

**Notice of Meeting:**

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

**Date:** Thursday 16 February 2023  
**Time:** 9.30am  
**Meeting Room:** Council Chamber and Audio-Visual Link  
**Venue:** Municipal Building, Garden Place, Hamilton

Lance Vervoort  
Chief Executive

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## Community and Natural Environment Committee

### *Komiti Hapori*

## OPEN AGENDA

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**Membership**

**Chairperson** Cr Kesh Naidoo-Rauf  
*Heamana*

**Deputy Chairperson** Cr Anna Casey-Cox  
*Heamana Tuarua*

**Members**

|                             |                  |
|-----------------------------|------------------|
| Mayor Paula Southgate       | Cr Louise Hutt   |
| Deputy Mayor Angela O'Leary | Cr Andrew Bydder |
| Cr Ryan Hamilton            | Cr Geoff Taylor  |
| Cr Maxine van Oosten        | Cr Sarah Thomson |
| Cr Moko Tauariki            | Cr Emma Pike     |
| Cr Ewan Wilson              | Cr Melaina Huaki |
| Cr Mark Donovan             |                  |

**Quorum:** A majority of members (including vacancies)

**Meeting Frequency:** Six weekly

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Amy Viggers  
*Mana Whakahaere*  
Governance

**8 February 2023**

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## Purpose

The Community and Natural Environment 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. The execution of Council's infrastructure and operational plans and strategies across Community asset classes.
6. Funding to benefit the social, cultural, physical, and arts wellbeing of communities in Hamilton.
7. Governance of strategies, policies and plans relating to the wellbeing, protection, enhancement, and sustainability of Hamilton's natural environment as identified in this terms of reference.

***In addition to the common delegations on page 10, the Community and Natural Environment Committee is delegated the following Terms of Reference and powers:***

### Terms of Reference:

8. 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.
9. To develop policy, approve community-related strategies and plans, and monitor their implementation.
10. To receive and consider presentations and reports from stakeholders, government departments, organisations, and interest groups on community development and wellbeing issues and opportunities.
11. To monitor Hamilton's social demographics and social climate to assess current and future impacts on the Council and Hamilton communities.
12. 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
13. To determine the funding priorities for the Community Grants Allocation Committees, in line with the Community Assistance Policy, Long Term Plan and Annual Plan.
14. To determine the priority of Council projects suitable for contestable and philanthropic funding, excluding NZTA funding.
15. 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.

16. 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.
17. To develop policy, approve strategies and plans for the sustainable use of Hamilton's natural resources, and to monitor their implementation as identified in this terms of reference.
18. To develop policy, approve strategies and plans for Council's corporate environmental sustainability, and to monitor their implementation.
19. To develop policy, approve strategies and plans for Council's biodiversity, and to monitor their implementation.

**Special Notes:**

- The Committee may request expert external advice through the Chief Executive as necessary.

**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.
- Approval of the Heritage Fund grant allocation in line with the Heritage Plan.
- Approval of matters determined by the Committee within its Terms of Reference.
- 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. Note that if the Mayor and Chair consider that a final decision is more appropriately made by Council due to its significance, they may direct that and decision remains recommendatory, requiring ratification by Council.

**The Committee is delegated the following recommendatory powers:**

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

**Recommendatory Oversight of Strategies:**

- Nature in the City
- Open Spaces Strategy
- Play Strategy
- Arts and Culture Strategy
- Age Friendly Plan
- He Rautaki Whakawhanake Hapori - Community & Social Development

**Recommendatory Oversight of Policies and Bylaws:**

- *Alcohol Control Bylaw*

- *Animal Nuisance Bylaw*
- *Citizens Initiated Referenda Policy*
- *City Honours Policy*
- *Class 4 Gambling Venue Policy*
- *Community Assistance Policy*
- *Community Occupancy Policy*
- *Cemeteries and Crematorium Bylaw*
- *Cultural and Recreational Facilities Bylaw*
- *Disability Policy*
- *Dog Control Bylaw*
- *Dog Control Policy*
- *Domain Endowment Fund Policy*
- *External Funding Applications Policy*
- *Monuments and Memorials Policy*
- *Naming of Roads, Open Spaces and Council Facilities Policy*
- *Open Space Provision Policy*
- *Parks, Domains and Reserves Bylaw*
- *Permanent Public Art Policy*
- *Provisional Local Alcohol Policy (if developed)*
- *Psychoactive Substances (Local Approved Products) Policy*
- *Prostitution Bylaw*
- *Public Places Bylaw*
- *Trading in Public Places Policy*
- *Safety in Public Places Bylaw*
- *Smokefree and Vapefree Outdoor Areas Policy*
- *TAB Board Venue Policy*

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**1 Apologies – *Tono aroha***

**2 Confirmation of Agenda – *Whakatau raarangi take***

The Committee to confirm the agenda.

**3 Declaration of Interest – *Tauaakii whaipaaanga***

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 and Natural Environment Committee

**Date:** 16 February 2023

**Author:** Arnold Andrews

**Authoriser:** Michelle Hawthorne

**Position:** Governance Advisor

**Position:** Governance and Assurance Manager

**Report Name:** Chair's Report

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

## Recommendation - *Tuutohu*

That the Community and Natural Environment Committee receives the report.

## Attachments - *Ngaa taapirihanga*

Attachment 1 - Chair's Report



## Chair's Report

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A warm welcome to the first Community and Natural Environment Committee meeting for this triennium!

It's shaping up to be an exciting year for the Committee as we work together to tackle some important and challenging issues.

To kick things off, we have a few time-sensitive issues within our portfolio where regular Elected Member input would be appreciated. To allow for this to happen in the most efficient way possible, small working groups will be formed (with oversight from the mayor's office) with a specific purpose for a short, fixed time frame. Some of these groups will cover areas such as Community Facilities, Playgrounds, the Community Assistance Policy Review, Indoor Recreation and Aquatics. This in no way excludes anyone as these topics will be presented at Briefings for wider input. I see this as a way we can capture EM's thoughts at a very early stage to provide a steer for staff as well as shape the outcomes we seek.

I have also asked staff to consider working with the community to develop a Youth Action Plan for our city. We currently do not have one but need a plan to provide overarching guidance and direction for our youth sector stakeholders including funders. There is a lot of good work already happening in this space – provided by our Council team and Community organisations – and a Plan would enable a stocktake of these initiatives, identify gaps, and ensure a more coordinated and collaborative city-wide approach. Community staff are already connected to the youth sector and are well placed to not only facilitate the development of a Plan, but to continue to work alongside and support the many organisations who are doing the mahi.

Our diverse communities are hard at work and 2023 will be no different! Many of us attended the much-anticipated opening of the Kaute Pasifika Community Hub. A stellar start to the year as the iconic Fale opened its door for community use. Congratulations to the Kaute Pasifika team and we look forward to watching your continued success!

Many community events and cultural celebrations will continue to occur throughout the year, and I encourage all Committee members to not only attend these, but to share your experiences. We are an incredibly diverse city and having City leaders who embrace and celebrate our differences will help all Hamiltonians to feel a greater sense of belonging.

I am thrilled to work alongside a very knowledgeable and capable Deputy Chair in Anna Casey-Cox and would like to thank GM Helen Paki and her team for the continuous support they provide to

both Anna and me. I'd like to thank this Committee in advance for your contribution and value added to ensure we achieve the best outcomes for our communities.

**Chair's Recommendation:**

That the Community and Natural Environment Committee:

- a) receives the report.

Nga mihi nui

Kesh Naidoo-Rauf

Chair – Community and Natural Environment

# Council Report

**Committee:** Community and Natural Environment Committee

**Date:** 16 February 2023

**Author:** Clare Thorne

**Authoriser:** Julie Clausen

**Position:** Strategy Programme Manager

**Position:** Unit Manager Strategy and Corporate Planning

**Report Name:** Update on Hamilton East and Frankton Neighbourhood Plans

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

## Purpose - *Take*

1. To inform the Community and Natural Environment Committee on the status of the projects/actions identified within the Hamilton East and Frankton Neighbourhood Plans and to identify the options for the future of these plans.

## Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Community and Natural Environment Committee:
  - a) receives the report;
  - b) notes the status of projects and actions within the Hamilton East and Frankton Neighbourhood Plans (**Attachment 1**);
  - c) approves the retirement of:
    - i. [the Hamilton East Neighbourhood Plan](#); and
    - ii. [the Frankton Neighbourhood Plan](#).

## Executive Summary - *Whakaraapopototanga matua*

3. The Hamilton East and Frankton Neighbourhood Plans were developed and adopted by the Council in 2016.
4. The current plans are “place-based” plans to support the identity of these two Hamilton suburbs and identify projects/actions that will deliver to the individual plan outcomes and themes. These actions are either the responsibility of Hamilton City Council to deliver or a third party (eg a community group or commercial entity) or a mix of both.
5. In the previous term Elected Members requested an update on the status of these of these plans through the resolution of the Community Committee meeting 31 August 2022 ([Minutes](#)).
6. The projects/actions in these plans have been reviewed and categorised based on their current status. The findings and further information are available in the **Attachment 1**.
7. The plans are now 8 years old and the projects/actions have either been delivered, sit in another plan for consideration for funding and delivery, sit with a partner/third party for delivery or are no longer relevant.

8. The staff recommendation is that these two plans are “retired” and Elected Members provide direction on those projects/actions that are still outstanding.
9. Placemaking is generally accepted as a people-centred approach to the planning, design and management of public spaces. It involves engaging effectively with people who live, work and play in a particular space, to discover their needs and aspirations as such staff will continue with a placemaking approach for the central city.
10. Staff consider the items in this report as low significance and that the recommendations comply with the Council’s legal requirements.

