on record and members will be asked to leave the room when an application they have a conflict with is being discussed.

Monitoring and Implementation

- Implementation of this policy will be monitored by the General Manager Community.
- This policy and schedules will be reviewed, at the request of the Council, in response to any relevant legislative amendment, or every three years (whichever comes first) through the relevant Committee identified in the Governance Structure Terms of Reference and Delegations.

Schedule 1 – Community Assistance Funding Process



Schedule 2 – Community Assistance general criteria and guidelines

What funding is available?

This Community Assistance Policy covers the following contestable funding rounds:

- a. Community Event Fund – see schedule 3 below
- b. Multi-Year Community Grants – see schedule 4 below
- c. Single-Year Community Grants – see schedule 5 below
- d. Creative Partnerships Fund – see schedule 6 below

Who can apply?

Generally Council funds community organisations which:

- a. are legally constituted not-for-profit community organisations (charitable trust or incorporated society). The applicant organisation must have a Trust Deed or Constitution with a minimum of three board or committee members. The applicant organisation must have been operating for a minimum of 12 months.
- b. have good record keeping and operating practices eg; annual accounts, minutes, 2 bank signatories.
- c. provide services, programmes, activities or events within the Hamilton City boundary.
- d. have the capacity to deliver the project as outlined in their application.
- e. contribute to the social, arts, economic, cultural and environmental well-being of Hamiltonians.
- f. agree to provide further information on request.
- g. agree to the terms and conditions of any potential grant as outlined in their grant agreement.
- h. agree to provide accountability for any funds received.
- i. have accounted for any previous grants before any new grant application will be processed.

How must applications be made?

- a. All applications must be made through the Hamilton City Council online system.
www.hamilton.govt.nz/communityfunding
- b. No paper applications will be accepted.

What will not be funded?

- a. Projects or operational costs already substantially funded by Hamilton City Council.
- b. Retrospective funding, i.e. Projects that have already started or have been completed.
- c. Political organisations or social clubs.
- d. Repayment of debt, Loan, mortgage repayments or investments of any kind.
- e. Project costs that will be directly paid back to Hamilton City Council.

What must accompany the application?

- a. The applicant's annual financial accounts.
(The annual accounts should comply with current NZ GAAP (Generally Accepted Accounting Practice in New Zealand) as outlined in the Charities Amendment Act 2014)
- b. The applicant's statement of financial position showing year to date income and expenditure, this needs to be no greater than six months old.
- c. A current bank statement showing the bank balances of all the organisations bank accounts.
- d. A budget for the project being applied for.

Will the application be successful?

- a. Each application submitted will be assessed on its fit to the criteria of the fund, the need for the project in the community and the likelihood of the project taking place and being successful. Not all funding applications submitted will be funded. This is often due to the large number of applications being submitted and the limited pool of funding available to distribute. It is simply not possible to fund every request.
- b. Once the application is assessed, the allocation committee will meet to decide on the outcome. The organisation will be notified of the results via the online grant system. This process will take approximately six weeks from the closing date of each funding round.

If successful, what requirements will have to be met?

- a. Prior to payment of any grant, all successful organisations will be required to complete an online grant agreement form. The organisation will need to attach
 - I. a printed bank deposit slip or bank statement in the name of their organisation (as outlined in the application) showing bank account details (name and bank account number).
 - II. a tax invoice with their organisation name, grant amount, GST number and grant code.
- b. Successful applicants must adhere to the funding reporting requirements as set out in the grant agreement.
- c. Recipients that fail to submit acquittal/ accountability reports, or that have not spent the money in accordance with the application/contract shall not be eligible for any further Council grants until:
 - I. Accountability conditions have been met and/or grant monies returned and;
 - II. the organisation can demonstrate their ability to meet Council's eligibility criteria for a grant;
 - III. and the organisation is capable of delivering the project outcomes of which they are making an application for.

Schedule 3 – Community Event Fund

Purpose

Hamilton City Council's Community Event Fund supports not-for-profit community organisations that host inclusive, free or low-cost events with a high profile in our community. The fund aims to activate common, shared gathering places and spaces within our community.

Application process:

How much can I apply for?	No Limit
When can I apply?	Fund opens (annually) 1 August Fund Closes (annually) 31 August
How can I apply?	All applications must be made through an online grants system. www.hamilton.govt.nz/communityfunding
Administration and Allocation	Administered by Council staff, allocation recommended by staff (minimum of 3) Decision made by Community Grants Sub-Committee
Grant decision	Applicants will be advised in September

Who can apply?

- Organisations that are legally constituted not-for-profit community organisations (charitable trust or incorporated society) or other legal entities such as limited liability companies, sole traders (proprietorship), or partnerships.
- Organisations which meet the criteria as outlined in schedule 2 "Who can apply" (points b-i)

What will be funded?

- Community Event Funds will assist organisations for costs associated with organizing and delivering high profile community events in Hamilton. The fund will not cover costs that are returned to Council, eg Council venue hire.

Please note; this fund is for projects and activities taking place from September to July.

Who will be given priority?

- Organisations which meet the criteria as outlined above in "Who can apply" and,
- Host community events or cultural celebrations open to wide community participation with a target audience of 1000 people or more. If you are holding a series of events, audience numbers can be totaled across the series.
- Events that activate community places and spaces within Hamilton eg parks, facilities, gathering places like the lake, Garden Place etc

Schedule 4 – Multi-Year Community Grant criteria and guidelines

Purpose

Hamilton City Council's Multi-Year Community Grant supports the operational management of community organisations which provide gathering places or build capacity that benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.

Application process:

How much can I apply for	No Limit
When can I apply? <i>Note: This grant is only open for applications once every 3 years</i>	Next Round: Fund opens September 2023 Fund Closes October 2023
How can I apply?	All applications must be made through an online grants system. www.hamilton.govt.nz/communityfunding
Administration and Allocation	Administered by Council staff, allocation recommended by staff (minimum of 3) Decision made by Community Grants Sub-Committee
Grant decision	Applicants will be advised in December 2020

What will be funded?

