
Strategy & Policy Committee

OPEN MINUTES

Minutes of a meeting of the Strategy & Policy Committee held in Council Chamber, Municipal Building, Garden Place, Hamilton on Tuesday 11 August 2015 at 1.30pm.

PRESENT

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

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

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

1. Apologies

Resolved: (Crs O'Leary/King)

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

2. Confirmation of Agenda

Resolved: (Crs O'Leary/Wilson)

The Committee to confirm the agenda.

3. Declarations of Interest

No members of the Committee declared a Conflict of Interest.

4. Public Forum

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

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

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

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

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

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

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

- a) Strategy and Policy Committee Meeting of 7 July 2015, subject to the addition of the Minute Notes; and
- b) Extraordinary Strategy and Policy Committee Meeting of 3 August 2015.

6. Annual Reports from the Chairs of the Advisory Panels

Arts Forum Advisory Panel

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

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

Resolved: (Crs O'Leary/Chesterman)

That:

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

Councillor Mallet dissenting

Heritage Advisory Panel

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

Resolved: (Crs Chesterman/Pascoe)

That the report be received.

Youth Council Advisory Panel

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

Resolved: (Crs Forsyth/Chesterman)

That:

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

7. Hamilton Rangatahi Youth Action Plan Review

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

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

Resolved: (Crs Chesterman/Forsyth)

Recommendation to Council

That:

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

Those for the Motion:

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

Those against the Motion:

Councillors Mallett, King, Green, Wilson
and Macpherson

The Motion was declared carried.

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

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

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

• **Public consultation**

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

• **Amendments to the Gambling Policies**

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

• **Litigation Risk**

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

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

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

Resolved: (Crs O'Leary/Macpherson)

Recommendation to Council

That:

- a) the report be received;
- b) the Statement of Proposal including copies of the proposed Class 4 Gambling Venues Policy (reflecting 2 relocation options for feedback) and TAB Board Venues Policy be adopted and to commence the special consultative procedure;
- c) the special consultative procedure period commences 2 September and closes 2 October 2015; and
- d) hearings of submissions and deliberations be received and considered at an Extraordinary Strategy and Policy Committee.

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

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

9. Governance Policies - Review

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

- **Election Signs**

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

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

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

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

budgets based on reasonable use of the Lounge.

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

- **IT and Equipment**

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

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

Motion: (Crs King/Mallett)

That:

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

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

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

If the attendance is required for:

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

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

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

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

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

Amendment: (Crs O'Leary/Chesterman)

That:

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

The Amendment was then put:

Those for the Amendment:

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

Those against the Amendment:

Councillors Mallett, King, Gallagher,
Green and Macpherson

The Amendment was declared carried and put as substantive motion.

Resolved: (Crs O'Leary/Chesterman)

Recommendation to Council

That:

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

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

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

The Motion was declared carried.

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

Motion: (Crs Macpherson/Wilson)

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

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

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

The Amendment was then put:

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

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

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

Resolved: (Crs Macpherson/Wilson)

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

Councillor King dissenting.

10. The Biking Plan

Resolved: (Crs Forsyth/Tooman)

Recommendation to Council

That:

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

Councillor Mallett dissenting.

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

11. Open Space Plan Implementation Update

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

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

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

That:

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

Councillor Mallett dissenting.

12. Hamilton Strategic Social Housing Plan Update Report

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

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

Resolved: (Crs Forsyth/Wilson)

That:

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

13. Strategic Regional Round Up Report

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

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

Resolved: (Crs Wilson/Chesterman)

That the report be received.

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

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

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

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

Resolved: (Crs Pascoe/Chesterman)

That:

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

15. Consideration and Retrospective Approval of HCC's 16 July 2015 Submission to the Local Government and Environment Committee's Interim Report on the Building (Earthquake-Prone Buildings) Amendment Bill

Resolved: (Crs Pascoe/Chesterman)

That:

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

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

The following changes were requested to the Committee Action List:

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

Resolved: (Crs O'Leary/Pascoe)

That the Report be received.

The Meeting was declared closed at 5:52pm