### Background - *Koorero whaimaarama*

11. The [Hamilton East](#) and [Frankton Neighbourhood](#) Plans were developed and adopted by Council in 2016 during Julie Hardaker’s mayoralty.
12. The plans are “place-based” plans to support the identity of these two Hamilton suburbs and identify projects/actions that will deliver to the individual plan outcomes and themes. These actions are either the responsibility of Hamilton City Council to deliver or a third party (eg a community group or commercial entity) or a mix of both.
13. Council requested an update on the status of these of these plans through the resolution:

[\*Community Committee resolution - 31/8/22 page 4\*](#)

*e) requests staff prepare a report on the current status and future of the Hamilton East and Frankton Neighbourhood Plans, and the plans’ alignment with the Central City and River Plan programme of work, at a future committee meeting in early 2023.*

#### Hamilton East Neighbourhood Plan

14. The Hamilton East neighbourhood plan aims to make Hamilton East a popular and character suburb that embraces its history. The plan identifies projects/actions to highlight the distinctive suburban village and to guide future developments.
15. The plan includes the following outcomes and themes:

|   |   |
|---|---|
| <b>Outcome</b>                              | Hamilton East is a popular and attractive character suburb that remembers its history.  |
| <b>Themes</b>                               |   |
| <b>Hamilton East Village</b>                | Hamilton East Village is known for its village atmosphere and heritage.   |
| <b>Connections</b>                          | Hamilton East is a busy thoroughfare.   |
| <b>Living heritage</b>                      | Heritage features and archaeological sites are a significant part of Hamilton East.   |
| <b>Active places</b>                        | Hamilton East has distinct geographical areas of activity and character that contribute to the layered working, living and recreational experiences the neighbourhood offers. |
| <b>Total number of actions/projects: 45</b> |   |

#### Frankton Neighbourhood Plan

16. The Frankton neighbourhood Plan outlines the projects/actions to support the development of one of Hamilton’s oldest suburbs over the next 10 – 20 years. The plan sets out a number of short and longer-term projects for the area that support the plan outcomes.

17. The plan includes the following outcomes and themes:

|   |   |
|---|---|
| <b>Outcomes</b>                             | 1. Retain and grow Frankton's unique economy.<br>2. More people living in Frankton.<br>3. Preserve, enhance and share Frankton's history.<br>4. Visitors are attracted to Frankton's history and quirky character.<br>5. Strengthen Frankton's connections. |
| <b>Themes</b>                               |   |
| Frankton Village                            | Creating Hamilton's first urban village.  |
| Celebrating heritage                        | Telling Frankton's story.   |
| Connecting Frankton                         | Making it easy to discover Frankton.  |
| Investment                                  | Growing Frankton's attraction as a place to live and do business.   |
| <b>Total number of actions/projects: 31</b> |   |

### Alignment with the Central City Transformation Plan and the River Plan

18. The River Plan was adopted in 2014 and the Central City Transformation Plan was created in 2015, recently updated in 2021 and covers the period to 2051.
19. Similar to the neighbourhood plans, some of the identified projects/actions identified in these plans sit in other plans for funding and delivery. For example, the development of Hamilton Gardens sits in the River Plan and the Hamilton Gardens Master Plan.

### Discussion - *Matapaki*

20. The projects/actions across both neighbourhood plans have been reviewed and the information is provided in **Attachment 1**.
21. The projects/actions have been categorised as follows:
- Underway** – work is currently happening, and the project/action is still to be completed.
  - Completed** – the project/action has been completed, sometime between 2016 and 2022.
  - Partially completed** – some parts of the project/action have been completed but there are still some aspects outstanding.
  - Not completed** – the project/action is still to be completed.
  - Partner project** – the responsibility of a partner/third party to deliver, for example a community group or commercial entity.
22. Additional information has been captured to provide more context around the status of the project/action, and where the project/action may sit in another plan or programme.
23. Some of the project/actions that relate to heritage and the District Plan have been usurped by the Resource Management (Enabling Housing Supply and other matters) Amendment Act, although historic preservation is still being pursued through District Plan Change 9. This has also been captured in the attached information.
24. The plans are now 8 years old and the projects/actions have either been delivered, sit in another plan for consideration for funding and delivery, sit with a partner/third party for delivery or are no longer relevant.
25. Elected members can give staff direction on those projects/actions that show as "Not completed".

26. The recommendation from staff is that these two plans are “retired” due to the age of the plans, that many of the projects/actions have been completed or sit within other plans and programmes for delivery, and any outstanding “Not completed”

### **Placemaking**

27. Placemaking is generally accepted as a people-centred approach to the planning, design and management of public spaces. It involves engaging effectively with people who live, work and play in a particular space, to discover their needs and aspirations.
28. This information is then used to create a common vision for that place. The vision can evolve quickly into an implementation strategy, beginning with small-scale, do-able improvements that can immediately bring benefits to public spaces and the people who use them.
29. The Future for Local Government Review Draft Report highlights the importance of placemaking to deliver wellbeing for our communities. “Councils can influence cultural, environmental, social, and economic wellbeing outcomes through place-making”.
30. Staff will continue with a placemaking approach for the central city.

### **Options**

31. Staff have assessed that there are two reasonable and viable options for the Community and Natural Environment Committee to consider. The options are set out below.
  - i. **Option 1** – That the two neighbourhood plans remain active until all the projects/actions are delivered.
  - ii. **Option 2** – That the two neighbourhood plans are “retired” with elected members giving staff direction on those projects/actions that are still outstanding.
32. Staff recommend **Option 2** due to the age of the plans that many of the projects/actions have been completed or sit within other plans and programmes for delivery, and Elected Members will provide direction on any outstanding items.

### **Financial Considerations - *Whaiwhakaaro Puutea***

33. There are still some projects/actions outstanding that are not funded. These could be considered through the LTP 2024-34 process if they are deemed to be a priority for funding.
34. The costs for the delivery of these projects/actions will need to be determined if they are deemed to be a priority.

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

35. Staff confirm that **Option 2** complies with the Council’s legal and policy requirements.

### **Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga***

36. 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’).
37. 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.
38. The recommendations set out in this report are consistent with that purpose.

39. Local community place-based plans are important to support the social and economic fabric of communities within Hamilton. They help to identify a “sense of place” for those who live there and the opportunity to contribute their thoughts and ideas when visualising what their neighbourhood will look like in the future. The plans encourage ownership by the community for their social, economic, environmental, and cultural wellbeing.

**Risks - *Tuuraru***

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

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

41. 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**

42. Community views and preferences are already known to the Council through the development of the initial plans.
43. Given the low level of significance determined, the engagement level is low. No engagement is required.

**Attachments - *Ngaa taapirihanga***

Attachment 1 - Hamilton East and Frankton Neighbourhood Plan Review

## Hamilton East Neighbourhood Plan Actions

## Attachment 1

| Reference | Page # | Hamilton East Neighbourhood Plan Section | Activity type       | Project  | Detail from plan   | Status          | Comments  | In another plan/programme                             |
|-----------|--------|--|---------------------|--|--|-----------------|---|---|
| 1.1.1     | 17     | Hamilton East Village                    | Project             | Hamilton East street beautification - footpath treatments, planting and street furniture   | This project will refresh Hamilton East Village by introducing a consistent historic theme for streetscape elements. This project will include:<br>- footpath treatments, planting and street furniture<br>- community-led upgrade of the Rotary Clock Tower<br>- entrance point treatments will provide a sense of arrival in the Village<br>- investigate undergrounding of powerlines in Grey Street.   | Underway        | This will be picked up as part of the Eastern Pathways - CBD to University project - which will incorporate the section of Grey Street between Clyde and Cook. Refer line below - "School Links". Will include speed limit reductions and gateway treatment.  | Biking Plan/Biking and Micro-mobility Plan            |
| 1.1.2     | 17     | Hamilton East Village                    | Third party project | Hamilton East street beautification - upgrade Rotary Clock Tower (Rotary)                  |  | Partner project | The Rotary Club has confirmed that there are no plans for an upgrade to the clock tower   | Third party project                                   |
| 1.1.3     | 17     | Hamilton East Village                    | Third party project | Hamilton East street beautification - Investigate undergrounding of powerlines Grey Street |  | Partner project | This work is the responsibility of WEL networks and would require significant investment.   | Third party project                                   |
| 1.1.4     | 17     | Hamilton East Village                    | Project             | Entry point (gateway) treatments   |  | Underway        | This will be picked up as part of the Eastern Pathways - CBD to University project - which will incorporate the section of Grey Street between Clyde and Cook. Refer line below - "School Links". Will include speed limit reductions and gateway treatment.  | Biking Plan/Biking and Micro-mobility Plan            |
| 1.2.1     | 17     | Hamilton East Village                    | Project             | Steele Park - neighbourhood playground   | This is a project to improve the amenity and safety of Steele Park to encourage greater use. The project has a number of sub-projects:<br>- Steele Park neighbourhood playground<br>- upgrade the Steele Park toilets<br>- BBQ area and additional seating<br>- joint Council/community project to refresh the exterior of the Steele Park Pavilion. In the longer term, explore replacement of the Steele Park Pavilion with a heritage themed building in the southwest corner of the park<br>- makeover of the WEL Networks substation. | Completed       |   |   |
| 1.2.2     | 17     | Hamilton East Village                    | Project             | Steele Park - upgrade toilets  |  | Underway        | Project underway. Toilets and pavilion to be one building. Design being finalised, and planned to be completed late 2023  | Sports Parks Management plan (currently under review) |
| 1.2.3     | 17     | Hamilton East Village                    | Project             | Steele Park - BBQ area and seating   |  | Completed       |   |   |
| 1.2.4     | 17     | Hamilton East Village                    | Project             | Steele Park - pavilion   |  | Underway        | Project underway. Toilets and pavilion to be one building. Design being finalised, and planned to be completed late 2023  | Sports Parks Management plan (currently under review) |
| 1.2.5     | 17     | Hamilton East Village                    | Third party project | Ham East street beautification - makeover WEL substation                                   |  | Underway        | Project underway. Toilets and pavilion to be one building. Design being finalised, and planned to be completed late 2023. WEL substation included in project.   | Sports Parks Management plan (currently under review) |
| 1.3       | 17     | Hamilton East Village                    | Project             | Improve river access from Cook St  | This project is about making the River part of the Hamilton East Village experience and environment by developing easy gradient river access from Cook Street and Wellington Street. The implementation of the River Plan's vegetation management will create river windows through Grey Street  | Underway        | This project is currently unfunded however Community Group have worked with the developers of the old regional council building to create windows in front of their development to the river. Wellington Street Beach project is in the planning phase which will determine the final scope of works for delivery in 2023/24. |   |
| 1.4       | 17     | Hamilton East Village                    | Third party project | Hamilton East Branding Plan (Business Association)   | Work with Hamilton East businesses, retailers and community to develop and implement a branding plan for Hamilton East Village that consistently reflects its special character and improves the profile of the Village. Work with Hamilton East businesses to establish a business association.   | Partner project | Currently there is no Hamilton East Business Association.   | Third party project                                   |
| 1.5       | 17     | Hamilton East Village                    | Third party project | Hamilton East Business Association   |  | Partner project | Currently there is no Hamilton East Business Association.   | Third party project                                   |
| 1.6.1     | 17     | Hamilton East Village                    | Project             | Hamilton East Safety Plan  | Collaborative project with Council, local businesses, community groups and government agencies to improve safety in Hamilton East. This will be done through conscious use of design and spaces, lighting, signage and road safety management identified in other Plan projects or additional initiatives. Explore CitySafe patrols for Hamilton East.   | Underway        | Incorporated into other projects as they are planned and delivered.   | City Safe Programme                                   |
| 1.6.2     | 17     | Hamilton East Village                    | Project             | Citysafe patrols for Hamilton East   |  | Completed       | Delivery underway as part of the City Safe Programme.   |   |