Multi-Year Community Grants will fund organisations for operating costs delivering:

- A multi-purpose space available for the community to utilise; and
- Opportunities for the wider community to increase social connection; and
- Programmes and activities delivered in the facility that addresses the needs of the local community; or
- Capacity building organisations of specific communities of place, identity or interest within Hamilton.

Who will be given priority?

- Organisations which meet the criteria as outlined in schedule 2 "Who can apply" and,
- and are registered with Charities Services and,
- provide or manage community spaces/ facilities used by the community and/or other organisations. These organisations may also provide a range of services to the community.

What are the requirements that have to be met?

In addition to the general requirements in schedule 2, successful applicants will also;

- Provide six-month reports, documenting how their activities have contributed to the objectives for which the funding was allocated.
- A Hamilton City Council staff member will visit and meet with all multi-year community grant recipients on an annual basis. The purpose of the visit is to build a relationship between Hamilton City Council and the grant recipient as well as inform on progress and development.
- All multi-year grant recipients will be invited to an annual network meeting hosted by Hamilton City Council. The purpose of this meeting is to build collaboration and cohesion among multi-year community grant recipients and provide an opportunity for feedback on Council processes and systems.

Schedule 5 – Single-Year Community Grant

Purpose

Hamilton City Council's Single-Year Community Grant supports not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.

Application process:

How much can I apply for?	Maximum grant \$10,000
When can I apply?	Fund opens (annually) 1 February Fund closes (annually) 1 March
How can I apply?	All applications must be made through an online grants system. www.hamilton.govt.nz/communityfunding
Administration and Allocation	Administered by Council staff, allocation recommended by staff (minimum of 3) Decision made by Community Grants Sub-Committee
When will I know?	Applicants will be advised in April

What will be funded?

Single-year grants will fund organisations for:

- Operating and administrative costs.
- Programme development and implementation.
- Community events and cultural festivals.
- Equipment and resources that support the project or organization.

Please note; this fund is for projects and activities taking place from April to January.

Who will be given priority?

- Organisations which meet the criteria as outlined in schedule 2 "Who can apply" and,
- Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project.
- Preference will be given to organisations that have a total annual income under \$500,000.

What will not be funded?

- Organisations who already receive a Hamilton City Council Multi-Year Community Grant.

Can I request a multi-year grant?

If your organisation has previously received a single-year community grants from Council and is requesting a grant toward general operating costs, then you could be eligible for a multi-year grant.

Multi-year grants will be considered for organisations who provide programmes or services that:

- Closely align to the four well-beings of Council – social, economic, cultural or environmental
- Are considered by the allocation committee to be a close fit to the purpose of this fund
- Are considered by the allocation committee to be of high benefit to Hamiltonians, and
- The request fits within the budget allocation of this fund.

Schedule 6 – Creative Partnerships Fund

Purpose

Hamilton City Council's Creative Partnerships Fund provides support to enable the Hamilton Arts Community to deliver arts activities, projects and initiatives within the Hamilton City boundaries.

Application process:

How much can I apply for?	No limit
When can I apply?	Fund opens (annually)
How can I apply?	All applications must be made through an online grants system. www.hamilton.govt.nz/communityfunding
Administration and Allocation	Administered by Council staff, allocation recommended by staff (minimum of 3) Decision made by Community Grants Sub-Committee
When will I know?	Applicants will be advised within 6 weeks of the closing date

Who can apply?

- Organisations which meet the criteria as outlined in schedule 2 "Who can apply"
- Organisations who can match the grant request with funds from other sources

What will be funded?

- Operating, programme or service costs.
- Arts development and implementation.
- Installation and/or performance costs

Who will be given priority?

- Organisations which meet the criteria as outlined above "Who can apply" and
- Are a close fit to the purpose of this fund as outlined in this schedule.

Council Report

Item 15

Committee: Community Committee

Date: 18 May 2021

Author: Natasha Ryan

Authoriser: Lance Vervoort

Position: Key Projects Programme Manager

Position: General Manager Community

Report Name: Rototuna Library Name

Report Status	Open
----------------------	------

Purpose - *Take*

1. To seek the Community Committee's approval for the naming of the library and community hub at Rototuna Village.

Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Community Committee:
 - a) receives the report; and
 - b) approves **Rototuna Library Te Kete Aronui** as the dual names for the library and community hub being developed in Rototuna Village.

Executive Summary - *Whakaraapopototanga matua*

3. The library and community hub in Rototuna Village is in the detailed design phase and due to be open in 2022.
4. In line with other Council libraries two names are proposed, one in English and the other in Te Reo.
5. Staff have followed the process to name the library and community hub as outlined in the Naming of Roads, Open Spaces and Council Facilities Policy (the Policy).
6. A recommendation for the Te Reo name of the facility was sought from Mana Whenua representatives Te Haa o te Whenua o Kirikiriroa (THAWK) for consideration by the Community Committee.
7. Staff confirm that the proposed names meet the Policy criteria.
8. Staff consider the decision in this report has low significance and that the recommendations comply with the Council's legal requirements.

Background - *Koorero whaimaarama*

9. Throughout the development of Rototuna village, staff have been engaging with THAWK on the Rototuna programme of works. One aspect has been the naming of various public assets, including the library and community hub.

10. The library and community hub are in the detailed design stage and the name of the facility needs to be confirmed so that it can be represented in the drawings for construction.
11. Included in **Attachment 1** is the layout and some renders of the proposed library and community hub.
12. Hamilton libraries have the following names:

Te Reo	English
Te Koopuu Maania o Kirikiriroa	Central Library
Kukutaaruhe	Chartwell Library
Te Tiwha O Pareiiriwhare	Dinsdale Library
Mangakootukutuku	Glenview Library
Manga-o-nua	Hillcrest Library
Waiwherowhero	St Andrews Library

Discussion - *Matapaki*

13. The process for naming Council Facilities is outlined in the Naming of Roads, Open Spaces and Council Facilities [Policy](#). The purpose of the Policy is to provide a process for naming roads, open spaces and Council facilities in Hamilton city.
14. THAWK have suggested Te Kete Aronui as the proposed name for the library and community hub.
15. THAWK provided the following koorero for the name: *“A new name that is significant and relevant to this building in Rototuna is Te kete aronui, a basket of knowledge of aroha, peace and the arts and crafts which benefit the Earth and all living things – one of the three baskets of knowledge. This basket relates to knowledge acquired through careful observation of the environment, it is also the basket of ritual, of literature, philosophy and is sometimes regarded as the basket of the humanities. This is how we would describe and refer to this place.”*
16. The recommended Te Reo name meets the criteria outlined in the Policy. In particular, the proposed name meets the following criteria:
 - c. *The cultural significance of the area to Tangata Whenua.*
17. While the facility is intended to function as a community hub, offering bookable rooms, a makerspace and a customer services desk, it is proposed that the English name remains simply as “Rototuna Library” because the hub model is part of the libraries’ Strategic Plan and reflects the future model for Hamilton City Council.

