

**Notice of Meeting:**

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

**Date:** Thursday 26 October 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**

### ***Te Komiti Haapori me te oranga o te Taiao***

### **OPEN AGENDA**

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**Membership**

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

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

|                |                             |                    |
|----------------|-----------------------------|--------------------|
| <b>Members</b> | Mayor Paula Southgate       | Cr Louise Hutt     |
|                | Deputy Mayor Angela O'Leary | Cr Andrew Bydder   |
|                | Cr Maxine van Oosten        | Cr Geoff Taylor    |
|                | Cr Moko Tauariki            | Cr Sarah Thomson   |
|                | Cr Ewan Wilson              | Cr Emma Pike       |
|                | Cr Mark Donovan             | Cr Melaina Huaki   |
|                | Vacancy                     | Maangai Olly Te Ua |

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

**Meeting Frequency:** Six weekly

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Amy Viggers  
*Mana Whakahaere*  
Governance Lead

**17 October 2023**

Telephone: 07 838 6727  
Amy.Viggers@hcc.govt.nz  
www.hamilton.govt.nz

## 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:** 26 October 2023

**Author:** Arnold Andrews

**Authoriser:** Michelle Hawthorne

**Position:** Governance Advisor

**Position:** Governance and Assurance Manager

**Report Name:** Confirmation of the Open Community and Natural Environment Committee Minutes - 10 August 2023

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

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

That the Community and Natural Environment Committee confirm the Open Minutes of the Community Committee Meeting held on 10 August 2023 as a true and correct record.

## Attachments - *Ngaa taapirihanga*

Attachment 1 - Community and Natural Environment Committee Open Unconfirmed Minutes 10 August 2023

## Community and Natural Environment Committee

### *Te Komiti Haapori me te oranga o te Taiao*

## OPEN MINUTES

Minutes of a meeting of the Community and Natural Environment Committee held in the Council Chamber and via Audio Visual Link, Municipal Building, Garden Place, Hamilton on Thursday 10 August 2023 at 9.31am.

#### PRESENT

|                              |   |
|------------------------------|---|
| <b>Chairperson</b>           | Cr Kesh Naidoo-Rauf                                 |
| <b><i>Heamana</i></b>        |   |
| <b>Deputy Chairperson</b>    | Cr Anna Casey-Cox                                   |
| <b><i>Heamana Tuarua</i></b> |   |
| <b>Members</b>               | Deputy Mayor Angela O'Leary (via Audio Visual Link) |
|                              | Cr Maxine van Oosten                                |
|                              | Cr Moko Tauariki                                    |
|                              | Cr Ewan Wilson (via Audio Visual Link)              |
|                              | Cr Louise Hutt                                      |
|                              | Cr Andrew Bydder                                    |
|                              | Cr Geoff Taylor (via Audio Visual Link)             |
|                              | Cr Sarah Thomson (via Audio Visual Link)            |
|                              | Cr Emma Pike (via Audio Visual Link)                |
|                              | Cr Melaina Huaki                                    |

|                       |  |
|-----------------------|--|
| <b>In Attendance:</b> | Helen Paki – General Manager Customer and Community      |
|                       | Paul Blewman - City Safe Operations Manager              |
|                       | Maria Barrie - Unit Director Parks & Recreation          |
|                       | Rebecca Whitehead - Unit Director Community Services     |
|                       | Paula Murdoch – Libraries Director                       |
|                       | Luke Archbold - Parks Asset Manager                      |
|                       | Liz Cann - Aquatics Director                             |
|                       | Matthew Vare -Programme Manager Nature in the City       |
|                       | Emily Coffey - Senior Communication & Engagement Advisor |
|                       | Daan Blokker- Senior Parks Planner                       |
|                       | Narelle Waite - Strategy and Policy Advisor              |

|                          |                                     |
|--------------------------|-------------------------------------|
| <b>Governance staff:</b> | Amy Viggers – Governance Lead       |
|                          | Arnold Andrews – Governance Advisor |

*The meeting was opened with a karakia.*

#### 1. Apologies – *Tono aroha*

**Resolved:** (Cr Naidoo-Rauf/Cr Casey-Cox)

That the apologies for early departure from Cr Tauariki and Cr Bydder, and for partial attendance from Mayor Southgate (Council Business) and Cr Donovan (Council Business) are accepted.

2. **Confirmation of Agenda – *Whakatau raarangi take***  
**Recommendation / Resolved:** (Cr Naidoo-Rauf/Cr Hutt)  
That the agenda is confirmed.
3. **Declarations of Interest – *Tauaakii whaipanga***  
No members of the Committee declared a Conflict of Interest.
4. **Public Forum – *Aatea koorero***  
Emma Brookes and Rena Schuster (Turn and Gymnastic Circle) spoke to Item 6 (Chair's Report) concerning the demand on Community facilities and how Hamilton City Council staff have been supporting them with their needs.
5. **Confirmation of the Open Community and Natural Environment Committee Minutes - 13 June 2023**  
  
**Resolved:** (Cr Naidoo-Rauf/Cr Casey-Cox)  
That the Community and Natural Environment Committee confirm the Open Minutes of the Community and Natural Environment Committee Meeting held on 13 June 2023 as a true and correct record.
6. **Chair's Report**  
  
The Chair took her report as read. Along with staff, she responded to questions from Elected Members concerning the Facilities Co-ordinator position.  
  
**Resolved:** (Cr Naidoo-Rauf /Cr Casey-Cox)  
That the Community and Natural Environment Committee:
  - a) receive the report; and
  - b) requests that staff investigate the role of a city-wide facilities co-ordinator and report back with options and costings to the Long-Term Plan for further consideration.
7. **Civil Defence Emergency Management (CDEM) Quarterly Update**  
  
The City Safe Operations Manager introduced the report and noted that there has been a CDEM exercise in July that would be reported to the next meeting. He responded to questions from Elected Members concerning the success of the exercise, the number of incidents that staff have been called to assist in the last 6 months and the messages going out to the community when there is an incident.  
  
**Resolved:** (Cr Pike/Cr van Oosten)  
That the Community and Natural Environment Committee receives the report.
8. **Kia oho te mauri o Kirikiriroa Hamilton City Libraries Strategy 2023-2033**  
  
The Unit Director Community Services introduced the new Libraries Director Paula Murdoch and outlined the purpose of Kia oho te mauri o Kirikiriroa Hamilton City Libraries Strategy 2023-2033. Staff responded to questions from Elected Members noting that visitor numbers, memberships and books issued had doubled since the opening of Te Kete Aronui Rototuna Library, organisations that Council has partnered with regularly, how the libraries intended to increase their partnership with other parts of Council and how gaps in service may be addressed in the Long Term Plan.

**Resolved:** (Cr Hutt/Cr Tauariki)

That the Community and Natural Environment Committee:

- a) receives the report;
- b) approves Kia oho te mauri o Kirikiriroa – Hamilton City Libraries Strategy 2023-2033; and
- c) notes that annual reports on progress against the strategy outcomes, which will include updates on key actions from the action plan, will be presented to the Community and Natural Environment Committee from July 2024.

#### 9. Waikato River Safety Project Update

The Parks Asset Manager introduced the report in particular the 8 actions approved at the 14 June 2022 Community and Natural Environment Committee meeting. Staff responded to questions from Elected Members concerning learn to swim programmes, Wellington Street beach erosion, risks to Council, scope of the work, funding, signage, and the formation of a regional communication strategy that was dependant on partnership funding.

**Resolved:** (Cr van Oosten/Cr Casey-Cox)

That the Community and Natural Environment committee receives the report.

#### 10. Nature in the City Progress Update

The Parks Asset Manager introduced Matthew Vare the new Programme Manager for Nature in the City. The Senior Communication & Engagement Advisor then demonstrated the, soon to be released, Nature in the City app. Staff responded to questions from Elected Members concerning accessibility information that would be included on the app, the volunteer form that would link directly to organisations working in the gullies, greater inclusion of mana whenua stories, the promotion campaign, and next steps.

**Resolved:** (Cr Casey-Cox/Cr Hutt)

That the Community and Natural Environment Committee receives the report.

#### 11. Open Space Provision Policy Review

The Senior Parks Planner outlined the report, in particular the consultation process.

**Resolved:** (Cr Naidoo-Rauf/Cr Casey-Cox)

That the Community and Natural Environment Committee:

- a) receives the report;
- b) approves consultation on the draft Policy (**Attachment 1**) to occur from 5 September 2023 to 3 October 2023; and
- d) notes that submissions on the draft Open Space Provision Policy will be heard by the Regulatory and Hearings Committee prior to being referred to the Community and Natural Environment Committee for deliberation.

#### 12. Cemeteries and Crematorium Bylaw - approval to consult

The Strategy and Policy Advisor spoke to the report and noted the process followed to develop the draft bylaw. Staff responded to questions from Elected Members concerning consultation with iwi.

**Resolved:** (Cr Tauariki/ Cr Huaki)

That the Community and Natural Environment Committee:

- a) receives the report;
- b) approves the draft Statement of Proposal (**Attachment 1**);
- c) approves the draft Cemeteries and Crematorium Bylaw (**Attachment 2**) for consultation; and
- d) approves public consultation from 23 August 2023 to 20 September 2023.

### 13. Resolution to Exclude the Public

**Resolved:** (Cr Naidoo-Rauf/Cr Casey-Cox)

#### **Section 48, Local Government Official Information and Meetings Act 1987**

The following motion is submitted for consideration:

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

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

| General subject of each matter to be considered  | Reasons for passing this resolution in relation to each matter   | Ground(s) under section 48(1) for the passing of this resolution |
|--|--|--|
| C1. Confirmation of the Public Excluded Community and Natural Environment Committee Minutes - 13 June 2023 | ) 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)   |
| C2. Peacocke Neighbourhood Park  |  |  |
| C3. Civic Award Recommendations July 2023  |  |  |
| C4. Recommendation from the Community Grants Sub-Committee meeting 19 July 2023                            |  |  |

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 maintain legal professional privilege   | Section 7 (2) (g)     |
|          | to enable Council to carry out negotiations  | Section 7 (2) (i)     |
| Item C2. | to enable Council to carry out commercial activities without disadvantage  | Section 7 (2) (h)     |
|          | to enable Council to carry out negotiations  | Section 7 (2) (i)     |
| Item C3. | to protect the privacy of natural persons  | Section 7 (2) (a)     |
| Item C4. | to protect information which is subject to an obligation of confidence and disclosure would likely prejudice continual supply of | Section 7 (2) (c) (i) |

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similar information where it is in the public interest for that information to continue to be available

**The meeting moved to the public excluded session at 10.51am.**

**The meeting was declared closed at 11.15am.**



# Council Report

Item 6

**Committee:** Community and Natural Environment Committee

**Date:** 26 October 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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Teena koutou katoa,

Welcome to the final Community and Natural Environment Committee for 2023!

There has been a lot happening over the past few months and I'd like to start by thanking those of you who attend and contribute to the working groups we have set up. The Community grants working group has concluded and there are now two active groups – "Playgrounds" and "Sport and Recreation". Council staff and Elected Members have the opportunity to brush over the finer detail of these programmes and gain a broader understanding of the landscape we find ourselves in. All committee members are welcomed to attend.

This portfolio is a large one and many Councillors work to cover different areas. I have asked Councillors Casey-Cox and Donovan to share their brief highlights in this report. Thank you for your contribution.

This report covers 3 topics:

- Community houses update
- Update from Deputy Chair Anna Casey-Cox
- Update from Sports Ambassador Cr Mark Donovan

## **Community Houses Update**

Deputy Anna and I have been visiting many of our community houses in recent months. We have been warmly welcomed into these spaces and house managers have taken the time to discuss their highlights, challenges, and opportunities with us. It has been an enlightening exercise for us to learn about all the good stuff that's happening out in the community, but also surprising to learn how much growth and demand these houses are facing.

"Thank you" doesn't sound adequate to show our huge appreciation and gratitude for our community houses and the community heroes who work there to service the needs of our diverse city. Each house is different – uniquely shaped to serve their community. We acknowledge all our community houses, staff, and volunteers. Thank you for supporting those around you and being the shining beacons of hope and help in our city.

Cr Anna and I can never remember to take photos on our visits! I have asked each house to provide us with a short summary of their recent highlights. Thank you, Julie, and team, for putting this together. This summary is attached at the end of this report. Thank you to Council staff – Julie, Philippa, Vik, and team for providing ongoing and unwavering support to our community houses.

## **Update from Deputy Chair Anna Casey-Cox**

### ***Nature and Open Spaces***

As a Council, we demonstrate our commitment to Te Ture Whaimana partly through the work we do in our gullies and natural areas. Our planting and regeneration of the gully forest flora, with our amazing community volunteers, ultimately impacts the wellbeing of our streams that flow into the awa. Similarly for Lake Rotoroa, we are implementing strategies to monitor and improve water quality and lake ecology.

Our parks team do an excellent job engaging with community networks to develop our lake work. This work is vital if we are to prevent persistent cyanobacteria blooms in the lake.

The extreme weather events associated with Climate Change have wide ranging impacts. During my recent gully visits, I have seen our Nature in the City team working hard with our community to control weeds while ensuring that our gully banks can stand up to intense rainfall and new plantings can survive drought. Also in our gullies, pest control is having positive results. Our Community Restoration Advisor, Aimee Nooyen, recently spotted a Korimako (bellbird) in the Mangakotukutuku gully. Excitingly, the level of visitor engagement with our gullies is expected to increase. Our Nature in the City app is rating high in national travel app downloads!



Our city's residents have been enjoying our cities flowering koowahi and cherry trees. We received this photo from a resident thanking us for the beautiful cherry trees in Jansen Park. Our Tree Policy, currently under development, will ensure that trees in our parks and streets, are well-tended.



### **Youth**

Several of our City Councillors have attended Htown Youth Connect hui throughout the year. These hui bring together organisations who are committed to making a difference for young people in our city. At these hui, we frequently hear that there is too little for young people to do in our city. Ensuring that our city is positive and engaging for young people is an important consideration and links strongly to our strategic priority of being a fun city with lots to do. Our community development team has undertaken a gaps analysis that will be useful in informing our Ten-Year Plan.

### **Update from Sports Ambassador Cr Mark Donovan**

As the shorter and cooler winter days and nights fade away... we turn our attention to summer sports. Shouts of "How's that" will soon ring out across many of the city parks. Naturally, more daylight and warmer conditions also means we get to enjoy a huge variety of sports and recreational activities. Hamilton is a city that achieves fantastic results, regionally and nationally, it's fair to say we love our sport! Alas, a lot of our time outdoors for our sport loving children and adults is prohibited due to Mother Nature and under resourced facilities. There is one sentence that can pour water on a dream of sporting greatness... "you can't play today because the fields are closed", insert sad face, disappointed sighs, and shattered dreams emoji. Followed by parents/care givers scrambling to come up with a suitable substitute other than a screen to help release the energy. Artificial turf is a viable option currently being explored to expand the use of our sport fields.

A report commissioned by Sport Waikato justified the need for artificial turf at various sites throughout the city.

- i. That aside, Hamilton City hosted the annual upper north island secondary schools netball tournament (UNISS) at the iconic Minogue Park. The Sport Waikato team were there continuing their amazing work to promote sportsmanship and participation.
- ii. Hamilton City was represented in the Men's Senior Premier Rugby finals by Marist, narrowly going down to fierce foes Hautapu in a well fought out match.
- iii. Our Netball Silver Ferns successfully held onto the Taini Jamison Cup at Globox Arena; and
- iv. The Northern United Men's Football team enjoyed the taste of success over their cross town rivals Melville as well as winning the Waikato A Division and also the Waikato Cup.

Weather predictions are positive for a summer that yields a high return on participation, so tune yourself in for the sound of bat on ball, put away the (under used) winter sports equipment and gear up for a sizzling schedule of summer sports around the city and beyond.

### Highlights from Hamilton's Community Houses

#### ***Pukete Neighbourhood House***

Pukete Neighbourhood House has a number of active programmes in their community. These include before, afterschool and holiday programmes, Freestore (food), advocacy services, school lunches, craft classes and a range of other community activities.

They have had many highlights for the year, however, the standout is their Hāngī event hosted for Matariki. With the support of local business, they were able to provide a community lunch for over 300 people! Amazing to see some many people, of all walks of life joining together to celebrate the significance of Matariki.



Some highlights from their key support and programmes are:

- i. Family Support Worker – has had over 10,000 interactions with, or on the behalf of members of our community as they navigate challenges with Work & Income, Kāinga Ora, ACC.
- ii. Community Connector – Supported over 1700 Whānau, for over 5,600 individuals. They were able to distribute over \$63,000 worth of funding to address immediate hardships families faced in our community.
- iii. Childrens Programmes – They cared for over 24,000 children, 1726 of which were children living in emergency accommodation. With the help of MSD and Te Whatu Ora, they provided a holiday programme free of charge for children in emergency accommodation.
- iv. School Lunches – Their kitchen produced over 61,500 lunches for hungry children in school.

#### ***Te Papanui Enderley Community Trust***

Arising from feedback from their community, Te Papanui determined there was a need for more community events.

This year Te Papanui held a Sports Day in March, a 1<sup>st</sup> year Celebration in June, Top Team event at the end of September and now they will have a touch module running from Enderley Park running from Oct and Summer Jam (3x3 basketball) with Youth Town in November. They will finish of with the end of the year FERN Christmas at the Park held at Enderley Park. These events





align with their community and needs, and they have more planned for next year.

### ***Te Whare o Te Ata Fairfield/Chartwell Community Centre***

A major highlight for this year their after-school program which began in Term 3. The program caters for a capacity of 15 children for free.

They celebrated their 1st anniversary in their new location on the 13 September 2023. The event was well supported by parents and students, with 150 people attending the celebration with a special item from Fairfield Primary School Kapa Haka.

TWOTA Board updated their Strategic Plan through a successful workshop. Following the Strategic Plan development, the staff were able to complete an operation plan through a follow up workshop.



The history of Te Whare O Te Ata has been compiled. Utilising the concrete planter boxes at Te Whare O Te Ata, a gardening workshop in collaboration with Desert Springs and Kaumatua program is being held.

### ***Settlement Centre Waikato***

The Huri Whenua (sod turning) at the Settlement Centre Waikato occurred on the 16 May 2023. This is a highlight as it marks the beginning of the development of the Centre and the event was attended by the five hapuu. The building which is underway with an expected completion date for end of April 2024.

Other achievements include:

- Decypher interpreting and translation jobs – 9,491
- Driving programme lessons delivered – 3,556 with 489 successful participants
- 52 different groups hired the Centre
- 447 new registrations were completed
- 59 clients received employment support, 40 secured employment
- 131 families received cost of living support



### ***Waimarie Hamilton East Community House***

Highlights for the year include:

The Hamilton City Council Welcoming Fund Grant played a pivotal role in financing the Professional Speaking for Migrants program, which in turn empowered individuals from the Hamilton East community to enhance their speaking skills and boost their self-confidence.

Partnered with Hamilton City Council for Welcoming Week and a newly established Hamilton East interagency to tackle ongoing issues in the neighbourhood. The Waimarie Board has also created a new 5-year Strategic Plan (2023 – 2028) to increase collaborative partnerships, grow the community garden into a food forest and host local talent to share their skills with the community.



13898 clients were helped in the past year, 42% are food clients.  
6 board members (2 have recently joined), 5 paid staff, 21 volunteers.

### **Te Whare Kokonga (Hamilton South Community Centre Assn.)**

Te Whare Kokonga offer a local neighbourhood drop-in centre that provides a range of support services from budgeting, food parcels to information on housing and employment.

The highlight this year has been gaining funding under the Safer Cities project to implement a more targeted approach to engaging with young people. The intention is to have one or two set programmes run each week. These programmes will focus on education (whether in schools or with other providers), employment, creative arts, practical home skills like cooking and parenting, and on-site education in areas like computer skills. The programme is aimed at 13–21-year-olds. In the last 12 months Te Whare Kokonga have provided over 2,000 families with food parcels or kai from their Pataki pantry, supported 51 people looking for work, 500 people benefited from beautifying bader, 2,207 people provided with produce from the community garden and 2,760 people have dropped into the centre to connect and seek support for a variety of reasons.



### **Glenview Community Centre Inc.**

Smooth Starts has been a resounding success for engaging with tamariki and boosting school attendance.

Glenview Community Centre saw their collaboration with Hamilton City Council on He Waka Eke Noa, Matariki Rising and Your Neighbourhood Melville as extremely valuable as part of collaborating with key stakeholders and creating opportunities to engage with the community.



Another highlight was Children's Day with around 5000 people engaged in Children's Day activities across the city and at Hamilton City Council facilities (Waterworld, Waikato Museum, Hamilton Libraries and Hamilton Zoo).

A newly established Kapa Haka Roopu at Glenview with almost 50 members from the community. They have served almost 2,000 food clients through their free kai/store. A small power packed team of 4 delivering high-quality services.

### **Western Community Centre**

This year, Western Community Centre distributed an additional 1,300 free fruit trees to neighbourhoods throughout Hamilton West. Since the project took root a decade ago 3,362 fruit trees have now been planted in 617 households and 475 fruit trees have found a home in our public spaces.

Every day, the centre witnesses the impact of this initiative and it's evident that this project is yielding significant positive results. Many households who have received these fruit trees over the years generously contribute by dropping off surplus produce, allowing the centre to extend the benefits to even more individuals in our community. The most recent initiative was made possible through the generous support of the Lottery Grants Board.



Other achievements include:

162 groups, organisations, and faith-based, education providers used the community centre

93 unique services were provided during the year

155 plus volunteer opportunities

1,904 venue bookings

403 food parcels distributed to whaanau self-isolating from COVID and needing kai

50-100 families collecting kaivolution food and school leftover lunches

### **Good News Community Centre (Te Rongopai Community Trust)**

The Good News Community Centre based in Nawton/Crawshaw has over 8,000 people accessing the Centre and its community events each year.

Serving on average 500 people every week, the Centre provides a variety of programmes and services including; Te Reo Maaori classes, Raranga classes, Hub (afterschool drop in programme), golden agers, basketball sessions, free kai store, whanau afternoons (games and meals), soup cafe, youth employability programme and Youth St mentoring programme.



The centre runs a number of free community events and holiday sessions throughout the year.

A key focus for the Centre is youth development. They run a youth mentoring programme called Youth St where youth are mentored one on one to ensure a successful transition from school to the next stage of life with a focus on seeing the Rangatahi engaged in post school – work or study. The centre takes a holistic approach to mentoring and cover the areas of Taha Tinana (physical well-being), Taha Hinengaro (mental and emotional wellbeing), and Taha Wairua (spiritual well-being). The programme is currently supporting over 50 youth and have a strong partnership with Nga Taiatea Wharekura, Te Kopuku High and Fraser High School.



# Council Report

**Committee:** Community and Natural Environment Committee

**Date:** 26 October 2023

**Author:** Aimee Haycock

**Authoriser:** Helen Paki

**Position:** Parks Planner

**Position:** General Manager Customer and Community

**Report Name:** Ashurst Park Reclassification - Deliberations Report

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

## Purpose - *Take*

1. To provide the Community and Natural Environment Committee with information requested by the Regulatory and Hearings Committee on 22 August 2023.
2. To obtain feedback from the Community and Natural Environment Committee about the reclassification of the proposed part of Ashurst Park from Recreation Reserve to Local Purpose (Community Facilities) Reserve.

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

3. That the Community and Natural Environment Committee:
  - a) receives the report;
  - b) notes that the feedback and direction provided at this meeting is to be incorporated into the final report concerning the approval of the reclassification of the approximately 6500m<sup>2</sup> portion of Ashurst Park, as shown indicatively on the plan included as **Attachment 1**, from Recreation Reserve to Local Purpose (Community Facilities) Reserve, to be presented to the Council meeting of 14 December 2023.

## Executive Summary - *Whakaraapopototanga matua*

4. The Pukete Neighbourhood House (PNH) has outgrown the space they currently occupy in the Te Rapa Sportsdrome. In 2021, PNH made a submission to the Long Term Plan (LTP) seeking a purpose-built facility from Council.
5. A business case identified Ashurst Park to be the most appropriate site for the new facility and The Community and Natural Environment Committee approved the build on Ashurst Park, and the commencement of the reclassification, at the 18 April 2023 meeting [[Agenda](#), [Minutes](#)].
6. The process to reclassify a portion of Ashurst Park to Local Purpose (Community Facilities) Reserve was initiated so that Council could consider a lease for PNH for the proposed facility, and so that the proposed activities in the facility aligned with the underlying classification. This process has been undertaken in accordance with the Reserves Act 1977.
7. Public consultation on the reclassification was undertaken from 20 June - 21 July 2023.



8. During the submission period, Council received 282 submissions, and 25 of those were heard at the 22 August 2023 Regulatory and Hearings Committee.
9. Based on the submissions received and heard, staff recommend that the partial reclassification of Ashurst Park be deliberated upon by the Committee.
10. The report seeking a decision to either approve or decline the reclassification will be brought to the 14 December 2023 Council meeting.
11. Staff consider the recommendation has medium significance due to level of public interest, the statutory requirements relating to the process, and that the recommendations comply with the Council's legal requirements.

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

12. The Pukete Neighbourhood House (PNH) has been operating out of the Te Rapa Sportsdrome since 2005 but has outgrown the space available. Details about the services PNH provide are outlined in the hearings report [[Agenda](#)].
13. A submission from PNH was made to Council as part of the 2021 LTP, seeking to work collaboratively with Council to develop a purpose-built facility that would allow them to better serve the community. The proposal was successful, and funding was allocated to the proposal.
14. In early 2023 Council staff commissioned a business case [ page 207 of the [Agenda](#)], which recommended that the best location for the purpose-built facility would be near the Ashurst Avenue entrance to the park.
15. Benefits of the proposed site included the road frontage, the walkability from the school and proximity to community, and the ease of access from the site to a range of transport modes. More information about the proposed location options is included in **Attachment 2**.
16. The Community and Natural Environment Committee approved the new community facility build on Ashurst Park, and the commencement of the reclassification, at the 18 April 2023 meeting.
17. Staff visited residents in the area after the April Committee meeting. As a result of meeting with residents (and prior to the notification to reclassify), staff proposed a variation on the location for the facility. This location (Option 1 in **Attachment 2**) was used throughout the reclassification process.
18. The whole of Ashurst Park is currently classified as Recreation Reserve under the Reserves Act 1977 (the Act). Under section 54 of the Act, Council can only grant leases on recreation reserves for recreation and sporting activities and for purposes complementary to the public use and enjoyment of the reserve. A reclassification of part of Ashurst Park to Local Purpose (Community Facilities) reserve is required to ensure the proposed new activity will align with its reserve classification, and for a lease to be granted to PNH for that site.

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

19. During the public notification period (20 June - 21 July 2023), Council received a total of 282 submissions and 25 verbal submissions were heard at the 22 August 2023 Regulatory and Hearings Committee [[Agenda](#)] [[Minutes](#)].
20. An insights report, which includes information about the communications and engagement approach and submissions received, is available in the hearings report.

## Key themes from consultation

### Submissions and level of support for the proposal

21. Council received a total of 282 submissions. Of the resulting 282 submissions, 166 (59%) supported the reclassification. There were 106 respondents (38%) who submitted in opposition to the change. Seven (2%) were unsure or did not have a view on the reclassification and three (1%) did not answer this question.
22. The key themes from the respondents who supported the proposal, when asked to explain their positions were that:
  - i. They support Pukete Neighbourhood House (PNH) receiving a new facility;
  - ii. They believe the proposal will benefit the community;
  - iii. They consider the proposal will increase community engagement;
  - iv. They believe the proposal will result in increased visibility and accessibility of PNH;
  - v. The facility may reduce anti-social behaviour, and some submitters advised they would feel safer using the park;
  - vi. Some submitters would enjoy having a café facility alongside the playground;
  - vii. There will be increased event space available to the community.
23. The key themes from the respondents who were not supportive of the proposal, when asked to explain their positions, were that:
  - i. They support the community house, but do not support the proposed location;
  - ii. They have a desire to preserve green spaces and protect biodiversity;
  - iii. They are concerned about the potential for increased traffic;
  - iv. They are concerned about the potential for increased anti-social behaviour;
  - v. They are concerned about the potential for increased noise levels;
  - vi. The building will negatively impact neighbours views into the park;
  - vii. The building will reduce the openness of the green space;
  - viii. They do not support the removal of the existing playground (some also noting concerns around a smaller replacement playground, or the time without a playground during its replacement).

### Mana Whenua feedback

24. Council staff engaged with mana whenua prior to the opening of the submission period to advise of the proposal, the reclassification process, and gauge the level of involvement sought within the reclassification process. All parties advised that while they were interested in the proposal and project itself, they did not require any further information regarding the reclassification.

### Petition Received

25. Staff received a petition against the Reclassification of Ashurst Park from Mr John Miller on 18 August 2023.
26. A copy of the front page of the of the petition is available as **Attachment 3**.
27. Staff were able to validate the petition with 152 signatures meeting the requirements outlined in our Standing Orders available [here](#).
28. Mr Miller has been offered an opportunity to speak to his petition for up to 5 minutes, at the 26 October 2023 Community and Natural Environment Committee meeting.

### **Regulatory and Hearings Committee Meeting**

29. Twenty-five submitters were heard at the 22 August 2023 Regulatory and Hearings Committee.

30. At the conclusion of verbal submissions, staff were asked by Elected Members and Maangai to provide further information on a range of matters. The issues raised are outlined and addressed in Table 1 (below).
31. In response to concerns by the public, staff have looked at a wider range of location options.
32. Details around all of the location options that have been considered are provided in **Attachment 2**.
33. Further assessment and consultation may be required before any of the of the options could be progressed.

#### **Other Issues Raised during the Hearing**

34. The table attached as **Attachment 4** outlines other issues raised by Elected Members at the conclusion of the verbal submissions.

#### **Process following deliberations**

35. Following deliberations, staff will consider feedback from Elected members and report back to the 14 December Council meeting for a decision on reclassification.