Hamilton East Neighbourhood Plan Actions

| Reference  | Page # | Hamilton East Neighbourhood Plan Section | Activity type     | Project   | Detail from plan  | Status              | Comments  | In another plan/programme   |
|------------|--------|--|-------------------|---|---|---------------------|---|---|
| 1.8        | 17     | Hamilton East Village                    | Project           | Clean street project  | Council has commenced a review of its delivery of waste management services which includes collection for medium and high-density living.   | Underway            | The Hamilton East Village residential areas are included as part of our standard kerbside collection (recycling, foodscraps and waste). Recycling and waste is collected on alternate fortnights in the residential areas only. A review of waste management services for medium to high-density living will be considered as part of the review process of the Waste Management and Minimisation Plan and associated actions. In addition to kerbside collection, the Hamilton East village precinct is cleaned every day which includes the sweeping of kerb and channel along with footpaths. Public litter bins are also emptied daily. | Waste Management and Minimisation Plan review.  |
| 1.9        | 17     | Hamilton East Village                    | Business as usual | Encourage development sites   | There are a few privately-owned sites in Hamilton East that have high residential and commercial development value and/or provide opportunities to better integrate the Hamilton East Village with the River, visually and physically. The Council will encourage appropriate development that is consistent with, and gives effect to, the Proposed District Plan, on these sites to support the outcomes in the Plan. Council will actively work with developers to achieve the aspirations of this Plan. | Underway            | Business as usual   |   |
| 2.1        | 19     | Connections                              | Project           | AUSTROADS safe system implementation                                | Grey Street will be included in a research project for mixed use urban arterials that will be undertaken by an independent Australasian expert panel. It will provide recommendations for the delivery of safer traffic flows and pedestrian and biking links in and around the Village.  | Underway            | This will be picked up as part of the Eastern Pathways - CBD to University project - which will incorporate the section of Grey Street between Clyde and Cook. Refer line below - "School Links". Will include speed limit reductions and gateway treatment.  | Biking Plan/Biking and Micro-mobility Plan  |
| 2.2 or 2.9 | 19     | Connections                              | Project           | Connection to Hamilton East   | This project focuses on creating attractive entrance points at the Grey Street/Cook Street intersection, Grey Street/Clyde Street intersection and Galloway Street/Cobham Drive entrance to Hamilton East.  | Underway            | This will be picked up as part of the Eastern Pathways - CBD to University project - which will incorporate the section of Grey Street between Clyde and Cook. Refer line below - "School Links". Will include speed limit reductions and gateway treatment.  | Ferrybank Development Plan<br>Biking Plan/Biking and Micromobility Plan<br>Infrastructure Acceleration Fund bid |
| 2.3        | 19     | Connections                              | Project           | Avenue of Cherry Trees  | This project is about enhancing the connection between the Hamilton East Village and the Hamilton Gardens along Grey Street with a tree-lined corridor. Rows of flowering cherry trees will begin where the oak trees end, creating a visual and spatial gateway to the Hamilton Gardens.   | Completed           | Section of Grey street, from Naylor to Brookfield Street has been planted with prunus kiku Sakura.  |   |
| 2.4        | 19     | Connections                              | Project           | Sillary Street underpass to Gardens - underpass and themed planting |   | Completed           |   |   |
| 2.5        | 19     | Connections                              | Project           | Parking Plan  |   | Partially completed | A Parking Policy for the city was adopted by the Infrastructure Operations Committee in late 2022.If it is determined that a parking plan is appropriate for Hamilton East under this policy then one will be developed.  |   |
| 2.6        | 19     | Connections                              | Project           | School link   |   | Underway            | Project is underway and in the planning stage after receiving part funding from Waka Kotahi in February 2022.   | Biking Plan/Biking and Micro-mobility Plan  |

## Hamilton East Neighbourhood Plan Actions

| Reference | Page # | Hamilton East Neighbourhood Plan Section | Activity type       | Project  | Detail from plan  | Status              | Comments  | In another plan/programme  |
|-----------|--------|--|---------------------|--|---|---------------------|---|--|
| 2.7       | 19     | Connections                              | Project             | City connection  |   | Underway            | This refers to the link from the CBD to the University via the railway.<br>Two projects:<br>- work has been completed on Claudelands Bridge and work is now underway at Claudelands/Grey intersection. Work has also been completed on Ruakura Rd from Wairere to Silverdale. Eastern Pathways Schools Link and Connections has work planned for the missing section on Te Aroha St and Ruakura Road.<br>- CBD to University via Grey/Clyde/Knighton - business case underway and due to be presented to Waka Kotahi board in mid 2023. | Biking Plan/Biking and Micro-mobility Plan   |
| 2.8       | 19     | Connections                              | Project             | Bike plan signage  |   | Underway            | On road commuter cycling signage is in place. Additional signage including recreation way finding will be picked up as part of the Eastern Pathways - School Link and CBD to University link  | Biking Plan/Biking and Micro-mobility Plan   |
| 3.1       | 21     | Living Heritage                          | Third party project | Hamilton East Heritage Trail (Hamilton East Community Trust)     |   | Partner project     | This is a community-led project that has not been taken any further by the community group who are responsible for it.  | Third party project.<br>If project were to take place it would be guided by He Pou Manawa Ora and Beale Cottage Management Plan. There are links with interpretation projects for maaori sites identified in the River Plan. |
| 3.2       | 21     | Living Heritage                          | Business as usual   | Character Retention Development Guidelines                       |   | Completed           | Incorporated into District Plan Change 9  | District Plan Change 9   |
| 3.3       | 21     | Living Heritage                          | Business as usual   | Implement Cemeteries Plan 2015                                   |   | Underway            |   | Cemeteries Plan  |
| 3.4       | 21     | Living Heritage                          | Project             | Heritage Signs on buildings and sites                            | This is a project to develop and install consistent and themed heritage signs on all heritage buildings and sites.  | Not completed       |   |  |
| 3.5.1     | 21     | Living Heritage                          | Project             | Implement Maaori Landmarks on Riverside Reserves Management Plan | Implement the Ngaa Tapuwae O Hotumauea Maori Landmarks on Riverside Reserves Management Plan  | Underway            | Unfunded to date - Riverside Reserve Management Plan - Maaori Landmarks will be reviewed in 2023.   | Riverside Reserve Management Plan - Maaori Landmarks - to be reviewed late 2023  |
| 3.5.2     | 21     | Living Heritage                          | Project             | Commemorate Maaori landmarks in other locations in Hamilton East | Commemorate Maaori landmarks located in other locations in Hamilton East.   | Completed           | Te Wehenga Park, Puutikitiki St renamed, interpretive signage installation completed in November 2022.  | Heritage Plan, He Pou Manawa Ora and reserve management plans.   |
| 3.6       | 21     | Living Heritage                          | Business as usual   | Implement Beale Cottage Management Plan                          | This provides for the preservation of Beale Cottage, Hamilton's oldest building, and improved public access to the cottage.   | Underway            |   | Beale Cottage Historic Reserve Management Plan   |
| 3.7       | 21     | Living Heritage                          | Business as usual   | Heritage Plan  | The identification, assessment and listing in the District Plan of additional heritage buildings in Hamilton East by 2018 as part of the Council's Heritage Plan.   | Completed           | Incorporated into District Plan change 9  |  |
| 4.1.1     | 23     | Active Places                            | Third party project | Medical cluster - signage and branding                           | This is a project to increase the profile of the Medical Cluster by enhancing brand and signage, vehicle access to and from the cluster and streetscape. It will also explore stronger connections to Dawson Park and Memorial Park as leisure and relaxation spaces for staff, residents and visitors to the retirement homes, hospital, and medical services. | Partner project     | This is a private /commercial development which is situated alongside Te Wehenga Park (Dawson Park).  | Third party project  |
| 4.1.2     | 23     | Active Places                            | Third party project | Medical cluster - stronger links to Dawson Park                  |   | Partner project     |   | Third party project  |
| 4.2       | 23     | Active Places                            | Project             | Dawson Park Pocket Park  | Explore options to optimise Dawson Park's potential as a shared community and school pocket park, install signage and a storyboard to mark the history of the site.   | Partially completed | Dawson Park was formally re-named Te Whenga Park. An interpretive storyboard was installed outside the park facing the school which tells the history of the site. Te Wehenga Park remains leased to Hamilton East Primary School until 30 May 2025 at which time council may wish to look at the lease terms, opening up the park.   |  |