18. The design team have proposed the following logo to be used on the library waharoa (entranceway):



19. This logo makes reference to the building roofline, which is intended to be reminiscent of a repeating whare (a house that in this case provides protection and connection).

Options

20. Staff recommend that the English name is adopted in line with the other libraries and the Te Reo name as suggested by THAWK.

Financial Considerations - *Whaiwhakaaro Puutea*

21. There are no financial implications of the decision.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

22. Staff confirm that the staff recommendation complies with the Council's legal and policy requirements, specifically the Naming of Roads, Open Spaces and Council Facilities Policy.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

23. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
24. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.
25. The recommendations set out in this report are consistent with that purpose.

Social

26. The library will be an important facility for the Rototuna community and have significant impact for local residents. Providing an official name for the facility will start to build a sense of identity and ownership of the space by local residents and the wider Hamilton public, and is an important step in improving social wellbeing in the community.

27. A function of libraries is to provide equity of access to literature and, in recent decades, technology that may not have been available to all members of the community. Further, the programme of events and social interactions which are undertaken in Hamilton libraries will improve community networks and social connectedness.

Economic

28. The official naming of the library can improve economic wellbeing through its value to the community as a common asset. The official naming of the library increases identity and allows the space to be better integrated into the Rototuna area, which can have a positive impact on economic outcomes.

Environmental

29. Environmental wellbeing can be improved through naming by providing an increased identity that raises awareness by the local community of the value of the community space. Whilst many in the area and the wider Hamilton public already value libraries and what they provide in an urban environment, having an official name will place an identity on the space which can create long term environmental value for the community.

Cultural

30. The Rototuna Village project team are engaging with Ngati Wairere (the hapuu most closely associated with the area) through THAWK and intend to continue to do so on a regular basis throughout the design development. At this stage Waikato Tainui have indicated that they are happy to keep their involvement in the project to one that provides support to THAWK.
31. The opportunity to name the facility is an opportunity for Mana Whenua to refer to their stories and values.

Risks - *Tuuraru*

32. There are no known risks associated with the decisions required for this matter.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui* **Significance**

33. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the matter(s) in this report has/have a low level of significance.

Engagement

34. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Rototuna Library Layout and Renders - *SUBJECT TO CHANGE*

PD: Built Form & Interiors

“A building that honours
and celebrates the history
of its place and people”



LOOKING WEST FROM THE PLAZA

Hamilton City Council // Renouveau Library // Chow Hill

chowhill

45



PD: Built Form & Interiors

“A living building, fostering community connections”

LOOKING EAST FROM NORTH CITY ROAD

Hamilton City Council // Rototuna Library // Chow: Hill

chowhill

PD: Built Form & Interiors

“A community heart with a unique sense of place”

LOOKING NORTH FROM THE PLAZA

Hamilton City Council // Rototuna Library // Chow: Hill

chowhill

47



PD: Built Form & Interiors



DUSK SHOT FROM PLAZA

Hamilton City Council // Rotorua Library // Chow Hill

chowhill

49



PD: Built Form & Interiors

“A building where
ideas are nurtured and
knowledge shared”



LOOKING NORTH FROM THE PLAZA

Hamilton City Council // Rototuna Library // Chow: Hill

chowhill

Floor Plan

LEGEND : KEY FEATURES & COMPONENTS

- 01. ARRIVAL AND ORIENTATION
 - 1.1 Entry and Exit
 - 1.2 Customer Service
- 02 COLLECTION AND GENERAL ACTIVITY
 - 2.1 Children’s collection and activity zone
 - 2.2 Youth collection
 - 2.3 Study
 - 2.4 Community Lounge
- 03 MAKERSPACE
 - 3.1 Wet area
 - 3.2 Outdoor Area
- 04 COMMUNITY MULTI-PURPOSE AND BOOKABLE MEETING
 - 4.1 Exhibition
 - 4.2 Small meeting room
 - 4.3 Multi-purpose room 1
 - 4.4 Multi-purpose room 2
- 05 CAFE
- 06 SERVICE AND AMENITY
 - 6.1 Visitor Toilets
 - 6.2 Storage Rooms
 - 6.3 Kitchen
 - 6.4 Service Area
 - 6.5 Plant
- 07 BACK OF HOUSE, SERVICE AND SUPPORT
 - 7.1 Work room
 - 7.2 Server Room
 - 7.3Collection & Trolley storage
 - 7.4 Service access and loading
 - 7.5 Staff amenities
 - 7.6 Staff Room
 - 7.7 Staff courtyard





Hamilton City Council // Rototuna Library // Chow.Hill



Hamilton City Council // Rototuna Library // Chow.Hill



Hamilton City Council // Rototuna Library // Chow.Hill



CAFÉ ENTRY





Hamilton City Council // Rototuna Library // Chow.Hill







KIDS ZONE



BOOKABLE MEETING ROOMS



















Hamilton City Council // Rototuna Library // Chow.Hill



Hamilton City Council // Rototuna Library // Chow.Hill

Council Report

Item 16

Committee: Community Committee

Date: 18 May 2021

Author: Lee-Ann Jordan

Authoriser: Lance Vervoort

Position: Visitor Destinations Manager

Position: General Manager Community

Report Name: Zoo Waiwhakareke Shared Entry Precinct Update

Report Status	<i>Open</i>
----------------------	-------------

Purpose - *Take*

1. To inform the Community Committee on the progress of the Zoo Waiwhakareke Shared Entry Precinct Project.

Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Community Committee receives the report.