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

36. The reclassification is a regular operating activity funded through the Long Term Plan.
37. Costs relating to the proposed change of classification will be met by the Parks and Recreation operational budgets.
38. The cost of carrying out the reclassification are estimated to be approximately \$10,000 including public notices, gazette notices and the boundary survey. Staff time costs have been estimated at \$2,500.
39. The PNH project itself is being funded through the Community Facility Development programme budget and has not been included in the financial considerations of this report.
40. Where possible, costs associated with other options are included within **Attachment 2**.

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

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

#### **Climate Change Impact Statement**

42. Staff have assessed this option against the Climate Change Policy for both emissions and climate change adaptation.
43. Staff have determined no adaptation assessment is required.
44. Staff have determined no emissions assessment is required.

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

45. 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').
46. 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.
47. The recommendations set out in this report are consistent with that purpose.

## Social

48. The partial reclassification of Ashurst Park provides an opportunity for increased social interaction and participation within the community through the provision of more purposeful and accessible community facilities, and the provision of programmes that promote social wellbeing. It is noted that PNH already provides a wide range of community services from their current location within the Te Rapa Sportsdrome, however operating out of a purpose-built facility that is easily accessible by those residents who need to access them, will allow PNH to better serve their community.

## Economic

49. Having the new community facility within the surrounding residential community would increase social vibrancy and amenity to the space. The community centre has the potential to create greater economic activity and employment opportunity through the establishment of a social enterprise café.

## Environmental

50. Having the new community facility within the surrounding residential community may bring value by increasing vibrancy and attractiveness to the space. The community centre has the potential to create greater economic activity through the establishment of a café space that is proposed within the centre.

## Cultural

51. The hearing provided individuals and communities with an opportunity to discuss how the reclassification has an impact on their ability to retain, interpret and express their cultural values. Community houses bring cultural benefits to the users by allowing an opportunity for cultural expression, and by providing a meeting space for members of the community to gather.
52. Waikato Tainui, Ngaati Wairere and Te Haa o te whenua o Kirikiriroa (THaWK) have been consulted with directly on the proposal. No submissions have been received, however email correspondence has confirmed their general support for the proposal. All parties seek the opportunity to be further involved in the design process with the project team.

## Alignment with HCC Strategies and Policies

### Open Space Strategy

53. While the proposal does involve the siting of a building on an open space, and thereby reducing the green open space as sought in Outcome three, it is noted that the proposal strongly aligns with Outcome two ensuring the open space is well used and meets the diverse needs of our community.

### Community Facilities Strategy

54. The proposal aligns completely with this strategy, whereby the vision aims to establish an *effective network of quality Community Facilities that improve the wellbeing of Hamiltonians*, through the purpose of working *alongside key partners to ensure there is a network of spaces and places for community connections*. Outcome 2 specifically highlights the need for community facilities that are *inclusive, accessible and 'fit-for-purpose.'*

### Disability Policy and Action Plan

55. Inclusive planning of open spaces, wherever possible, will ensure that they are accessible, enhancing social equity for disabled and older people. The proposal involves the development of a new community house building that will be designed with accessible features for users.

Further, the redevelopment of the playground will consider the inclusion of accessible features.

### **Risks - *Tuuraru***

56. There are no known risks associated with the hearing itself, however there is a political risk with the decision in that there is a high level of interest amongst a group of residents who are opposed to the proposed location for the new community facility.

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

#### **Significance**

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

#### **Engagement**

58. Community views and preferences are already known to the Council through the submissions received as part of the public notification of the reclassification proposal.
59. There is a statutory requirement to consult as per legislation outlined below.
60. The public notification of the proposal to reclassify a portion of Ashurst Park has been undertaken in accordance with Sections 24 and 119 of the Reserves Act 1977.

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

Attachment 1 - Pukete Neighbourhood House reclassification map

Attachment 2 - Location Options Pukete Neighbourhood House

Attachment 3 - Ashurst Park Petition

Attachment 4 - Issues Table

Attachment 5 - Public communication and engagement summary

Attachment 6 - Updated Playground Layout



## Pukete Neighbourhood House: Location Options Analysis

The following options have been considered through the development of the business case and following the approval of the project. These are:

**Option 1-** Ashurst Avenue (and variations).

**Option 2-** Te Rapa Sportdrome (addition) and 2A Te Rapa Sportdrome (standalone)

**Option 3-** Te Rapa School

**Option 4-** Karewa Place

**Option 5-** Pukete Farm Park

Further assessment and consultation would be required before options could be progressed.

### Option 1 – Ashurst Avenue

A new, purpose-built facility on the Ashurst Avenue side of Ashurst Park. The building would include two activity spaces, a community lounge/reception, training/social enterprise café and kitchen, meeting/consultation rooms, WCs and office space with an outside courtyard creating a connection with the park. A new carpark and access for back of house services has also been included.

A number of alternative layouts within the Ashurst Avenue site have been considered. Of those layouts, **Option 1** (below) was the preferred option. The building would be positioned 20 metres from the neighbouring properties on both the northern and southern boundary.

The playground would be next to the car park and front of the main building, and there would be good connection between the café, playground, and park. This option was used for engagement with the public through the reclassification process.

**Costs:** Est. \$7.853m assuming a build start date of April 2022 (i.e., no build cost escalation has been applied).

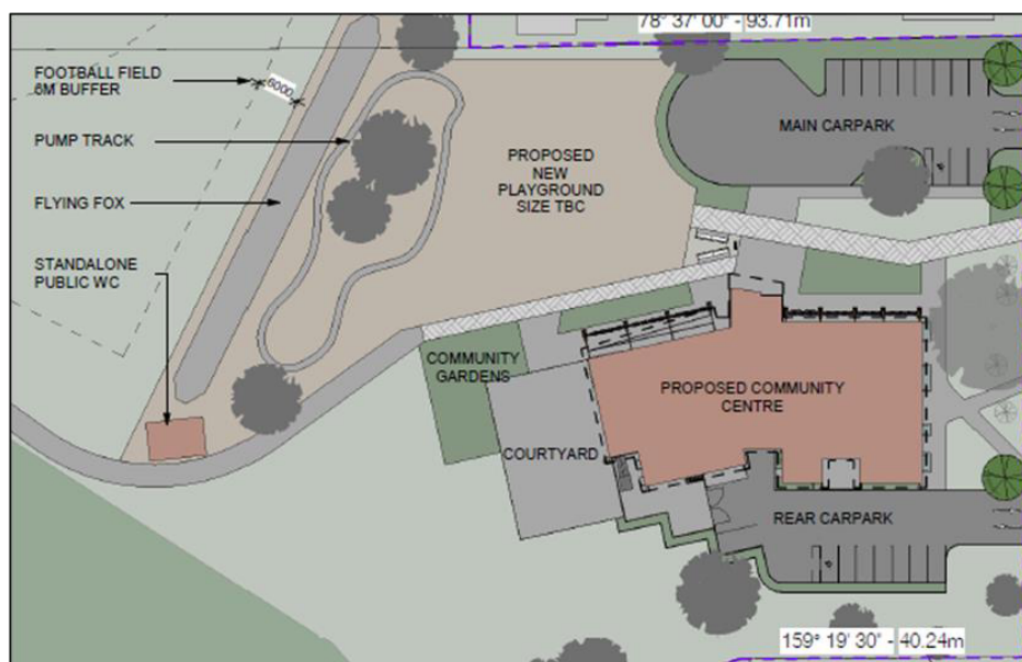


Figure 1- Option 1



## Comments:

- The building is located over 20 metres from the neighbouring properties to the north and south of the site, allowing sightlines into the park. (The visual impact of the building on neighbouring properties can be reduced through the use of native trees and soft landscaping including the use of green/grassed car parking spaces).
- The connection between the building, including the café, with the playground and park are maintained.
- Clear sightlines are maintained either side of the building, ensuring good CPTED principles can be maintained.
- The angle of the building would allow for a welcoming reception and community lounge space.
- The building has a north facing aspect.
- Connection with the local cultural sites is maintained.
- There is room for a staff car parking area at the back of the building.

## Variations on Option 1

There are four variations on Option 1 which have been developed to address concerns of the community. There would likely be negligible cost differences between the four Ashurst Park options.

**Option 1A** (below) was the first Ashurst Avenue option, originally developed through the business case. This was consulted on in the early stages of the process. This would have similar advantages and disadvantages to Option 1, however the building would be approximately 8 metres from the southern boundary.



Figure 2- Option 1A



### Option 1B – Mirrored.

This option would mirror Option 1A (the original Ashurst Avenue option shared with Elected Members through the Business Case) so it was within approximately 8 metres of the northern properties.



Figure 3 - Option 1B

#### Comments:

- Would lose benefits of north facing aspect for the rooms and café.
- The café would lose connection with park, losing appeal and potentially impacting revenue.
- With the building up against the northern boundary, pathways would get limited sun in cooler months, creating a slip risk.
- Would reduce the impact to the neighbours to the south but have a larger impact to those to the north.

### Option 1C – Building Centred on Site, with playground to south.

Option 1C (below) would position the building approximately in the middle of the site (approx. 20 metres from the northern and southern boundary) and would place the new playground on the southwest corner.

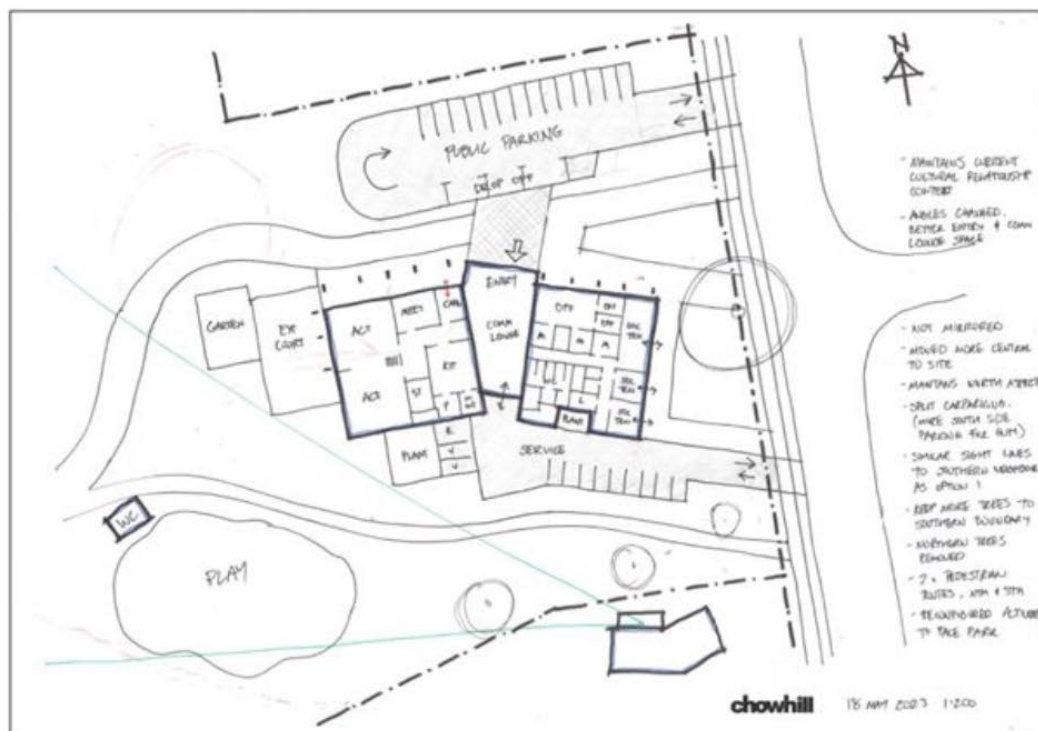


Figure 4 - Option 1C – Building Centred on Site, Playground to southwest.

Comments:

- The building is located over 20 metres from the neighbouring properties to the north and south of the site, maintaining sightlines into the park.
- The connection between the building, including the café, with the park are maintained.
- Clear sightlines are maintained either side of the building ensuring CPTED principles can be maintained.
- The angle of the building has been adjusted to create a more welcoming reception and community lounge space.
- The north facing aspect of the building is maintained.
- The connection with the local cultural sites is maintained.
- A staff car parking area has been created at the back of the building.

**Option 1 (all variations): Advantages and Disadvantages**

| Advantages  | Disadvantages  |
|---|--|
| <ul style="list-style-type: none"> <li>• Would support the context of Pukete Neighbourhood House, raising their profile and better reaching the community they serve.</li> <li>• Improved walkability (including to and from Te Rapa Primary School).</li> <li>• Good accessibility, including for disabled community and older people.</li> <li>• Standalone, for-purpose build would ensure best design outcomes.</li> <li>• Well served by public transport.</li> <li>• PNH could continue with their current operations while the new building is under construction.</li> <li>• Higher visibility would benefit the café operation (community training café that provides employment opportunities).</li> <li>• Would free up over 200m<sup>2</sup> of space for the Sportsdrome for sport related activity.</li> <li>• Most cost-effective option.</li> <li>• Main Carpark kept small with space to grow on Ashurst Ave should the demand be proven.</li> <li>• Opportunity to connect playground with services.</li> </ul> | <ul style="list-style-type: none"> <li>• Immediately adjacent to residential properties.</li> <li>• Would impair visual sight lines between the street and the park.</li> <li>• Several small trees would be removed.</li> <li>• The development area would cover approximately 5230m<sup>2</sup>.</li> <li>• This option would result in three separate facilities on or adjacent to Ashurst Park (the Sportsdrome, School and new PNH building).</li> <li>• The existing playground would need to be relocated.</li> </ul> |

## Option 2 – Extension to Te Rapa Sportsdrome

This would include refurbishing part of the existing Te Rapa Sportsdrome building and adding an 850m<sup>2</sup> extension. This would include a new entry and reception, two large multi-use spaces, small meeting/consultation rooms, a café and kitchen and community meeting spaces.

A new car park and external courtyard overlooking the park would be included. The existing volleyball courts would need to be relocated.



Figure 5 - Option 2 – Extension of Te Rapa Sportsdrome

**Costs:** Est. \$8.647m (without potential cost escalations).

The main challenges for this site would be access and visibility from Church Road. To make the gradient of the road accessible would require significant engineering works and incur major costs. It would also require a large section of mature trees to be removed and trigger a complicated consenting process. Because of these limitations the feasibility of this work has not been explored in any detail.



Option 2: Advantages and Disadvantages

| Advantages   | Disadvantages  |
|--|--|
| <ul style="list-style-type: none"><li>• Reuse of the existing building would be best for minimising the carbon emissions and would extend the lifespan of the existing building.</li><li>• Maintains a concentrated area of activity within the park, with organisations able to share facilities and resources.</li><li>• The PNH would be close to the existing Community Garden.</li><li>• There are no immediate residential neighbours that would be adversely affected.</li><li>• Would minimise the amount of park space taken up.</li><li>• Likely that only a small new Carpark is required (to comply with the District Plan).</li></ul> | <ul style="list-style-type: none"><li>• Poor accessibility due to steep access route (see accessibility report)</li><li>• Would not have benefits of being close to community and Te Rapa Primary School.</li><li>• Limitations of working with existing building may result in sub-par layout.</li><li>• Does not have any street presence or visibility (would be hidden from the road).</li><li>• Requires additional money to be spent on siteworks, e.g., volleyball courts etc.</li><li>• Would significantly disrupt the operations of the PNH (and potentially other Sportsdrome users) during the construction period (12-18 months).</li></ul> |



Figure 6 – Potential New Access off Church Road

### Option 2A – Stand-alone building next to Te Rapa Sportsdrome

This would include a standalone building (approximately 1000m<sup>2</sup> plus a courtyard of 300m<sup>2</sup>) next to the Te Rapa Sportsdrome. It shares many of the considerations associated with Option 2, however it would not have space for back of house access requirements (for secured vehicle storage, HVAC equipment, refuse/recycling etc). This option would require the relocation of the sand volleyball court (see figure 7 below).



Figure 7- Option 2A, site of standalone building next to Te Rapa Sportsdrome



### Option 3 – Te Rapa School

**Option 3** (below) would be a new purpose-built facility next to the Te Rapa Primary School site. This option would have required approval from the Ministry of Education to build on the school’s existing artificial turf (the project would be expected to fund a new artificial sports turf field on the school grounds), demolish the existing childcare facility and procure at least one residential property.

**Costs:** Est \$12.193m with no build cost escalation applied.

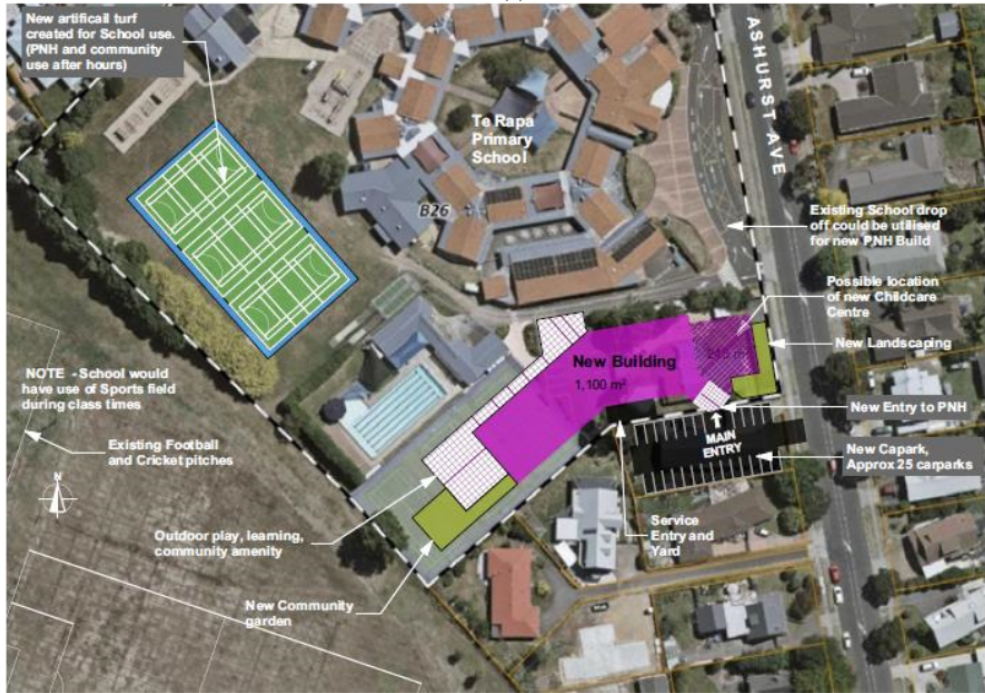


Figure 8 - Option 3 - Te Rapa School

### Option 3: Advantages and Disadvantages

| Advantages   | Disadvantages  |
|--|--|
| <ul style="list-style-type: none"> <li>• New build gives design freedom for good outcome.</li> <li>• New build can incorporate the most appropriate materials and construction techniques to minimise Carbon emissions.</li> <li>• Being adjacent to the school and possible Child Care Centre, would deliver a strong 'one-stop shop' facility to this area, with each being able to share spaces and resources.</li> <li>• Good street presence facing Ashurst Ave.</li> <li>• Relocating PNH to a new site will enable them to keep operation on their current site during the new build.</li> <li>• Would free up over 200m<sup>2</sup> of space to allow the Sportsdrome to maximise its potential as a sporting facility.</li> <li>• Does not take away any existing Ashurst grass space.</li> </ul> | <ul style="list-style-type: none"> <li>• The new site is immediately adjacent to residential properties.</li> <li>• Building on established School grounds.</li> <li>• Building on established Child Care Centre site.</li> <li>• Requires a residential property to be acquired for carparking.</li> <li>• Building would be very close to the existing residential properties.</li> <li>• Potentially the most difficult Resource Consent process.</li> <li>• Traffic congestion with school drop off and pick up times.</li> <li>• Long skinny plan layout may not be the best for internal layout.</li> <li>• May benefit school community but could make it feel less accessible to wider community.</li> </ul> |

## Option 4 – Karewa Place

The owner of the current timber yard site has obtained consent to develop the entire site including residential units, food and beverage outlets and accommodation activities (see figure 9). It is possible that HCC could procure a section of the Karewa Place site for the new PNH building. The project team have produced a high-level concept for this (figure 10)

A feasibility study would be required to ensure that vehicle access from the site could be achieved, some of the trees as part of the native planting (Oakfield Tri Forest) would need removing.

**Costs:** high-level, low confidence cost estimate \$13.7m (including land, consents and contingency)



Figure 9 – Proposed commercial and residential development on Karewa Place



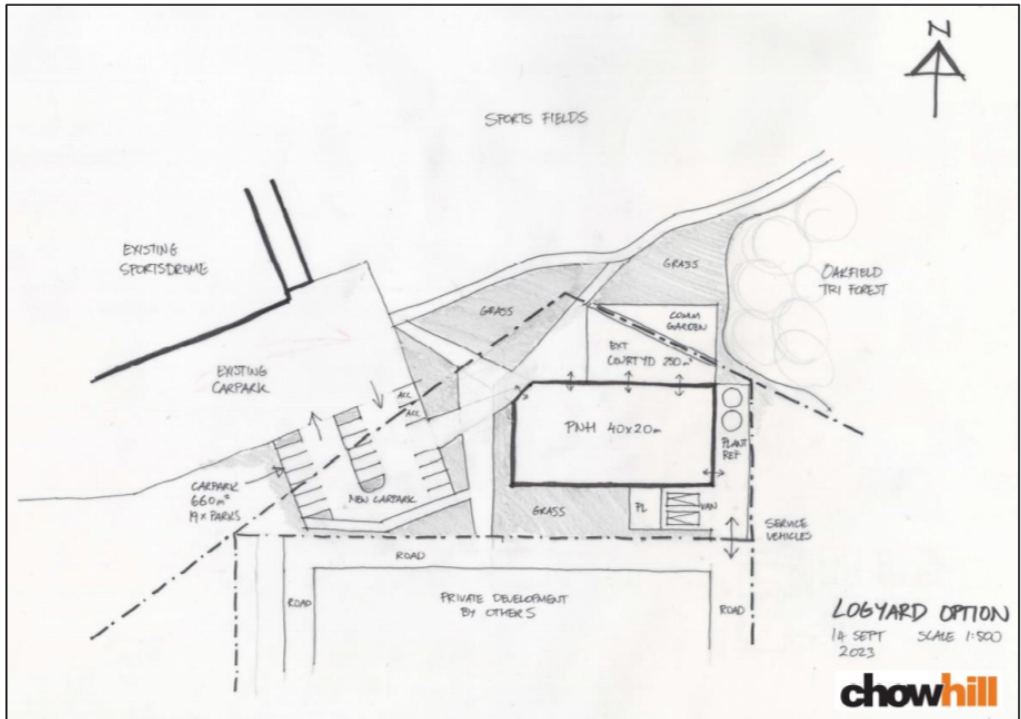


Figure 10 – Option 4- Proposed PNH Building layout on Karewa Place Site

Option 4: Advantages and Disadvantages

| Advantages  | Disadvantages  |
|---|--|
| <ul style="list-style-type: none"><li>• New, standalone build would enable best design outcomes.</li><li>• Would have limited impact on Ashurst Park.</li><li>• Would enable PNH to keep operating on their current site during the new build.</li><li>• Would free up over 200m<sup>2</sup> of space, allowing the Sportsdrome to maximise its potential as a sporting facility.</li></ul> | <ul style="list-style-type: none"><li>• Most expensive option- the cost of 3000m<sup>2</sup> land required is est. between \$1.95m and \$4.5m (not including development and consenting).</li><li>• No direct visibility from either Church Road or Karewa Place and street presence would not be improved.</li><li>• The nearest bus stop is located on an incline on Church Road so would reduce accessibility for those who use public transport.</li><li>• HCC would be reliant on the private access road being completed in advance of work (The landowner has indicated construction will commence within 12 months).</li><li>• HCC would require ongoing permission from the landowner for pedestrian access and use of the private road.</li><li>• Residential street configuration and parking may create access issues for trucks and delivery vehicles.</li><li>• There may be soil contaminants from the timber yard that would increase construction costs.</li><li>• Ecological impacts from the removal of native vegetation (would require resource consent).</li></ul> |

### Option 5 – Pukete Farm Park

Access to Pukete Farm Park is from Church Road (across the road to the north of the Te Rapa Sportsdrome). The major issue with Pukete Farm Park is its location away from Te Rapa Primary School and the residential community, and issues with the ease of access due to its location on a busy road and the surrounding industrial development. Note: A site layout or capital costs estimate have not been developed at this time.



Figure 11- Option 5 – View of Possible Site on Pukete Farm Park

### Option 5: Advantages and Disadvantages

| Advantages  | Disadvantages   |
|---|---|
| <ul style="list-style-type: none"> <li>• Standalone build would create opportunity for best design outcomes.</li> <li>• The building could be positioned on the site to have limited impact on surrounding properties.</li> <li>• Good access to all modes of transport, including the Orbiter bus route, direct off Church Road.</li> <li>• This site would have no impact on Ashurst Park.</li> <li>• The site would have good street presence facing Church Road.</li> <li>• Relocating PNH to a new site will enable them to keep operation on their current site during the new build.</li> <li>• Moving PNH out of the Sportsdrome would free up over 200m<sup>2</sup> of space for a complimentary sports-based tenant and allow the Sportsdrome to maximise its full potential as a sporting facility.</li> </ul> | <ul style="list-style-type: none"> <li>• The site has significant undulations and elevation changes so development would require major earthworks.</li> <li>• A significant number of mature trees would need to be removed.</li> <li>• The ability for the children from Te Rapa Primary School to walk to and from Pukete Neighbourhood House would be further compromised, with children needing to cross the busy Church Road.</li> <li>• The site is located primarily in a light industrial area rather than a residential area away from the PNH community base.</li> <li>• PNH would lose the connection with Ashurst Park and its facilities (including the sports fields and the Te Rapa Sportsdrome).</li> </ul> |



## **SAVE OUR PARK/PLAYGROUND AND GREEN AREA**

**STOP THE RECLASSIFYING OF THE SECTION OF ASHURST PARK OFF ASHURST AVENUE FROM RECREATION RESERVE TO A LOCAL PURPOSE RESERVE (S24 the Reserves Act 1977**