Hamilton East Neighbourhood Plan Actions

| Reference | Page # | Hamilton East Neighbourhood Plan Section | Activity type       | Project  | Detail from plan   | Status              | Comments   | In another plan/programme                                |
|-----------|--------|--|---------------------|--|--|---------------------|--|--|
| 4.3.1     | 23     | Active Places                            | Project             | Memorial Park vegetation management                    | Within the context of the Riverside Reserves Operative Management Plan:<br>- vegetation management<br>- beautification of entrance to Memorial Park below Deloittes<br>- improving public interaction with the PS Rangiriri<br>- explore alternative use of houses in Memorial Park<br>- commemorative signage.  | Partially completed | Will be reviewed during review of Riverside Reserves Plan in late 2023 and the projects that are identified through that plan. | Riverside Reserves Management Plan                       |
| 4.3.2     | 23     | Active Places                            | Project             | Beautification old memorial park entrance (Deloittes)  |  | Not completed       | The timing for this is best once the pedestrian bridge landing/location is clear.  | Riverside Reserves Management Plan                       |
| 4.3.3     | 23     | Active Places                            | Project             | Public interaction with PS Rangiriri                   |  | Completed           |  | Riverside Reserves Management Plan                       |
| 4.3.4     | 23     | Active Places                            | Project             | Explore use of houses in memorial park for other use   |  | Not completed       | The timing for this is best once the pedestrian bridge landing/location is clear.  | Riverside Reserves Management Plan                       |
| 4.3.5     | 23     | Active Places                            | Project             | Memorial Park commemorative signage                    |  | Not completed       | The timing for this is best once the pedestrian bridge landing/location is clear.  | Riverside Reserves Management Plan                       |
| 4.4.1     | 23     | Active Places                            | Business as usual   | Support art projects to promote neighbourhood identity | Implement the Hamilton Arts Agenda in Hamilton East.<br>• Support art projects that promote city, suburb and neighbourhood identity.<br>• Support TOTI Charitable Trust to install a warhorse sculpture in Memorial Park.  | Underway            |  | Arts & Culture Strategy (under development)              |
| 4.4.2     | 23     | Active Places                            | Project             | Arts agenda - TOTI warhouse sculpture in memorial park |  | Completed           |  | Arts & Culture Strategy (under development)              |
| 4.5       | 23     | Active Places                            | Business as usual   | Implement Hamilton Gardens Development Plan            | Implement the Hamilton Gardens Development Plan.   | Underway            |  | Hamilton Gardens Management Plan                         |
| 4.6       | 23     | Active Places                            | Third party project | Catholic church redevelopment                          | This is the Catholic Church's own project to give life to St Mary's Convent Chapel and transform the chapel site to create a special place of contemplation in the midst of a busy city. This will involve earthquake strengthening, restoration work and the upgrading of facilities.   | Completed           | Third party development - work has been completed.   | Third party project                                      |
| 4.7       | 23     | Active Places                            | Project             | River Plan projects                                    | Implement the River Plan projects to create an enhanced river swimming experience at Wellington Street Beach and redevelopment of the riverbank area and amenity facilities.<br>- build an easy access pedestrian path to the water<br>- install rubbish bins, BBQ tables and better lighting<br>- implement the River Plan project to create the city's best beach and a swimming feature on the River. | Underway            | River safety work underway, Wellington St Beach improvements funded to be delivered 23/24 financial year                       | River Plan, Riverside reserves Mgt Plan - to be reviewed |

| Key Legend             |    |
|------------------------|----|
| Completed              | 11 |
| Not completed          | 4  |
| Partially completed    | 3  |
| Partner project        | 7  |
| Underway               | 20 |
| Total projects/actions | 45 |

## Frankton Neighbourhood Plan Actions

| Reference | Page # | Frankton Neighbourhood Plan Section | Activity type | Project  | Detail   | Status              | Comments   | In another plan/programme |
|-----------|--------|-------------------------------------|---------------|--|--|---------------------|--|---------------------------|
| 1.1.1     | 12     | Frankton Village                    | Project       | Upgrade of footpaths, planting, street furniture   | Improve the beauty and amenity of Commerce Street from High Street to Kent Street.<br>• Upgrade footpaths, planting and street furniture on Commerce Street to reflect Frankton's heritage character. Replace Melia street trees with a species that enhances Frankton's village appeal.<br>• Develop a design palette for Commerce Street historic buildings and promote to building owners.  | Partially completed | Some work has been completed in Commerce Street but only a very basic design. No further work is planned. Maintenance of existing street furniture has been completed but nothing further is planned until the design palette is developed.  |                           |
| 1.1.2     | 12     | Frankton Village                    | Project       | Replacement of the existing Melia Trees  |  | Completed           | Under current budgets the trees would only be proposed for removal if they became a hazard/health and safety issue or were causing damage to assets. Only the problem ones would be removed.   |                           |
| 1.1.3     | 12     | Frankton Village                    | Project       | Commerce Street historical building design guide   |  | Not completed       | To be considered under District Plan Change 9 as a historical character area.  | District Plan             |
| 1.2.1     | 13     | Frankton Village                    | Project       | Include a Special Heritage Zone character overlay area for Commerce Street in the District Plan                            | Include a special character overlay area for Commerce Street in the District Plan to protect the character, amenity, heritage and unique qualities of Commerce Street.   | Completed           | District plan Change 9   | District Plan             |
| 1.2.2     | 13     | Frankton Village                    | Project       | Design guide for investors and property owners   | • Publish a design guide for investors and property owners.  | Not completed       | To be considered under District Plan Change 9 as historical character area.  | District Plan             |
| 1.3       | 13     | Frankton Village                    | Project       | Angle parking provision on High Street, Somerset Street and Commerce Street.   | Complete a parking plan for High Street, Commerce Street and Somerset Street to create more parking ensuring businesses can continue to operate efficiently.   | Partially completed | No additional angle parking in place. Have a parking plan for High Street associated with a residential development. A Parking Policy for the city was adopted by the Infrastructure Operations Committee in late 2022. If it is determined that a parking plan is still appropriate for these areas under this policy then one will be developed. |                           |
| 1.4       | 13     | Frankton Village                    | Project       | Kent Street pocket park  | Develop a small, beautiful park in Kent Street close to the village centre   | Underway            | Play equipment is being installed this month. Additional funding to complete this project has been requested through the annual plan process.  |                           |
| 2.1       | 16     | Celebrating Heritage                | Project       | Frankton Railway Cottage area conservation plan  | Frankton's railway cottages are the largest intact collection of railway cottages in New Zealand. This project is to develop a conservation plan for the railway cottage area which will include:<br>• A paint colour palette for the cottages' exteriors.<br>• A financial incentive scheme for cottage owners to encourage adoption of the colour palette.<br>• A streetscape and road design to complement the historical cottages and enhance the street as a visitor attraction.<br>Design guide for renovation and enhancement of cottages.<br>• A promotional campaign.<br>• Landscaping plan for the Railway Park. | Not completed       | Some aspects addressed through District Plan Change 9.   |                           |
| 2.2       | 17     | Celebrating Heritage                | Project       | Develop heritage trail including signposting, history boards, public art installations and implement a marketing campaign. | Tell Frankton's story by:<br>• Developing and sign posting the Frankton Heritage Trail, including the Rail Station, Saleyards, High Street and Weka Street.<br>• Installing heritage history boards at key sites.<br>• Implementing a marketing campaign to promote the Heritage Trail.<br>• Encouraging public art installations on the Heritage Trail.   | Not completed       |  |                           |
| 2.3.1     | 17     | Celebrating Heritage                | Project       | Develop Museum in the Frankton Village (community-led project)   | Community led project to develop a Museum in the Frankton Village that tells the history of Frankton.  | Partner project     |  |                           |