Executive Summary - *Whakaraapopototanga matua*

3. Stage 1 of the Zoo Waiwhakareke Shared Entry Precinct Project is under construction.
4. A site blessing was held in February 2021.
5. The project is currently on budget and on track for delivery.
6. Stage 2 is currently in the procurement phase, due to start construction in July 2021.
7. Staff consider the decision in this report has low significance and that the recommendations comply with the Council's legal requirements.

Discussion - *Matapaki*

Project Update

8. Stage 1 (Visitor centre, café, toilets and connection to Waiwhakareke) of the Entry Precinct is currently under construction. See video update.
9. Stage 1 is currently on budget and on track for delivery. The new entrance building is scheduled to be open prior to Christmas 2021, with the Landscaping elements planned to be completed early 2022 in alignment with tie in works for Stage two.
10. The entry building has the structural steel work installed, including the covered canopy. The concrete floor has been laid, with all services in place.
11. Stage 2 (car parking, Brymer Road urbanisation) is currently in developed design phase.
12. The procurement phase has begun for the Construction of Stage 2. This is a two-step process, consisting of a public Request for Expressions Of Interest (REOI) and Request For Tender (RFT).
13. Stage 2 is due to be completed by June 2022.
14. Resource Consent for both stages of the project along with the Outline Plan from Waikato District Council have granted.

15. Elements to be funded by external funding revenue will not be initiated until the funding has been secured. \$430k of the \$1.8M required has been secured to date.

Project re-branding update

16. Staff are currently refining Naming and Branding options for the Zoo Waiwhakareke Shared Entry including the wider facilities.
17. Consultation is continuing with Te Haa o te Whenua o Kirikiriroa.
18. A presentation/workshop for Elected Members will be arranged for August 2021.

Options

19. No options are available as this is an update on the project.

Financial Considerations - *Whaiwhakaaro Puutea*

20. Stage 1A is funded in the 2018-2028 10-Yr Plan.
21. Stage 1B is funded through external revenue. To date \$430k has been raised from the \$1.8m target.
22. Stage 2 is funded through the 2021-2031 1 Year Plan.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

23. Staff confirm that recommendation in this report complies with Council's legal and policy requirements.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

24. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
25. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.
26. The recommendations set out in this report are consistent with that purpose.

Social

27. The Zoo Waiwhakareke Shared Entry Precinct provides significant social benefit to residents in this area through providing a community hub, which will support community development and liveability of this area.
28. The Zoo Waiwhakareke Shared Entry Precinct will enable social development through providing additional opportunities for individuals to engage with the natural environment within the city.

Economic

29. Delivery of the Zoo Waiwhakareke Shared Entry Precinct will contribute to Hamilton's economic capacity and will attract visitors to Hamilton and the Waikato.

Environmental

30. Delivery of the Zoo Waiwhakareke Shared Entry Precinct along with the Brymer Road Urban Upgrade projects will support sustainable transport modes including walking and cycling through providing enhanced network connectivity, both for recreation and commuter purposes.

Cultural

31. Throughout development of the Zoo Waiwhakareke Shared Entry Precinct design, consultation and engagement has been undertaken with Te Haa o te Whenua o Kirikiriroa (THaWK).

Risks - *Tuuraru*

32. Identified project related risks are being managed through Council's project management practices.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui***Significance**

33. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has/have a low level of significance.

Engagement

34. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

There are no attachments for this report.

Council Report

Committee: Community Committee **Date:** 18 May 2021
Author: Kelvin Powell **Authoriser:** Jen Baird
Position: City Safe Unit Manager **Position:** General Manager City Growth
Report Name: Civil Defence Emergency Management (CDEM) Quarterly Update

Report Status	<i>Open</i>
----------------------	-------------

Purpose - *Take*

1. To inform the Community Committee of the progress on the shared service arrangement with Waikato Regional Council for delivering Civil Defence Emergency Management (CDEM) activity on behalf of Hamilton City Council for the January to March 2021 quarter.

Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Community Committee receives the report.

Executive Summary - *Whakaraapopototanga matua*

3. In August 2016, the 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 (CDEM) for a term of six years and nine months.
4. A condition of the service delivery contract for delivery of CDEM services is that CDEM reports quarterly to the Community Services and Environment Committee (now the Community Committee) on the performance and delivery of the work plan and updates on other deliverables.
5. The report by the Waikato Group Emergency Management Office Manager (**Attachment 1**) covers the period January to March 2021 and outlines achievements in the yearly workplan. The workplan has been reshaped this financial year to reflect the priority areas identified in the most recent local and group external monitoring and evaluation reports.
6. Staff consider the matters in this report have low significance and that the recommendations comply with the Council's legal requirements.

Discussion – *Matapaki*

Covid-19

7. The Group Controller considers that the most efficient and effective means of coordinating a future Covid-19 outbreak anywhere in the region would be to adopt a 'hub and spoke' approach – all responses would be coordinated through a regional coordination centre based in the Genesis building, with staffing contributions from each local authority. Staffing contributions that each local authority would be expected to provide to ensure a fully functional regional operational centre have now been confirmed.

8. Our local plans for future Covid-19 outbreaks require CDEM to provide meaningful support to the District Health Board (DHB)-led testing centres during periods of high testing demand. The support requirements extend to welfare support and managing people queuing to undergo Covid-19 testing.
9. Our pre-planning work focused on providing traffic control services and toilet facilities, arranging additional pop-up testing facilities and practical welfare support such as providing bottled water for those waiting for lengthy periods. We were keen to ensure that people queuing for testing were engaged in a safe manner and kept informed of testing wait times.
10. During February 2021, there were two requests from the DHB Incident Controller to provide support to the primary Covid-19 testing centre at Founders Theatre. One activation followed the revelations of a positive Covid-19 community case in Auckland and the second followed the introduction of the alert level change in Auckland that coincided with the timing of the SIX60 concert in Hamilton.
11. Both events caused a significant surge in demand and threatened to overrun the primary city testing centre. Temporary road closures, the introduction and use of digital signage boards and rapidly mobilising an additional pop-up testing centre at Claudelands Events Centre were required to help manage each response.