## Issues raised following Verbal Submissions

| Issue raised  | Staff Response  |
|---|---|
| Community consultation undertaken regarding the proposal          | <p>The PNH (Pukete Neighbourhood House) project development followed an April 2021 Long Term Plan submission which obtained LTP funding.</p> <ul style="list-style-type: none"> <li>Internal work was undertaken, including the development of the business case, which led to the 18 April 2023 Community and Natural Environment Committee report.</li> <li>Once the resolution was received, the project team began public engagement with the immediately adjacent neighbouring properties. In-person visits (or a letter left where no one was home) were completed on 11 May 2023.</li> <li>Through these discussions, alterations to the proposal were considered (see <b>Attachment 2</b>).</li> <li>A letter was then sent out to the wider community in early June to introduce the project and advise about the upcoming reclassification process.</li> <li>The public notification period for the reclassification ran from 20 June to 21 July 2023. This included a letter to the surrounding neighbourhood, a public notice in the Waikato Times, Facebook posts and information made available on the Council website.</li> <li>To respond to community interest, Council ran an online information session to help answer additional questions the community had. Staff endeavoured to answer relevant questions where possible.</li> </ul> <p>Following the closure of the notification period, a hearing was held 22 August 2023 for submitters to speak to their submissions.</p> <p>A timeline with key dates is included as <b>Attachment 5</b>.</p> |
| The history of Ashurst Park                                       | <p>The name Pukete is understood to be derived from a type of Maaori kit or bag (kete). The area around Pukete Paa was renowned as a centre for the manufacture of such kits and for the preparation of the Hiinau berries that the kits were typically used for. Pukete Paa was located where Braithwaite Park is currently sited.</p> <p>Ashurst Avenue was named in 1969 by the Taupo Totara Timber Company Ltd, the owners/developers of the property at the time.</p> <p>At the time of writing this report staff had been unable to find information about the history of the park or playground.</p>   |
| The options considered for the location of PNH                    | <p>There have been a range of options considered through the process which are included in <b>Attachment 2</b>.</p>   |
| The process around selecting the Ashurst Avenue entrance location | <p>A collaborative approach included the Hamilton City Council project team, the external consultant from SGL Funding Ltd, and key staff from PNH.</p> <p>A key consideration was that safe walking access would be available for children using the before and after school care programmes.</p> <p>This site was chosen because:</p> <ul style="list-style-type: none"> <li>It was the most cost-effective option.</li> <li>The site gives the design team the freedom to design a building that meets the needs of the users.</li> <li>The site significantly increases the visibility of PNH and the services they offer.</li> <li>It places the community house in the centre of the community it serves.</li> </ul>   |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>It retains the connection with Te Rapa Primary School, allowing for complementing activities.</li> <li>The site complements a proposed social enterprise café (which offers training and employment opportunities).</li> <li>It provides good, flat access for all user groups, and is well served by public transport.</li> <li>Freeing up space in the Te Rapa Sportsdrome allows the Sportsdrome to become a dedicated sports facility.</li> <li>PNH will be able to continue to operate out of the Te Rapa Sportsdrome during the construction period.</li> <li>The facilities in the new building (café, etc.) will complement the new playground.</li> </ul> |
| Design changes that have been considered through consultation with the community  | <p>Variations on the initial Ashurst Park option were considered following discussions with residents, as well as the option of rotating the building 90 degrees.</p> <p>The key change from the initial plans (prior to the hearing) was the relocation of the building to be more central on the Ashurst Avenue Road frontage. Information about the plans and variations is within <b>Attachment 2</b>.</p>  |
| The potential loss of biodiversity through the Ashurst Avenue design  | <p>A report (circulated to Elected Members) assessed the ecological and biodiversity impacts of the proposal. The report noted 13 established trees would need to be removed, 2 are young native trees (totara) and “offer little biodiversity value due to their small size and their isolation from other native plantings.”</p> <p>The other eleven trees are exotic species, and in their current context “are considered to have little biodiversity value and there will be negligible ecological impact due to their removal.”</p> <p>No notable trees are affected.</p>   |
| Opportunities available for green enhancement during development  | <p>Landscaping options will be considered as part of the development. This would include replacement planting with native vegetation following the removal of the existing trees (see above).</p> <p>During the detailed design phase, the project team would consider options for this, such as whether grass carparking may be suitable to reduce hardstand areas.</p>  |
| Whether there is a dog exercise area in Ashurst Park  | <p>Dogs are allowed on Ashurst Park provided they are on a lead and the owner keeps the dog under continuous control. Dogs may not be off lead within Ashurst Park as per the Hamilton Dog Control Bylaw 2015.</p>  |
| Concerns about the potential for antisocial behaviour, or safety or security concerns with the proposed location of the PNH | <p>The HCC City Safe team are not aware of any increased crime or anti-social behaviour around other Neighbourhood Houses and would not expect any increase if the proposal went ahead. The City Safe team recommend that design considerations, lighting and CCTV coverage would be beneficial to include in the proposal, and this would be considered during detailed design of the project.</p>   |
| Limitations for PNHs operations   | <p>Within the resource consent that has recently been lodged, the application states that the proposed hours of operation are anticipated to be 7am to 11pm Monday to Sunday. It is likely this will become a condition of consent. It is possible for the resource consent to impose other restrictions.</p> <p>PNH have advised that they do not intend to obtain a liquor licence for the site and would not allow any hireage that includes alcohol.</p>  |

|   |  |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
|---|--|---------------|--------------------|--------------|--------------------|--------------|-------------------|------------------|-------------------|------------------------------|-------------------|-----------|------------------|--------|--------------------|
| Noise impacts from the community facility on neighbours                                       | In considering potential noise emissions, the noise report (circulated to Elected Members) concluded that “sound from the proposed Pukete Neighbourhood House (PNH) activity can be controlled to levels compliant with the Open Space Zone daytime noise limit. The PNH will generate sound levels which are reasonable.”   |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
| Size and features within replacement playground   | <p>A proposed replacement playground could accommodate the same features, including a flying fox of the same length, and a pump track, without encroaching on the sports fields. A draft concept can be found in <b>Attachment 6</b>.</p> <p>The design would involve engagement with the community and include up to date accessible play features.</p> <p>Construction of the playground could run concurrently with the development of the building to reduce time without a playground. It is expected the playground will be out of service for approximately 4 months.</p>       |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
| Total area of hard surface related to the Ashurst Avenue proposal for the PNH                 | <p>Approximate hard surface areas for the proposed building (current design), accesses, and footpaths within the playground include:</p> <table> <tr> <td>1. Carparking</td><td>1244m<sup>2</sup></td></tr> <tr> <td>2. Footpaths</td><td>1004m<sup>2</sup></td></tr> <tr> <td>3. Courtyard</td><td>337m<sup>2</sup></td></tr> <tr> <td>4. Service Areas</td><td>127m<sup>2</sup></td></tr> <tr> <td>5. Building gross floor area</td><td>920m<sup>2</sup></td></tr> <tr> <td>6. Access</td><td>46m<sup>2</sup></td></tr> <tr> <td>Total:</td><td>3678m<sup>2</sup></td></tr> </table> | 1. Carparking | 1244m <sup>2</sup> | 2. Footpaths | 1004m <sup>2</sup> | 3. Courtyard | 337m <sup>2</sup> | 4. Service Areas | 127m <sup>2</sup> | 5. Building gross floor area | 920m <sup>2</sup> | 6. Access | 46m <sup>2</sup> | Total: | 3678m <sup>2</sup> |
| 1. Carparking   | 1244m <sup>2</sup>   |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
| 2. Footpaths  | 1004m <sup>2</sup>   |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
| 3. Courtyard  | 337m <sup>2</sup>  |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
| 4. Service Areas  | 127m <sup>2</sup>  |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
| 5. Building gross floor area  | 920m <sup>2</sup>  |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
| 6. Access   | 46m <sup>2</sup>   |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
| Total:  | 3678m <sup>2</sup>   |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
| Concerns about reduction in green space   | <p>The Ashurst Avenue options would take away approximately 5230m<sup>2</sup> of public green space, however there will be approximately 5 hectares of other open green space still available. There will also be an area within the reconfigured play space where activities such as picnics could take place.</p> <p>The sport fields and cricket oval take up approximately half of the overall park area. During scheduled training times or matches, the sport fields within Ashurst Park are not available to the wider public.</p>  |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
| Accessibility from Church Road if the Te Rapa Sportsdrome site was considered                 | <p>An accessibility audit (circulated to Elected Members) has considered access of the Te Rapa Sportsdrome and the proposed Ashurst Avenue location.</p> <p>The audit identified significant spatial and topographical constraints at the Te Rapa Sportsdrome site because of the contour difference between the road and the site.</p> <p>The report concluded that the proposed location at the Ashurst Avenue entrance is the more suitable and most practical from an accessibility perspective.</p>   |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
| Whether the gradient of the access from the Te Rapa Sportsdrome to Church Road can be reduced | A desktop review indicates reducing the gradient of the access from Te Rapa Sportsdrome to Church Road will require significant engineering design, earthworks, complicated consenting, and the mass removal of a large number of trees. To meet accessibility needs a long pathway would be required. This option has not been fully explored due to initial findings.  |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |
| Concerns around additional traffic from the Ashurst Avenue development                        | <p>The resource consent application includes an Integrated Transport Assessment (ITA) (circulated to Elected Members) which concludes that there are no traffic or transportation reasons to not grant approval to the development:</p> <ul style="list-style-type: none"> <li>▪ The parking and access arrangements are considered to be suitable for the proposed development;</li> <li>▪ The road network is assessed as being able to accommodate the anticipated trips from the development;</li> </ul>   |               |                    |              |                    |              |                   |                  |                   |                              |                   |           |                  |        |                    |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>Peak development traffic is likely to be generated outside typical network peak hours and is not considered to pose a significant adverse safety effect on the continued safe operation and function of the surrounding road network.</li> </ul>  |
| Whether any changes to public transport are expected                           | <p>Staff are not aware of any proposed changes to the Orbiter bus route. The current Orbiter bus route goes along Pukete Road.</p> <p>The ITA (circulated to Elected Members), confirms that “the closest bus stops are located approximately 700m walking distance east of the site on Pukete Road and are able to be accessed from Ashurst Avenue via Elmwood Crescent.”</p>   |
| How the proposal aligns with key Hamilton City Council strategies and policies | <p>Although the proposal would result in a net reduction of green open space, it would ensure the park was well used and met the diverse needs of our community.</p> <p>The proposal offers an opportunity to increase our native vegetation cover through replacement planting.</p> <p>The proposal provides an additional community facility, working alongside key partners to create a network of places and spaces that are inclusive, accessible, and fit for purpose.</p> <p>Best practice building design, material selection and operation activities will be used to reduce the carbon footprint.</p> <p>The proposed location for PNH places the community house within the neighbourhood it serves, enabling active transport modes and less reliance on cars for access.</p>  |
| People’s rights through the reclassification process                           | <p><b>Reserves Act 1977 - Reclassification</b></p> <p>Under Section 24 (2)(b)-(c) Council must publicly notify the reclassification specifying the reason or reasons for the proposal:</p> <p>Every person claiming to be affected by the reclassification proposal has a right to support or object, and may, within the 1-month notification period give notice in writing of his or her objections.</p> <p>The administering body (Council) must consider all objections and make a resolution to either accept or decline the reclassification. If Council resolves to accept the reclassification, the resolution and objections must then be passed onto the Minister of Conservation delegate (Council CE) who will make the final decision.</p> <p><b>Local Government Act 2002 – Decision Making/Significance</b></p> <p>The proposal was assessed against Council’s Significance and Engagement Policy as being of medium significance, and the reclassification was assessed as low significance.</p> <p>Council is considered to have achieved a higher level of engagement than necessary by undertaking the consultation with residents, through the hearing, letters, information sessions and social media.</p> <p><b>Resource Management Act 1991 – Resource Consent</b></p> <p>Under the RMA the people’s rights are determined through the resource consenting process. Using that framework, Council determines whether the adverse effects associated with the proposal warrant the need for the public or neighbours to be notified. If notification is required, affected parties can lodge a submission for or against the proposal.</p> <p>A resource consent application for the building has just been lodged however it is not yet known whether the application will be notified.</p> |

|   |  |
|---|--|
| Whether the PNH building, or land will be owned, leased or gifted   | Council will continue to own the reserve land. The business case also recommends the building is owned by Council. Any future option for the community group to take ownership would require a decision of a future council meeting.                     |
| Whether Lickfold Lane is public or private land   | Lickfold Lane is a private accessway and there are no easements providing public access through it.<br><br>Due to the number of landowners, it is unlikely that an easement could be obtained.   |
| Concerns whether the playground at Ashurst Park was removed from the HCC website during the public notification process | No changes were made to the Ashurst Park page on the HCC website. There are a few relevant pages on the website, including a page highlighting the offerings at Ashurst Park, a separate page detailing the playground features and a separate PNH page. |



# Pukete Neighbourhood House

## Public Communications Summary

Item 7

Attachment 5

### Timeline

#### 2020

- **17 November 2020** – Connecting Communities: Our Venues and Spaces Community Facilities Strategy approved by Community Committee.

#### 2021

- 2021-2024 Community Facilities Action Plan is established. The Action Plan noted the need to prioritise Pukete Neighbourhood House within the renewals programme.
- **7 April 2021** – LTP submission received from Jane Wood (Manager, Pukete Neighbourhood House) - <https://www.futurehamilton.co.nz/assets/Submission-attachments/SHAPING-HAMILTON-LONG-TERM-PLAN-SUBMISSION.pdf>
- **14 April 2021** – LTP Hearings, Jane Wood (Pukete Neighbourhood Association Incorporated).
- **4 May 2021** – [LTP Deliberations](#), Jane Wood and Scott Tiffany spoke to their LTP submission, noting their current limited available space. They responded to questions from Elected Members concerning collaboration with schools and the requirement for additional or new facilities. Timing was design in Year 1 and construction in Year 2.
- **25 November 2021** – staff presented an update on the Connecting Communities Strategy to the Community Committee, who made the following resolution:

*Resolved: (Cr Wilson/Cr Naidoo Rauf)*

*That the Community Committee:*

*a) receives the report; and*

*b) requests staff report to the March 2022 Community Committee on the progress of the business case and funding plan for the Enderley Community Centre and Pukete Neighbourhood House projects.*

#### 2022

- **2 March 2022** – GM report at the [Community Committee](#) updated on progress for the Pukete Neighbourhood House community centre and funding plans.

#### 2023

- **18 April 2023** – Community and Natural Environment Committee approved the building of a new community facility at Ashurst Park for Pukete Neighbourhood House, and the commencement of the legislative process to change the classification of part of the park under the Reserves Act 1977.
- **11 May 2023** – PM and PNH staff door knocked to below residents. No homeowners were home at the time, but a letter was left at each house.
  - 29 Ashurst Avenue
  - 27 Ashurst Avenue
  - 31 Ashurst Avenue
  - 31A Ashurst Avenue
  - 117 Oakfield Crescent

- 115 Oakfield Crescent
  - 113 Oakfield Crescent
- **Early June 2023** – Letter sent out to the wider community (see letter drop area below) to introduce the project and advise further information on the reclassification process will be coming.
- **16 June 2023** – Letter sent out with details of the reclassification process – including key dates, info on the information sessions and the online links.

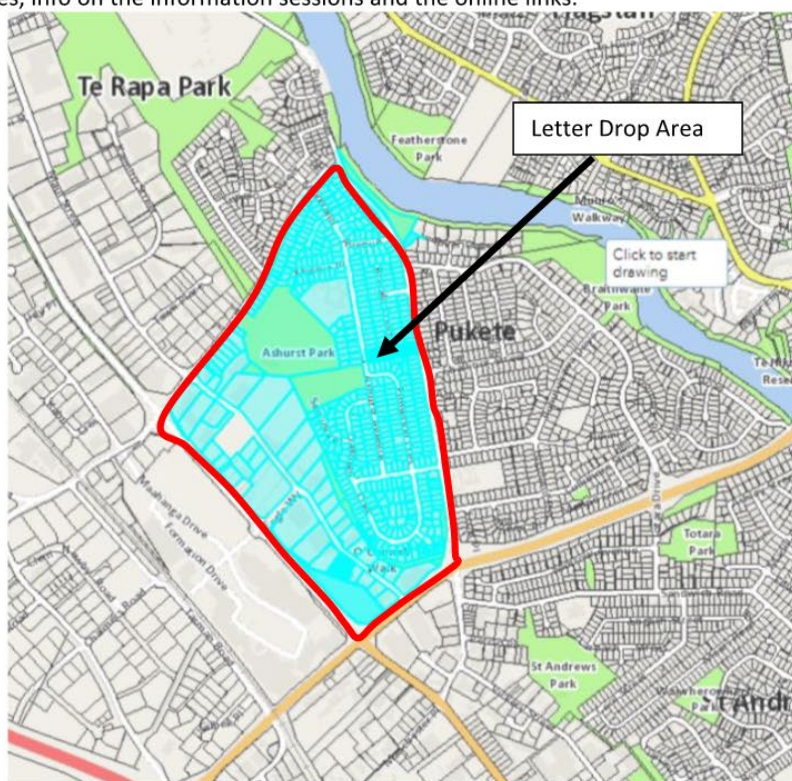
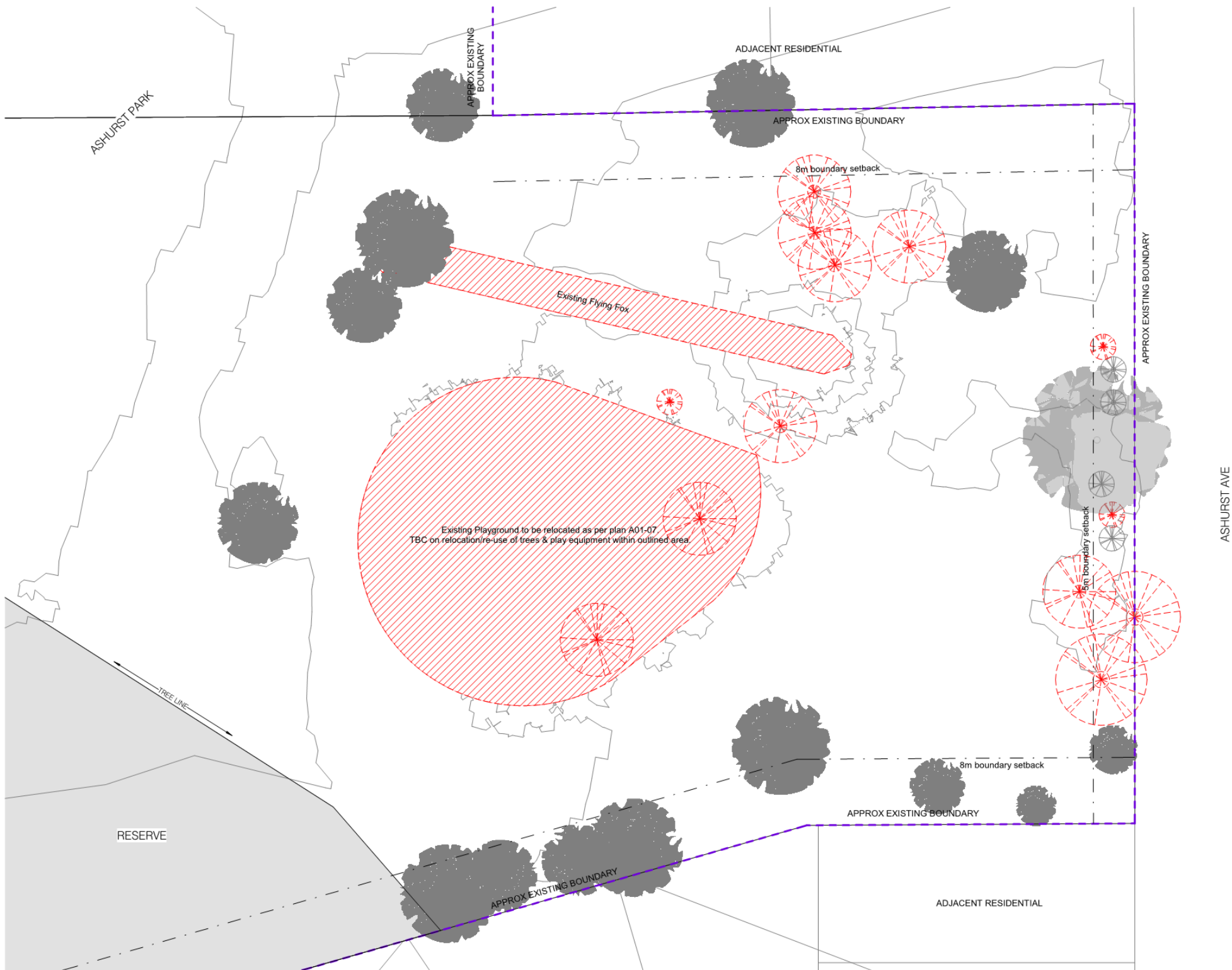


Figure 1 - Letter Drop Area, June 2023

- **Written Submissions** – closed on July 21<sup>st</sup>. See insights report for information.
- **22 August 2023** – Verbal submissions heard at the Hearings and Engagement Committee.



**DEMOLITION LEGEND**

- Approx existing boundary.
- Existing trees to be retained.
- Existing trees - optional removal.
- Existing trees - to be removed.
- Existing items (buildings, patting, equipment) - to be removed.

**KEY**

- CP: Cesspit
- DP: Downpipe
- FH: Fire Hydrant
- GT: Gully Trap
- LP: Light Post
- MH: Manhole
- PP: Power Pole
- SL: Service Lid Cesspits
- SSMH: Sanitary Sewer Manhole
- SWMH: Stormwater Manhole
- VL: Valve

- OTHER NOTES**
- Site information based on CKL Surveys + (date)
  - Demolition contractor to fully investigate the location of all services (above and below ground) prior to demolition works. Do not disconnect any public or private services to the site that would affect the continued use of those services on the site or any adjacent sites.
  - This drawing to be read in conjunction with all other resource consents and building consent applicable to this site.
  - Demolition contractor to make good all existing surfaces and features beyond the boundaries if affected by the demolition works.
  - Demolition outline scope of work:
    - demolition and removal of all buildings/structures on the site including foundations, ground beams, piles etc., inclusive of minor structures (garden sheds, carports, covered walkways, verandahs etc.).
    - disconnection and safe termination of all services connected to the removed buildings including gas, power, communications, water, stormwater and sewer. All services designated for disconnection are to be terminated clear to the boundary line, except in the case of gas, power and water, which are to be terminated at or near to the point of supply in accordance with the supply authority requirements. It is essential that the demolition contractor determines with the supply authorities prior to any disconnection that the services are exclusive to the subject site buildings and that isolation is of these services only.
    - sewer and stormwater services shall be terminated clear of the buildings to be demolished to the satisfaction of Auckland council. Catchpits and reticulation thereto shall be retained and left operable at completion of the works. The demolition contractor shall provide clear and accurate records of all services discovered and provide as-built drawings of any services altered including locations of altered connections in relation to fixed and remaining site features.
    - all fences external located on boundaries are to remain (excluding internal boundaries) unless noted otherwise. All other fencing within the site is to be removed. - all hard stand areas, kerbs, etc, are only to be to be removed/demolished if noted.
    - erection and maintenance of an approved 1.8m high temporary fence or hoarding with truck entry sized lockable gates to existing crossing noted as 'construction access' is to be maintained. This is to be removed upon completion of works or at the time the works requires.
    - installation and maintenance of silt control measures throughout the contract works (including defects period). Measures to be installed in accordance with building consent and resource consent requirements/conditions. Measures are to control silt movement to all neighbouring properties and to the site and public stormwater reticulation systems.
    - all trees as identified site to be protected with fencing of 1.8m in height erected outside the drip line of these trees to prevent works (including stockpiling, parking or any other works associated with construction works) damaging the trees and their root zone. Any works required within the dripline of such trees must be approved prior to any works and supervised by a qualified arborist.

**1 Demolition Plan**  
A01-05 1 : 250

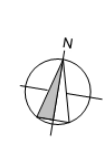
**Notes:**  
Do not scale from drawings. All data to be verified on site prior to commencement of work.

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**Original Scale**  
0 10 20 30 40 50mm

| Revision | Revision Date | Notes            |
|----------|---------------|------------------|
| A        | 11/08/23      | PO Issue         |
| B        | 25/09/23      | Resource Consent |
|          |               |                  |
|          |               |                  |
|          |               |                  |
|          |               |                  |
|          |               |                  |
|          |               |                  |
|          |               |                  |
|          |               |                  |

**Project Consultant List:**



**chowhill**

119 Collingwood St. P.O. Box 19208,  
Hamilton, New Zealand

t: +64 7 834 0348 i: www.chowhill.co.nz

**PUKETE NEIGHBOURHOOD HOUSE**

**Hamilton City Council**  
Te kaunihera o Kirikiriroa

Pukete Neighbourhood House  
Ashurst Park, Hamilton

| Demolition Plan      |          |          |                   |
|----------------------|----------|----------|-------------------|
| Design:              | Designer | Scale:   | As indicated @ A1 |
| Drawn:               | Author   |          | 50 % @ A3         |
| Check:               | Checker  | Approved | Approver          |
| 5/09/2023 2:40:24 pm |          |          |                   |
| RESOURCE CONSENT     |          |          |                   |
| Project No.          | Sheet    | Revision |                   |
| 23014                | A01-05   | B        |                   |





SITE NOTES

LEGAL DESCRIPTION AND ADDRESS

|                                  |   |
|----------------------------------|---|
| RT:                              | 274582  |
| Total Area:                      | 10.11ha   |
| Appellation:                     | Lot 1 DPSA 38343;<br>Lot 43 DPSA 14035;<br>Lot 24 DPSA 60636;<br>Lot 10 DP 367162 |
| Existing Site Coverage:          | 2010m <sup>2</sup> (1.99%)  |
| Proposed Development:            | 1072m <sup>2</sup>  |
| Total Proposed Site Coverage:    | 3082m <sup>2</sup> (2.99%)  |
| Existing Gross Floor Area (GFA): | 1745.5m <sup>2</sup>  |
| Proposed Development:            | 914m <sup>2</sup>   |
| Total Proposed GFA:              | 2659.5m <sup>2</sup>  |

REZONED AREA (SITE 1)

Please note rezoned site areas is an approximation only.

|                        |                    |
|------------------------|--------------------|
| Classification         | XXXX               |
| Approx Calculated Area | 6608m <sup>2</sup> |
| Approx Site Coverage   | 1072m <sup>2</sup> |
| Gross Floor Area       | 914m <sup>2</sup>  |

KEY

|       |                        |
|-------|------------------------|
| CP:   | Cesspit                |
| DP:   | Downpipe               |
| FH:   | Fire Hydrant           |
| GT:   | Gully Trap             |
| LP:   | Light Post             |
| MH:   | Manhole                |
| PP:   | Power Pole             |
| SL:   | Service Lid Cesspits   |
| SSMH: | Sanitary Sewer Manhole |
| SWMH: | Stormwater Manhole     |
| VL:   | Valve                  |

- - - - - Approx existing boundary.
- - - - - Proposed approx new boundary.
- Existing trees - retained.
- Existing trees - optional removal.
- New trees

1 Overall Proposed Site Plan  
A01-06 1 : 500

Notes:  
Do not scale from drawings. All data to be verified on site prior to commencement of work.

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Original Scale  
0 10 20 30 40 50mm

| Revision | Revision Date | Notes            |
|----------|---------------|------------------|
| A        | 11/08/23      | PO Issue         |
| B        | 25/09/23      | Resource Consent |
|          |               |                  |
|          |               |                  |
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|          |               |                  |
|          |               |                  |
|          |               |                  |

Project Consultant List:



**chowhill**  
119 Collingwood St. P.O. Box 19208,  
Hamilton, New Zealand  
t: +64 7 834 0348 i: www.chowhill.co.nz



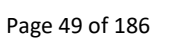
Pukete Neighbourhood  
House  
Ashurst Park, Hamilton

Overall Site Plan

|                      |          |          |                   |
|----------------------|----------|----------|-------------------|
| Design:              | Designer | Scale:   | As indicated @ A1 |
| Drawn:               | Author   |          | 50 % @ A3         |
| Check:               | Checker  | Approved | Approver          |
| 5/09/2023 2:40:25 pm |          |          |                   |

RESOURCE CONSENT

| Project No. | Sheet  | Revision |
|-------------|--------|----------|
| 23014       | A01-06 | B        |





# Council Report

Item 8

**Committee:** Community and Natural Environment Committee

**Date:** 26 October 2023

**Author:** Karen Kwok

**Authoriser:** Luke Archbold

**Position:** Recreation and Community Facilities Senior Advisor

**Position:** Parks Operational Planning and Capital Projects Manager

**Report Name:** Community Occupancy Applications - Kirikiriroa Family Services Trust and Hamilton Marist Rugby Football Club Incorporated

**Report Status**

*Open*

## Purpose - *Take*

1. To seek the Community and Natural Environment Committee's approval to grant a new 15-year community occupancy lease to Hamilton Marist Rugby Football Club for land (clubhouse and cricket nets footprint) at Marist Park.
2. To seek in-principal approval from the Community and Natural Environment Committee for Hamilton Marist Rugby Football Club's community occupancy agreement to include the land area required to enable an artificial turf with floodlights to be developed, with final approval delegated to the General Manager - Customer and Community.
3. To seek approval from the Community and Natural Environment Committee to grant a new 5-year and 10-month community occupancy lease (to align with commercial lease expiry) to Kirikiriroa Family Services Trust for land at 77 Norton Road.

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

4. That the Community and Natural Environment Committee:
  - a) receives the report;
  - b) approves a new *community group lease*, under section 54(1)(b) of the Reserves Act 1977, to **Hamilton Marist Rugby Football Club Incorporated** for land area of 905m<sup>2</sup> (clubhouse and cricket nets footprint) at Marist Park, being Part Lot 4 DPS 91207, Section 7 SO 462723 and Section 8 SO 462723 (as shown in **Attachment 1**) subject to the following terms and conditions:
    - i. Term – fifteen (15) years
    - ii. Rent - \$599.69 plus GST per annum, based on 87.5% subsidy in accordance with the Community Occupancy Policy;
    - iii. All other terms and conditions in accordance with the Community Occupancy Policy and Community Occupancy Guidelines;



- c) approves in-principal, the inclusion of land area (approximately 10,000m<sup>2</sup>) required to enable an artificial turf and floodlights to be developed at Marist Park within the community occupancy agreement to **Hamilton Marist Rugby Football Club Incorporated**, being part Section 7 SO 462723 and Section 8 SO 462723 (as shown in **Attachment 4**) subject to the following terms and conditions:
  - i. Marist to undertake fundraising for artificial turf and floodlights, with full funding to be obtained prior to construction;
  - ii. notes that resource consent has been granted;
  - iii. notes that club is to work with Parks and Recreation staff to finalise exact location and landscaping design;
  - iv. notes that club is to work with Parks and Recreation staff around governance structure (management and operation of artificial turf);
  - v. should there be any funding requirement from Council then approval is conditional on Council confirming investment in artificial turf as part of 2024-34 LTP discussions.
  - vi. a total occupancy agreement term of no more than 15 years;
  - vii. any agreement shall be subject to a 5-year review, to review the ownership, management and operational model of the artificial turf and floodlights in alignment with any future artificial turf developments in Hamilton City;
- d) delegates the approval of the artificial turf and floodlights component of the community occupancy agreement, including facility development conditions to the General Manager - Customer and Community;
- e) approves a new *community group lease* to **Kirikiroa Family Services Trust** for land (704m<sup>2</sup>) at 77 Norton Road, being Part Lot 101 Deeds 100 (as shown in **Attachment 2**) subject to the following terms and conditions:
  - i. Term – 5 years and 10 months, to align expiry with commercial lease at 79 Norton Road, being 8 September 2029;
  - ii. Rent - \$1,946.50 plus GST plus GST per annum, based on reduced subsidy (50%) in accordance with the Community Occupancy Policy;
  - iii. Notes that group are responsible for any consents required for activities;
  - iv. All other terms and conditions in accordance with the Community Occupancy Policy and Guidelines.

### Executive Summary - *Whakaraapopototanga matua*

5. Kirikiroa Family Services Trust (KFST) and Hamilton Marist Rugby Football Club (Marist) have applied for a new community occupancy lease. The community groups are eligible for community occupancy and have been assessed in accordance with the [Community Occupancy Policy](#) (Policy) and [Guidelines](#).
6. Marist have applied to renew their land lease for the clubhouse footprint and for the cricket nets built by the club in November 2022, on Marist Park. Marist have proposed to develop an artificial rugby turf with floodlights, they have \$500k of Grassroots funding and are seeking Council support in order to assist with further grant applications.
7. Staff recommend granting a 15-year community lease for land (clubhouse and cricket nets footprint) to Marist and in-principal approval of land area for proposed artificial turf and floodlights, subject to full funding being obtained as outlined in the recommendation.

8. Staff are requesting final approval of community occupancy agreement and conditions pertaining to the artificial turf and floodlights, to be delegated to General Manager – Customer and Community.
9. KFST have proposed to lease the land at 77 Norton Road, which sits adjacent to their commercial lease at 79 Norton Road. KFST plan to move the recently opened youth hub, into the scout hall. Council owns both 77 and 79 Norton Road land parcels.
10. The Scout Association of New Zealand (Scouts) currently have the community lease for 77 Norton Road and own the scout hall. Scouts support the proposal and the two parties, have signed an agreement for KFST to purchase the hall, subject to the community lease being approved and Scouts surrendering their lease.
11. Staff recommend granting a 5-year and 10 month community lease term to KFST, to align expiry with their commercial lease.
12. Staff consider the matters in this report have low significance and that the recommendations comply with the Council's legal requirements.

## Background - *Koorero whaimaarama*

### Hamilton Marist Rugby Football Club Incorporated (Marist)

13. Marist's community occupancy application has been triggered by their proposal to develop an artificial turf with floodlights and the recently developed cricket nets on Marist Park, which coincides with their upcoming lease expiry in June 2024.