Frankton Neighbourhood Plan Actions

| Reference | Page # | Frankton Neighbourhood Plan Section | Activity type | Project  | Detail   | Status              | Comments   | In another plan/programme  |
|-----------|--------|-------------------------------------|---------------|--|--|---------------------|--|--|
| 2.3.2     | 17     | Celebrating Heritage                | Project       | Establish pop up heritage exhibitions  | In the short term, there will be pop up heritage exhibitions that share and celebrate Frankton's stories, heritage and historical artefacts.   | Partner project     |  |  |
| 2.4.1     | 17     | Celebrating Heritage                | Project       | Map of significant Maaori sites  | Map the significant Maaori sites within the Frankton area and develop a programme of restoration.  | Underway            | Actions included in the He Pou Manawa Ora action plan (city-wide) to:  | He Pou Manawa Ora  |
| 2.4.2     | 17     | Celebrating Heritage                | Project       | Restoration programme  |  | Underway            | -partner with Iwi and Hapuu to develop a plan to identify and protect cultural and archaeological significant sites during 2022/23 and:  | He Pou Manawa Ora  |
| 2.4.3     | 17     | Celebrating Heritage                | Project       | Install story boards and tour guide  | • Install story boards and create a tour guidebook.  | Underway            | -continue to invest in celebrating local Maaori history/stories throughout the city ie. Art, memorials, storyboards, architecture and events (ongoing across the city over the term of the LTP).   | He Pou Manawa Ora  |
| 2.5       | 17     | Celebrating Heritage                | Project       | Waitawhiriwhiri Gully restoration plan   | Develop a gully restoration plan to restore the Waitawhiriwhiri Gully.   | Underway            | The native restoration within Waitawhiriwhiri sits in the Nature in the City programme. This programme will be engaging consultants in 2023 to undertake ecological inventory assessments of our Significant Natural Areas (SNAs) and gully systems. For any restoration plan, this work is the starting point to understanding the biodiversity values at place. Once the ecological inventory assessments have been completed the Nature in the City programme will be able to prioritise restoration investment across the city and develop restoration plans in prioritised order. Waitawhiriwhiri gully will be included in this piece of work under the programme and will be considered within the context of all our SNAs and gullies. | Nature in the City Programme   |
| 2.6       | 17     | Celebrating Heritage                | Project       | Frankton Hall - review function and role   | Review the role and function of Frankton Hall.   | Underway            | This will be part of the assessment of community facilities that is currently underway led by the Community Group, due to be reported to Community and Natural Environment Committee in March.   |  |
| 3.1       | 18     | Connecting Frankton                 | Project       | Upgrade of Massey-Hall overbridge  |  | Partially completed | Transition cycle facilities have been put in place. The work described in this plan is not required for cycle safety.  | Biking Plan/Biking and Micro-mobility Plan   |
| 3.2       | 18     | Connecting Frankton                 | Project       | Swarbrick Park playground upgrade  |  | Not completed       | Renewal currently sits in year 5 of the LTP - 2025/26. An upgrade to the playground will require additional funding.   | Sports parks Management Plan, playgrounds of the future plan                       |
| 3.3       | 19     | Connecting Frankton                 | Project       | Connecting to major facilities (Seddon Park, FMG Stadium Waikato and Founders Theatre) | Identify, sign post and enhance the pedestrian routes to connect Frankton to Seddon Park, FMG Stadium Waikato and Founders Theatre.  | Underway            | Cycling wayfinding signage will be progressively rolled out as part of various projects as they are implemented.   |  |
| 3.4       | 19     | Connecting Frankton                 | Project       | Install way-finding signs  | Install signs to promote gateway entry to Frankton and to the Frankton Village.  | Completed           |  |  |
| 3.5       | 19     | Connecting Frankton                 | Project       | Connect the Frankton Rail Station to Frankton Village                                  | Frankton Rail Station is an iconic feature of the area's strong railway heritage and an important link for future potential commuter rail to and from Auckland. This is a long term project to explore options to reactivate the Railway Station through a structural connection to Frankton Village.                    | Underway            | Various biking and pedestrian projects in Frankton have received funding through the Climate Emergency Response Fund. These projects include: Links from Killarney Road to the Western Rail Trail Links and signage from the Western Rail Trail to the Frankton Railway Station. Improvements to the level crossing on Killarney Road for walking, cycling and micro mobility.   | Biking Plan/Biking and Micro-mobility Plan<br>Climate Emergency Response Fund bid. |
| 3.6       | 19     | Connecting Frankton                 | Project       | Complete Western Rail Trail  | The Western Rail Trail is a project in the Hamilton Biking Plan providing a connection from the south west suburbs to the central city and destinations such as Hamilton Lake, Frankton Rail Station, Seddon Park and FMG Stadium Waikato. This off road biking trail runs alongside the railway track through Frankton. | Completed           |  | Biking Plan/Biking and Micro-mobility Plan   |

Frankton Neighbourhood Plan Actions

| Reference | Page # | Frankton Neighbourhood Plan Section | Activity type       | Project  | Detail  | Status          | Comments   | In another plan/programme                  |
|-----------|--------|-------------------------------------|---------------------|--|---|-----------------|--|--|
| 3.7       | 19     | Connecting Frankton                 | Project             | Frankton Heritage Bike Loop  | Develop a bike friendly circuit from the Western Rail Trail into Frankton Village that is attractive and includes history storyboards.            | Not completed   | Within the Biking & Micro-Mobility Plan the need for biking connections between Frankton Village and the Western Rail Trail will be considered. There is an agreed investment programme with Waka Kotahi for investment over the next 10 years, unfortunately, at this stage, this does not include these linkages.<br>However some of these projects will be addressed through the Climate Emergency Response Fund - see 3.5. | Biking Plan/Biking and Micro-mobility Plan |
| 3.8       | 19     | Connecting Frankton                 | Project             | Support skate park in or near the Green Frame  | The Central City Transformation Plan includes the development of a new skate park in or near the Green Frame, which borders Frankton to the east. | Underway        | West Town Belt Masterplan gives direction. Potential for skate elements to be incorporated into new CBD Playground funded over 23/24 & 24/25. The location is to be confirmed.   | CCTP, West Town Belt Masterplan            |
| 3.9       | 19     | Connecting Frankton                 | Third party project | Frankton Gateway - Community-led project to install a major artwork to promote the entry to Frankton at the Founders Roundabout. | Community-led project to install a major artwork to promote the entry to Frankton at the Founders Roundabout                                      | Partner project | Community project.   | Third party                                |
| 4.1       | 21     | Investment                          | Project             | Create events programme (partnership with community and & business)  |   | Underway        | A number of events have been/are programmed and take place within Frankton, in partnership with the events team at council and the Frankton community and businesses.<br>Frankton Markets – every Saturday 8am-1pm<br><br>Frankton Thunder - 1st weekend in March (since approx 2016)<br><br>Frankton Festival – 18-27 March 2022<br><br>Annual Boon Street Art Festival   |  |
| 4.2       | 21     | Investment                          | Project             | Establish a BID for the Frankton area.   |   | Partner project | There is currently no business association that would manage the programme for BID funding.  |  |
| 4.3       | 21     | Investment                          | Business as usual   | Resolve DP appeals   |   | Underway        |  | Business as usual                          |
| 4.4       | 21     | Investment                          | Business as usual   | Reduce red tape via Better Business Services Plan  |   | Underway        |  | Business as usual                          |
| 4.5       | 20     | Investment                          | Business as usual   | Encourage key development sites  |   | Underway        |  | Business as usual                          |
| 4.6       | 21     | Investment                          | Business as usual   | Market the business and residential opportunities  |   | Underway        | Commercial activity  | Business as usual                          |

| Key Legend             |    |
|------------------------|----|
| Completed              | 4  |
| Not completed          | 6  |
| Partially completed    | 3  |
| Partner project        | 4  |
| Underway               | 14 |
| Total projects/actions | 31 |



# Council Report

Item 7

**Committee:** Community and Natural Environment Committee

**Date:** 16 February 2023

**Author:** Narelle Waite

**Authoriser:** Helen Paki

**Position:** Strategy and Policy Advisor

**Position:** General Manager Community

**Report Name:** Determination Report - Cemeteries and Crematorium Bylaw 2012 and Cultural and Recreational Facilities Bylaw 2012

**Report Status**

*Open*

## Purpose - *Take*

1. To inform the Community and Natural Environment Committee of the intention for staff to review the Cemeteries and Crematorium Bylaw and the Cultural and Recreational Facilities Bylaw in accordance with the Local Government Act 2002 (LGA).
2. To seek a recommendation from the Committee to the Council for determination that the above bylaws are the most appropriate mechanisms for addressing issues relating to management of cemeteries and public safety at Council's cultural and recreational facilities.

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

3. That the Community and Natural Environment Committee:
  - a) receives the report;
  - b) recommends that the Council:
    - i. determines that a Cemeteries and Crematorium Bylaw is the most appropriate mechanism for addressing issues relating to the management of cemeteries and crematoria; and
    - ii. determines that a Cultural and Recreational Facilities Bylaw is the most appropriate mechanism for addressing issues relating to public safety at our cultural and recreational facilities; and
  - c) notes that staff will begin the review of the bylaws including the preparation of draft statements of proposal subject to b) being approved by the Council.

## Executive Summary - *Whakaraapopototanga matua*

4. Staff are seeking approval to begin a review of the Cemeteries and Crematorium Bylaw 2012 and the Cultural and Recreational Facilities Bylaw 2012.
5. The Community and Natural Environment Committee has oversight of the Cemeteries and Crematorium Bylaw 2012 as well as the Cultural and Recreational Facilities Bylaw 2012 (the Bylaws) within its terms of reference.

6. The Bylaws require review every 10 years in accordance with [Section 159](#) of the LGA. The LGA states that reviews not completed within the timeframes will be given a two-year grace period before the bylaw is revoked ([s.160A, LGA](#)).
7. Under [Sections 155\(1\)](#) and [160\(1\)](#) of the Local Government Act 2002 (LGA) the Council is required to *determine whether a bylaw is the most appropriate way of addressing the perceived problem*.
8. Staff require this determination before they can commence a review of the bylaws. Therefore, staff are seeking a recommendation to the Council for determination that the Bylaws remain the most appropriate way of addressing issues relating to management of cemeteries and public safety at our cultural and recreational facilities.
9. A full report with issues and options, a draft bylaw and Statement of Proposal for community consultation will be brought back to the Committee for each of the bylaws through the review process.
10. Staff recommend **Option 1** – determine the bylaws are the most appropriate mechanism for addressing to management of cemeteries and public safety at our cultural and recreational facilities. If approved, a detailed review of the bylaws will commence.
11. If the staff recommendation is not approved the review will not be commenced at this time, and the two bylaws will be revoked on 5 July 2024.
12. Staff consider the decision to commence the review of the bylaws have low significance and that the recommendations comply with Council's legal requirements.

### **Background - *Koorero whaimaarama***

13. [Section 145](#) of the LGA empowers the Council to make bylaws for one or more of the following purposes:
  - i. protecting the public from nuisance (s.145(a) LGA);
  - ii. protecting, promoting, and maintaining public health and safety (s.145(b) LGA); or
  - iii. minimising the potential for offensive behaviour in public places (s.145(c) LGA).
14. To this date, the Bylaws have been used effectively with the above purposes.
15. The [Cemeteries and Crematorium Bylaw 2012](#) was developed to enable Council to set fees, control and set standards for the operation of cemeteries and crematoria within the boundaries covered by Council's responsibility or ownership.
16. The [Cultural and Recreational Facilities Bylaw 2012](#) was developed to enhance public safety at cultural and recreational facilities under the ownership or control of Hamilton City Council, by minimising offensive behaviour and potential risk to patrons.
17. Both bylaws were last reviewed on 5 July 2012. If the reviews are not completed by 5 July 2024 the Bylaws will be revoked.