General

12. The Waikato Group Emergency Management Office (GEMO) has announced plans for a review and realignment of activities within their team. A 'proposal for change' consultation document has been released to the GEMO staff with a new draft organisational structure included. The GEMO Manager considers that the impacts of national reform such as upcoming new emergency management legislation, changes in the role and function of CDEM and the 2018 Ministerial Review, combined with learnings from significant recent events such as Covid-19, means that the current structure is no longer fit for purpose. It is expected that any resulting structure change will come into effect from 1 July 2021.
13. The existing service level agreement between the GEMO and Hamilton City Council for providing CDEM services in Hamilton is unaffected by the review. The only planned change that impacts Hamilton is the grouping of all Emergency Management Officers providing contracted services (Hamilton x 2, Hauraki x 1 and Matamata Piako x 1) under a new leadership role of Partnerships Team Leader. The Hamilton Civil Defence Controller views this proposed change as a positive move which will result in enhanced supervisory oversight and input into the delivery of the agreed workplan in each local authority.
14. A regional planning team, including a Hamilton nominee, is currently working on developing the scenario and design of a Tier 2 Regional CDEM Exercise which is programmed to be held in November 2021. The National Exercise Programme dictates that a Tier 2 (Regional or Group exercise) is required to take place each year. Hamilton will have a key role to play during the exercise.
15. Our continuing focus on training and upskilling has resulted in a further 10 training opportunities being taken up by Council staff during this reporting period. This included the national Coordination Centre Foundation and Intermediate level courses.

Financial Considerations - *Whaiwhakaaro Puutea*

16. Costs incurred in providing support to the Covid-19 testing centre during their high demand periods in February 2021 amounted to \$13,000. These costs were primarily for providing traffic control services, including temporary road closures. The District Health Board has indicated that it will reimburse the Council for these costs. The total cost of the shared service contract approved by Council in 2016 was \$3.1M spread over the six years and nine-month life of the contract at an annual contract cost of \$460,000.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

17. Hamilton City Council is obligated by section 64 of the Civil Defence Emergency Management Act to 'plan and provide for civil defence within its district'.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

18. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
19. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.
20. The recommendations set out in this report are consistent with that purpose.

Social

21. CDEM activity is intended to build resilience within communities and to assist in developing preparedness within the community to be able to respond to an emergency; therefore, it has a direct benefit to the social wellbeing of the city.

Economic

22. An emergency event of significance does have a significant impact upon the economic wellbeing of the city. The investment in reduction and readiness activity and a continued focus on developing resilience across all groups within our city could help to lessen the potential economic impact of such an event. A principle focus of this work is to encourage the development and testing of business continuity plans within the business community.

Environmental

23. CDEM activity is premised upon understanding the environmental wellbeing of the city and how emergency events – both natural and man-made – could significantly impact on and change the future wellbeing state. Reduction activity is designed to lessen or minimise the impact of such events.

Cultural

24. The planned application of emergency management activity is focused across all cultures and groups within the city. Emphasis is placed on working closely with Tangata Whenua and migrant groups to enhance the understanding and application of emergency management at individual, family (whanau) and group (hapuu and iwi) level and how to prepare for and respond to an emergency event. We continue to develop the role and function of the Pou Aarahi (Iwi Maaori advisor to the Controller).

Risks - *Tuuraru*

25. The shared service contract with the Group Emergency Management Office for the method of service delivery does not release Council from its obligations and accountability for the implementation and integration of civil defence services.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui***Significance**

Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has/have a low level of significance.

Engagement

28. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

Attachment 1 - HCC CDEM 2021 3rd Quarter Report

To: Hamilton City Council (HCC)

Authorised by: Kelvin Powell, Controller, HCC Civil Defence Emergency Management (CDEM)

Author: Scott Bult – Coordinator, HCC Civil Defence Emergency Management (CDEM)

Date: 31st March 2021

Subject: Hamilton City Council Emergency Management Professionals Quarterly Report
For 3rd Quarter, Jan - March 2021

Work Programme Summary / Highlights

- COMMUNITY

Hamilton City Council CDEM staff participated in the Waikato Settlement Centre Emergency Services open day on the 29th January.

This event was largely targeted Hamilton's migrant and vulnerable communities. It provided an opportunity for local emergency services, and other organizations to deliver key messaging in preparedness and response to emergency situations. Hamilton Civil Defence delivered advice relevant to Hamilton's main hazards along with information and discussions around Covid 19 and potential resurgence.



Hamilton CDEM staff attended training the Te ara o Tawhaki workshop. Funded by NEMA, Te ara o Tawhaki is a framework for community response planning and will be used to more clearly understand and report on Hamilton's community resilience and its progress.

- STAFFING

Hamilton City CDEM is now fully staffed with the recent Emergency Management Officers vacancy being filled.

Katie Hogg is welcomed to the team. She comes to us from a similar position in Taranaki and brings a wealth of knowledge and experience both in CDEM and Red Cross

Katie's profile and personal experience information is attached as APPENDIX A.

- TRAINING

All ITF Training continued in 3rd quarter which saw a reduced number of HCC staff participation. Hamilton's City's EMO - Scott Bult has also been signed off by NEMA to deliver ITF Foundation training which now enables both HCC's Emergency Management Officers to deliver Foundation training to HCC staff.

(Numbers trained during 3rd quarter are detailed further in this report)

- RESPONSE

This 3rd quarter saw two responses to the Founders Theatre community-based assessment centre (CBAC) Covid 19 testing facility to accommodate and assist with, any welfare requirements for citizens potentially queuing for Covid tests for extended periods of time outside of the CBAC testing facility boundary area.

Hamilton's responses came via request from the DHB after a community case in Auckland that travelled through the Waikato and the Hamilton Six60 min concert alert level change which sparked increased activity at Founders Theatre CBAC site and prompting a "pop up" testing facility at Claudelands Event Centre.

The DHB's request followed learnings of the cues that formed in Northland back in late January after a community transmission case was announced.

HCC CDEM staff (including Controller and Local Welfare Manager and Community Development Team) organized bottled water and portable toilet facilities for those that may have to wait in ques outside of the testing facility boundary area. Although the demand was low, these logistical resources are now readily available, and at short notice for any future response following the development of relationship and understanding with local suppliers.