### Kirikiroa Family Services Trust (KFST)

14. KFST are currently leasing 79 Norton Road, a Municipal Endowment property on a 5-year lease, with one right of renewal of 5 years. The final expiry is 8 September 2029.
15. Hamilton City Council owns the land, originally acquired by endowment from the Crown to be held by the Council for the purposes of Municipal Endowment Fund (MEF) - the proceeds from which are used to reduce the rates requirement of Hamilton. [MEF policy](#)
16. KFST have a land lease with a current commercial rent of \$34,260.00 plus GST per annum. The rent generated from MEF land is credited to the MEF Reserve. KFST own all the improvements on the property. The commercial lease is a separate agreement, alongside any Community Occupancy Agreement for 77 Norton Road.
17. KFST have proposed to lease the land at 77 Norton Road, which sits adjacent to their commercial lease at 79 Norton Road. The proposal has the support of the current community occupancy lessee; being the Scout Association of New Zealand, refer to letter of support **Attachment 5**.
18. KFST and Scouts have signed an '*Agreement for the Sale and Purchase of improvements*' for the scout hall improvement at 77 Norton Road, conditional on a community lease being obtained and Scouts surrendering their lease.
19. Scouts hold three other community leases with the Council at St Peters Park (hall), Innes Common (sea scouts boat storage) and Hillcrest Park (hall). The Norton Road site was being utilised as a training and meeting base by scout groups in the Waikato region. Scouts have indicated that these activities will be moved to another scout facility.
20. The [Community Occupancy Policy Guidelines](#) (Guidelines) enables staff to seek a community occupancy application directly from a community group, should staff deem the group the most appropriate strategic direction for future use of a site.

## Artificial Turf Needs and Demand Analysis Report

21. In preparation for the Long-Term Plan (LTP), Sport Waikato commissioned Visitor Solutions to complete an artificial turf needs and demand study on behalf of Hamilton City and Waipa District Council.
22. The report dated June 2023, recommends three artificial turfs (1 rugby and 2 football) within Hamilton to help meet field network demand shortfalls, mitigate climatic conditions impacting field condition and utilisation and due to water supply availability. Marist Park was identified as a suitable location for the rugby specific artificial turf.
23. The report also highlights that lighting is an essential component of unlocking the value of any artificial turf, increasing the usage from around 15 hours to 40+ hours per week.
24. The current LTP has \$291k of funding allocated in Year 3 for drainage to upgrade the three soil fields at Marist Park. Staff are working with Marist around timing of the drainage project to align to the potential artificial turf development and realignment of fields 2 and 3 to enable the turf to be located on field 1.

## Discussion – *Matapaki*

### Hamilton Marist Rugby Football Club Incorporated (Marist)

25. Marist (Rego: 444289) was established in 1922 and have been located on Marist Park since 2004. Marist were relocated from the Claudelands Park building (now Settlement Centre Waikato) to enable the green space to be used for informal recreation.
26. Marist's 20-year lease is for the clubhouse building footprint (608m<sup>2</sup>) and 21m<sup>2</sup> (storage area in Council changing rooms), expiring on 30 June 2024. At the time, Council approved a \$1 lease rental agreement for the term of the lease, as part of the agreed relocation terms.
27. The clubrooms provide a base for matchday operations and is a venue for meetings, coaching and social functions. It is used five nights a week for trainings and meetings and on weekends for matches. The clubhouse consists of a social area, kitchen, bar, toilets and offices. The building adjoins Council owned changing rooms.
28. Marist's purpose is to promote and encourage the growth of rugby and other sports. The multi-sport club includes rugby (660), cricket (80), netball (60), lacrosse and gaelic football (100), green and white social club (180), touch rugby and ultimate frisbee by affiliation. The club run a number of tournaments annually, such as the Power Farming Cup, National Fijian 7s, Waikato Club 7s and Gaelic National Cup.
29. Marist has a strong stable membership of 900 that has had steady growth over the last five years. The club employs two paid staff (club manager and director of rugby), in addition to 50 plus volunteers.
30. The proposed land lease area is for the clubhouse footprint (including proposed deck extension) and cricket nets as shown in **Attachment 1**. The cricket nets were recently developed in November 2022 by the club. The land area for the proposed artificial turf and floodlights can be added to the leased area, should this go ahead (see below). Marist will continue to use the storage area via a storage agreement.
31. The lease is on recreation reserve land classified for the purpose of sport and recreation activities under the Reserves Act 1977. Marist's lease is in conformity with the Sports Parks Management Plan 2009, and on this basis public notification is not required.
32. Marist's activities are permitted under the Operative District Plan.
33. The proposed rent is \$599.69 plus GST per annum based on a land area of 905m<sup>2</sup> (clubhouse footprint and cricket nets) and 87.5% rental subsidy, calculated in accordance with the Policy.

34. Staff recommend granting a land lease for a term of 15 years, which is the maximum term for a *community group owned building on Council owned land* under the Policy. Marist is a strong sustainable multi-sport club, supporting community wellbeing.

**Commercial Activity – bar and kitchen – club operated**

35. Marist operate a bar and kitchen for members and visiting teams for after training and match socialising, and for use during function hire. The usual hours of operation are Thursday and Friday evenings and on the weekends.
36. The commercial activity is ancillary to the provision of sport, providing convenience to players and visitors and a social connection space. The commercial activity supports the club's sustainability with any surplus funds applied to operational and maintenance costs.
37. Marist commercial activities have been assessed in accordance with the Policy and Guidelines. Their activities meet the commercial activity requirements under the Guidelines.
38. Staff recommend approval of the bar and kitchen to operate from the site as part of the community occupancy lease agreement.

**Facility Development Proposal - artificial turf with floodlights**

39. Early in 2023, Marist proposed to develop an artificial turf with floodlights on field 1 (in front of clubhouse) on Marist Park. Marist have been keen to pursue this project due to wet field conditions causing regular cancellations in winter, increased pressure on the sports fields and the desire to cater for additional sports.
40. Two workshops have been held between Marist, Council, Sport Waikato and Visitor Solutions to discuss report findings and assist with feasibility planning. As noted in the background section, the report recommends the development of one rugby specific artificial turf with Marist Park being identified as a suitable location.
41. Following the workshops, Marist submitted to Parks and Recreation a final facility development proposal in August 2023, which has been assessed using the Waikato Regional Active Spaces Plan facility development criteria. The proposal was supported by the assessment panel to recommend to Council for in-principal approval.
42. The Hamilton East location meets the demand and has a strong surrounding network of schools which provides the opportunity for school day use at off-peak community times. The site also sits adjacent to Eastlink Sports Hub.
43. The artificial turf although rugby specific, would also cater for additional sports such as lacrosse, football, futsal and touch rugby.
44. Marist have secured \$500k from Grassroots (of the \$2.2million total required) to be uplifted by 31 March 2024. The funding timeframe has driven the need to bring forward the lease application and to seek support from Council for the artificial turf facility development.
45. Council's in-principal support for the project will assist Marist with fundraising. Should Marist be successful in obtaining funding they plan to construct the artificial turf this summer. The remaining funds is proposed to come from additional grant funders, community philanthropy and club members.
46. Should Marist be unable to secure full funding, the project will either be delayed until funding can be obtained or will not be able to proceed in the short-term. Staff would look to include a third rugby specific artificial turf into our forward planning.
47. Marist were granted resource consent on 19 September 2023, for the artificial turf upgrade to a playing field including earthworks and floodlights.

48. Staff recommend Council provides in-principal approval for the artificial turf and floodlight development and associated community occupancy agreement for land footprint, subject to full funding being obtained and further conditions outlined in resolution.
49. Staff recommend that final approval of the artificial turf and floodlights component of the community occupancy agreement (**Attachment 3 & 4 – concept plan and proposed location**) including any facility development conditions, be delegated to Council's General Manager - Customer and Community. Staff will continue to work with Marist around the potential development.

#### **Kirikiroa Family Services Trust (KFST)**

50. KFST is a charity (CC27375) that was established in 1999. Their purpose is to improve education, health and social welfare outcomes for children and families, where the social and family circumstance is considered at risk. KFST have not previously held a community lease with Council.
51. In addition to the offices at 79 Norton Road, KFST also hold six transitional housing portfolios to provide housing, strengths-based home visits and education. KFST is a strong sustainable organisation, currently servicing 3,574 users annually and employing 70 staff.
52. In May 2023, KFST opened a youth support hub called Kimi Manaakitanga, as a crime prevention initiative that provides facilities for at-risk-youth aged 12-24 ([Media article](#)). The youth hub is being operated out of office space as an interim measure, but this space is needed for community meetings and trainings.
53. KFST have applied for a community lease at 77 Norton Road, to provide additional space for their programmes and services. Initially they intend to move their youth hub into the scout hall. The supervised hub will operate weekdays 9.30am to 6pm, providing a space to *play, stay and grow* for tamariki and rangatahi.
54. The hub will provide a safe space for youth to engage in developmental programs and activities that encourage growth, self-identity and positive self-esteem. KFST will run educational and social workshops, recreational activities and onsite mentors will integrate wrap around holistic services.
55. The site would support KFST wider programmes including early childhood education, puna taakaro, educational programmes, youth mentoring, family group conferences and hui a whanau. Funding will be from a number of government ministries, including Oranga Tamariki, Police, Ministry of Social Development, Te Puni Kokiri, and philanthropic opportunities alongside KFST own funds.
56. The land is fee simple, so not subject to Reserve Act 1977. The proposed leased area is shown in **Attachment 2**, encompassing the scout hall building and grass surrounds.
57. KFST will operate within the existing scout hall consent conditions for the site. Should their activities change in the future, they are aware of the process for obtaining any consents required.
58. KFST financials meet the criteria for a reduced rental subsidy of 50%, hence the proposed rent is \$1,946.50 plus GST per annum, based on a land area of 704m<sup>2</sup>, calculated in accordance with the Guidelines.
59. Staff recommend granting a new community group lease to KFST for a term of 5 years and 10 months to align expiry with their commercial lease agreement, being the 8 September 2029. KFST are a strong sustainable organisation, providing vital social welfare services to high- risk tamariki/rangatahi and whanau in Kirikiriroa.

## Options

60. **Option 1** is to approve the community occupancy agreements to the groups covered in this report as per recommendations.
61. **Option 2** is to approve the community occupancy agreements to the groups covered in this report, but amend terms recommended.
62. **Option 3** is to not approve any one or all of the community occupancy agreements covered in this report.
63. Staff recommend **option 1** to provide security of tenure and continued operation of community activities. If the agreements in this report are not approved, the community groups will be unable to operate from the proposed lease sites.

## Financial Considerations - *Whaiwhakaaro Puutea*

64. In accordance with the Policy, the annual rental is calculated by first determining the market rate and then applying the applicable rental subsidy, as per below:

| Lease  | Market rental | Subsidy | Annual rental rate (plus GST) |
|--------|---------------|---------|-------------------------------|
| KFST   | \$3,893       | 50%     | \$1,946.50                    |
| Marist | \$4,797.50    | 87.5%   | \$599.69                      |

65. Marist meets the parameters to receive standard rental subsidy of 87.5%, while KFST meets the criteria for a reduced 50% rental subsidy, as per the Policy.
66. In addition to rent the two groups as building owners will be responsible for all building maintenance, utility, operational costs and rates.
67. Should Marist be unable to obtain full funding for the artificial turf development, staff would look to include capital funding for an artificial rugby turf into future planning.

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

68. Staff confirm that all groups are eligible for community occupancy and have been assessed in accordance with the Policy and Guidelines. Granting of the leases are in accordance with the Policy.
69. Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.



### Climate Change Impact Statement

70. Staff have assessed the lease recommendations against the Climate Change Policy for both emissions and climate change adaptation. There are no direct emissions associated with the KFST lease recommendation.
71. A high-level adaptation assessment has been undertaken on the artificial turf and floodlights proposal. The artificial turf would help to reduce some of the climate change challenges with Marist Park soil fields, being field closures and poor condition due to wet weather in winter and water supply availability issues in summer.
72. The plan for Marist Park is to have one artificial turf and drainage installed on the other two soil fields, which will significantly improve the resilience of these three fields, increasing usage capacity and reducing field closures.
73. A high-level emissions assessment has been undertaken, and whilst the production of the turf would create some emissions, advancements in turf product technology have reduced the environmental impact. The fourth-generation turf product Marist are proposing uses an organic cork infill system, which can be recycled and contains heat reducing properties. The main benefit of an artificial turf over soil is that it enables a higher level of service to the community, by providing four times the usage capacity of a soil field.
74. The floodlights will be LED thereby reducing the energy usage.

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

75. 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').
76. 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.
77. The recommendations set out in this report are consistent with that purpose.

### Social

78. Granting of the leases in this report supports community groups to expand their programmes and services, strengthening the community connection, a sense of belonging and social wellbeing. KFST are working with high-risk children and families focusing on social welfare outcomes.

### Economic

79. Granting of the leases in this report supports community groups to provide services and activities that increase vibrancy in the city and supports families to live here. KFST youth hub is a crime prevention initiative that responds to the recent increase in youth crime. They also provide families with wrap around services including health, education and transitional housing supporting sustainable communities.

### Environmental

80. Granting of the Marist lease supports community groups to utilise parks and open spaces in a way that ensures green spaces in the city are used and treasured by the community. An increased understanding of the value of open space can lead to greater appreciation of advocacy for further space that promotes physical wellbeing for Hamiltonians.

81. The rationale for Council consideration of artificial turf fields is largely linked to environmental challenges, being climatic conditions impacting soil field condition and water supply availability. The environmental performance of artificial turf options has been a key consideration in selecting the preferred product type.

### **Cultural**

82. Granting of the leases in this report support the opportunity for individuals and communities to participate in recreational, cultural and social wellbeing activities.
83. KFST's mentoring service supports tamariki and rangatahi who are likely to experience negative life outcomes due to events and situations they have no power to change or effect because of their age, ethnicity, ability, gender and or socio-economic position. The program prioritises disadvantaged rangatahi including rangatahi Māori, Pacifica rangatahi, rainbow people and different abled people aged 12-24 years.

### **Risks - *Tuuraru***

84. There is low risk to the Council in granting the community occupancy agreements recommended in this report.
85. Marist's artificial turf proposal has a significant funding gap currently. However, if they are unable to secure full funding, the project will either be delayed until funding can be obtained or will not be able to proceed. Staff are recommending a stepped approval process (in-principal approval initially) and included conditions to help mitigate risk.
86. If KFST lease is not approved there is a reputational risk, given Council's previous support of the youth hub initiative.

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

87. 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**

- 88.
89. Given the low level of significance determined, the engagement level is low. No engagement is required.

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

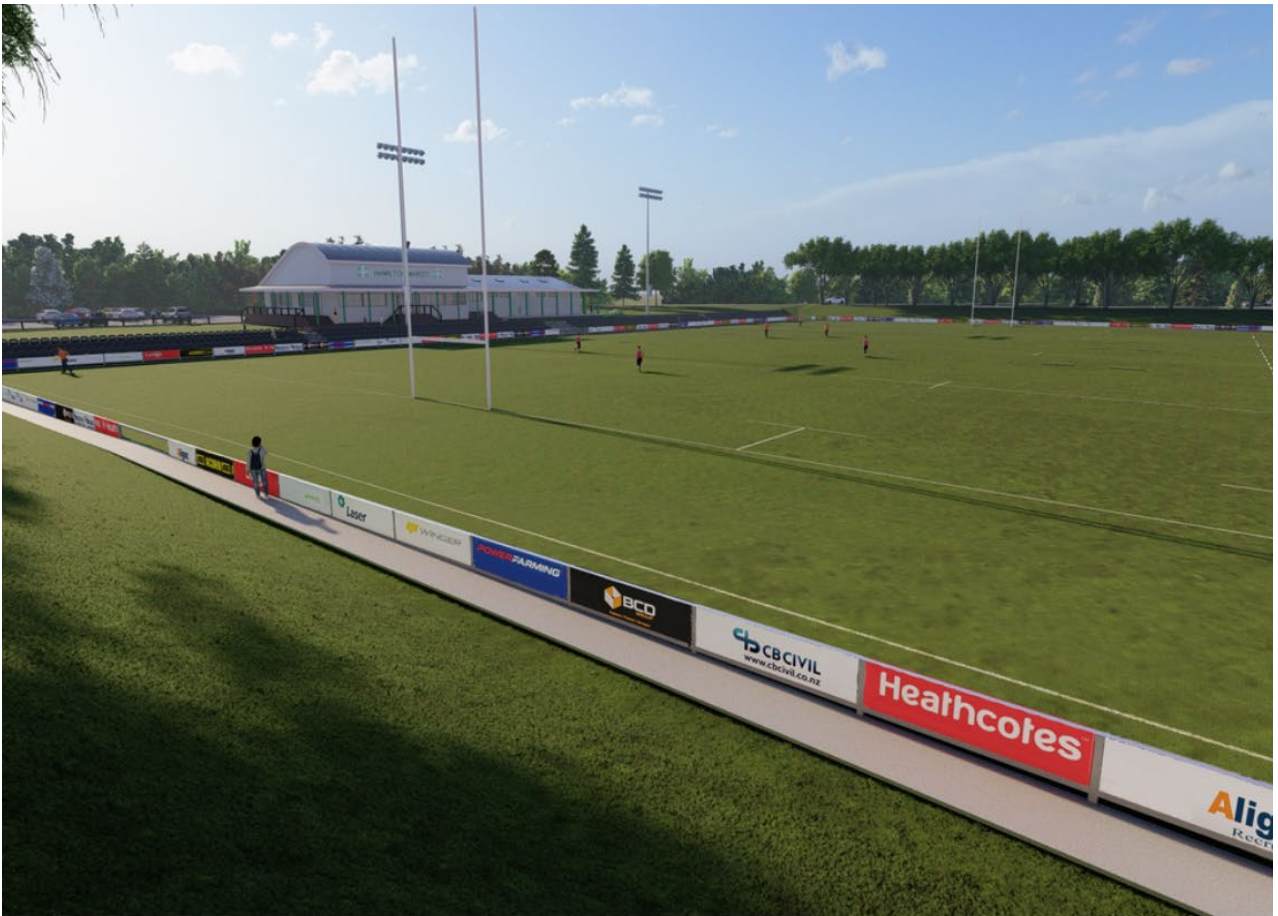
- Attachment 1 - Hamilton Marist Rugby Football Club - leased area
- Attachment 2 - Kirikiriroa Family Services Trust - leased area map
- Attachment 3 - Marist - Artificial turf concept plan render
- Attachment 4 - Marist - proposed artificial turf location
- Attachment 5 - Scouts Association of New Zealand - letter of support















Print Size: A4 Portrait

Marist - proposed Artificial turf location



Scale: 1:2,257

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Print Date:26-09-2023





PO Box 11348  
Wellington 6142  
New Zealand

29 September 2023

Hamilton City Council  
Att: Karen Kwok  
260 Anglesea Street  
Hamilton 3240

**Re: Transfer of Lease - 77 Norton Road, Hamilton**

Dear Karen

On 29 June 2023 The Scout Association of New Zealand (SANZ) signed an agreement with Kirikiriroa Family Services Trust (KFST), transferring ownership of the improvements (building) at 77 Norton Road to KFST. One of the conditions of that agreement is that it is subject to KFST obtaining a lease with Hamilton City Council (HCC) for the land on which the building sits.

SANZ is in full support of a lease being issued to KFST and agrees to surrender the current lease on approval of a new lease with KFST by HCC.

As SANZ need for the property has reduced over the years, KFST have been utilising the building for some time and SANZ believe this is in the best interests of the community to transfer ownership, as KFST are better placed to care and maintain the property, and use it to its full potential.

Please accept this letter as confirmation that Scouts NZ requests the land lease for the above property to be transferred to the KFST.

Kind regards



Nicola Seta  
Accountant

# Council Report

Item 9

**Committee:** Community and Natural Environment Committee

**Date:** 26 October 2023

**Author:** Carmen Fookes

**Authoriser:** David Bryant

**Position:** Policy and Bylaw Advisor

**Position:** General Manager Business Services

**Report Name:** Class 4 Gambling and TAB Venues Policies - Deliberations and Approval

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

## Purpose - *Take*

1. To seek a recommendation from the Community and Natural Environment Committee that the Council adopts the proposed Class 4 Gambling Venue and TAB Venues Policies.

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

2. That the Community and Natural Environment Committee:
    - a) receives the report;
    - b) recommends that the Council:
      - i. approves the TAB Venues Policy with:
        - A. **Option 1:** the continuation of the sinking-lid approach (status quo);

**OR**

      - B. **Option 2:** a change to a Cap approach (capped at the number of locations at the time the Policy is adopted);
    - ii. approves the Class 4 Gambling Venues Policy with:
      - A. **Option 1:** the continuation of the sinking-lid approach (status quo);

**OR**

    - B. **Option 2:** a change to a Cap approach (capped at the number of locations at the time the Policy is adopted);

**AND**

  - C. **Option A:** the continuation of the current Relocation and Merger provisions in the Policy;
- OR**
- D. **Option B:** the removal of Relocation and Merger Provisions in the Policy (more restrictive);

- E. **Option C:** a change to the Relocation and Merger Provisions in the Policy to allow Movement and Mergers into Gambling Permitted Areas; and
- c) notes the amended schedule 1 (**Attachment 2**) to the report – indicators of gambling permitted areas.

### **Executive Summary - *Whakaraapopototanga matua***

3. The Class 4 Gambling Venues and TAB Venues Policies are due for review, with consultation approved at the Community and Natural Environment Committee held 13 June 2023.
4. A special consultative process on the proposed Class 4 Gambling Venues and TAB Venues Policies occurred from 13 July to 13 August 2023, as required by the Local Government Act 2002. A total of 55 submissions were received.
5. Submitter support for the options is discussed in the Background section of this report.
6. At the Regulatory and Hearings Committee held on the 20 September, the submissions were received and 13 people spoke to their submissions regarding the two policies.
7. The main points made in the both the written and verbal submissions are outlined in the Background section of this report.
8. At the 20 September 2023 Regulatory and Hearings Committee, Members requested additional information on several topics, these are outlined in paragraph 68.
9. Staff sourced information responses on many of these requests, but not all as some of this information was not available.
10. Options are identified in this report for the TAB Venues Policy, for the policy approach for the Class 4 Gambling Policy, and for relocation and merger within the Class 4 Gambling Policy.
11. 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.

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

12. The Gambling Act 2003 requires councils to have a Class 4 Venues Policy ([s101](#) and [102](#)) The Racing Industry Act 2020 requires councils to have a TAB Venues policy ([s96](#)).
13. Both the Class 4 Gambling Venues and TAB Venues Policies are due for review by Council.
14. Under the Local Government Act 2002 (s83(1)), there is a requirement to carry out the Special Consultative Procedure for both policies, which includes a minimum one-month public consultation and the provision of an opportunity for submitters to be heard (e.g. a hearing).
15. Casino gambling and online gambling are out of scope of this review and are covered by other central government legislation.
16. Currently, both the Class 4 Gambling Venues and TAB Venues policies are operating under sinking-lid policies, meaning that no new venues may be established. However, there are some options available to further restrict the Class 4 Gambling Policy as well as ease the restrictions in both policies. This is further explained in the Options section of this report.
17. The Gambling Act 2003 includes requirements related to relocations of class 4 gambling venues. These are found under [s97A](#) and [s102](#). The latter includes a requirement that a territorial authority “must consider the social impact of gambling in high deprivation areas”.

18. Currently the provisions within the Class 4 Gambling Venues Policy related to relocations of venues are quite restrictive allowing for movement and mergers only under certain circumstances.

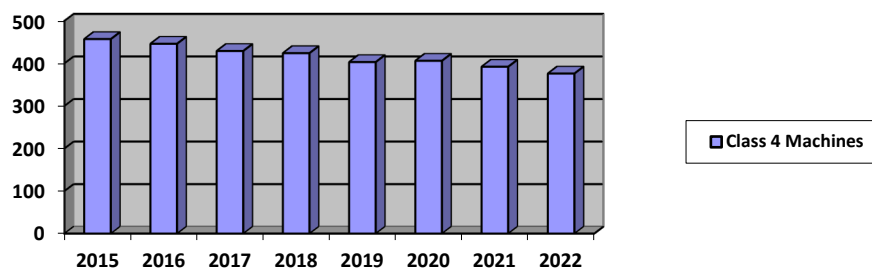
### **TAB Venue Policy**

19. TAB New Zealand is a statutory monopoly responsible for conducting all racing and sports betting in New Zealand.
20. The objective of TAB NZ (as prescribed in section 57 of the Racing Industry Act 2020) is to facilitate and promote betting, and subject to ensuring that risks of problem gambling and underage gambling are minimised, to maximise its profits for the long-term benefit of New Zealand racing and its returns to New Zealand sport in accordance with agreements with Sport and Recreation New Zealand and New Zealand national sporting organisations.
21. Regulation of racing and sports betting is predominately administered under the Racing Industry Act 2020.
22. The Council's existing TAB Venues Policy (adopted in March 2016) outlines that no new venues may be established, and existing venues are not permitted to relocate. The current policy is [available to view here](#).
23. Since the last review of the TAB Venues Policy, one of the TAB venues in Hamilton has ceased to operate.
24. Although Council's TAB Venues Policy can prohibit new venues and can restrict locations, the Racing Industry Act 2020 does not permit any amendments to the Policy to close either of the existing venues.
25. The last review in 2018 determined that no changes be made to the existing policy, which included the retention of the "sinking lid" policy approach.
26. The current TAB Venue Policy is the strictest approach possible under the Racing Industry Act, 2020. The only other option would be to take a less restrictive approach if the determination of the Elected Members is that the current policy is too restrictive.
27. Staff have included an option if Elected Members would like to look at a less restrictive approach. This is detailed in the options section of this report.

### **Class 4 Gambling Venues Policy**

28. A Class 4 Gambling Venue Policy must specify whether new venues may be established and where they may be located, if venues can relocate, how many machines they may have, and what the primary activity of the venue must be.
29. The existing Class 4 Gambling Venue Policy was originally adopted in September 2016 and reviewed in May 2018. It was then further reviewed in September 2019, on the basis that new statistical data would be available from StatsNZ, specifically around areas of deprivation.
30. Due to challenges with the 2018 StatsNZ census, this information was not provided and the review determined the existing policy was fit for purpose and required no further changes. The current policy is [available to view here](#).
31. The policy does not apply to Class 4 machines within casinos, as this falls outside of the scope of the policy. Because of this, the Class 4 machines within SkyCity are not considered within this policy.
32. The existing Class 4 Venues Policy approach is a 'sinking lid' policy, allowing for only limited relocations and mergers.

33. This means that under the current policy Council will not grant consent for the establishment of any new Class 4 venues or machines except in circumstances:
- where two or more private clubs merge and consolidate the operation of their Class 4 gambling activities at a single gambling venue that is located within a Gambling Permitted Area (Schedule 1); or
  - relocation from a site within a Gambling Permitted Area to another site within the Gambling Permitted Area will not be permitted except where:
    - Clause 12 applies (described in point 31); or
    - The licensee's landlord has refused to renew the lease of the premises; or
    - The building in which the venue is located is deemed under building legislation to be earthquake-prone, dangerous or insanitary; and
  - where a society undertakes to permanently close an existing Class 4 gambling venue located **outside** of a Gambling Permitted Area as part of an application for a new Venue Consent and the proposed new Class 4 gambling venue is located within a Gambling Permitted Area.
34. Clause 12 of the current Class 4 Venue Policy also states that *where a legally established venue is required to apply for a venue consent at a new site because its existing site has been rendered physically incapable of being reused for the purpose of the venue (meaning a fire, earthquake, or similar event), council will consider the application for venue consent. The consent shall allow for up to the number of gambling machines the venue was licensed for, immediately prior to the cessation of the activity.*
35. Although there is ability to restrict the number of Class 4 machines, the Gambling Act 2003 establishes maximum limits of either 18 machines or 9 machines on gaming machines venues, depending on whether the venue was established before or after October 2001.
36. Since the implementation of the sinking lid policy, the number of Class 4 machines has generally had a reduction in numbers. Since 2015, the number of Class 4 Venues has been steadily decreasing from 30 venues in 2015 to 24 in December 2022 (DIA). The number of class 4 machines per year in Hamilton is shown in the graph below.



DIA: Quarterly GMP (Gaming Machine Profits) Dashboard Statistics

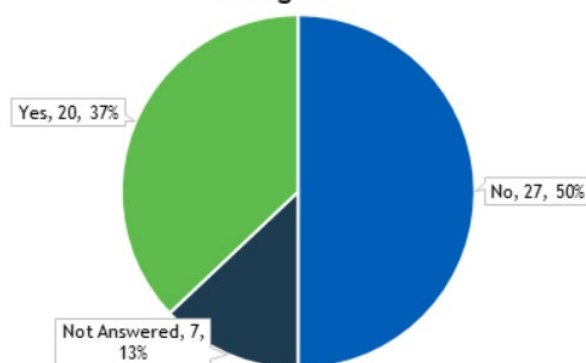
37. On the relocation of a Class 4 gambling venue, the maximum number of machines permitted to operate at the new Class 4 gambling venue at the time when the new Class 4 gambling venue licence takes effect is the same as the maximum number of gaming machines permitted to operate at the old venue immediately before the licence relating to the old venue is cancelled (Section 97A of the Gambling Act 2003).

### Public Consultation and Hearing

38. On 10 June 2023, the Community and Natural Environment Committee approved consultation on proposed options for the TAB Venues and Class 4 Gambling Venues Policies.

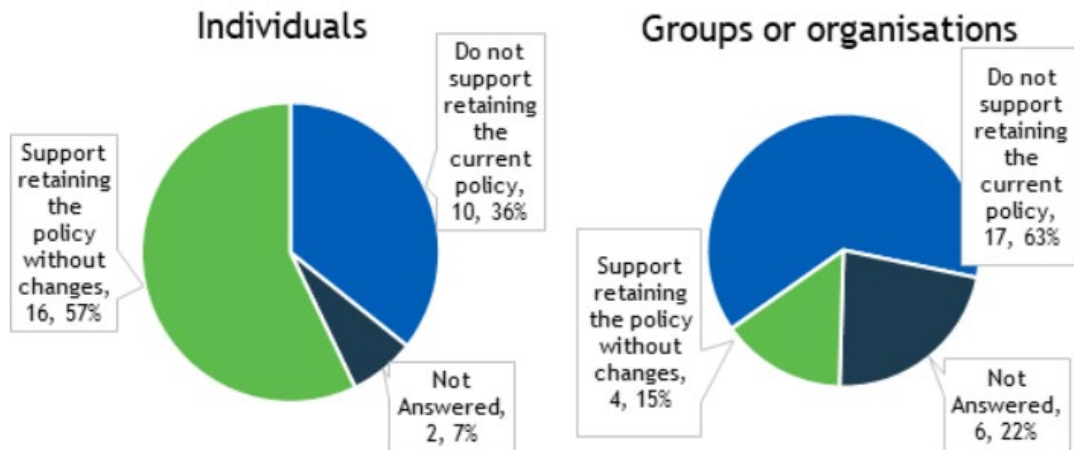
39. Public consultation occurred from 13 July to 13 August 2023 as required by the Special Consultative Procedure detailed by the Local Government Act 2002. The Council received 55 submissions, including:
- i. 28 submissions from individuals
  - ii. 27 submissions from organisations
40. In response to the public consultation, more respondents disagreed with the proposal to continue the Class 4 Gambling Venues Policy without any changes (27, 50%), than those who agreed (20, 36%) with Council's proposal.