### **Discussion - *Matapaki***

#### **Cemeteries and Crematorium Bylaw**

18. Hamilton City Council provides critical services through the provision of cemeteries and crematorium. The vision for Hamilton Cemeteries is to provide burial and cremation services in a respectful way, in a park setting where the community can remember loved ones and appreciate our city's heritage.

19. The bylaw prescribes rules to support the operation of Hamilton's cemeteries and crematorium including rules for appropriate visitor conduct, the purchase and management of burial plots, the maintenance of tributes and memorials, designation of areas, setting fees, and levels of service.
20. Without effective management of cemeteries and crematoria, issues may arise including health and safety risks, difficulty in keeping the cemetery clean and tidy, inability to enforce fees, the potential to cause offence related to cultural sensitivities, and non-compliance with relevant legislation in particular the Burials and Cremation Act 1964 and the Health Act 1956.
21. Previous reviews of the Cemeteries and Crematorium Bylaw have resulted in changes to Council's eco-friendly burial methods (natural burials) and have provided clarity of definitions, particularly in relation to religious denominations.
22. The Burial and Cremation Act 1964 which supports Council's ability to develop a bylaw is currently under review. The legislation is unlikely to be in place before the deadline to complete the bylaw review.
23. The Ministry of Health have completed [initial consultation](#) and are seeking approval to draft the new legislation. Local authorities will have the opportunity to submit on the draft legislation at a future date.

#### **Cultural and Recreational Facilities Bylaw**

24. Council's recreational and cultural facilities provide spaces for social services, art, culture, sport, recreation, education, community interaction and information to a wide range of the community.
25. The Cultural and Recreational Facilities Bylaw enables Council to set rules for the management and use of Hamilton's public pools (Waterworld and The Gallagher Aquatic Centre), the Hamilton City Libraries, the Waikato Museum, and Arts Post.
26. The bylaw empowers authorised staff members to enforce these rules, including expelling or trespassing persons if necessary.
27. Without the ability for enforcement officers to exercise the authority given to them through this bylaw, issues of public safety or disruption to services may arise.

#### **Other Bylaw reviews**

28. Other Community Group bylaws due for review in the next two years include:
  - i. The Animal Nuisance Bylaw 2013 review due to be completed by May 2025, and
  - ii. The Dog Control Bylaw 2015 review due to be completed by May 2025 to align with the Animal Nuisance bylaw.
29. Staff will initiate reviews at a later date by bringing reports to the Community and Natural Environment Committee.

#### **Options**

30. Two options are provided; however, staff recommend that the only reasonable option for the Council to consider is to maintain the Cemeteries and Crematorium bylaw and the Cultural and Recreational Facilities bylaw.
31. The options are set out in the table below:

|                               |  |
|-------------------------------|--|
| <b>Option 1 (recommended)</b> | <ul style="list-style-type: none"> <li>Determine that a Cemeteries and Crematorium Bylaw is the most appropriate mechanism for addressing issues relating to the management of cemeteries and crematoria in Hamilton and progress a review of the existing bylaw.</li> </ul> |
|-------------------------------|--|

|                 |   |
|-----------------|---|
|                 | <ul style="list-style-type: none"> <li>• Determine that a Cultural and Recreational Facilities Bylaw is the most appropriate mechanism for addressing issues relating to public safety at cultural and recreational facilities owned by Council and progress a review of the existing bylaw.</li> </ul> |
| <b>Option 2</b> | <ul style="list-style-type: none"> <li>• Do not approve the review at this time, and revoke both bylaws in July 2024.</li> </ul>  |

32. Staff recommend **Option 1** – *determine the bylaws are the correct mechanism for addressing management of cemeteries and public safety at our cultural and recreational facilities*, because they have been effectively used by Council to protect the public from nuisance, minimise offensive behaviour in public spaces, and maintain public health and safety.

### Next steps

33. Should Council approve **Option 1**, staff will begin the detailed review process. The process for review of a bylaw includes:
- engagement with key stakeholders and partners, including a legal review, to identify needed modifications and opportunities for improvements;
  - reporting back to the Community and Natural Environment Committee with issues and options, a draft bylaw and Statement of Proposal for community consultation;
  - a Hearing may be held, as required, following the public consultation period;
  - a deliberations report and revised draft of the bylaw will be brought to Committee for consideration of all stakeholder feedback and to provide any further information gathered in response to any feedback received; and
  - final approval of the bylaw will be sought from Council.
34. Should Council select **Option 2**, the review of the bylaws cannot commence at this time and the Bylaws will be revoked in July 2024. Elected Members should consider the risks detailed in paragraphs 46-48 if considering this option.

### Financial Considerations - *Whaiwhakaaro Puutea*

35. This is a regular operating activity funded through the 2021-31 Long-Term Plan and is within existing operating budgets.

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

36. Staff confirm that the review of the bylaws, complies with Council's legal and policy requirements.
37. The legislative requirement to review the bylaws provide a deadline of 5 July 2024 to complete the reviews.

### Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

38. 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').
39. 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. The recommendations set out in this report are consistent with that purpose.

## Social

40. Reviewing the Cemeteries and Crematorium Bylaw is an opportunity to ensure Council best supports the Social Wellbeing of Hamiltonians by ensuring individuals, family, and whaanau have safe, healthy, and equitable access to farewell and remember loved ones.
41. The review of the Cultural and Recreational Facilities Bylaw provides an opportunity to ensure Council is best enabling the community's safe access to facilities that strengthen social wellbeing through art, culture, sport, recreation, and education.

## Economic

42. Review of the Bylaws will provide opportunity for the community to provide feedback on fees and other costs that can be taken into consideration.

## Environmental

43. Cemeteries contribute to environmental wellbeing by ensuring that burials and cremation occur in safe and lawful ways. The bylaw ensures that all options for burial and cremations continue to be safe and protect environmental wellbeing.

## Cultural

44. A review of the Bylaws provides an opportunity for alignment with He Pou Manawa Ora, and to seek input from Mana Whenua through the engagement period.
45. Our cultural and recreational facilities are community hubs that support the wellbeing of the community to share stories, values, customs, and to play. The bylaw cements rules for shared use of these spaces which enable the community to take advantage of these opportunities in a space that is safe.
46. Cemeteries are inherently culturally sensitive and have a high level of cultural significance across the community. Review of the Cemeteries and Crematorium bylaw provides an opportunity to ensure that cultural wellbeing is being supported through the implementation of the bylaw.

## Risks - *Tuuraru*

46. If the staff recommendation is not approved both bylaws will be revoked on 5 July 2024 as per legislative requirements ([s160A, LGA](#)).
47. Without the Bylaws it will be more difficult to effectively manage processes and protocols at our cemeteries, crematorium, and recreational and cultural facilities. In continuing to have the Bylaws Council will minimise compliance and reputational risk.
48. Unmanaged risk can lead to non-compliance with relevant legislation and may result in enforcement action on Council (including prosecution).

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

### Significance

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

### Engagement

50. There is a statutory requirement to consult as per legislation outlined below.

51. [Section 156](#) of the LGA provides direction on the level of public engagement required throughout the review process.

## Item 7

### **Attachments - *Ngaa taapirihanga***

There are no attachments for this report.

# Council Report

Item 8

**Committee:** Community and Natural Environment Committee

**Date:** 16 February 2023

**Author:** Kelvin Powell

**Authoriser:** Helen Paki

**Position:** City Safe Unit Manager

**Position:** General Manager Community

**Report Name:** Civil Defence Emergency Management (CDEM) Quarterly Update

|                      |      |
|----------------------|------|
| <b>Report Status</b> | Open |
|----------------------|------|

## Purpose - *Take*

1. To inform the Community and Natural Environment 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 six-month period July to December 2022.

## Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Community and Natural Environment 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 and Natural Environment 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 Team Leader (**Attachment 1**) covers the period July to December 2022 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. Updates are included on the following issues:
  - i. Operational Deployments
  - ii. Capability Assessment
  - iii. Service Level Agreement renewal
  - iv. Training update
7. Staff consider the matters in this report have low significance and that the recommendations comply with the Council's legal requirements.

## Discussion – *Matapaki*

### Operational Deployments

8. In late August a national request was received for the deployment of additional CDEM trained staff to support the Tasman and Marlborough areas who were responding to significant flooding issues across their region.
9. Seven Hamilton City Council staff were deployed to Nelson over a 10-day period and performed a variety of roles including welfare support, logistics support and leadership, intelligence collation and recovery activity.
10. The feedback received indicated that all our staff performed to very high levels during this event. Staff were able to seamlessly integrate into the emergency response - a good indicator that our local training and exercising programme is achieving its purpose.

### Capability Assessment

11. In November 2022, an external monitoring and evaluation assessment of Council's emergency management progress was undertaken to measure achievement of goals in the National CDEM Strategy, and to benchmark Council's capacity and capability to perform the required emergency management roles and responsibilities.
12. The report provided an overall capability assessment result of 75.1% (an increase from the last assessment in (year) of 70.9%), demonstrating an increased levels of knowledge and experience across the CDEM team. High scores were achieved in the areas of capability to respond to and manage emergencies, leadership, local welfare structure and staffing, and public information.
13. Further opportunities for development were identified in the areas of recovery planning structures and arrangements, hazard research, and developing a wider understanding of the city hazard scape, community engagement and education on community risk profiles and community resilience.
14. The result of the assessment is viewed as being a fair score and should provide the Committee with a good level of confidence that Council can provide a creditable and professional response to local emergencies that may arise.