- WELFARE

Hamilton's Local Welfare Manager and CDEM professional were introduced to a new GIS Civil Defence Centre management and recording tool designed by Waikato Regionals Councils GIS Mapping team. This tool will be implemented during the 4th quarter and provides CDEM staff the ability to map, record information and list resources at existing and potential CDCs. This will be extremely useful in assisting EOC's in the "CDC location selection and required resources" decision making process.

Exercise & Training

* ITF Foundation Courses

* ITF Intermediate Courses

* Tier 2 Exercise design. (HCC's CDEM Professional, Scott Bult – as part of the "working group" - is involved in the design and preplanning of Hamilton City Councils' participation phase in the Tier 2 Regional Exercise on the 4th November 2021. The draft Coordinating Instruction will be released to HCC Controller in 4th quarter for consultation and approval.)

HCC SLA programme of works

- Further development of the Microsoft Teams training module completed for delivery in Quarter 4, April – June 2021
- Full I.T resource maintenance program completed.
(Cell phone and Laptop updates and stock take)
- Initial concept design of Tier 2 Exercises for Hamilton City Council in 2021
- Induction and introduction of new CDEM Professional staff member to HCC Controllers, Incident Management Team and staff

Upcoming engagements for 4th quarter -April / June 2021

- Local Welfare Committee meeting – to be held at Claudelands Event Centre
- ITF Function Specific - Intelligence Function Course **(NEW)**
- HCC Civil Defence Centre set-up tabletop workshop and online learning course
(Welfare Function)
- Integrated Training Framework continuation (Foundation and Intermediate courses)
- Coordinating Instruction presented for consultation and approval for Regional Tier 2 Exercise

Hamilton City CDEM Priority Work Programme 2020 /2021

(Based on 2019 Capability Assessment & Post Covid 19 Local / Regional Review)

Figure 2. Work Programme status

RECOMMENDATION	Planning	Implementation	Functional	Optimal	Updates
Increasing community awareness, understanding, preparedness and participation in CDEM					
Ensure that Iwi/Maori engagement practices are incorporated into Local Level strategies and guidance					Discussion with Local Welfare Manager and Controller regarding IWI and Pasifika representation on Local Welfare Committee
Develop a prioritised programme for development and updates of Community Response Plans. Previous work regarding community response plans has not delivered outcomes desired due to scale of communities within					Work commenced during this quarter identifying collaboration opportunities with community development team to incorporate extensive CDEM information throughout the existing community profiles.

Hamilton so a new strategy has been initiated targeting communities through existing profiles.					
Review of current community engagements and efficiency of delivering key messaging.					Review is ongoing. Vulnerable and migrant communities identified with participation in community days and visits to elderly persons facilities programmed
Reducing the risks from Hazards					
Maintain, develop, and look for opportunities to collaborate with HCC staff and partners for risk and hazard reduction activities and programs					Ongoing. Regular review of HCC website hazard information. Workplan to include regular updates of public facing information in collaboration with HCC's Communications team. Discussion to be held if HCC CDEM staff can potentially maintain website and information to reduce work load and upload information updates in a timely manner
Enhancing capability to manage emergencies					
Local Welfare Committee business plan					Next LWC meeting (May 2021) to include a review of targets within business plan with input from members
Joint Committee approved new KPI: Regional Training Assessment Framework document is currently being drafted which will provide a regional standard capability measure for local training and exercising.					Nearing completion and has been trialled at recent CDEM professionals meeting. Final reviews ongoing and document set for release on 1 st July 2021. Implementation during Tier 2 exercise in November

Attachment 1

Item 17

Training needs analysis and Emergency Operations Centre staffing/training and exercises					Review of current HCC trained CDC staff and Supervisors and gap analysis of any short falls. Results reported to Group Welfare Manager who will coordinate appropriate training courses. New online welfare training courses under development
Hamilton City Emergency Management Group (HCEMG) training and exercise collaboration opportunities					Continuation of quarterly meetings information sharing and collaboration around response.. Visit by representative of the Rototuna inland port “superhub” under discussion
Enhancing capability to recover from emergencies					
Maintain, develop, and look for opportunities to conduct Recovery planning, training and exercise.					Introduction to Recovery e-learning module is online on CDEM’s Training website “Takatu”. Recovery to be included in Tier 2 exercise

Hamilton City Council CDEM Training Numbers for 2nd Quarter	
<u>COURSE</u>	<u>STAFF TRAINED</u>
ITF Foundation	9
ITF Intermediate	1
Coordinated Incident Management System (CIMS)	0
Function Specific (Logistics) Function Specific (Welfare) Function Specific (PIM)	No course this quarter
Welfare in CDC	0
Welfare in CDC Supervisor	0

APPENDIX A

KATIE HOGG

EMERGENCY MANAGEMENT OFFICER

HAMILTON CITY COUNCIL CIVIL DEFENCE EMERGENCY MANAGEMENT

Katie comes to us from the Taranaki Civil Defence Emergency Management Group Office where she worked as an Emergency Management Advisor for 3 ½ years. She represented Taranaki on various national emergency management groups and was part of the Emergency Management Information Systems replacement reference group.

Katie started off in emergency management as a volunteer with the Red Cross disaster teams 10 years ago and has provided disaster relief in the Kaikoura Earthquake, Whanganui Floods and Edgecumbe flood, among others.

We welcome Katie to the Hamilton team

Item 17

Attachment 1

Council Report

Committee: Community Committee **Date:** 18 May 2021
Author: Lance Vervoort **Authoriser:** Lance Vervoort
Position: General Manager Community **Position:** General Manager Community
Report Name: General Manager's Report

Report Status	<i>Open</i>
----------------------	-------------

Purpose - *Take*

1. To inform the Community Committee of the following matters:
 - i. extra funding for digitisation of collection items;
 - ii. ideas for taking library services to the Nawton and Enderley communities;
 - iii. how Hamilton City Libraries benchmark against other New Zealand Public libraries; and
 - iv. the operational costs and capital costs related to the nine Community Houses funded through the 2021/22 Multi-Year Community Grant compared with Councils' level of funding.

Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Community Committee receives the report.

Executive Summary – *Whakaraapopototanga matua*

3. To inform the Community Committee of topical issues, areas of concern, and items which need to be brought to the Member's attention, but which do not necessitate a separate report.