**Do you agree with Council's proposal to continue the Class 4 Gambling Venues Policy without any changes?**



41. Of the 27 respondents that were opposed to Council's proposal on the Class 4 Gambling Policy to continue the policy without any changes, 12 felt the policy was not restrictive enough, and 11 felt the current policy was too restrictive. More information is provided under the feedback from organisations and groups section.
42. On the Class 4 Gambling Venues Policy proposal, when asked why people support or oppose the proposal, 48 of the 55 respondents provided comments. The top three key themes from respondents were:
- i. Community and sports clubs rely heavily on funding from class 4 gambling machines and any restrictions may impact their funding (20 comments)
  - ii. Supportive of removing the sinking lid policy and capping the number of venues instead (12 comments)
  - iii. Gambling can be harmful to families and communities (12 comments)
43. Individuals were more likely to support Council's proposal, compared to groups or organisations. 57% of individual respondents (16 of 28) were in support of retaining the current policy without changes, compared to 15% (4 of 27) of those representing groups, businesses, or organisations in support (and 63% opposed).



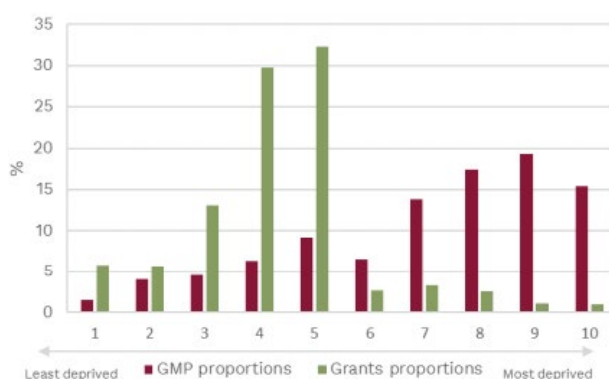


44. These differences were reflected in the commentary as well. 22 of the 28 individuals left comments as to why they supported or opposed Council's proposal to retain the policy without any changes. The top themes from individuals' comments were:
- Gambling is harmful to families and communities (6 comments)
  - The current policy is fine as it is and does not require changes (6 comments)
  - There should be a complete restriction of gambling machines in venues (5 comments)
  - Community and sports clubs rely heavily on funding from class 4 gambling machines and any restrictions may impact their funding (5 comments)
45. At the 20 September 2023 Regulatory and Hearings Committee, Elected Members received the submissions and heard from the 13 verbal submitters regarding the TAB Venues and Class 4 Gambling Venues Policy.
46. The main points made in the verbal submissions are outlined below:
- Some submitters requested a change to a capped policy to replace the sinking lid.
  - Some submitters requested additional relocation and merger clauses on a case-by-case basis.
  - Some submitters suggested a reduction in community funding due to a sinking lid policy.
  - Some submitters noted the gambling harm caused by class 4 gambling.
  - Some submitters suggested continuing with the current sinking lid approach.
  - Some submitters suggested further limitations to mergers and movement of class 4 venues.

#### **Class 4 Gambling Funding and Relative health harm/benefit (physical activity)**

47. The funding and allocation of gambling funding is not in the scope of Council, as funding from Class 4 gambling is allocated through the Department of Internal Affairs (DIA).
48. Class 4 machines are required to allocate 40% of their profits to various community groups and organisations through grants. The amount allocated per region is varied, with the wider Waikato region receiving approximately 32% of gaming machine profit.
49. Staff have been unable to determine the amount of funding going to specific areas of the city, or to specific areas of high deprivation. This is because the funding recipient organisations are not required to take information on those engaging with them and the reach of the organisation may be quite extensive in terms of the area serviced.

50. Nationally, reports show that less deprived communities receive a greater proportion of grants while more deprived communities contribute a greater proportion of gaming machine profit. Unfortunately, corresponding information on this is not publicly available at a local area level or for Hamilton.



BERL, 2020

51. Information regarding the funding allocations and the various categories and organisations which receive funding can be found at [www.granted.govt.nz](http://www.granted.govt.nz). Unfortunately, staff do not have information about the population which these organisations and clubs service.
52. At this time, there is no transitional funding available for those organisations receiving gambling funding to transition to other forms of community and organisational funding. There is some discussion from central government political parties around provision of such fund, however, this is not something that is known and is dependent on the central government election and subsequent decisions.
53. Conversations with other Councils with sinking lid policies have suggests that there is limited change to the level of community funding availability due to sinking lid policies. This is because although the sinking lid policy has reduced the number of venues and machines, people are spending more on the reduced number of machines.
54. Staff have searched for reports and studies which look at relativity or corelation between gambling harm and physical activity and/or obesity and associated health harm/benefit by level of socioeconomic deprivation. Unfortunately, no studies or reports have been found on these matters.

### Online Gambling

55. Although online gambling falls outside of scope of this policy and there is currently limited central government legislation to regulate and monitor this activity, there were a number of queries from Elected Members on this.
56. There has been added interest from the different political parties this national election on the topic of online gambling. Most parties have signalled some form of monitoring and harm reduction strategy policy, and/or a potential tax. However, the extent of these and the exact direction are not yet known.
57. Currently, no portion of profits from online gambling come back in the form of community grants as occurs for class 4 gambling machines.
58. As online gambling in New Zealand is largely unmonitored at this point in time, there are limited studies available on the impact of online gambling in New Zealand. Because of this, staff have looked at studies from overseas for information on the impact that a reduction of class 4 machines may have on online gambling.

59. [Studies from Finland and Italy](#) suggest that there was no increase in online gambling in many jurisdictions which had reduced the number of physical class 4 machines.

### **Te Whatu Ora and the Ministry of Health funding and funded activities**

60. During the Regulatory and Hearing Committee meeting of 20 September 2023, Elected Members requested information on Te Whatu Ora (Health NZ) and their response to gambling harm reduction.
61. Between Te Whatu Ora and Te Aka Whai Ora (The Māori Health Authority) there are 22 providers contracted to deliver public health and/or intervention Prevention and Minimisation Gambling Harm services. The current total national funding for these services that comes from gambling harm via the Ministry of Health is \$4.89 million per annum for public health services (population based) and \$8.52 million per annum for intervention/clinical services (individual based). A response was not provided to staff on whether there were unspent gambling levies.
62. There is funding that supports the awareness and education programme delivered through Health Promotion – National Public Health Service (previously delivered by Te Hiringa Hauora/HPA) - \$1.68 million per annum nationally. They are also responsible for delivering the new de-stigmatisation initiative (\$0.9 mill 22/23, \$1.44 mill 23/24).
63. The Gambling Helpline is funded at \$1.1 million per annum in New Zealand.
64. The current value of Gambling Harm Intervention services in the Waikato is approximately \$590,000 per annum (GST excl.) and approximately \$380,000 per annum (GST excl.) for prevention and minimisation of gambling harm public health services. Note this doesn't take account of national services.
65. Current providers of gambling prevention and minimisation in the Waikato, whose service coverage includes Hamilton, include:
- i. Te Kōhao Health Limited
  - ii. K'aute Pacifika Trust
  - iii. Problem Gambling Foundation Services
  - iv. The Salvation Army NZ Trust
66. Although there is no formal policy held by either the Ministry of Health or Te Whatu Ora, there is a [strategy to prevent and minimise gambling harm 22/23](#) which has been developed.
67. The former Waikato DHB [position statement](#) on gambling was last updated in 2018. Staff have asked if this position statement is still accurate, and the response we received was that this is still accurate for the time being and that there is no immediate plan to write a new position statement on the subject as national policy or positions on gambling harm will now be a function of Te Whatu Ora.

### **Discussion - Matapaki**

68. At the 20 September 2023 Regulatory and Hearings Committee, Members requested additional information on several topics; these include:
- i. Specific data on the correlation of sinking lid policy measures to reduction of harm
  - ii. Class 4 venues in high deprivation areas and funding coming back to high deprivation areas
  - iii. Data about moving venues from high deprivation to low deprivation areas and its impact
  - iv. An understanding of current relocation legislation for Class 4 venues
  - v. Class 4 relocation and merger provisions in Class 4 policy at other councils (including restricting certain areas)

- vi. Evidence of Erwin report
  - vii. Unspent Ministry of Health levies
  - viii. Correlation of reduced physical education and gambling harm (obesity and social deprivation)
  - ix. Public health departments which have a policy on gambling harm – sinking lid or similar
  - x. Gambling harm in a similar context.
  - xi. Impact of reducing machines on online gambling
  - xii. Class 4 relocation criteria in place and what can be done
  - xiii. If any relocations have occurred under current policy, and any club mergers under current policy
69. Staff have responded to these queries from Elected Members throughout different sections of the report as appropriate. Although staff sourced responses on many of these requests, not all of this information was made available or relevant studies have not been completed in this matter.

#### **TAB Venues Policy**

- 70. The TAB Venues Policy, with the sinking-lid approach is operating as anticipated with the number of venues reducing.
- 71. There were limited concerns from both Elected Members and public in regard to the current policy and its provisions.
- 72. If the TAB Venues Policy is not approved, the current policy will remain in place until a decision is made to implement changes to the policy.
- 73. Risks of individual options for both policies are detailed in the Options section below.

#### **Class 4 Gambling Venues Policy**

- 74. Staff have contacted other councils in Aotearoa New Zealand that have additional provisions for relocation and mergers. Staff from one council noted a small increase in resource requirements due to processing transfers and mergers, while another council noted no clear trends as a result of relocation and merger provisions in their Class 4 Venues Policy.
- 75. Information regarding relocation and merger allocations within the policy provision is included in the options section of the report.
- 76. Specific correlation studies of sinking lid policy to reduction harm have been circulated to Elected Members via email, and include the Erwin report, discussed by the Problem Gambling Foundation.

#### **Relocations and Mergers**

- 77. At the Regulatory and Hearing Committee of 20 September 2023, Elected Members requested additional information regarding relocation and merger provisions.
- 78. Under the current Class 4 Gambling Venues Policy, Council allows provisions for movement and mergers under certain circumstances, such as damage to the venue itself.
- 79. Under the Gambling (Gambling Harm Reduction) Amendment Act 2013, Councils are required to determine if provisions within their policy are going to allow movement or relocations. This only applies when a consent is being granted for a new venue to replace an old (existing) venue. The number of machines at the new venue must not exceed the number from the old venue.

80. Staff have confirmed that since the implementation of the sinking-lid policy, there has been one request every year or two on average to move or merge class 4 gambling venues.
81. Some Councils have provisions within their policies to allow for relocation and mergers to occur. These provisions include provisions dependent on relocation to a gambling permitted area. In the case of Tauranga City Council, there is further requirement to move to areas below a certain deprivation level.
82. Staff have searched for reports and studies which specifically look at the relocation of class 4 venues and the impact on the surrounding area, including on the impact of venues relocating from areas of high socio-economic deprivation to areas of lower socioeconomic deprivation. Unfortunately, staff have been unable to find any relevant information.
83. [There is evidence](#) that the prevalence of problem gambling increases with increasing density of Electronic Gaming Machines. Research shows that there is an average increase of 0.8 problem gamblers for each new machine in an area in New Zealand and Australia.
84. This can be interpreted in one of two ways; either the movement of existing gambling venues can increase the number of problem gamblers by 0.8 people for each new machine in a new area, with the problem gamblers in the old location likely to remain and move to other locations. Alternatively, having a more widespread class 4 machines and venues will reduce the density of gambling machines and venues in certain locations, which could impact on gambling harm in these areas.
85. Key considerations and risks of individual options for both policies are detailed in the Options section below.

## Options

86. Staff have assessed that the reasonably practicable options for the Class 4 Gambling Venues Policy and the TAB Venues Policy for the Committee to consider. The options are set out in the tables below.

87. **TAB Venues Policy**

| Option:   | Considerations:   | Risks:   |
|---|---|--|
| <b>Option 1:</b> Continue the Sinking-Lid Approach (Status Quo)       | The current policy is seeing a reduction in venues as anticipated.<br><br>Contributes to the reduction of opportunities for TAB gambling. |  |
| <b>Option 2:</b> Change to a Cap Approach (Fixed Number of Locations) | Would allow for a fixed number of TAB locations to open in the city.  | Increased opportunities for gambling/ gambling harm.<br><br>Increased opportunities for gambling/ gambling harm<br><br>May lead to additional consents being lodged, and allocation of staff time. |

88. **Class 4 Gambling Policy**

| Option:                       | Considerations:                | Risks:                          |
|-------------------------------|--------------------------------|---------------------------------|
| <b>Option 1:</b> Continue the | The current policy is seeing a | Limited incentive for corporate |



|   |  |  |
|---|--|--|
| Sinking-Lid Approach (Status Quo)                                     | <p>reduction in venues as anticipated.</p> <p>The current policy allows movement of Class 4 gambling venues when required for safety, while reducing the number of venues if they are not viable.</p>  | <p>societies to cease class 4 gaming as they will not be able to get a new venue consent unless they fulfil merge/movement criteria.</p> <p>Possible reduction in funding for community organisations dependent on class 4 gambling funding.</p>       |
| <b>Option 2:</b> Change to a Cap Approach (Fixed Number of Locations) | <p>Allows for venues to open or close as viable.</p> <p>Provides more incentive for owners of venues to relocate or close as required.</p> <p>As the population of Hamilton grows, the number of class 4 venues and machines per person will reduce.</p> | <p>The number of machines and venues is not likely to reduce.</p> <p>Gambling harm is potentially not reduced, but moved around the city.</p> <p>May lead to additional variations or consents being lodged, increasing demand on staff resources.</p> |

89. Some submitters to the Class 4 Gambling Venues Policy requested that Council look at capping the number of venues and class 4 machines. The reasoning for this approach from those members of the public is to retain the class 4 funding which is offered to community organisations through the class 4 gambling funding.
90. The cap policy option was not included in the options for public consultation, further advice on this point can be provided by staff at the Committee meeting.
91. The Erwin report, and reports circulated following the Regulatory and Hearings Committee meeting of 20 September 2023 at the request of Elected Members suggest that the sinking lid policy is more effective both short and long term in reducing gambling harm.

### Relocation and mergers

92. At the Regulatory and Hearings Committee of 20 September 2023, both Elected Members and members of the public requested consideration be given to the relocation and merger provisions for existing class 4 venues.
93. **Relocations and Mergers**

| Option:  | Considerations:   | Risks:  |
|--|---|---|
| <b>Option A:</b> Continue with the Current Relocation and Merger Provisions in the Policy (Status Quo) | <p>Allows movement of Class 4 gambling venues if required for various reasons, making it easier on business owners to continue operations.</p> <p>Restrictions around relocation including proximity to sensitive sites already in existing plan.</p> <p>Relocations and mergers may allow for more productive use of land by</p> | <p>There is the opportunity to further reduce the opportunity for gambling harm.</p> <p>Limited incentive for corporate societies to cease class 4 gaming as they will not be able to get a new venue consent unless they fulfil merge/movement criteria.</p> |

# Item 9

|   |  |  |
|---|--|--|
|   | reducing barriers to venues from freeing up prime land/leases.   |  |
| <b>Option B:</b> Do Not Allow for Relocation and Merger Provisions in the Policy (more restrictive)   | <p>Potential for further reduction number of machines and venues over time.</p> <p>Potential for more rapid reduction of gambling harm over a shorter time period.</p>   | <p>Business owners will not be able to relocate machines or venues when an event happens which is outside their control (e.g. building is deemed insanitary or dangerous).</p> <p>May cause loss of profit for some business owners due to inability to move/merge in appropriate situations.</p> <p>Limited incentive for corporate societies to cease class 4 gaming as they will not be able to get a new venue consent.</p> <p>No relocations in the policy would not allow for more productive use of land by reducing barriers to venues from freeing up prime land/leases.</p> <p>A reduction in gambling venues and machines may lead to a decrease in funding available to community organisations.</p> |
| <b>Option C:</b> Increase the Relocation and Merger Provisions in the Policy to Include allow Movement and Mergers to Gambling Permitted Areas (less restrictive) | <p>More freedom for venue owners in terms of movement and machine numbers.</p> <p>More venue choice for gamblers.</p> <p>Research indicates that gambling behaviour is closely associated with distance to the nearest gambling venue. Reducing the number of venues in high socio-economic deprivation areas via relocation to lower areas of socio-economic deprivation may reduce gambling harm.</p> <p>Increased sustainability of gambling funding for community organisations.</p> | <p>Significantly increased opportunities for gambling/gambling harm.</p> <p>Increased risk of locations being in proximity to sites of significance.</p> <p>Decreased effectiveness of the sinking-lid policy approach as venues can move locations instead of close.</p> <p>May lead to additional variations or consents being lodged, increasing staff resource need.</p>   |

## Financial Considerations - *Whaiwhakaaro Puutea*

94. This is a regular operating activity funded through the Long-Term Plan.
95. The financial implications of the review of both the Class 4 Gambling Venues Policy or the TAB Venues Policy are minimal, with any requested changes able to be completed within staff budgets, with the exceptions noted below.
96. Should Elected Members wish to investigate or implement the cap policy approach to either policy, additional consultation will be required, as this option was not included within the public consultation.
97. Either a cap approach or an increased ability to move and merge class 4 venues will have additional financial implications. This is due to potential need for staff to process a greater number of consent applications.

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

98. Staff confirm that the matters within this report complies with the Council's legal and policy requirements.
99. The review of both the TAB Venues and Class 4 Gambling Venues Policies are consistent with the Gambling Act 2003 and Racing Industry Act 2020.
100. Under the Local Government Act 2002 (s83(1)), there is a requirement to carry out the Special Consultative Procedure, which includes a minimum one-month public consultation and the provision of an opportunity for submitters to be heard (e.g. a hearing).
101. This requirement of the Special Consultative Procedure has been undertaken with public consultation occurring between 13 June and 13 August 2023 and the hearing occurring 20 September 2023.
102. The Gaming Machine Association of New Zealand submission to the Class 4 Gambling and TAB Venue Policies includes a legal opinion concerning pecuniary interests, non-pecuniary interests (both commonly referred to as conflicts of interest), and predetermination.
103. The principals outlined in the Brookfields opinion are consistent with the advice provided by the Office of the Auditor General (OAG) (OAG guidance on these topics can be found [here](#)) and referenced in Council's Standing Orders. Whether an Elected Member has a pecuniary interest in a matter is set out in legislation under the provisions of the Local Authorities (Members' Interests) Act 1968. Elected Members need to decide themselves whether they have any non-pecuniary interests that might mean it is appropriate for them to refrain from voting on any matter.

## Climate Change Impact Statement

104. Staff have assessed this option against the Climate Change Policy for both emissions and climate change adaptation. Staff have determined no adaptation assessment or emissions assessment is required.

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

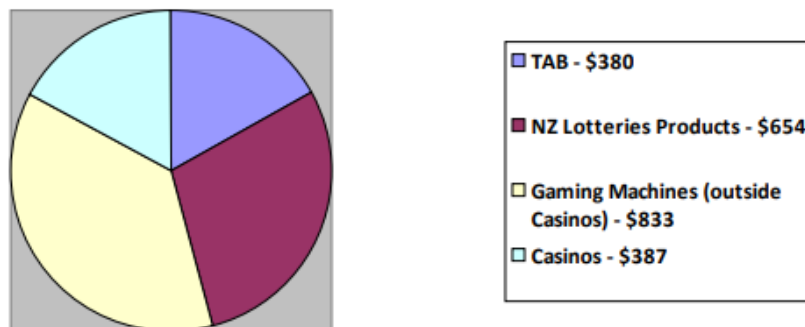
105. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
106. The subject matter of this report has been evaluated in terms of the 4 wellbeings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

## Social

107. Recreational enjoyment benefits of gambling are experienced by 7 out of 10 New Zealand adults annually. The nature of this enjoyment varies by individual and by game type, but can include socialising, relaxation, excitement, and dream of winning the jackpot.
108. There is also a positive benefit which comes from the Class 4 gambling funding, as they fund various community groups in the area. This funding largely goes to sporting groups but does go to a variety of community groups.
109. The [Health and Lifestyle survey](#) in 2020 estimated that Nationwide, some 65,000 people aged 16 years or older were either at moderate or high risk (considered problem gamblers) of harm from gambling. A further 119,000 were considered as being low risk of harm but would experience some form of gambling-related harm during their lifetime. 183,000 adults reported second-hand gambling harm in their wider families or households.
110. It is estimated that between 5 and 10 people are adversely impacted by one individual with problem gambling (through their various relationships).
111. According to Te Whatu Ora (2022), up to half of problem gamblers reported having experienced domestic or whaanau violence incidents related to their gambling.

## Economic

112. Through the operation of Class 4 venues and TAB venues, there are limited employment opportunities which are created.
113. The funding from Class 4 gambling funds provides economic support to the community and helps fund a variety of sporting and community groups.
114. The DIA estimated that in 2022, there was a total of \$27,221,839.66 spent on Class 4 gambling in Hamilton City.
115. Nationwide, the DIA has reported the gambling spend in 2022 (in \$M) as below:



## Environmental

116. Although the main recipients of Class 4 gambling funding are sports organisations, there are a number of environmental groups which receive funding.

## Cultural

117. The Health and Lifestyle Survey in 2020 revealed that Maaori were 3.13 times more likely to be moderate-risk or problem gamblers than non-Maaori and non-Pacific people. Pasifika people were 2.5 times more likely to be moderate-risk or problem gamblers than non-Maaori and non-Pacific people.

118. Staff contacted local iwi and organisations which focus on Maaori and Pasifika health for their views on the current and proposed policies. They were encouraged to provide their responses through the submission process for the policies.

### **Risks - *Tuuraru***

119. Until this review and approval is completed the current policies will remain, with current provisions in place for venue owners. Should the approval and adoption of the policies be delayed, there is reputational risk due to the process being unclear for venue owners going forward.
120. There is a risk of increasing gambling harm in Hamilton should the policies become less restrictive by allowing additional relocation and merging through the policy provision, or if Council chooses to implement a cap policy.

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

#### **Significance**

121. 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**

122. Community views and preferences are already known to the Council through the public consultation held from 13 July to 13 August 2023 and a subsequent hearing to hear submissions was held on 20 September 2023.
123. There is a statutory requirement to consult as per legislation outlined below.
124. Under the Local Government Act 2002 (s83(1)), there is a requirement to carry out the Special Consultative Procedure, which includes a minimum one-month public consultation and the provision of an opportunity for submitters to be heard (e.g. a hearing).
125. Public consultation on these policies occurred from 13 July to 13 August 2023, and a hearing occurred on 20 September 2023.

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

Attachment 1: Draft Gambling Venue Policy – Council Policy with Track Changes

Attachment 2: Permitted Class 4 Gambling Areas.

Attachment 3: Draft TAB Venues Policy





|                         |   |
|-------------------------|---|
| First adopted:          | 8 March 2004                                  |
| Revision dates/version: | 17 September 2019 / Revision 9                |
| Next review date:       | September 2022                                |
| Engagement required:    | Special Consultative Procedure required       |
| Document Number         | D-2223966                                     |
| Associated documents:   | Gambling Act 2003                             |
| Sponsor/Group:          | General Manager Growth, Strategy and Planning |

Style Definition: Section Heading

## Class 4 Gambling Venue Policy

### *Ko te Puutaketanga*

### Purpose

1. The purpose of this policy is to control the growth of Class 4 gambling venues.
2. To minimise the harm caused by Class 4 gambling.

### *Ko ngaa Whakamaaramatanga*

### Definitions

| Term                   | Definition in this Policy   |
|------------------------|---|
| Adjacent               | Allotments sharing one or more common boundaries.   |
| Allotment              | <ol style="list-style-type: none"> <li>a) Any parcel of land under the Land Transfer Act 1952 that is a continuous area and whose boundaries are shown separately on a survey plan whether or not: - <ol style="list-style-type: none"> <li>i) The subdivision shown on the survey plan has been allowed, or subdivision approval has been granted, under another Act; or</li> <li>ii) A subdivision consent for the subdivision shown on the survey plan has been granted under this Act; or</li> </ol> </li> <li>b) Any parcel of land or building or part of a building that is shown or identified separately: - <ol style="list-style-type: none"> <li>i) On a survey plan; or</li> <li>ii) On a licence within the meaning of Part I of the Companies Amendment Act 1964; or</li> </ol> </li> <li>c) Any unit on a unit plan; or</li> <li>d) Any parcel of land not subject to the Land Transfer Act 1952.</li> </ol> |
| Class 4 gambling venue | A building located on one or more contiguous allotments at which gambling machines are located, or for the purposes of application at which it is proposed that gambling machines be located.   |
| Gambling machine       | As defined in the Gambling Act 2003.  |
| Premises               | A building in which a Class 4 gambling venue is located.  |
| Private club           | In this context, meeting the criteria of operating as a club as defined in Section 65 (3), in the Gambling Act 2003.  |
| Society                | A corporate society as defined in the Gambling Act 2003 (including reference to Section 33), which has an operator's licence for Class 4 gambling machines.   |

### *Ko ngaa Tikanga Policy*

3. To be considered for a venue consent under this Policy, the primary activity of a venue must be

either for:

- a) the sale of alcohol or, the sale of alcohol and food where the venue is subject to an on licence (but not being a bring-your-own licence) or club licence; or
- b) the conducting of race and sports betting in standalone, alcohol free New Zealand Racing Board venues under the Racing Act, 2003 subject to compliance with s 33(3) of the Gambling Act 2003.

4. Formation of policy to be determined by Community and Natural Environment Committee, 26 October 2023.

5. Relocation and merger provisions of the policy to be determined by Community and Natural Environment Committee, 26 October 2023.

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#### LOCATION RESTRICTIONS

4. Council will not grant consent for the establishment of any new Class 4 gambling venues or machines except in the following circumstance(s):

- a) Where two or more private clubs merge and consolidate the operation of their Class 4 gambling activities at a single gambling venue that is located within a Gambling Permitted Area (Schedule 1); or
- Relocation from a site within a Gambling Permitted Area to another site within the Gambling Permitted Areas will not be permitted except where:
  - iv. Clause 12 applies; or
  - iv. The licensee's landlord has refused to renew the lease of the premises; or
  - iv. The building in which the venue is located is deemed under building legislation to be earthquake prone, dangerous or insanitary; and
  - iv. The society undertakes to permanently close an existing Class 4 gambling venue located outside of a Gambling Permitted Area as part of an application for new venue consent and the proposed new Class 4 gambling venue is located within a Gambling Permitted Area (outlined in Schedule 1).

e) Where a society undertakes to permanently close an existing Class 4 gambling venue located outside of a Gambling Permitted Area as part of an application for a new Venue Consent and the proposed new Class 4 gambling venue is located within a Gambling Permitted Area (outlined in Schedule 1).

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10. This relocation policy only applies:

- b) Where the applicant surrenders the existing venue licence (with the Department of Internal Affairs) for the existing venue; and
- b) The application meets all other provisions of this Policy.

#### LOCATION RESTRICTIONS

10. Location restrictions to be determined by Community and Natural Environment Committee, 26 October 2023.

- a) the premises must not be adjacent to an other Class 4 gambling venue or casino; and
  - a) must not be adjacent to any school, or early childhood centre; and
  - a) must not be closer than 100 meters (in a straight line) to any residentially or special character zoned land or community facilities zoned land as outlined in the Hamilton City Council Operative District Plan.

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- ~~f) the premises must not be within 50m (in a straight line) of the principal entrance of any other Class 4 gambling venue or casino; and~~  
~~g) must not be adjacent to any school, or early childhood centre; and~~  
~~h) 6. must not be closer than 100 metres (in a straight line) to any residentially or special character zoned land or community facilities zoned land as outlined in the Hamilton City Operative District Plan.~~

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## NUMBER OF MACHINES

- 5.7. On the relocation of a Class 4 gambling venue, the maximum number of machines permitted to operate at the new Class 4 gambling venue at the time when the new Class 4 gambling venue licence takes effect is the same as the maximum number of gaming machines permitted to operate at the old venue immediately before the licence relating to the old venue is cancelled (as prescribed in Section 97A of the Gambling Act 2003).
- 6.8. Two or more private clubs which merge may consolidate the number of gambling machines being operated at the merged private club venue to the lesser of:
- 24 gambling machines; or
  - The sum of the number of gambling machines previously operated by each private club individually.