### Service Level Agreements

15. The existing service level agreement with Waikato Regional Council (via the Waikato Group Emergency Management Office) to deliver CDEM activity on behalf of Hamilton City Council is due to expire in May 2023.
16. The current service level agreement covers shared access to the Emergency Operations Centre (EOC) at the Genesis Building, the employment and supervision of two Emergency Management staff dedicated to delivery of the Hamilton City CDEM workplan, and space for the setup of the City Safe CCTV Monitoring Office.
17. The total cost of the shared service contract approved by Council in 2016 was \$3.1M (now 3.31M) spread over the six years and nine-month life of the contract at an annual contract cost of \$480,000. Negotiations have commenced to develop a new Service Level Agreement and will be reported to this Committee at a later date. Funding for the renewed Service Level Agreement is allocated in the 2021-31 for Long Term Plan at the same annual rate as current.

### Training

18. This quarter has seen an increased focus on training with 12 staff having completed their Foundation course and 20 staff having completed their Intermediate level training. 11 staff undertook specialist Intelligence function training.
19. Hamilton now has 190 staff who have completed their Foundation level training and a further 133 staff who have completed both their Foundation and Intermediate level training.
20. The goal is to reach 250 staff who are trained to the Intermediate level.

### Financial Considerations - *Whaiwhakaaro Puutea*

21. 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 \$480,000. This has been allocated through operational budgets.

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

22. 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*

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 wellbeing's').
24. The subject matter of this report has been evaluated in terms of the 4 wellbeing's during the process of developing this report as outlined below. The recommendations set out in this report are consistent with that purpose.

### Social

25. 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

26. An emergency event of significance can have a major impact on the economic wellbeing of the city. The investment in reduction and readiness activity and a continued focus on developing resilience across all groups within the 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

27. 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

28. The planned application of emergency management activity is focused across all cultures and groups within the city. Emphasis is placed on working in partnership with Kirikiriroa-Hamilton's mana whenua. There has been added focus on 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.

## Risks - *Tuuraru*

29. 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

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

## Attachments - *Ngaa taapirihanga*

Attachment 1 - Waikato Group Emergency Management Office Team Leader Report (1st and 2nd Quarter).

To: Hamilton City Council (HCC)

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

Author: Mark Bang – Partnerships Team Leader, CDEM Group Emergency Management Office

Date: 16 February 2023

Subject: Hamilton City Council CDEM Quarterly Report – Quarters 1 and 2 – July to December 2022

**Priority Work Programme summary:**

1. The work programme for the 2022 / 2023 financial year has been structured to incorporate and align the actions and recommendations from the:
  - a. Waikato CDEM Group Plan actions prioritised by Coordinating and Executive Group (CEG)
  - b. The HCC Capability report recommendations (2019 and Nov 2022)
  - c. COVID 19 after action report recommendations (2020) prioritised by CEG
2. All actions in the plan have been prioritised as High, Medium or Low. The current focus is on high priority actions and these work areas focus on response capability. Below is an aggregated report on those work areas.
3. Since the last report in July 2022 the after-action report for Exercise “Tahi” has been approved and an independent Capability Assessment report has been received in November 2022. Recommendations from both reports are incorporated in the CDEM workplan. Further details about both reports are included further in this agenda item.
4. In the reporting period there have been several impacts on delivery of the workplan:
  - a. One of the two emergency management officer positions has been vacant for three months
  - b. The administrative support has been vacant for three months
  - c. Ongoing impacts on staff from COVID 19 and seasonal flu

Key:

| Status | Description  |
|--------|--|
| Green  | On track   |
| Orange | Off track in respect of timing and / or scope. No risk to the work area          |
| Red    | Off track in respect of timing and / or scope. Help needed or has been requested |

| Work area             | Status | Comments   |
|-----------------------|--------|--|
| Welfare               | Orange | <ul style="list-style-type: none"> <li>Delivery of the key priorities in the approved Welfare Business Plan have been interrupted by staff vacancy.</li> <li>The Welfare function in HCC has been well established for a long time so the activities highlighted in the local business plan are ongoing in nature, rather than transformative and there are no concerns that HCC is able to quickly establish a welfare response if required.</li> </ul> |
| Training & exercising | Green  | <ul style="list-style-type: none"> <li>The requirement to test the effectiveness of training through an annual exercise is a LTP measure for all CDEM Group members.</li> </ul>  |

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|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>The assessment for the 21/22 exercise was 44% (late developing). The target for 22/23 exercise is to be in the advancing category (&gt;60%).</li> <li>Targeted programs for training for the staff will be delivered to meet the target leading up to the annual exercise in May 2023.</li> </ul>  |
| <b>Recovery</b>  |  | <ul style="list-style-type: none"> <li>The contractor engaged to do an analysis of the Group capability and arrangements in Recovery delivered their report in November 22. In December the Group Recovery Managers have agreed a workplan where they can collectively contribute to the agreed recommendations.</li> <li>The HCC Recovery Plan and arrangements will be reviewed and improved through the HCC staff contribution to the Group workplan.</li> <li>Further detail is included in this report below.</li> </ul>   |
| <b>Operational readiness (staff, facilities &amp; functions)</b> |  | <ul style="list-style-type: none"> <li>Activity in this work area is in a continual improvement phase (as opposed to development).</li> <li>Focus has been on IT improvements and Standard Operating Procedure (SOP) development because of recommendations from exercise "Tahi". The SOPs and resources for the alternative EOC in Duke Street have also been getting attention.</li> </ul>  |
| <b>Communications / ICT</b>                                      |  | <ul style="list-style-type: none"> <li>Continual improvement is made in this area in accordance with recommendations from exercise "Tahi" and ongoing development of communication and IT systems.</li> </ul>   |
| <b>Resilience</b>  |  | <ul style="list-style-type: none"> <li>Work to include overland flow paths in Hamilton to the Waikato Region hazards portal has still not been completed. The intent is that the portal becomes a one stop shop for hazards information in the region. The information is available on the HCC flood path viewer. CDEM and hazard information on the HCC website is currently being updated.</li> <li>Community resilience will be a large focus for FY22/23 and communities of interest have been identified with the HCC Community Development team to begin with. They include elderly, migrant, Pasifika and disability groups. This work has stalled due to vacancy and is being picked up again in 2023. Its planned to make this a multi-agency approach with other emergency services.</li> </ul> |

#### Group Recovery review and recommendations:

5. An independent review of the Group and Territorial Authority (TA) recovery plans and arrangements was presented to the CEG at it November 2022 meeting. There were 7 recommendations in the review. Both the review and recommendations have been contributed to and discussed by the HCC Recovery Manager/s.
6. CEG resolved:
  1. To accept recommendations 2,3,4 and 7 and tasked the Group Emergency Management Office (GEMO) to coordinate the delivery of them with the TAs;
  2. To task GEMO to coordinate further work on recommendations 1,4 and 6 and report back to the March 2023 meeting with further advice / recommendations.
7. The recommendations referred to are:
  1. *That the Recovery Planning framework and Plan content/structure be adopted and incorporated into the next CDEM Group Plan.*
  2. *That the CDEM Group Plan place responsibility for local Strategic Recovery Planning at the Council Executive level, with local Operational Recovery Planning being the responsibility of the Local Recovery Manager supported by the Emergency Management Office.*
  3. *That the Group Office facilitate scenario planning workshops based on the top priority hazards identified through the current CDEM Plan Risk Review, to develop modular arrangements/resourcing required to manage recovery.*

4. *That a standardised recovery sector structure and membership be adopted through the CDEM Group Plan and a regional contacts database for both regional and local sector groups be maintained by the Group.*
  5. *That the Group Office establishes an annual calendar of Recovery events, which includes quarterly Recovery Managers meetings, Group-specific training, and engagement with all core Sector Group members at least annually.*
  6. *That:*
    - a. *the recommended Recovery Work Plan in Section 4.2 be adopted and responsibility assigned to CEG members for resourcing, implementation and monitoring and*
    - b. *the CEG members be asked to report back to the next meeting confirming their ability to deliver.*
  7. *That the updated CDEM Group Plan make provision for secondments and external appointments of Recovery Managers in large-scale events.*
8. The proposed workplan referred to in the recommendations seeks to make collective progress. Rather than each TA working alone to develop a Strategic Recovery Plan, TAs can have a local business plan to deliver the Group Strategic Recovery Plan at the appropriate levels. This is a successful model of delivery that is proven in the Welfare function.

#### **HCC CDEM Capability Assessment:**

9. In November 2022, a Civil Defence Emergency Management (CDEM) Capability Assessment was undertaken at HCC. The result was 75.1% (advancing capability) up from 70.9% (advancing capability) when HCC was last assessed in 2019. Several recommendations have been made for HCC to include in its organisational work plans.
10. The purpose of the assessment was to provide a snapshot of current CDEM performance using national objectives and key performance indicators, and to highlight areas of strength and areas for continuous improvement. It is a requirement of the Service Level Agreement with Waikato Regional Council that the assessment is repeated bi-annually.
11. HCC has improved significantly in its emergency response capability compared to a similar assessment undertaken in 2019 whereas other areas have remained largely the same. To quote from the report summary: *"Future emergency management efforts for Hamilton City Council could focus on consolidating existing hazard risk research and refreshing its understanding of other hazard vulnerabilities to reframe the city's understanding of its exposure to potential disruptions, and support its emergency management capability before, during and after an emergency"...* *"The council has a good understanding of its flooding risk, but understanding around its wider hazardscape, and engaging with its communities around those vulnerabilities seems more anchored to the perception that Hamilton is the 'safest place in the country', which may not be the case."*
12. In the authors opinion it becomes increasing hard to make significant movement in the capability score from an already high score. We can expect incremental improvement rather than large shifts as we creep closer to the "mature capability" (>80%). Further opportunities for development were identified in the areas of recovery planning structures and arrangements, hazard research and developing a wider understanding of the city hazard-scape, community engagement and education on community risk profiles and community resilience.