Background - *Koorero whaimaarama*

Libraries Digitisation

4. At the 21 March Community Committee meeting, staff were asked to report back on what extra funding would get us for digitisation of collection items.
5. Libraries have a budget of \$50k per annum (Capex) for the purpose of digitising the *Ngaa Koorero Tuku Iho Heritage and Archives* collections.
6. Current collection management practices and digitisation prioritisation ensures that no collection items are at risk of being irreplaceably damaged or lost.
7. The associated consequential Opex for hosting 'access copy images' online is a fixed charge for up to 1TB of data. This allocation is anticipated to be sufficient to host 'access copy images' for the entire collection.

8. 'Master copy images' are hosted on the Council Servers currently provided at no charge to Libraries. If the IS model changed there could be associated consequential Opex for hosting 'Master copy images'.
9. Provided below are several scenarios indicating the number of records that could be digitised per year, and the estimated timeframe to digitise the entire collection. (By digitisation we mean both digital imaging and creation of a digital record).

Scenario 1: Status Quo:

10. With the existing funding of \$50,000 per year, we are able to:
 - i. Digitise up to 3,000 records a year.
 - ii. Preserve and make accessible a selected amount of high priority items.
 - iii. Estimate at least 55 years to complete the digitisation of the collection.
 - iv. Actively preserving high priority collections.

Scenario 2: Additional \$50,000

11. With additional of funding of \$50,000 per year (total \$100,000), we are able to:
 - i. Digitise up to 6,000 records a year.
 - ii. All priority collection items preserved in a timely manor.
 - iii. Increase the collection items accessible and actively promote more items.
 - iv. Estimate at least 23 years to complete the digitisation of the collection.

Scenario 3: Additional \$80,000

12. With additional of funding of \$80,000 per year (total \$130,000), we are able to:
 - i. Digitise up to 8,000 records a year.
 - ii. All priority collection items preserved in a timely manor.
 - iii. Increase the collection items accessible and actively promote more items.
 - iv. Estimate at least 20 years to complete the digitisation of the collection.

Scenario 4: Additional \$250,000

13. With additional of funding of \$250,000 per year, we are able to:
 - i. Digitise 20,000+ records a year.
 - ii. Estimate at least 10 years to complete the digitisation of the collection.
 - iii. Have the collection fully accessible.
 - iv. Become one of the most active digitisation programmes in New Zealand.

Feedback on options for extending Libraries Services beyond physical libraries.

14. At the 21 March Community Committee meeting, staff were asked to report back on ideas for taking library services to the Nawton and Enderley communities.
15. Hamilton City Libraries are currently consulting with communities in areas such as Fairfield and Enderley through the Engagement and Activation Librarians, funded through the Libraries Partnership Programme. A key focus of this consultation will be to strengthen relationships between community groups and libraries, to support community recovery and bolster reading, digital literacy, and learning. Another outcome will be an understanding of what libraries services are wanted and needed in these areas.

16. This collected data will then shape the offerings the Engagement and Activation Librarians will develop and inform the Libraries Strategic Plan by identifying the services and activities we need to resource. The Libraries will continue to realise opportunities to develop and offer new services wherever possible.
17. The Community Development and Parks teams are also currently consulting with the Fairfield and Enderley communities to help define the development of the Community Centre. Libraries are closely aligned with this process and will respond accordingly where potential for increased outreach library services are identified.

Ideas

18. The following is a list of un-scoped ideas that the Libraries team are considering.

APNK Free Wi-Fi at Council Community Houses

19. Aotearoa People's Network Kaharoa (APNK) is a service provided by public libraries and the National Library of New Zealand so that all New Zealanders can be connected online. We offer this at our six libraries. Staff are currently exploring a potential opportunity to expand this service to provide free Wi-Fi at council-owned Community Houses.

- *Due to the availability of the National Libraries Covid Support funding we may be able to do this at zero cost to the organisation.*

Click & Collect

20. Click and collect is a service where Library Staff collate personalised book packs for customers based on their interests. The request is usually done by phone, email or through our website, and customers collect their books from their preferred library branch. We could extend this service to the Community by setting up collection points outside libraries.

- *To understand what this would look like and cost we would need to prepare a business case.*

Extended Programming at Community Houses

21. Library staff already offer programming outside of the library branches, at places like the DHB, and Western Community Centre. Staff are currently looking at how we can extend this programming, in particular, Storytime, Wriggle and Rhyme and a mobile makerspace.

- *There is the opportunity to offer this extended service through our existing resourcing.*

Mobile Library Service

22. A mobile library could offer a pop-up community hub service from Community Houses and Parks across the city. The vehicle would have a combination of books and technology, i.e., Chromebooks and external Wi-Fi, and could be used to host programmes such as Storytime.

- *Not currently funded in the 10YP*
- *A set up cost of \$388k (Renewal 8-10 years), and an operational cost \$140k per annum*

Pop-up Library

23. Creating Pop-up Libraries in the community. They could be run from schools, Community Houses, retirement homes, Marae or even a repurposed shipping container.

- *Not currently funded in the 10YP*
- *To understand what this would look like and cost we would need to prepare a business case.*

Free shuttle

24. Offering a free shuttle to Central and/or Chartwell Libraries from Nawton and Enderley bringing the customers to the Library where we can provide them with a greater range of services.
- *Not currently funded in the 10YP*
 - *Delivery of which sits outside of Libraries Business Unit.*

Hamilton City Libraries Performance

25. At the 25 March Community Committee meeting, staff were asked to report back on how Hamilton City Libraries benchmark against other New Zealand Public libraries.
26. Comparative data from all New Zealand public Libraries is sourced annually by the *Public Libraries of New Zealand Professional Association (PLNZ)*. For the purpose of this report Staff have benchmarked Hamilton City Libraries against the 2020 dataset.
27. Benchmarking was measured against the following libraries, that are considered of comparable scale or of regional proximity: Rotorua District Libraries, Tauranga City Libraries, Auckland City Libraries, Dunedin City, Libraries, Lower Hutt City Libraries, Wellington City Libraries, Christchurch City Libraries, Waipa District Libraries Waikato District Libraries, New Plymouth Libraries, Palmerston North City Libraries.