## APPLICATION AND FEES

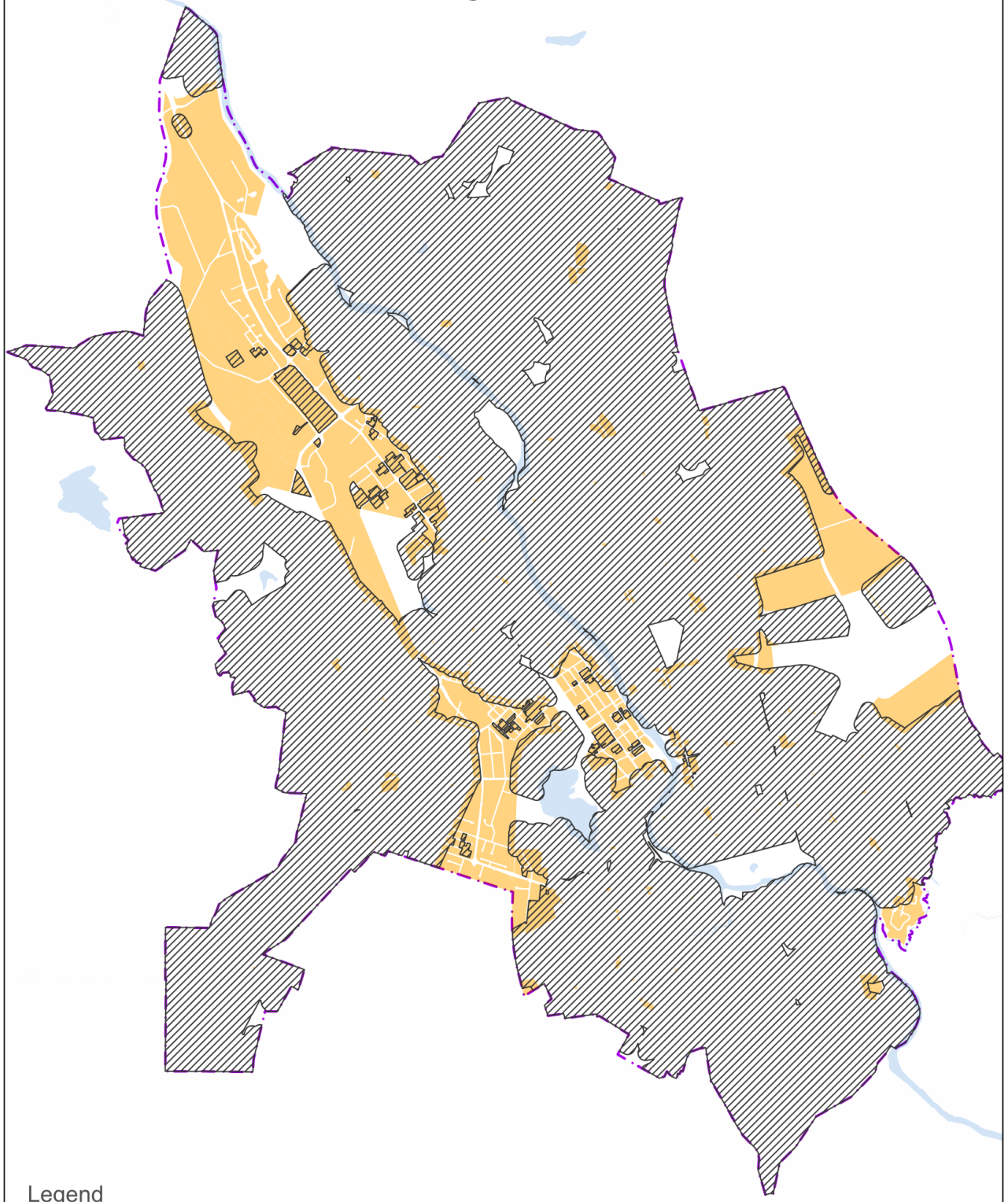
- 7.9. Applications for a Venue Consent must be made on the approved form.
- 8.10. Application fees and charges will be set annually through the Annual Plan (fees schedule) process.
- 9.11. Where a legally established venue is required to apply for a venue consent at a new site because its existing site has been rendered physically incapable of being reused for the purpose of the venue (meaning a fire, earthquake or similar event), Council will consider the application under clause 6 and 7 of the venue policy for venue consent. The consent shall allow for up to the number of gambling machines the venue was licensed for, immediately prior to the cessation of activity.

## Ko ngaa Tohutoro References

- 10.12. The policy is made under the Gambling Act 2003.

## SCHEDULE ONE – GAMBLING PERMITTED AREAS

## Permitted Class 4 Gambling Areas



### Legend

- Gambling Permitted Areas (Business and Industrial Zone)
- Bylaw Restriction Areas\*
- City Boundary

\* These include areas within the vicinity of schools and early childhood centres. They are subject to change as result of closures of schools, early childhood centres and changes in zoning.

Note: This map does not include all educational facilities and may be subject to change as a result of closure or opening of these educational facilities, as well as changes in zoning (e.g. changes from residential/future urban area to other area)



|                         |   |
|-------------------------|---|
| First adopted:          | 8 March 2004                            |
| Revision dates/version: | 13 December 2018, 14 December 2023      |
| Next review date:       | 14 December 2026                        |
| Engagement required:    | Special Consultative Procedure required |
| Document Number         |   |
| Associated documents:   | Racing Act 2003                         |
| Sponsor/Group:          | General Manager, Customer and Community |

## TAB Venues Policy

### Ko te Puutaketanga

### Purpose

1. The purpose of the policy is to control the growth of gambling in Hamilton City within the scope of the Racing Act 2003, while allowing those who wish to participate in sports or racing gambling to do so.
2. To minimise the harm caused by gambling, including problem gambling in Hamilton City.
3. To reflect the views of local communities in respect of the provision of gambling in Hamilton City.

### Ko ngaa Whakamaaramatanga

### Definitions

| Term         | Definition in this Policy  |
|--------------|--|
| Board venues | Premises that are owned or leased by the New Zealand Racing Board and where the main business carried on at the premises is providing racing betting or sports betting services under the Racing Act 2003 (the Act). |
| Premises     | Building in which a Totalisator Agency Board (TAB) venue is located.   |

### Ko ngaa Tikanga Policy

4. From the date this Policy comes into force, no further TAB venues may be established in Hamilton City.
5. Existing TAB venues (as outlined in Schedule 1) are not permitted to relocate from one premises to another.
6. Signage on TAB venue sites may include corporate colours, logos, and signage but not include details of individual gambling promotions.
7. Board venues may also host Class 4 gaming machines subject to Council's Class 4 Gambling Venue Policy and to compliance with s 33(3) of the Gambling Act 2003.

### Ko ngaa Tohutoro

### References

8. Racing Act 2003

## SCHEDULE ONE – TAB Venues (existing at the time of policy adoption)

9. Te Rapa TAB (618 Te Rapa Road) ~~and~~
10. ~~Frankton TAB (20 King St)~~



# Council Report

Item 10

**Committee:** Community and Natural Environment Committee

**Date:** 26 October 2023

**Author:** Sandra Larsen

**Authoriser:** Julie Clausen

**Position:** Social Development Team Leader

**Position:** Acting General Manager Partnerships, Communication and Maaori

**Report Name:** Community Assistance Policy Review

**Report Status**

*Open*

## Purpose - *Take*

1. To inform the Community and Natural Environment Committee on the review of the Community Assistance Policy; and
2. To seek a recommendation from the Community and Natural Environment Committee that the Council adopts the draft Community Grants Policy.

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

3. That the Community and Natural Environment Committee recommends that the Council:
  - a) adopts the draft Community Grants Policy;
  - b) delegates authority to:
    - i. the Community Grant Allocation Sub-committee to make the final grant allocation decisions for Community Partnership Agreement Grants and Community Services Grants;
    - ii. staff to make the final grant allocation decisions for Community Initiatives Grants;
  - c) notes that the approval of this report will replace the cooperative Community Assistance Policy with the Community Grants Policy; and
  - d) notes that all Elected Members will be invited to future Community Grants Allocation Sub-committee meetings and that staff will report to the Community and Natural Environment Committee on the outcome of all Community Grant allocations.

## Executive Summary - *Whakaraapopototanga matua*

4. The current Community Assistance Policy was adopted in 2021 and was due for review in July 2023.
5. At the request of Elected Members, a review was undertaken improve transparency, accessibility and consistency in grant making across Council.
6. A working group consisting of five elected members and three staff was convened to oversee the review.

7. The review included engagement with community, engagement with local funders, benchmarking against other Councils, and the commissioning of an independent review and recommendation report.
8. The working group recommended changes (see point 16 below) resulting in the development of the draft Community Grants Policy (see attachment 1).
9. Separately to the Community Grants Policy, administration guidelines are being developed and implemented by staff which will ensure an easier and more efficient community grant process across Council.
10. Staff consider the matters in this report have low significance and that the recommendations comply with the Council's legal requirements.

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

11. The current Community Assistance Policy was adopted by the Community Committee on 18 May 2021 (Agenda, Minutes). This policy is reviewed every three years in line with the LTP.
12. In 2021/22 Elected Members requested a review of the Community Assistance Policy be undertaken to improve transparency, accessibility and consistency in grant making across Council.
13. A briefing for Elected Members was held in February 2023 which resulted in the establishment of a working group comprising of Councillors Kesh Naidoo-Rauf, Louise Hutt, Ewen Wilson, Emma Pike, Sarah Thompson, and Melina Huaki.
14. Council staff researched best practice in grant making and benchmarked against other Council grants and processes (see **attachment 2**).
15. Council staff meet with five other funders, consulted with Iwi groups and conducted a community survey sent to over 400 groups which resulted in 99 responses. Council research staff collated the data into a report.
16. Council staff who administer grants not covered by this policy, were also consulted.
17. An external reviewer was engaged to provide independent expert advice. The independent reviewer held focus groups with 25 attendees and interviewed three additional groups who had not previously applied to Council for funding. Council staff provided the reviewer with all other relevant information and data. The external reviewer conducted an analysis and wrote a recommendation report.
18. The working group met to discuss the information provided to them, including the independent report, and provided staff with guidance to inform the draft Community Grants Policy.
19. The draft Community Grants Policy was discussed at the working group meeting 31 July 2023. All Elected Members were invited to attend.
20. A copy of the draft was sent out to all Elected Members, and Community Members who had participated in the earlier data gathering phase of the review.

21. Below is a summary timeline of the Community Grants Policy review:

| Date                     | Action   |
|--------------------------|--|
| February 2023            | Elected Member briefing held to establish scope of the Community Assistance Policy review.   |
| March 2023               | External Reviewer engaged and Working Group established. Relevant staff across Council included into review process.   |
| April 2023 – June 2023   | Data gathering phase. Focus groups held, benchmarking completed, community survey conducted, other local funders and Iwi consulted. Best practice researched.<br><br>Working Group met regularly to review data, discuss various aspects of policy content and offer advice and guidance to staff. |
| July 2023                | Draft of external review report discussed with Working Group. First draft of Community Grants Policy discussed with Working Group.   |
| End July 2023            | Draft policy to be presented to Working Group, open to all Elected Members to attend.  |
| August – early September | Elected Member feedback invited via Exec Update on the new draft policy. Targeted community feedback on new draft policy via email.  |
| Mid-September 2023       | Final Working Group meeting held to discuss any further feedback prior to final draft.   |
| 26 October 2023          | Final draft Community Grants Policy presented to Community and Natural Environment Committee for approval.   |
| 2 Nov 2023               | Council endorses the Community and Natural Environment Committee recommendation.   |

### Discussion - *Matapaki*

22. The working group brief was to review the current Community Assistance Policy to improve transparency, accessibility and consistency in grant making across Council. The key changes proposed in the new draft Community Grants Policy include:

- i. Change of name from Community Assistance Policy to Community Grants Policy
- ii. Change of the grant framework from Multi-year to Community Partnership Agreements and, Single-year, Community Events and Creative Partnerships Fund to Community Service Grants and Community Initiatives Grants.
- iii. Community Partnership Agreements will focus on key community partners supporting the delivery of Council's strategies and outcomes.
- iv. Community Service Grants and Community Initiatives Grants will provide funding across all sectors including arts, events etc. Applicants will be able to make one application for an initiative that covers both operating and event costs.
- v. The frequency of the Community Service Grants and Community Initiatives Grant rounds change from once per year to twice per year.

- vi. A change of delegation for the Community Grant Allocation Sub-committee to have final approval of the Community Partnership Agreements and the Community Services Grants.
  - vii. A change of delegation for relevant General Managers to have final approval of the Heritage Fund and the Community Initiatives Grants. This is consistent with other funds across Council.
  - viii. The draft Community Grants Policy includes schedules of for all grants across Council.
  - ix. Staff in the Community and Social Development team will provide a central administration point for all community grants across Council.
23. Staff will implement operational changes to support easy access to grants. For example, simplifying forms, adding instructional videos to the Council website and offering a guide to the application form in several different languages.

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

- 24. The review of the Community Grants Policy is a regular operating activity funded through operating budget of the Long-Term Plan.
- 25. The amount of funding available for grant distribution is set through the budgeting processes in the Annual Plan and Long-Term Plan. It is not set in the Community Grants Policy to allow budget flexibility.

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

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

#### **Climate Change Impact Statement**

- 27. Staff have assessed this option and determined no adaptation assessment or emission assessment is required.

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

- 28. 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').
- 29. 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.
- 30. The recommendations set out in this report are consistent with that purpose.

#### **Social**

- 31. A key focus for the grants administered by the Community Grants Policy is building greater social cohesion and inclusion, creating a better city for all the people who live here.
- 32. The 2023/24 budget shows 63% of funding distributed through the Community Assistance Policy being allocated through the Multi-Year Community Grant and supports the operational management of important community and social infrastructure in the city.

#### **Economic**

- 33. Economic conditions, including income, food and housing are integral to wellbeing. Economic Wellbeing is often defined as having present and future financial security, to be able to have economic choices and feel a sense of security, satisfaction and personal fulfilment. This security, satisfaction and personal fulfilment flow into people's ability to participate in wider society and feel connected, healthy and happy.

34. Community Grants support organisations and agencies throughout the city to deliver their services to increase the ability of the community to meet its own needs.
35. The community organisations supported through the Multi-Year Community Grant and Single-Year Community Grant in 2022 employed 481 individuals.
36. The 2018-28 10-Year Plan outlines that Council grants will be used effectively, meaning that at least \$3 worth of services will be leveraged for every \$1 of community grant funding provided.

#### **Environmental**

37. Applications to the grants administered through this Policy from environmentally focused community groups is traditionally low as the Council offers other contestable funding schemes to improve the environmental wellbeing of the city.

#### **Cultural**

38. Consideration of diversity and inclusion is important to the allocation process of grants administered through the Policy.
39. During the 2022/23 grant allocation 26 groups received Multi-year, Single-year or Community Event grants to implement cultural programmes, activities for events which were open to the wider public to participate.
40. The Welcoming Communities Fund budget of \$100,000 per annum focusses on supporting groups who seek to provide services, programmes or events in the community that align to the outcomes of the Welcoming Plan. In 2022/23, 22 groups were supported through this fund.

#### **Risks - *Tuuraru***

41. If the policy is not approved, it will delay the opening of Councils Partnership Agreement Fund (three year multi-year grants) due to open in December 2023. This will result in current recipients having less time to adjust their operating budgets, should their applications be declined.

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

#### **Significance**

42. 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**

43. Community views and preferences are already known to the Council through targeted engagement with current grant recipients, applicants who have either been declined or not typically applied for funding, other philanthropic funders, and key community partners.
44. Given the low level of significance determined, the engagement level is low. No engagement is required.

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

Attachment 1 - Final Draft Community Grants Policy 2023

Attachment 2 - Final 2023 Community Grant Benchmarking to Local Authorities Annual Revenue



|                       |  |
|-----------------------|--|
| Date first adopted:   | 11 December 1996                                       |
| Revision history:     | July 2023/ Version 13                                  |
| Next review date:     | July 2026  |
| Engagement required:  | No engagement required                                 |
| Document Number       | D-4863576  |
| Associated documents: | Event Sponsorship Policy                               |
| Sponsor/Group:        | General Manager Partnerships, Communication and Maaori |

## Community Grants Policy

### Te Puukate - Purpose

1. The purpose of Community Grants is to enable, facilitate, and provide opportunities for communities to drive and own their own development.
2. This policy sets out Hamilton City Council's (the Council's) funding eligibility criteria and allocation and approval process and expectations for grants provided to community organisations.

### Te Whanaitanga – Scope

3. This Policy applies to the Council elected members, staff, and the organisations and people who are seeking grant funding allocations from Council (See schedule 1 for detail on who can apply).
4. This Policy applies to the Council contestable community grants set out in Table 1.

### Ko ngaa Tikanga Whakahaere Kaupapahere – Principles

5. Council's grant allocations are in alignment with its strategic direction and plans.
6. Council will reflect generally accepted best practice on accessibility, clear purpose and eligibility of grants, accountability and integrity regarding grant allocations and decision-making.
7. Council aims to improve open communication, and transparency in assessing and managing grant allocations and approvals.
8. Council will look for opportunities to collaborate with other funders.

### Kaupapa Here – Policy

9. Council provides grants each financial year to support a range of community organisations to deliver community projects that are aligned with Council plans and strategies and contribute to the wellbeing of Hamiltonians.
10. The total financial assistance provided to the community through community grants and funding covered by this Policy is determined in the Council's Long Term Plan budget.
11. Council staff and Committee roles and responsibilities regarding approval of grants are outlined in the Community Grants Guideline, and Council Delegations Policy and Governance Structure Terms of Reference for Council and Committee of Council.
12. An overview of community grant types, target groups, grant rounds, what is funded, and the allocation/ approval process by grant fund type is outlined in Table 1.
13. The general community grants funding process, including the grants application, decision-making and accountability expectations, is outlined in Schedule 1.
14. Applications are open to all community organisations that meet criteria set out below:

- a. Are legally constituted not-for-profit community organisations (charitable trust or incorporated society). The applicant organisation must have a Trust Deed or Constitution with a minimum of three board or committee members. The applicant organisation must have been operating for a minimum of 12 months.
  - b. Provide services, programmes, activities or events that benefit Hamiltonians.
  - c. Have the capacity to deliver the project as outlined in their application.
  - d. Have good record keeping and operating practices i.e. annual accounts, minutes, two bank signatories.
  - e. Have accounted for any previous grants before any new grant application will be processed.
15. Recipients of grants must agree to:
- a. Provide further information on request.
  - b. The terms and conditions of any potential grant as outlined in their grant agreement.
  - c. Provide accountability for any funds received.
16. Applications for grants must be made through the online system (via <https://hamilton.govt.nz/community-support-and-funding/funding/>).
17. In general, organisations can only receive one grant allocation per year.
18. In general, activities, events, programmes and services funded need to be of benefit to Hamiltonians and take place within the Hamilton City boundary.
19. The following activities or requests will not be approved under this Policy:
- a. Projects or operational costs already substantially funded by Hamilton City Council.
  - b. Retrospective funding i.e. specific projects that have already started or have been completed.
  - c. Religious Ministry regarding the teaching or preaching of their faith.
  - d. Activities considered core Government responsibility e.g. teaching of the school curriculum.
  - e. Political organisations or social clubs.
  - f. Repayment of debt, Loans (or loan guarantees), rates remittance, community leases or rentals, mortgage repayments or investments of any kind.
  - g. Any projects or activities that would generally be considered illegal or are contrary to Councils aims and objective.
  - h. Travel and accommodation.
  - i. Prizes, cost of goods to be raffled or any costs associated with fundraising.

Table 1: Summary of grant types, target groups, what is funded and the allocation and approval process.

| Community grant  | Target Applicants   | Grant outline  | Grant Rounds             | Allocation and Approval Process steps  |
|--|---|--|--------------------------|--|
| <b>Community Partnership Agreements</b><br><br><i>(see Schedule 2 for further detail on specific criteria)</i> | Community organisations, including not-for-profit organisations who provide key services that support the achievement of Council's <a href="#">strategic outcomes</a> and improve community connectivity in Hamilton. | Service agreements, generally between \$30,000 to \$100,000 each year for three years, paid on an annual basis for: <ul style="list-style-type: none"> <li>• Operation of community spaces and facilities;</li> <li>• Operational costs for community services or programmes; or</li> <li>• Significant community events that have an arts or cultural focus.</li> </ul> | Open once every 3 years. | 1. Staff assess applications and make recommendations.<br>2. Where possible staff will seek advice from other funders<br>3. Sub-committee has delegated authority to make and approve final allocation decisions.                      |
| <b>Community Services Grants</b><br><br><i>(see Schedule 3 for further detail on specific criteria)</i>        | Community groups or organisations who provide services for clients across a diverse range of sectors or target areas in Hamilton. Groups who host community events with wide community participation in Hamilton.     | An annual grant, generally between \$10,000 to \$30,000 for: <ul style="list-style-type: none"> <li>• Support for day-to-day operational service;</li> <li>• Capital or equipment items and repairs and maintenance of existing assets; or</li> <li>• Community event costs.</li> </ul>  | Open twice per year.     | 1. Staff assess applications and make recommendations.<br>2. Where possible staff will seek advice from relevant community sector advisors<br>3. Sub-committee has delegated authority to make and approve final allocation decisions. |

| Community grant  | Target Applicants  | Grant outline   | Grant Rounds            | Allocation and Approval Process steps  |
|--|--|---|-------------------------|--|
| <b>Community Initiatives Grants</b><br><br><i>(see Schedule 4 for further detail on specific criteria)</i>   | Community groups or organisations who provide social connectivity within communities in Hamilton. Groups who run activities/ events for members and communities in Hamilton. | An annual grant, generally between \$1,000 to \$10,000 for: <ul style="list-style-type: none"> <li>• Support for day-to-day operational services;</li> <li>• Capital or equipment items and repairs and maintenance of existing assets; or</li> <li>• Community event costs.</li> </ul> | Open twice per year.    | <ol style="list-style-type: none"> <li>1. Staff assess applications and make recommendations.</li> <li>2. Community and Social Development Manager reviews and approves proposed allocation.</li> <li>3. Allocation report approved, under delegation, by the General Manager Partnerships, Communication and Maaori.</li> </ol> |
| <b>Cat Management Fund Agreements</b><br><br><i>(see Schedule 5 for further detail on specific criteria)</i> | Community groups who capture stray and feral cats within Hamilton, and de-sex, and re-home or euthanise these cats.  | Service agreements for three years paid on an annual basis to cover vet costs of de-sexing stray cats within Hamilton and if needed, euthanasia costs of feral cats where it is not appropriate for them to be re-homed.  | Open once every 3 years | <ol style="list-style-type: none"> <li>1. Staff assess applications and make recommendations.</li> <li>2. Animal Control Manager reviews and approves proposed allocation.</li> <li>3. Allocation report approved, under delegation, by the General Manager Customer and Community.</li> </ol>                                   |

| Community grant  | Target Applicants   | Grant outline   | Grant Rounds                          | Allocation and Approval Process steps   |
|--|---|---|---------------------------------------|---|
| <b>Creative Communities Scheme</b><br><br><i>(see Schedule 6 for further detail on specific criteria)</i>  | Community groups, individuals and organisations that work to increase community participation in the arts in Hamilton.              | An annual grant to fund costs associated with the delivery of a creative programme activities; and/or creative event activities.  | Grant is managed by Creative Waikato. | <p>Funding for this grant is received from Creative New Zealand and is passed Creative Waikato who administers the distribution of the grants. The criteria for the grant is set by Creative New Zealand.</p> <p>The Creative Waikato panel (which includes a Hamilton City Council elected member) determine the allocation.</p> |
| <b>Heritage Fund</b><br><br><i>(see Schedule 7 for further detail on specific criteria)</i>  | Owners of listed heritage buildings and group 1 archaeological sites within Hamilton City boundaries.                               | An annual grant to fund costs associated with repairs and restoration of heritage buildings which align to <a href="#">Council's Heritage Plan</a> .  | Open once per year.                   | <ol style="list-style-type: none"> <li>1. Staff assess applications and make recommendations.</li> <li>2. City Planning Manager reviews and approves proposed allocations.</li> <li>3. Allocation report approved, under delegation, by the General Manager Strategy, Growth and Planning.</li> </ol>                             |
| <b>Event Sponsorship Fund</b><br><br><i>(see Schedule 8 for further detail on specific criteria; and Council's <a href="#">Event Sponsorship Policy</a>)</i> | Organisations or groups that deliver high profile city events for Hamiltonians and that also attract people from around the region. | <p>Generally an annual grant for \$5,000 or more that funds costs associated with organising and running events which align with Council's <a href="#">Economic Development Agenda</a>.</p> <p>The Event Sponsorship Policy is used to assess and allocate the funds.</p> | Open once per year.                   | <ol style="list-style-type: none"> <li>1. Staff assess applications and makes recommendations.</li> <li>2. Allocation report reviewed by the General Manager Venues, Tourism and Events and recommendation to <a href="#">Economic Development Committee</a> for approval.</li> </ol>   |



| Community grant   | Target Applicants  | Grant outline   | Grant Rounds                                 | Allocation and Approval Process steps   |
|---|--|---|--|---|
| <b>Waste Minimisation Fund</b><br><br><i>(see Schedule 9 for further detail on specific criteria)</i>     | Organisations, groups, businesses, or not-for-profit organisations who encourage and promote reduction of waste in Hamilton. | An annual grant to fund costs associated with waste reduction projects which align to <a href="#">Council's Waste Management and Minimisation Plan</a> .  | Open once per year.                          | <ol style="list-style-type: none"> <li>1. Staff assess applications and make recommendations.</li> <li>2. Unit Director Resource Recovery and Sustainability along with independent expert and an Elected Member reviews and approves proposed allocation.</li> <li>3. Allocation report approved, under delegation, by the General Manager Infrastructure and Assets.</li> </ol> |
| <b>Welcoming Communities Fund</b><br><br><i>(see Schedule 10 for further detail on specific criteria)</i> | Any community group wanting to offer projects, services or events that enhance the welcoming of newcomers in Hamilton.       | An annual grant that funds costs associated with providing new projects or services which align to <a href="#">Council's Welcoming Communities Plan</a> . | Open all year until all funds are allocated. | <ol style="list-style-type: none"> <li>1. Staff assess applications and make recommendations.</li> <li>2. External Advisory Panel and two elected members reviews and approves proposed allocation.</li> <li>3. Allocation report approved, under delegation, by the General Manager Partnerships, Communication and Maaori.</li> </ol>   |

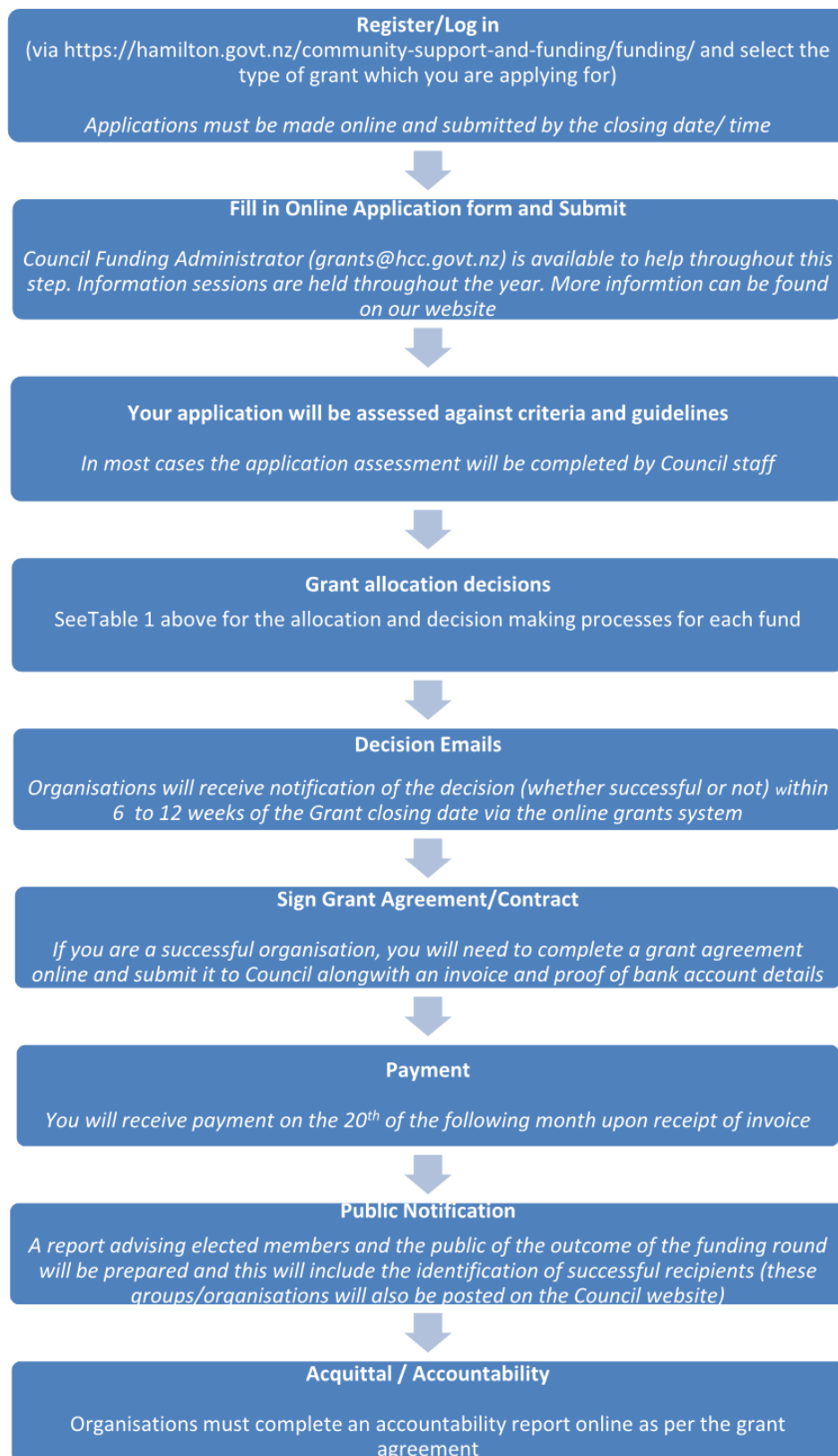
## Conflicts of Interest

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

## Monitoring and Implementation

20. Implementation of this policy will be monitored by the General Manager of Partnerships, Communication and Maaori.
21. Committees and Sub-committees with delegated responsibilities include the [Community and Natural Environment Committee](#), the [Community Grants Allocation Sub-Committee](#), and the [Economic Development Committee](#).
22. This policy and associated schedules will be reviewed, at the request of the Council, in response to any relevant legislative amendment, in response to additional funding opportunities or every three years (whichever comes first) through the relevant Committee identified in the Governance Structure Terms of Reference and Delegations.