**Exercise “Tahi”:**

13. Exercise “Tahi” was conducted in May 22 and in the previous report to the Committee an undertaking to report the outcomes of the exercise assessment was given.
14. The exercise involved 15 staff and the design and conduct heavily impacted by the COVID19 restrictions at the time. An independent evaluation was conducted using an assessment tool designed and approved by CEG for use across all TA’s. The scenario was a severe weather event and was designed to practice all elements of the Emergency Operations Centre (EOC).
15. The assessment for the exercise was 44% (late developing). This is lower than we would expect given our knowledge of HCC Capability and as indicated by the Capability Assessment conducted by Simplicity which puts response capability in the “mature” category..

**Key points from the exercise assessment:**

- **Activation** of the EOC was via the WHISPIR communication tool. This was mostly successful and improvements were identified in the use of the system.
- **Communication** channels for information coming into and leaving the EOC were not well understood. This was mostly due to use of MS Teams as an information management tool for the first time. Improvements and training opportunities in the use of MS Teams were identified.
- Transition to **Recovery** and **shift changeover** elements were not practiced due to the truncated nature of the exercise. They will be included in future exercises.
- **Staff participation** was enthusiastic and excellent feedback was given with improvement suggestions coming directly from the participants. They all requested further training / drills and more exercising. A strength of HCC’s response capability is the “can do” attitude and willingness of staff.

**Next steps:**

- The recommendations in the after action report will be incorporated into the CDEM workplan
- Lessons learnt will be incorporated into the exercise design and conduct for the next annual exercise (May 2023) and the target score is >60% (advancing category). Exercise development is the focus for Emergency Management staff in the first four months of 2023.
- A staff training / drill program is implemented to focus on the improvement areas identified.

**Other matters of note during the quarters:**CDEM Group projects

16. The key pieces of work committed to by CEG which are currently being project managed by Group Emergency Management Office (GEMO) and contributed to by HCC:
  - a. Operationalising the **deployment policy and response framework** remains a priority.
  - b. The **engineering lifelines** vulnerability study – stage 1 is complete and stage 2 has commenced with councils holding workshops to identify priority transport routes. The HCC assets teams continue to contribute to this project.
  - c. The ongoing collaboration and involvement in the **Group Recovery** workplan

- d. The **Group Plan hazard and risk assessment** is ongoing and will be completed early 2023. HCC staff have contributed to this. The Group Plan review will be parked at the completion of this work and will await changes to the CDEM Act, National Plan and National Disaster Resilience Strategy Roadmap. We anticipate a draft CDEM Bill to be introduced to the house in early 2023.
- e. Work on identification of options for frameworks to provide for **iwi / Māori participation throughout the CDEM system** in the Waikato is ongoing. In the meantime HCC will focus on deployment of the Māori CDEM Framework (approved by CEG) into its local emergency management response structures.

#### Governance and Management

- 17. Following the local body elections HCC nominated **Councillor Emma Pike** to be its CDEM Joint Committee member. The Joint Committee had its first meeting on 12 December where they elected:
  - a. **Chair – Councillor Anna Park** – Taupō District Council
  - b. **Deputy Chair – Councillor Lou Brown – Waipā District Council**
- 18. Upcoming CDEM Group meetings include:
  - a. Coordinating and Executive Group (Helen Paki) – 10 March
  - b. Joint Committee (Councillor Emma Pike) – 27 March
- 19. Service Level Agreement:
  - a. CDEM for HCC is delivered through a service level agreement with Waikato Regional Council (delivered through GEMO).
  - b. The SLA expires in August 2023 unless extended and management discussions are continuing.

#### Government reform programme:

- 20. At its May meeting CEG agreed to focus on five priority reforms which have the most connection with emergency management and which the Group may be well placed to influence. Since then there have not been any significant updates on Emergency Management Reform (Trifecta Programme), Resource Management Reform, Climate Change Response Programme and the National Adaptation Plan reform areas.
- 21. Time frames for submissions on the various relevant reforms are fluid (and in some cases unknown). The CEG and Joint Committee both have structures in place to consider and approve Group submissions outside their normal meeting timetable if required.
- 22. The CEG working group of Gareth Green, Wayne Allen, Neville Williams, Helen Paki, Garry Towler, and Andrew Loe was established in May 22 and in November 22 it was agreed they will give focus on submission to the Draft Review into the Future for Local Government Report and this is due 28 February.

# Council Report

**Committee:** Community and Natural Environment Committee

**Date:** 16 February 2023

**Author:** Helen Paki

**Authoriser:** Helen Paki

**Position:** General Manager Community

**Position:** General Manager Community

**Report Name:** General Managers Report

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

## Purpose - *Take*

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

## Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Community and Natural Environment Committee receives the report.

## Executive Summary - *Whakaraapopototanga matua*

3. This report provides updates to Elected Members on activities, actions, or projects contained within the plans or strategies for which this Committee and the relevant General Manager have responsibility over and for which significant progress has been made.
4. An update on the City Investment Programme Leadership Forum and City Investment Programme is included in this report.
5. The external funding secured to date has secured 82% of its 3-year (2021-24) revenue in 1.5 years. It has also succeeded in securing an additional 682K for operational initiatives.
6. There are no immediate budget implications or requests arising from this report.
7. Staff consider the decisions required in this report to have low significance and that the recommendations comply with the Council's legal requirements.

## Discussion - *Matapaki*

### City Investment Programme Leadership Forum update

8. Last year the City Investment Programme was established as a long-term, strategic partnership approach to attracting investment for agreed high impact projects that deliver a shared vision for a better Kirikiriroa Hamilton.
9. City Investment Programme will align the projects that will have the greatest impact for our city with the right funding partners and ensure external funding targets are achievable and sustainable.

10. The City Investment Programme Leadership Forum is the strategic leadership group for the Programme and brings together elected members, senior staff, private sector leaders and funders to do this with a city-wide lens. Elected Member representatives on the City Investment Programme Leadership Forum for this triennium were appointed by the Council at the end of 2022.
11. Staff will provide regular updates on programme progress to the Community and Natural Environment Committee.
12. The City Investment Programme Leadership Forum will meet quarterly in February, April, July, and October.
13. The first formal meeting will be held on Tuesday 21 February at 3pm.

**City Investment Programme Leadership Forum confirmed membership**

14. Towards the end of 2022 the Chief Executive, following consultation with the Mayor and the (then) Council representatives on the City Investment Programme Forum (Crs Hamilton, Bunting and Maangai Te Ua), extended invitations to four external people to join the Leadership Forum.
15. The confirmed membership of the City Investment Programme Leadership Forum is as follows:

| Name                  | Role  |
|-----------------------|---|
| Mayor Paula Southgate | Chair   |
| Cr Kesh Naidoo-Rauf   |   |
| Cr Ryan Hamilton      |   |
| Cr Moko Tauariki      |   |
| Lance Vervoort        | Chief Executive                                       |
| Helen Paki            | General Manager Community                             |
| Dennis Turton         | CEO Trust Waikato<br>External Representative          |
| Chris Joblin          | CEO Tainui Group Holdings<br>External Representative  |
| Todd Charteris        | CEO – Rabobank New Zealand<br>External Representative |
| Charlotte Chuen       | Director DTI Lawyers<br>External Representative       |

**Staff Responsible for the City Investment Programme:**

- Helen Paki – General Manager Accountable
- Lee-Ann Jordan – Senior Managing Officer for City Investment Programme
- Anita McKegg – City Investment Director (Leadership Forum Convenor)
- Lisa Topcsov – External Funding Manager

**City Investment Programme status update**

16. The 2021-2024 (3 year) City Investment Programme budgeted project revenue target is \$6.7M. To date the programme has secured \$5.496M, which is 82% of the target in the first half of the 3-year period.

17. In addition to the project revenue target, the community group external funding secured \$682K towards smaller operating initiatives including planting at WNHP, River safety Initiative, Museum programmes, Aquatics programmes and an education programme across Visitor Destinations.
18. Key focus projects last year were Hamilton Gardens (raised \$1.850M) and Sports Parks Floodlighting Project (raised \$2.3M).
19. A new approach included a working group for the Floodlighting project bringing key sector stakeholders and key funders together to help raise the total funding needed. This working group has now been dissolved as to the total target has been raised but this approach will be utilised for further campaigns.
20. A focus over the next 12-24 months is to open new revenue streams through the development of a corporate programme. This is currently in the early stages of building key relationships and defining project priorities and campaigns.

### Options

21. No options are available for the Committee to consider.

### Financial Considerations - *Whaiwhakaaro Puutea*

22. There are no financial implications for the Committee to consider.

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

23. Staff confirm that the recommendation complies with the Council's legal and policy requirements.
24. Staff have also considered the key considerations under the Climate Change Policy and have determined that an adaptation assessment and emissions assessment is not required for the matter(s) in this report.

### Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

25. 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')
27. 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.
28. The recommendation set out in this report are consistent with that purpose.
29. The City Investment Programme will identify opportunities and prospects for funding that will benefit the social, cultural, economic, and environmental wellbeing of communities in Hamilton. Assessment criteria is currently being developed to ensure there is an equitable spread and the greatest possible impact across measures including wellbeing outcomes, geography, demographics, and sectors.

### Risks - *Tuuraru*

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

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

31. 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**

32. 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.

## 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. Creative Partnerships Fund - Milestone Payments | ) Good reason to withhold<br>) information exists under<br>) Section 7 Local Government<br>) Official Information and<br>) Meetings Act 1987 | Section 48(1)(a)   |

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

|          |   |                   |
|----------|---|-------------------|
| Item C1. | to enable Council to carry out negotiations | Section 7 (2) (i) |
|----------|---|-------------------|