Cost of staff member per head of population

28. Hamilton City Libraries has the second lowest staff cost per head of population. This means we are spending less on staffing than that our peer libraries.

Head of population per number of libraries

29. Hamilton City Libraries has the second highest head of population per library at 28,250. This means we have less branches covering our network than our peer libraries.

Collection size per head of population

30. At 2.28 items per head of population, Hamilton City Libraries has a below average collection size per head of population. The average across the 12 libraries included in this report is 2.63.

Physical visits per head of population

31. Of 11 libraries able to supply visitation data, Hamilton City Libraries has the second lowest number of physical visitations per head of population per annum.

Active members per head of population

32. Hamilton has the lowest percentage of active members per head of population at 23.91%. An active member is defined as a Library customer who has issued an item in the past two years. It does not count, usage of the free Wi-Fi and computers, attendance to a program or event, a visit to the library, or use of non-issued services such as Heritage enquiries.

Revenue generated per active member

33. Hamilton City Libraries generated \$413,073 in total revenue in the 2019-20 financial year. This was the fifth highest revenue return generated and third highest revenue return per active member.

Community and Social Development Outcomes – Community Houses

34. At the 25 March 2021 Community Committee meeting, staff were asked to report back on the operational costs and capital costs related to the nine Community Houses funded through the 2021/22 Multi-Year Community Grant compared with Councils' level of funding.

35. The amount of funding Council has given to the nine community houses since 2015 was compared alongside the expenditure they have reported in their financial reports submitted to Charities Services.
36. Council has granted collectively \$2,436,259 from 2015/16-2021/22 (including the recent decisions through the Multi-Year Community Grant).
37. A collective expenditure of \$21,352,898 is shown by looking at the financial reports submitted to Charities Services covering this time period alongside the anticipated budgets attached to the Multi-Year Community Grant applications for the upcoming year.
38. This means that Council has contributed to 11.4% of the operating costs of these nine community houses over this 7-year period.
39. Council has not granted capital funding to these community houses during this time period.
40. For comparison in how this ratio has changed over time. Council grant will equate to 10.3% of their total expenditure in 2021/22, while in 2015/16 Council funded only 7 of these organisations but funded 17% of their operational expenses.

	Council Funding	Organisation Expenditure	Council funding as %
2015/16	\$343,754	\$2,017,248	17.0%
2020/21	\$380,000	\$3,705,495	10.3%

Financial Considerations - *Whaiwhakaaro Puutea*

41. There are no financial considerations associated with the decisions required for this matter.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

42. Staff confirm that there are no known legal and policy considerations associated with the decisions required for this matter.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

43. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
44. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.
45. The recommendations set out in this report are consistent with that purpose.

Social

46. There are no social considerations associated with the decisions required for this matter.

Economic

47. There are no economic considerations associated with the decisions required for this matter.

Environmental

48. There are no environmental considerations associated with the decisions required for this matter.

Cultural

49. There are no cultural considerations associated with the decisions required for this matter.

Risks - *Tuuraru*

50. There are no known risks associated with the decisions required for this matter.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui***Significance**

51. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has/have a low level of significance.

Engagement

52. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Public Libraries of New Zealand National Data Collection Comparison 2019-20

Public Libraries of New Zealand National Data Collection Comparison 2019/20

Library	Cost of staff per head of population
1 New Plymouth	\$0.00
2 Waikato District	\$0.00
3 Waipa District	\$17.31
4 Hamilton City	\$24.06
5 Rotorua District	\$28.07
6 Auckland City	\$28.68
7 Taurunga City	\$29.61
8 Wellington City	\$38.12
9 Lower Hutt City	\$39.49
10 Dunedin City	\$42.41
11 Palmerston North City	\$46.90
12 Christchurch City	\$49.70

Library	Physical visits per head of Population
1 Waipa District	0.00
2 Waikato District	2.43
3 Hamilton City	3.41
4 Rotorua District	3.49
5 Taurunga City	4.34
6 Auckland City	5.09
7 New Plymouth	6.26
8 Wellington City	6.48
9 Dunedin City	7.58
10 Palmerston North City	8.93
11 Christchurch City	9.03
12 Lower Hutt City	10.16

Library	Head of population per library
1 Palmerston North City	10,913
2 New Plymouth	11,526
3 Lower Hutt City	13,063
4 Waikato District	13,332
5 Dunedin City	16,338
6 Wellington City	16,503
7 Christchurch City	18,500
8 Auckland City	27,787
9 Waipa District	28,100
10 Taurunga City	28,160
11 Hamilton City	28,250
12 Rotorua District	36,250

Library	Active members er head of population
1 Hamilton City	23.91%
2 Rotorua District	27.42%
3 Taurunga City	31.49%
4 Auckland City	31.56%
5 New Plymouth	31.65%
6 Palmerston North City	33.89%
7 Dunedin City	34.36%
8 Lower Hutt City	45.00%
9 Wellington City	48.90%
10 Christchurch City	51.94%
11 Waipa District	63.70%
12 Waikato District	71.35%

Library	Collection size per head of population
1 Waikato District	1.31
2 Rotorua District	1.42
3 Auckland City	1.97
4 Taurunga City	2.26
5 Hamilton City	2.28
6 Palmerston North City	2.59
7 New Plymouth	2.59
8 Waipa District	2.64
9 Lower Hutt City	2.93
10 Christchurch City	3.26
11 Wellington City	3.74
12 Dunedin City	4.59

Library	Revenue generated per active member
1 Waikato District	\$1.83
2 Waipa District	\$3.90
3 Wellington City	\$4.55
4 Auckland City	\$4.67
5 Palmerston North City	\$4.93
6 Lower Hutt City	\$5.08
7 New Plymouth	\$5.26
8 Dunedin City	\$6.44
9 Christchurch City	\$9.77
10 Hamilton City	\$10.19
11 Rotorua District	\$12.01
12 Taurunga City	\$14.05

Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

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

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. Confirmation of the Public Excluded Community Committee Minutes - 25 March 2021) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. Zoo Waiwhakareke Shared Entrance Precinct Construction Contract)	

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

Item C1.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C2.	to enable Council to carry out negotiations	Section 7 (2) (i)