## Schedule 1 – General Summary of the Community Grants Funding Process



## Schedule 2 – Community Partnership Agreements criteria and guidelines.

|  |   |
|--|---|
| Purpose of this grant:                       | Service agreements are for three years paid on an annual basis to support the delivery of key services that improve community wellbeing and connectivity in Hamilton.   |
| Who the grant is targeted at:                | <ul style="list-style-type: none"> <li>Community organisations, including not-for-profit organisations who provide key services that support the achievement of Council's <a href="#">strategic outcomes</a> and improve community connectivity in Hamilton. The organisations must be registered with the Charities Services.</li> <li>Limited liability companies, sole traders (proprietorship), or partnerships may apply for funding of events.</li> </ul> |
| How much is available per grant application: | Generally, between \$30,000 to \$100,000 per year for up to three years.  |
| What will be funded:                         | Operation of community spaces and facilities;<br>Operational costs for community services or programmes; or<br>Significant free or low-cost community events that have an arts or cultural focus.   |
| When can applications be made:               | The grant application is open once every 3 years.<br>Recipients of this grant will not be eligible to apply for a Community Services Grant or a Community Initiatives Grant over the term of their Agreement unless it is for a new initiative not covered by the partnership agreement.  |
| Other requirements:                          | A Hamilton City Council staff member will visit Community Partnership Agreement recipients regularly. The purpose of the visit is to build a relationship between Hamilton City Council and the grant recipient as well as inform on progress and development or emerging community issues.   |

### Schedule 3 – Community Services Grants criteria and guidelines.

|  |   |
|--|---|
| Purpose of this grant:                       | An annual grant to support the delivery of services, initiatives and projects that improve community wellbeing and connectivity in Hamilton.  |
| Who the grant is targeted at:                | <ul style="list-style-type: none"> <li>Community groups or organisations who provide services for clients across a diverse range of sectors or target areas in Hamilton.</li> <li>Groups who host free or low-cost community events with wide community participation in Hamilton.</li> </ul>   |
| How much is available per grant application: | Generally, between \$10,000 to \$30,000.<br>Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project.<br>Applicants will be able to request consideration for a two-year grant   |
| What will be funded:                         | <ul style="list-style-type: none"> <li>Services, initiatives, and projects that: <ul style="list-style-type: none"> <li>provide support for day to day needs such as food parcels.</li> <li>support the development of life skills.</li> <li>employment opportunities.</li> <li>enhancing lives of people living with high needs; or</li> <li>initiatives that improve access to support or new experiences</li> </ul> </li> <li>Capital or equipment items and repairs and maintenance of existing assets.</li> <li>Support for events that are open to the wider public, are low cost or free to attend, are likely to draw larger audiences and activate our public spaces.</li> </ul> |
| When can applications be made:               | <p>Open twice per year.<br/>The grant rounds will occur in February and June each year.</p> <p>Recipients of this grant will not be eligible to apply for a Community Initiatives Grant.</p>  |



## Schedule 4 – Community Initiatives Grants criteria and guidelines.

|  |   |
|--|---|
| Purpose of this grant:                       | An annual grant to support the delivery of services, initiatives and projects that improve community wellbeing.   |
| Who the grant is targeted at:                | <ul style="list-style-type: none"> <li>Community groups or organisations who provide social connectivity within communities in Hamilton.</li> <li>Groups who run activities/ events for members and communities in Hamilton.</li> </ul>                                       |
| How much is available per grant application: | Grants are generally between \$1,000 - \$8,000 with a maximum of \$10,000.<br>Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project.  |
| What will be funded:                         | <ul style="list-style-type: none"> <li>Services, initiatives, and projects that support day-to-day operational services.</li> <li>Capital or equipment items and repairs and maintenance of existing assets.</li> <li>Community event and cultural festival costs.</li> </ul> |
| When can applications be made:               | <p>Fund opens twice per year.<br/>The grant rounds will occur in March and July each year.</p> <p>Recipients of this grant will not be eligible to apply for a Community Services Grant.</p>  |

Item 10

Attachment 1

## Schedule 5 - Cat Management Fund Agreements criteria and guidelines

|  |   |
|--|---|
| Purpose of this grant:                       | To help improve biodiversity within the city, enhance the environment and reduce the number of stray, abandoned and feral cats in Hamilton, and support curbing the effects these cats can have on people, property, and other animals.   |
| Who the grant is targeted at:                | Not for profit groups who receive stray cats from within Hamilton City boundaries and will de-sex and re-home them.   |
| How much is available per grant application: | Up to the total grant allocation amount determined in Long-Term Plan budget.  |
| What will be funded:                         | <ul style="list-style-type: none"> <li>The cost of vet fees to de-sex cats that have been found as strays within the Hamilton City boundary and are to be rehomed.</li> <li>Euthanasia costs of feral cats where there is significant health concerns/issues and euthanasia is in the best interests of the cat.</li> </ul> <p>The following <b>will not</b> be funded:</p> <ol style="list-style-type: none"> <li>The desexing costs of stray, abandoned and feral cats found outside Hamilton's city boundaries.</li> <li>Desexing and release programmes for stray, abandoned and feral cats.</li> <li>The desexing costs of any cats who already have a home or are privately owned.</li> <li>An individual, group, or organisation's other operating costs separate to the actual cost of desexing carried out before stray, abandoned and/or feral cats are rehomed.</li> </ol> |
| When can applications be made:               | Application will be open once every three years, with grant paid annually to recipients.  |
| Other requirements:                          | Recipients of grant will be required to submit an accountability form each year for the duration of the three-year grant period. Accountability will include stats on the number of cats being de-sexed and rehomed or euthanised and include Annual Financial Accounts.  |

## Schedule 6 - Creative Communities Scheme criteria and guidelines

|  |  |
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| Purpose of this grant:                       | To increase community participation in the arts, broaden the range and diversity of the arts available to communities, and enhance and strengthen the local arts sector.   |
| Who the grant is targeted at:                | <p>Community groups, individuals, and organisations that:</p> <ul style="list-style-type: none"> <li>• work to increase local communities to engage with and participate in local arts in Hamilton; or</li> <li>• support the diverse artistic cultural traditions of local communities; or</li> <li>• enable young people (under 18 years) to engage with and participate in the arts.</li> </ul> <p>The projects must be completed within 12 months of funding being approved and not to have started or finished before Creative Communities Scheme funding is approved.</p>  |
| How much is available per grant application: | Grants are generally less than \$5,000, but on occasion up to \$10,000   |
| What will be funded:                         | <p>The criteria is set by Creative New Zealand and Creative Waikato. Types of costs to be funded are:</p> <ol style="list-style-type: none"> <li>Materials for arts activities or programmes</li> <li>Venue or equipment hire.</li> <li>Personnel and administrative costs for short-term projects</li> <li>Promotion and publicity of arts activities.</li> </ol> <p>The following <b>will not</b> be funded:</p> <ol style="list-style-type: none"> <li>Ongoing administration or personnel costs that are not related to the specific project.</li> <li>Costs for projects already started or completed.</li> <li>Travel costs to attend performances or exhibitions in other areas.</li> <li>Buying equipment, such as computers, cameras, musical instruments, costumes, lights, or uniforms.</li> <li>Entry fees for competitions, contests, and exams.</li> <li>Prize money, awards, and judges' fees for competitions.</li> <li>Royalties.</li> <li>The purchase of artworks for collections.</li> <li>The costs of running fundraising activity.</li> <li>Repayment of debt or interest on debt.</li> </ol> |
| When can applications be made:               | <p>Fund opens twice per year.<br/>The grant rounds will occur in mid-January/February and mid-July/August each year.</p> <p>Note that <a href="#">Creative Waikato</a> administer Hamilton's Creative Communities Scheme funding on behalf of Hamilton City Council.</p>   |

Item 10

Attachment 1

## Schedule 7 - Heritage Fund criteria and guidelines.

|  |  |
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| Purpose of this grant:                       | To support actions set out in our Hamilton Heritage Plan, and ensure the story of Hamilton, dating back to pre-European settlement, is told, and passed onto future generations.   |
| Who the grant is targeted at:                | <p>Owners of listed heritage buildings and group 1 archaeological sites within Hamilton City boundaries.</p> <p>Priority will be given to:</p> <ol style="list-style-type: none"> <li>Items listed in Schedule 8A of the Council's District Plan</li> <li>Group 1 archaeological sites listed in Schedule 8B of the Council's District Plan.</li> </ol> <p>This fund <b>is not</b> available to Government or tertiary institutions that own archaeological sites.</p> |
| How much is available per grant application: | <p>Grants generally range from \$2,000 to \$30,000.</p> <p>Once approved, grants will be paid retrospectively on proof of completion of heritage works.</p>  |
| What will be funded:                         | <p>Types of costs to be funded are:</p> <ol style="list-style-type: none"> <li>Heritage conservation plans and other professional documentation to inform future works.</li> <li>Earthquake-strengthening projects.</li> <li>Reinstatement, restoration, or repair of heritage features (e.g., historic shopfronts, fretwork and balustrading and window frames and glass).</li> <li>Preservation works such as absorber treatment.</li> </ol>                         |
| When can applications be made:               | <p>The fund opens once per year.</p> <p>The grant round will occur in June each year.</p>  |

## Schedule 8 - Event Sponsorship Fund criteria and guidelines.

|  |  |
|--|--|
| Purpose of this grant:                       | To promote Hamilton as a business and event visitor destination, by supporting larger event opportunities where exposure will reach well beyond Hamilton, delivering high-profile coverage; and where it will attract significant numbers of visitors from outside Hamilton and the region, and great community engagement and participation.  |
| Who the grant is targeted at:                | <ul style="list-style-type: none"> <li>Organisations, limited liability companies, sole traders (proprietorship), or partnerships.</li> <li>Emerging events that are new and warrant a kickstart sponsorship investment as they are seen to have significant long-term growth potential for the city.</li> <li>Cornerstone longstanding events that have proven performance in delivering a high profile for Hamilton, which add to the city's value proposition and will help drive incremental visitation and expansion opportunity.</li> <li>Significant one-off events that present an opportunity to deliver substantial benefits to Hamilton by way of profile, increased visitation, and new business opportunities.</li> <li>All application assessments will be considered both collectively (with other applications) and independently upon their respective merit in order to ensure a balanced portfolio of event categories (types) and year-round weighting.</li> </ul> |
| How much is available per grant application: | Over \$5,000 per application.  |
| What will be funded:                         | <p>The grant funds event costs.</p> <p>The grant <b>will not</b> be granted for:</p> <ol style="list-style-type: none"> <li>General operating shortfalls.</li> <li>Losses incurred by events or festivals.</li> <li>Events or festivals which take place outside of Hamilton City.</li> <li>Applications will not be accepted from any past sponsored event organiser who has failed to supply a post event report to Council.</li> </ol> <p>Hamilton City Council will not enter into sponsorship arrangements if members of the Economic Development and/or the Venues, Tourism and Major Events Group deem the organisation to be in conflict with Hamilton City Council's business or core values.</p>   |
| When can applications be made:               | <p>The fund opens once per year.</p> <p>The grant round will occur in March each year.</p>   |

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Attachment 1

## Schedule 9 - Waste Minimisation Fund criteria and guidelines.

|  |   |
|--|---|
| Purpose of this grant:                       | To support waste minimisation projects which encourage community participation and education and/or are of benefit to the community of Hamilton and lead to long-term waste minimisation action and behaviour change.   |
| Who the grant is targeted at:                | <ul style="list-style-type: none"> <li>• Limited liability companies, sole traders, or partnerships</li> <li>• Iwi/ Maaori organisations</li> <li>• Educational institutions</li> <li>• Other community-based organisations operating within Hamilton.</li> </ul>   |
| How much is available per grant application: | Grants generally range up to \$10,000, maximum \$15,000.  |
| What will be funded:                         | <p>Applications demonstrate how they will support in the achievement of the vision, goals and objectives of the Waste Management and Minimisation Plan.</p> <p>Types of activities are:</p> <ul style="list-style-type: none"> <li>• New waste minimisation activities</li> <li>• An expansion of scope, or activity.</li> <li>• Waste reduction projects.</li> <li>• The reuse, recycling and recovery of waste and diverted materials.</li> </ul> <p>Projects and activities must take place within Hamilton or be for the benefit of the Hamilton community.</p> |
| When can applications be made:               | <p>The fund opens once per year.</p> <p>The grant round will occur in March each year.</p>  |



## Schedule 10 - Welcoming Communities Fund criteria and guidelines.

|  |  |
|--|--|
| Purpose of this grant:                       | To fund, with seed funding from MBIE, community groups to create exciting, inclusive welcoming activities for any newcomers to Hamilton in line with the outcomes of the Welcoming Communities Plan.   |
| Who the grant is targeted at:                | Groups who are seeking to provide new welcoming services, programmes, or activities that they have not provided before and fi with the outcomes of the Welcoming Communities Plan.<br><br>Note groups who may have already received a Community Partnership Agreement, Community Services Grant, or a Community Initiatives Grant with the last 12 months are able to apply for this fund. |
| How much is available per grant application: | Grants are generally in the range of \$2,000 to \$5,000.   |
| What will be funded:                         | New activities that support the outcomes of the Welcoming Plan.<br><br>The grant <b>will not</b> fund business-as-usual projects or operating costs.   |
| When can applications be made:               | Open all year until all funds have been allocated. Assessed monthly.   |

Item 10

Attachment 1

### Local Authority Benchmarking – Grants revenue and allocation processes

#### Summary points

- Twelve Councils have contributed to the benchmarking of grants revenue and allocation processes.
- Eleven Councils have grant programmes guided by either specific strategies related to that fund, or by an overarching grants policy.
- Eleven Councils have between three and seventeen different streams of community funding.
- Eleven Councils have delegated authority for final grant allocation decisions/ sign-off to either staff or grant allocation sub-committees/panel.
- Three Councils include community members and Iwi representatives on their grants sub-committees/panel.
- Two Councils have a process which allows members of the public to attend/ present to the grant sub-committee/panel.
- One Council delegates part of their grant allocation to an external party who are experts in that particular grant area.
- One Council sets funding dates at the beginning of each triennium.
- Three Councils are in various stages of their grants policy review – Tauranga City Council and Waikato District Council are close to completion, Dunedin City Council intend to being their review later this year.
- Hamilton City Council ranks 5<sup>th</sup> in relation to other Councils when expressing our total grants budget in terms of \$ per resident. HCC ranks 9<sup>th</sup> in relation to other Councils when expressing the grants budget covered by the Community Assistance Policy in terms of \$ per resident.
- Hamilton City Council ranks 6<sup>th</sup> in relation to other Councils when expressing our total grants budget in terms of % of total Council revenue. HCC ranks 9<sup>th</sup> in relation to other Councils when expressing the grants budget covered by the Community Assistance Policy in terms of % of total Council revenue.

#### Comparison of community grant allocation process

| Council           | Grant streams   | Allocation process   |
|-------------------|---|--|
| Auckland City     | Regional grants - Arts, Culture & Events; Community development; Environment & Natural Heritage; Historic Heritage; Sport & Recreation; Strategic Relationship Grants; local board community grants   | Staff assess applications and write reports to various regional committees e.g. Arts & Culture, Environment etc. Expressions of interest are invited for Strategic Relationship Grants; Committee select applicants to proceed to submitting a full proposal. Committee have delegated authority to make final decisions. Twenty-one community boards with delegated authority to allocate local community grants. |
| Christchurch City | Grant streams align to their various strategies. Sixteen streams of funding for various related activities such as events, festivals, environment, sustainability, community activation, place partnerships to strengthening communities' grants with multi-year options. | Staff assess applications and report to Council who make the final allocation decisions.   |

|                       |  |   |
|-----------------------|--|---|
| Dunedin City          | Eight different streams of funding guided by policy and various strategies. One stream of funding is Partnership Agreements. These recipients work to build a strong relationship with Council Advisory Staff. | A staff member assesses applications, checked by the team leader, reviewed by manager. Report to grants subcommittee who have delegated authority to make final decisions. Grant sub-committee is made up of six Councilors and three paid community people who meet four times per year. Outcome is reported to full Council.  |
| Hamilton City         | Single Year Community Grants, Community Event Fund, Creative Partnerships Fund, Multi-year Community Grant (open once every three years)   | A minimum of three staff assess each application. Staff meet to reach a consensus draft recommendation. Staff write a report to the Grant Sub-Committee, made up of a minimum of three Councilors. The Grant Sub-Committee make a final recommendation on allocation decisions to the Community and Natural Environment Committee to approve.   |
| Hastings District     | Funding includes single -year community grants, multi-year grants, Creative Communities Scheme, Waste Minimisation and Activation grants   | Small grants are assessed and allocated by staff. Staff write a report for other grants to be allocated by funding panel of Councilors. Report contains staff comments, no recommendations. Funding panels include mix of expertise which comes from Councilor and staff knowledge of their community.  |
| New Plymouth District | Seventeen streams of funding including Heritage, community leases, events, services, Marae Development, Social Enterprise, Strategic Partnerships, Youth, Planting our Place                                   | Mostly processed by individual assessment by one staff member and a peer review by another, or an individual assessment by one staff member and then a panel assessment to rank and decide. Many of their processes include externals on the assessment panel. For some they have contracted out or devolved the process entirely to an external group.   |
| Palmerston North City | Seventeen streams of funding including five for individual support eg scholarships, eight for community and voluntary sector, three for events and one general sponsorship fund.                               | Numerous different grant rounds. Allocation process varies - mixture of staff assessment and recommendations or peer review and Council decision makers.  |
| Rotorua Lakes City    | Neighbourhood Matching Fund<br>Community Grants 3 yrs.,<br>Partnership Agreements 3yrs.  | Applications under \$5,000 are available all year round. Applications are vetted. If the application aligns with the guidelines and all material submitted, I Advisor writes a recommendation report which is signed Advisor, Manager, and Deputy Chief Executive. This process is quite simple.<br><br>Applications over \$5,000 are open in two rounds every year (Feb & Aug). Applications are vetted. If the application aligns with the guidelines and all material submitted the applicant, then has the opportunity to present their project to a review panel who ultimately make the final decision on whether the applicant is successful or not.<br><br>With regards to the Community Grants and Partnership Agreements – all applications are decided by a grant sub-committee. |

|                  |  |  |
|------------------|--|--|
| Tauranga City    | City Centre Development, Community Development Match Fund, Event Funding, Community Grants, Creative Communities Fund, Grant for DC on Community and Papakainga Housing, Resource Wise Community Fund  | <p>All decisions on applications for the Community Grant Fund will be made by an assessment panel consisting of at least two senior Council staff, a representative appointed by Te Rangapū Mana Whenua o Tauranga Moana and an independent representative from one of the community philanthropic funding organisations, based upon recommendations from technical experts on Council staff.</p> <p>Reviewing their current Grants Policy. Developing a framework which covers all grant funding across Council, considering other support Council gives to the community beyond grants e.g. discounted community leases, and re-scoping their grant rounds - up to \$5k open all year with staff sign-off (groups do not have to have a legal entity), community grants \$5k-\$50k, and multi-year partnership initiatives across sectors. Policy also to include a process for requests to the LTP.</p> |
| Waikato District | Community board grants, Community led development projects and local well-being projects.  | Community boards allocate local grants. Staff work with community led development projects and invite applications via a proposal system. They have an internal budget to support distribution of funds to these partnership projects. Other funds have been invested with Momentum. They expect to allocate via a funding panel from Nov 2023 to support local well-being projects.   |
| Waipa District   | No specific funding rounds   | Have a mix of grants which are directly allocated through LTP, they adhere to an allocation process like Community Boards or the District Promotion Committee. Each will have different Criteria   |
| Wellington City  | Seventeen streams of funding including Arts and Culture, Social and Recreation, Natural Environment Fund, Climate and Sustainability Fund (y 1-5 of LTP), Heritage Resilience Buildings, Community Events, Sports Events, Sports Feasibility and Sports Hubs feasibility, Tawa Community Grants, Community Venue Assistance, Living Wage for non-Council events (y 1-3 of LTP) | Subject matter experts assess applications and report to grants sub-committee of Councillors (4 hui per year); public can apply to attend grant hui at the discretion of the chair, councillors have access to grants system to view full application. Some funding streams include multi-year options. Several streams considered at once at sub-committee meeting; external grant panels for CCS, Climate and Sustainability fund; Sub-committee have delegated authority up to \$150k per application. Some funds are delegated to Officers. Dates for funding rounds set for 3 yrs. at the beginning of each triennium.  |

**Benchmarking Community Grants to Local Authorities Annual Revenue**

| COUNCIL                         | POPULATION DATA<br>(STATS NZ PROJECTION<br>JUNE 2022) | 2021/22 ANNUAL<br>REVENUE (000) | COMMUNITY<br>GRANTS (000) | % OF<br>ANNUAL<br>REVENUE | \$ PER<br>RESIDENT | RATEPAYER<br>ESTIMATE<br>2021/22 | \$ PER<br>RATEPAYER |
|---------------------------------|---|---------------------------------|---------------------------|---------------------------|--------------------|----------------------------------|---------------------|
| Auckland City                   | 1,695,000   | 5,676,000                       | 3,900                     | 0.07                      | 2.30               | 590,000                          | 6.61                |
| Christchurch City <sup>1</sup>  | 389,300   | 1,083,325                       | 10,000                    | 0.92                      | 25.68              | 148,000                          | 67.56               |
| Dunedin City                    | 130,400   | 317,544                         | 1,700                     | 0.54                      | 13.03              | 50,405                           | 33.72               |
| Hamilton City <sup>2</sup>      | 179,900   | 456,050                         | 1,619                     | 0.36                      | 9.00               | 60,937                           | 26.57               |
| Hamilton City <sup>3</sup>      | 179,900   | 456,050                         | 2,404                     | 0.53                      | 13.36              | 60,937                           | 39.45               |
| Hastings District               | 90,600  | 168,857                         | 900                       | 0.53                      | 9.93               | 31,000                           | 29.03               |
| New Plymouth District           | 87,700  | 192,103                         | 370                       | 0.19                      | 4.21               | 35,000                           | 10.57               |
| Palmerston North City           | 90,400  | 157,866                         | 2,400                     | 1.52                      | 26.54              | 33,600                           | 71.42               |
| Rotorua Lakes City <sup>4</sup> | 78,600  | 143,662                         | 435                       | 0.30                      | 5.53               | 30,000                           | 14.5                |
| Tauranga City <sup>5</sup>      | 158,300   | 464,439                         | 3,300                     | 0.71                      | 20.84              | 62,071                           | 53.16               |
| Waikato District                | 88,900  | 230,053                         | 574                       | 0.25                      | 6.45               | 32,037                           | 17.91               |
| Waipa District                  | 60,500  | 130,002                         | 642                       | 0.49                      | 10.61              | 23,531                           | 27.29               |
| Wellington City <sup>6</sup>    | 213,300   | 709,788                         | 7,040                     | 0.99                      | 33.00              | 81,030                           | 86.88               |

Revenue includes, Rates, Fees, Development Contributions and Other. Figures above were sourced from 2021/22 Annual Reports or provided by various Council staff.

<sup>1</sup> Christchurch City Council estimated ratepayers is based on 2018 census.

<sup>2</sup> Hamilton City Council community grants figure does not include \$50,000 Waste Minimisation Fund, \$80,000 Heritage Fund, \$400,000 Major Sponsorship Fund, \$50,000 Cat De-sexing Fund, \$100,000 Welcoming Communities Fund or \$105,000 Creative Communities Scheme which are not currently covered by the Community Assistance Policy.

<sup>3</sup> Hamilton City Council total community grants across the whole of Council

<sup>4</sup> Rotorua Lakes City Council annual revenue is taken from their 2020/21 Annual Report as their 2022 annual report had not been published as at May 2023.

<sup>5</sup> Tauranga City Council has just announced an increase to their events budget of \$900,000 which is not included in their figures above.

<sup>6</sup> Wellington City Council community grants figure does not include Waste Minimisation Seed and Organics Funding (via Waste Levy), Creative Communities (\$142,000), Heritage Resilience (\$500,000) and Sports Events Sponsorship (\$125,000)

## Ranked by \$ per resident

| Council                    | Population Data (Stats<br>NZ projection June 2022) | 2021/22 annual<br>Revenue (000) | Community Grants<br>(000) | % of<br>Annual<br>revenue | \$ per Resident | Ratepayer<br>estimate<br>2021/22 | \$ per ratepayer |
|----------------------------|--|---------------------------------|---------------------------|---------------------------|-----------------|----------------------------------|------------------|
| Wellington City            | 213,300  | 575,000                         | 7,807                     | 1.35                      | 36.60           | 81,030                           | 96.35            |
| Palmerston North City      | 90,400   | 153,000                         | 2,400                     | 1.56                      | 26.54           | 33,600                           | 71.42            |
| Christchurch City          | 389,300  | 1,000,000                       | 10,000                    | 1.00                      | 25.68           | 148,000                          | 67.56            |
| Tauranga City              | 158,300  | 464,439                         | 3,300                     | 0.71                      | 20.84           | 62,071                           | 53.16            |
| Hamilton City <sup>7</sup> | 179,900  | 456,050                         | 2,404                     | 0.53                      | 13.36           | 60,937                           | 39.45            |
| Dunedin City               | 130,400  | 306,000                         | 1,700                     | 0.55                      | 13.03           | 50,405                           | 33.72            |
| Waipa District             | 60,500   | 130,000                         | 642                       | 0.49                      | 10.61           | 23,531                           | 27.29            |
| Hastings District          | 90,600   | 87,300                          | 900                       | 1.03                      | 9.93            | 31,000                           | 29.03            |
| Hamilton City <sup>8</sup> | 179,900  | 454,000                         | 1,619                     | 0.36                      | 9.00            | 60,937                           | 26.57            |
| Waikato District           | 88,900   | 230,053                         | 574                       | 0.24                      | 6.45            | 32,037                           | 17.91            |
| Rotorua Lakes City         | 78,600   | 143,000                         | 435                       | 0.30                      | 5.53            | 30,000                           | 14.5             |
| New Plymouth District      | 87,700   | 156,000                         | 370                       | 0.23                      | 4.21            | 35,000                           | 10.57            |
| Auckland City              | 1,695,000  | 5,676,000                       | 3,900                     | 0.07                      | 2.30            | 590,000                          | 6.61             |

<sup>7</sup> Hamilton City Council total community grants across the whole of Council

<sup>8</sup> Hamilton City Council community grants figure covered by the Community Assistance Policy.



## Ranked by % of Annual income

| Council                     | Population Data (Stats<br>NZ projection June 2022) | 2021/22 annual<br>Revenue (000) | Community Grants<br>(000) | % of<br>Annual<br>revenue | \$ per Resident | Ratepayer<br>estimate<br>2021/22 | \$ per ratepayer |
|-----------------------------|--|---------------------------------|---------------------------|---------------------------|-----------------|----------------------------------|------------------|
| Palmerston North City       | 90,400   | 153,000                         | 2,400                     | 1.56                      | 26.54           | 33,600                           | 71.42            |
| Wellington City             | 213,300  | 575,000                         | 7,807                     | 1.35                      | 36.60           | 81,030                           | 96.35            |
| Hastings District           | 90,600   | 87,300                          | 900                       | 1.03                      | 9.93            | 31,000                           | 29.03            |
| Christchurch City           | 389,300  | 1,000,000                       | 10,000                    | 1.00                      | 25.68           | 148,000                          | 67.56            |
| Tauranga City               | 158,300  | 464,439                         | 3,300                     | 0.71                      | 20.84           | 62,071                           | 53.16            |
| Dunedin City                | 130,400  | 306,000                         | 1,700                     | 0.55                      | 13.03           | 50,405                           | 33.72            |
| Hamilton City <sup>9</sup>  | 179,900  | 456,050                         | 2,404                     | 0.53                      | 13.36           | 60,937                           | 39.45            |
| Waipa District              | 60,500   | 130,000                         | 642                       | 0.49                      | 10.61           | 23,531                           | 27.29            |
| Hamilton City <sup>10</sup> | 179,900  | 454,000                         | 1,619                     | 0.36                      | 9.00            | 60,937                           | 26.57            |
| Rotorua Lakes City          | 78,600   | 143,000                         | 435                       | 0.30                      | 5.53            | 30,000                           | 14.5             |
| Waikato District            | 88,900   | 230,053                         | 574                       | 0.24                      | 6.45            | 32,037                           | 17.91            |
| New Plymouth District       | 87,700   | 156,000                         | 370                       | 0.23                      | 4.21            | 35,000                           | 10.57            |
| Auckland City               | 1,695,000  | 5,676,000                       | 3,900                     | 0.07                      | 2.30            | 590,000                          | 6.61             |

<sup>9</sup> Hamilton City Council total community grants across the whole of Council

<sup>10</sup> Hamilton City Council community grants figure covered by the Community Assistance Policy

# Council Report

**Committee:** Community and Natural Environment Committee

**Date:** 26 October 2023

**Author:** Narelle Waite

**Authoriser:** Helen Paki

**Position:** Strategy and Policy Advisor

**Position:** General Manager Customer and Community

**Report Name:** Determination Report - Animal Nuisance Bylaw 2013 Dog Control Bylaw 2015

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

## Purpose - *Take*

1. To inform the Community and Natural Environment Committee of the intention for staff to review the Animal Nuisance Bylaw 2013 and the Dog Control Bylaw 2015 in accordance with the Local Government Act 2002 (LGA 2002).
2. To seek a determination from the Community and Natural Environment Committee that the above bylaws are the most appropriate mechanisms for addressing issues relating to the protection and maintenance of public safety and regulating the keeping of animals.

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

3. That the Community and Natural Environment Committee:
  - a) receives the report;
  - b) determines that an Animal Nuisance Bylaw is the most appropriate mechanism for addressing issues relating to protection and maintenance of public health and safety, and regulating the keeping of animals;
  - c) determines that a Dog Control Bylaw is the most appropriate mechanism for addressing issues of public safety relating to dog control, and for giving effect to the Dog Control Policy; and
  - d) notes that staff will begin the review of the bylaws including the preparation of draft statements of proposal.

## Executive Summary - *Whakaraapopototanga matua*

4. Staff are seeking approval to begin a review of the Animal Nuisance Bylaw 2013 and Dog Control Bylaw 2015.
5. The Community and Natural Environment Committee has oversight of the Animal Nuisance Bylaw 2013 and the Dog Control Bylaw 2015 (the Bylaws) within its terms of reference.
6. The Bylaws require review every 10 years in accordance with [Section 159](#) of the LGA 2002.

7. Under [Sections 155\(1\)](#) and [160\(1\)](#) of the LGA 2002 the Council is required to *determine whether a bylaw is the most appropriate way of addressing the perceived problem*.
8. Staff are seeking a determination that the Bylaws remain the most appropriate way of addressing issues relating to the protection and maintenance of public safety and regulating the keeping of animals to enable commencement of the formal review process.
9. The formal commencement of the review process will enable staff to reach out to key external stakeholders to support the review and drafting process.
10. A full report with issues and options, draft bylaws and Statement of Proposal for community consultation will be brought back to the Committee for each of the bylaws through the review process.
11. Staff recommend **Option 1** – determine the bylaws are the most appropriate mechanisms for addressing issues relating to the protection and maintenance of public safety and regulating the keeping of animals.
12. Staff consider commencement of the Bylaw reviews has low significance and that the recommendations comply with Council’s legal requirements.

### Background - *Koorero whaimaarama*

13. [Section 145](#) of the LGA 2002 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. [Section 20](#) of the Dog Control Act 1996 provides further capacity for Council to make bylaws relating to Dog Control.
15. To this date, the Bylaws have been used effectively with the above purposes.

### Discussion - *Matapaki*

#### Animal Nuisance Bylaw

16. The Animal Nuisance Bylaw was developed to regulate the keeping of animals within Hamilton City to protect the public from nuisance and maintain public health and safety.
17. The Animal Nuisance Bylaw was created in 2008 and last reviewed in 2013. Staff note that it is essential review this bylaw now or risk revocation if the review is not completed by 23 May 2025.
18. The Animal Nuisance Bylaw sets rules to ensure that the keeping of animals, birds and bees within the Council’s boundaries does not create a nuisance. The bylaw enables Council to take relevant action if a nuisance does arise.
19. The Animal Nuisance Bylaw applies to all animals, including birds, bees, reptiles and fish but excludes dogs. Nuisance caused by Dogs is managed through the Dog Control Bylaw because of the additional bylaw-making powers providing for in the DCA 1996.
20. Staff propose that it is appropriate to review the Dog Control Bylaw at the same time as the Animal Nuisance Bylaw due to their similar scope.

#### Dog Control Bylaw and Policy

21. The Dog Control Bylaw was developed to give effect to Council’s Dog Control Policy, protect and maintain public safety, and address how Council will fulfil our functions and duties pursuant to the DCA 1996.

22. The Dog Control Bylaw was created in 2004 and last reviewed in 2015.
23. A Dog Control Policy and Bylaw are needed to meet our requirements under the Dog Control Act 1996 (DCA 1996). The review of the Dog Control Bylaw will also require a review of the Dog Control Policy ([s10AA DCA 1996](#)).
24. The Dog Control Act requires Councils to adopt a policy in respect of dogs within their rohe (territory) ([s10 DCA 1996](#)).
25. Any policy adopted by Council must have regard for minimising danger and nuisance, the risks of allowing uncontrolled access to public spaces, safety of the community, but also the recreational and exercise needs of dogs and their owners.
26. The policy is given effect by the development of a corresponding bylaw. Council's must therefore review their policies when the corresponding bylaw is due for review ([s10AA DCA 1996](#)).
27. The Dog Control Policy and Bylaw clarifies for Hamiltonians what Council's rules and expectations are regarding where dogs can and cannot be in public spaces, including where dogs have priority, rules for dogs classified as menacing, and responsibilities of dog owners.
28. The review provides an opportunity to align the policy with expectations of the community on all of the above points.
29. Without the Dog Control Bylaw Council would be in breach of its requirements under the DCA 1996 ([s10 DCA 1996](#)).

## Options

30. Two options are provided; however, staff recommend that the only reasonable option for the Council to consider is to make the proposed determinations to allow staff to commence the formal review process of Animal and Dog Control review programme. The options are set out in the table below.

|                                  |   |
|----------------------------------|---|
| <b>Option 1</b><br>(recommended) | <ul style="list-style-type: none"> <li>Determines that an Animal Nuisance Bylaw is the most appropriate mechanism for addressing issues relating to regulating the keeping of animals for the purpose of protecting and maintaining public health and safety; and,</li> <li>Determines that a Dog Control Bylaw is the most appropriate mechanism for addressing issues of public safety relating to dog control, and for giving effect to the Dog Control Policy.</li> <li>Staff will review the Dog Control Bylaw and Policy, and the Animal Nuisance Bylaw as a programme of work which will allow Council to maximise the use of staff time and consultation costings.</li> </ul> |
| <b>Option 2</b>                  | <ul style="list-style-type: none"> <li>Do not approve the review at this time.</li> <li>This option will risk revocation of one or both bylaws.</li> </ul>  |

31. Staff recommend **Option 1** – determine the bylaws are the correct mechanism for addressing issues relating to the protection and maintenance of public safety and regulating the keeping of animals, because they have to date been effectively used by Council to give effect to our Dog Control Policy, and regulate the keeping of Animals, while protecting the public from nuisance, and maintaining public health and safety.
32. If the staff recommendation is not approved the review will not continue at this time, and the Bylaws risk revocation through [section 160A](#) of the LGA 2002.

### Next steps

33. Staff have begun the review process internally, identifying potential issues for investigation throughout the review. Next steps will help determine evidence of these potential issues, and the level of potential impact.
34. Should Council approve **Option 1**, staff will progress the review programme, including:
  - i. engagement with key stakeholders and partners, to identify needed modifications and opportunities for improvements,
  - ii. drafting of the bylaws and policy, including legal review,
  - iii. reporting back to the Community and Natural Environment Committee with issues and options, a draft bylaw and Statement of Proposal for community consultation,
  - iv. a Hearing following the public consultation submission period,
  - v. 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
  - vi. final approval of the bylaw will be sought from Council.
35. Should Council select **Option 2**, the review of the bylaws would not continue at this time and the Bylaws may lapse. Elected Members should consider the risks detailed in the risk section of this report if considering this option.

### Financial Considerations - *Whaiwhakaaro Puutea*

36. 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*

37. Staff confirm that the review of the bylaws, complies with Council's legal and policy requirements.

### Climate Change Impact Statement

38. Staff have assessed the proposed options against the Climate Change Policy for both emissions and climate change adaptation. Staff have determined no adaptation or emissions assessment is required.

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

39. 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').
40. 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.
41. The recommendations set out in this report are consistent with that purpose.

### Social

42. This programme of review is an opportunity to ensure Council best supports the social wellbeing of Hamiltonians by ensuring individuals, family, and whaanau can safely care for animals including dogs.

- 43. The Dog Control review will assess the equitable access to public spaces for dogs and their owners to provide for a sense of belonging and social inclusion that builds strength within community networks.
- 44. The review will also account for the rights of the Community to feel safe in public spaces without fear of attack, intimidation or nuisance caused by animals.

#### **Economic**

- 45. 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**

- 46. Safe keeping of Animals contributes to environmental wellbeing by ensuring that animals are not causing nuisance or disruption to Hamilton's natural environment.

#### **Cultural**

- 47. 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.
- 48. Differing customs, values and beliefs will determine varied perceptions of animals within Hamilton's communities. The animal and dog review programme of work will seek to recognise the value of animals within the community with an appreciation for the inherent differences in cultural significance of animals.

#### **Risks - *Tuuraru***

- 49. If the staff recommendation is not approved both bylaws risk not meeting legislative review requirements and may be revoked under ([s160A, LGA](#)). Not maintaining these two bylaws will come with additional risk to Council and the Community.
- 50. Without the Animal Nuisance and Dog Control Bylaws it will be more difficult to effectively manage the safe keeping of animals within Hamilton to minimise risk and nuisance to the community.
- 51. Unmanaged risk can lead to non-compliance with relevant legislation, including Council failing to comply with requirements under the DCA 1996, and may result in enforcement action on Council.

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

#### **Significance**

- 52. 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**

- 53. There is a statutory requirement to consult as per legislation outlined below.
- 54. [Section 156](#) of the LGA 2002 and [Section 10](#) of the DCA 1996 provides direction on the level of public engagement required throughout the review process.
- 55. Engagement with Council partners and interested community stakeholders will take place to support the drafting of the bylaws.
- 56. Wider community consultation on the drafts will follow later in the process, the draft statement of proposal and bylaws will be brought to the Committee for approval.



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

There are no attachments for this report.

**Item 11**

# Council Report

**Committee:** Community and Natural Environment Committee

**Date:** 26 October 2023

**Author:** Narelle Waite

**Authoriser:** Helen Paki

**Position:** Strategy and Policy Advisor

**Position:** General Manager Customer and Community

**Report Name:** Cultural and Recreational Facilities Bylaw - Approval to consult

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

## Purpose - *Take*

1. To inform the Community and Natural Environment Committee on the issues and options identified in the review of the Cultural and Recreational Facilities Bylaw 2012.
2. To seek a determination from the Community and Natural Environment Committee that the bylaw is no longer the most appropriate mechanism for minimising offensive behaviour at Council's cultural and recreational facilities.
3. To seek approval from the Community and Natural Environment Committee on the draft consultation document and to commence public consultation.

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

4. That the Community and Natural Environment Committee:
  - a) receives the report;
  - b) determines that a Cultural and Recreational Facilities Bylaw is no longer the most appropriate mechanism for minimising offensive behaviour at Council's cultural and recreational facilities;
  - c) approves the draft consultation document (**Attachment 1**) for public consultation from 8 November to 30 November 2023; and
  - d) notes that feedback from the public consultation will be presented to a future Community and Natural Environments Committee.

## Executive Summary - *Whakaraapopototanga matua*

4. The [Cultural and Recreational Facilities Bylaw 2012](#) is currently under review.
5. During the review process staff identified that the bylaw is no longer fit-for-purpose and are recommending revoking the bylaw.
6. Council is required by legislation to consult with the public when proposing to make, amend or revoke a bylaw (s156, LGA 2002). Staff are therefore requesting approval from the Committee to hold public consultation on the proposal to revoke the Bylaw (**Option 1**).

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. If the review is not completed by July 2024 the bylaw will lapse (**Option 2**). Allowing the bylaw to lapse also causes the revocation of the bylaw. As the lapsing of the bylaw is due to the review not being completed, public consultation would not take place.
9. Staff recommend **Option 1** – approve public consultation on the proposal to revoke the Bylaw. The options section of the report provides detail on this option and alternative options for Members’ consideration.
10. Staff consider the decision has low significance and that the recommendations comply with Council’s legal requirements.

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

11. The Cultural and Recreational Facilities Bylaw was first developed in 2008 and last reviewed in 2012.
12. The intent of the bylaw is to enhance public safety at Libraries, Aquatics, the Museum and Artspost by minimising offensive behaviour and potential risk to patrons.
13. In early engagement with key staff members feedback was provided that the bylaw was working well in line with the processes for the facilities.
14. At the 9 March 2023 Council meeting the Council determined that the bylaw was therefore the appropriate method for managing these issues and this determination enabled staff to begin the formal review process.
15. During the review it was identified that the processes followed by staff could be maintained without the use of the bylaw.
16. Members were subsequently given information at an Elected Member Briefing that the bylaw should be considered for revocation.

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

#### **Review process**

17. Staff have undertaken a review of the Cultural and Recreational Facilities Bylaw 2012 to assess its effectiveness. Through this review staff have identified that it is no longer needed to minimise offensive behaviour at our cultural and recreational facilities.
18. Engagement with key staff members who are responsible for managing behaviour at these facilities (aquatics, libraries, and the museum) identified that the processes the Bylaw is intended to support are already reinforced by existing procedures, policies, and legislation.
19. Staff presented the proposal to revoke the bylaw to Elected Members, key staff, and Mana Whenua. All parties were supportive of this approach.
20. The main area of interest during these discussions was how Council currently manages potential and real instances of offensive behaviour. As well as how Council ensures our management processes do not disproportionately affect vulnerable members of our community and their access to our facilities.
21. Concerns about Council’s ability to make rules pertaining to gang insignia at the premises were raised during the review.

22. At a briefing on 8 June 2023 Elected Members requested that staff investigate the range of options including allowing the bylaw to lapse, as opposed to formally revoking the bylaw through the review process.
23. Staff have detailed options in paragraph 33 for Members' consideration.

### Issues and opportunities

24. Council has a responsibility to ensure the community has safe access to our recreational and cultural facilities and therefore makes rules, procedures and policies to enable us to meet these responsibilities.
25. The bylaw intends to enforce rules on minimising offensive behaviour. However, Council may also enforce rules using the Trespass Act 1980 and in cases where Council has trespassed individuals in response to offensive behaviour staff have done so using processes supported by the Trespass Act 1980 as well as existing management policies.
26. The bylaw provides for authorised persons to carry out duties of warning to leave or stay off the premises; however, staff are similarly authorised through the Delegations to Officers (Specific to the Trespass Act 1980) management policy.
27. The Prohibition of Gang Insignia in Government Premises Act 2013 come into law following the last review of this bylaw in 2012. Council can apply this law to the facilities covered by this Bylaw.
28. As the owner occupier of these facilities, Council maintains our ability to set customer behaviour expectations with or without linking these to a bylaw.
29. The effect of linking our customer behaviour expectations to a bylaw has been an inflexibility to amend these rules when necessary and a bylaw that maintains rules that may be out of step with best practice.
30. Revoking the bylaw will improve Council's capacity to update customer behaviour expectations in-line with updates to best practice and in response to community needs and expectations.
31. There may be public perception that facility rules do not have the same deterrent effect as a bylaw. Public consultation could help to test the community's awareness of this bylaw and hear opinions on the deterrent nature of a bylaw.

### Options

Staff have assessed that there are three reasonably practicable options for the Committee to consider. The options are set out in the table below.

| <b>Option 1 (recommended) – approve consultation on the proposal to revoke the bylaw</b> |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• proposes to formally revoke the current bylaw.</li> <li>• proposes to utilise existing policies and procedures to manage offensive behaviour.</li> <li>• requires a determination that the bylaw is not the best way to manage issues of offensive behaviour at our cultural and recreational facilities.</li> <li>• approves the consultation document (<b>Attachment 1</b>) to provide an opportunity to test public awareness and receive feedback on the proposal.</li> <li>• is relatively low risk as no changes to public access or expectations of behaviour will be caused by the revocation.</li> <li>• costs will remain within existing review budget.</li> </ul> |

|   |   |
|---|---|
| <b>Option 2 – cease the review and allow the bylaw to lapse</b> |   |
|   | <ul style="list-style-type: none"> <li>proposes to allow the bylaw to lapse in July 2024.</li> <li>causes the review to cease, meaning the review will not be completed within the legislative timeframes.</li> <li>causes the bylaw to be revoked by legislative requirement.</li> <li>Council will utilise existing policies and procedures to manage offensive behaviour.</li> <li>has additional risk concerning not providing the community a formal opportunity to provide feedback on the proposed revocation.</li> <li>costs will remain within existing operational budgets however additional staff time, design, advertising, and printing costs associated with engagement could be removed from the budget.</li> </ul> |
| <b>Option 3 – maintain the existing bylaw</b>                   |   |
|   | <ul style="list-style-type: none"> <li>this option would maintain the current bylaw without amendment.</li> <li>keeping the current bylaw would not address the findings of the review to date.</li> <li>risks slowing Council's responsiveness to changes in best practice by continuing to connect the facilities' rules and charters to the bylaw.</li> <li>costs associated with maintaining a bylaw will need to continue to be budgeted for in future long term plans.</li> </ul>   |

33. Staff recommend **Option 1** because staff assess that the principles of open and transparent decision-making would include providing an opportunity for the community to raise concerns or comment on the proposed revocation.

### Financial Considerations - *Whaiwhakaaro Puutea*

34. The total cost to complete a review of the Bylaw, including the proposed consultation is approximately \$15,000. This is a regular operating activity funded through the Long Term Plan and is included within existing operating budgets.
35. The total costs will include staff time, legal review, consultation, and advertising.
36. **Option 2** – allow the bylaw to lapse, would reduce the cost of the review by removing consultation. However, advertising cost would remain to advise the community of the revocation.

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

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

### Climate Change Impact Statement

38. Staff have assessed the proposed options against the Climate Change Policy for both emissions and climate change adaptation. Staff have determined no adaptation assessment or emissions assessment is required.

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

39. 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').

- 40. 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.
- 41. The recommendations set out in this report are consistent with that purpose.

### **Social**

- 42. The review of the Cultural and Recreational Facilities Bylaw provides an opportunity to ensure Council is best enabling the community's safe and equitable access to facilities that strengthen social wellbeing through art, culture, sport, recreation, and education.

### **Economic**

- 43. There are no known Environmental Wellbeing considerations relevant to the decisions in this report.

### **Environmental**

- 44. There are no known Environmental Wellbeing considerations relevant to the decisions in this report.

### **Cultural**

- 43. Our cultural and recreational facilities are community hubs that support the wellbeing of the community to share stories, values, customs, and to play. Our customer behaviour expectations and pro shared use of these spaces which enable the community to take advantage of these opportunities in a space that is safe.
- 44. The review process has provided an opportunity for alignment with He Pou Manawa Ora, and to seek input from Mana Whenua through the engagement period.

### **Risks - *Tuuraru***

- 45. In considering the level of risk associated with the proposed options staff have assessed the revocation or lapsing of the bylaw (**Options 1 and 2**) as low risk due to the low impact on the public as no changes to public access or expectations of behaviour will be caused by the revocation.
- 46. Staff note that there is potential risk for **Option 2** – allowing the bylaw to lapse, due to not providing the community a formal opportunity to provide feedback on the proposed revocation.
- 47. The risk of **Option 3** – maintain the current bylaw, is keeping a bylaw which is surplus to requirement, which would result in unnecessary expenditure associated with maintaining a bylaw. It is also a risk to continue to link our facilities' rules and charters to the bylaw which slows Council's responsiveness changes in best practice.

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

#### **Significance**

- 48. 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**

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



50. There is a statutory requirement to consult on the making, amending or revoking of bylaws through the review process ([s156 LGA 2002](#)). Should **Option 2** be considered – cease the review and allowing the bylaw to lapse, staff note that the key considerations under the Significance and Engagement Policy have been assessed and identified that the revocation of the bylaw has a low level of significance. Staff identified that the proposal to revoke the bylaw is of low significance because the impact on the community is nominal because there will be no change in access to the facilities for the community.
51. Given the low level of significance, Option 2 would not require consultation. However, engagement in the form of advising on the lapsed bylaw would be appropriate.

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

Attachment 1 - Consultation Document for Cultural and Recreational Facilities Bylaw review



# Cultural and Recreational Facilities Bylaw Consultation Document

8 - 30 November 2023

Hamilton City Council (Council) is seeking feedback on our proposal to revoke the Cultural and Recreational Facilities Bylaw 2012.

## Summary

The Cultural and Recreational Facilities Bylaw was created to minimise offensive behaviour and potential risk to visitors to our Aquatics, Libraries and Museum facilities.

We've reviewed the bylaw and found that our current processes work well to manage offensive and nuisance behaviour at our facilities. We've also identified that these processes can be achieved through existing policies, procedures and legislation without the need for a bylaw.

In essence, we don't need to keep the bylaw to continue to follow our processes. There would be no changes to how we manage our facilities and how we manage offensive and nuisance behaviour caused by revoking the bylaw.

Council will continue to prioritise de-escalating nuisance behaviour at Hamilton's Pools, Libraries and Museum. On the rare occasion where nuisance behaviour escalates to the point where a person needs to be trespasssed, we'll continue to trespass under the Trespass Act 1980.

## Why are we doing this?

The Cultural and Recreational Facilities Bylaw was last reviewed in 2012. Council is required to review existing Bylaws every 10 years.

Public consultation is an important aspect of review because it provides an opportunity to check in with our wider community and consider feedback on our proposal.

## Proposal

Council is proposing to revoke the bylaw. Council will continue use our current management processes to minimise offensive behaviour at Council cultural and recreational facilities and will respond to offensive behaviour with existing processes, procedures, and legislation.

## Why are we proposing to revoke the bylaw?

A local authority must, before commencing the process for making or reviewing a bylaw, determine whether a bylaw is the most appropriate way of addressing the perceived problem. Council determined that the bylaw is no longer the most appropriate mechanism because we can manage nuisance and risky behaviour in other ways.

Here are the key reasons for not keeping this bylaw:

- Council can make rules and set expectations for customers without needing a bylaw.
- Our processes (including rules of entry to our facilities) sufficiently respond to customer behaviour issues.
- We do not need to keep this bylaw to continue our existing management processes that keep our community safe at these facilities.
- Staff processes to de-escalate problem behaviour have been used successfully.
- Not having a bylaw means we can be more flexible in responding to community needs and expectations.
- Council can apply the Prohibition of Gang Insignia in Government Premises Act 2013 to the premises covered by this bylaw.
- Should behaviour reach unmanageable levels, Council could use the Trespass Act 1980.
- Council already has processes and policies in place other than this bylaw to trespass a customer under the Trespass Act 1980.

## Tell us your thoughts on the proposal

Council wants to hear your thoughts on the proposal to revoke the Cultural and Recreational Facilities Bylaw. Please note that if we revoke the bylaw, we expect no changes to the way our facilities operate, or how we handle nuisance behaviour.

You can view the current Bylaw that is proposed for revocation online at [hamilton.govt.nz/your-council/policies-bylaws-and-legislation/bylaws/](https://hamilton.govt.nz/your-council/policies-bylaws-and-legislation/bylaws/)

You can have your say from 8 - 30 November online at [hamilton.govt.nz/haveyoursay](https://hamilton.govt.nz/haveyoursay), or fill out the feedback form below.

For any queries, please ring 07 838 6699 or email: [haveyoursay@hcc.govt.nz](mailto:haveyoursay@hcc.govt.nz)

## Next steps

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

The analysis of this feedback will be presented to the Community and Natural Environment Committee.

Council will then consider all the views and make a decision on the Bylaw.

## Item 12

# Attachment 1

## Page 129 of 186

**ABOUT YOU:**

*This section tells us a bit more about you. By capturing this information, we will be able to better understand who is, and isn't providing feedback.*

**Contact details** (Please print clearly)

Name: (required) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: (required) \_\_\_\_\_

**Are you giving feedback on behalf of an organisation?**

- ☐ No these are my own personal views
- ☐ Yes I am the official spokesperson for the organisation

If yes, what is the name of the organisation? \_\_\_\_\_

**Where do you live?**

I live in Hamilton, my suburb is: \_\_\_\_\_

I live outside Hamilton city:

- ☐ Waipaa District ☐ Waikato District ☐ Elsewhere in New Zealand ☐ Overseas

**What is your age group?** (at your last birthday)

- |                                   |                                |                                |                                |                                |
|-----------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Under 16 | <input type="checkbox"/> 16-19 | <input type="checkbox"/> 20-24 | <input type="checkbox"/> 25-29 | <input type="checkbox"/> 30-34 |
| <input type="checkbox"/> 35-39    | <input type="checkbox"/> 40-44 | <input type="checkbox"/> 45-49 | <input type="checkbox"/> 50-54 | <input type="checkbox"/> 55-59 |
| <input type="checkbox"/> 60-64    | <input type="checkbox"/> 65-69 | <input type="checkbox"/> 70-74 | <input type="checkbox"/> 75-79 | <input type="checkbox"/> 80+   |

**Which ethnic group do you identify with?** (tick all that apply)

- |  |                                   |                                 |  |  |
|--|-----------------------------------|---------------------------------|--|--|
| <input type="checkbox"/> NZ European                               | <input type="checkbox"/> Maaori   | <input type="checkbox"/> Indian | <input type="checkbox"/> Chinese       | <input type="checkbox"/> Samoan              |
| <input type="checkbox"/> British                                   | <input type="checkbox"/> Filipino | <input type="checkbox"/> Tongan | <input type="checkbox"/> South African | <input type="checkbox"/> Cook Islands Maaori |
| <input type="checkbox"/> Other (please specify if you wish): _____ |                                   |                                 |  |  |

If Maaori – what iwi/hapu do you belong to? \_\_\_\_\_

**Please get your feedback to us by 30 November 2023.**



# Council Report

Item 13

**Committee:** Community and Natural Environment Committee

**Date:** 26 October 2023

**Author:** Anita McKegg

**Authoriser:** Julie Clausen

**Position:** City Investment Director

**Position:** Acting General Manager Partnerships,  
Communication and Maaori

**Report Name:** External Funding Policy Review

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

## Purpose - *Take*

1. To inform the Community and Natural Environment Committee on recommended changes to the External Funding Policy.
2. To seek a recommendation from the Community and Natural Environment Committee that the Council adopts the revised External Funding Policy.

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

3. That the Committee and Natural Environment Committee;
  - a) receives the report; and
  - b) recommends that the Council approves the revised External Funding Policy.

## Executive Summary - *Whakaraapopototanga matua*

4. The External Funding Policy sets out guidelines for the seeking and use of external funding for Hamilton City Council projects.
5. The current policy was last reviewed in 2021. This review covers two factors:
  - i. Alignment with the City Investment Programme.
  - ii. Option to consider the use of Class 4 gambling funds as an external funding source.
6. Staff have revised the policy to bring it in line with approved City Investment Programme processes. Recommended changes include:
  - i. The external funding programme will be overseen by the City Investment Leadership Forum to bring a city-wide lens.
  - ii. The Leadership Forum will make recommendations to Council via the Community and Natural Environment Committee on priority projects for external funding.

- iii. Priority projects for which external funding is sought must have Council's contribution approved.
  - iv. Council will seek no more than 70% of the total cost of projects from external funding sources.
  - v. A status report on the City Investment Programme will be provided 6 monthly to the Community and Natural Environment Committee.
- 7. At an information session in June 2023, staff briefed Elected Members on the External Funding Policy and the opportunity to review the clause excluding Class 4 gambling funds from its list of external funding sources.
- 8. Elected members requested a targeted consultation of a small group of affected organisations impacted by Council's current policy and the insights from the 4-25 September 2023 targeted consultation are considered in this report.
- 9. Staff recommend a change to the External Funding Policy to allow for applications to Class 4 Gambling Trusts in specific cases (option 2) as it will help ensure that the 40% of funding Class 4 Gambling Trusts are legislated to give back to the community, will fund projects that will directly impact the wellbeing of local communities.
- 10. Staff consider the decision in this report to have medium significance and that the recommendations comply with the Council's legal requirements.

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

- 11. The current External Funding Policy was reviewed in April 2021 and sets out guidelines for the seeking and use of external funding for Hamilton City Council projects. The current policy permits applications to all funding sources except Class 4 gambling trusts.
- 12. The City Investment Programme was introduced in 2023 and a new structure and processes for recommending and approving priority programmes, projects and funding strategies has been approved and implemented. The External Funding Policy has not been reviewed since the introduction of the City Investment Programme.
- 13. Staff note that Council's Class 4 Gambling Policy is also currently under review and a report on this is included in today's meeting agenda.

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

#### **Review of External Funding Policy in line with City Investment Programme**

- 14. The review of the External Funding Policy has identified a number of changes required to align it with the City Investment Programme.
- 15. Staff have identified the following proposed changes:
  - i. The external funding programme will be overseen by the City Investment Leadership Forum to bring a city-wide lens.
  - ii. The Leadership Forum will make recommendations to Council via the Community and Natural Environment Committee on priority projects for external funding.
  - iii. Priority projects for which external funding is sought must have Council's contribution approved.
  - iv. Council will seek no more than 70% of the total cost of projects from external funding sources.
  - v. A status report on the CIP will be provided 6 monthly to the Community and Natural Environment Committee.

- vi. Staff recommendations on Gambling Funding are outlined in the options analysis in paragraph 36.
- 16. Approvals of applications and agreements will follow Council's Delegations Policy.
- 17. Assessment criteria and a data driven approach will ensure decisions on priorities are made with an equity lens across wellbeing, demographic and geographic criteria.

#### **Class 4 Gambling Funding**

- 18. At an information session in June 2023, staff briefed Elected Members on the External Funding Policy and the opportunity to review the clause excluding Class 4 gambling funds from its list of external funding sources.
- 19. Council's current policy has a negative impact on some community groups when they are seeking funding for capital projects as often the applicant is required to be the asset owner as a condition of applications to Class 4 Gambling Trusts. If the Council owns the infrastructure or will own the infrastructure at the end project, this prevents the applicant applying for Class 4 Gambling Trust funding.
- 20. Recent examples of this impacting community group's ability to secure Class 4 Gambling Funding to deliver projects in partnership with Council are the sports park lighting project, and Magical Bridge accessible playground as Council is the asset owner in both cases.
- 21. Gambling Trusts are legally required (under the Gambling Act 2002) to give 40% of their proceeds back to the community, which they do by funding a range of community projects.
- 22. Gambling Trust funding accounts for 30% of the total available funding for Community Infrastructure/activities in the Waikato.
- 23. The current estimated annual grant distributions from Gambling Trusts applicable for the Waikato Region is \$23.77 million and for Hamilton City is \$5.39 million.

|                         |   |
|-------------------------|---|
| Total from all sources  | Waikato region \$78.97 million<br>Hamilton City: \$25.52 million  |
| Without Gambling Trusts | Waikato Region: \$55.20 million<br>Hamilton City: \$20.15 million |

- 24. Staff forecast of the potential \$5 million gambling trust funding available in Hamilton City, \$500,000 per annum could be secured by Hamilton City Council from Grassroots Trust and Lion Foundation for sporting infrastructure such as artificial turf and play space development planned in the 2024-34 LTP.
- 25. Further information regarding the funding allocations and the various categories and organisations which receive funding can be found at [www.granted.govt.nz](http://www.granted.govt.nz).
- 26. Elected Members requested a targeted consultation, including some affected groups to inform their decision on the option of reviewing the clause excluding Class 4 gambling funds from its list of funding sources. The full insight report is in Attachment 3.
- 27. Council reached out to 15 key stakeholders between 4 to 25 September 2023 asking whether we should accept funding from Gambling Trusts when working in partnership with another organisation to deliver benefit to our community and received nine responses (a response rate of 60%).
- 28. Of the nine responses received, six were in support of council accepting funding from Gambling Trusts for projects which provide benefit to the community (66% of respondents),

two did not support the change from the current policy (22%) and one respondent was undecided (11%).

29. The six that supported accepting funding had similar reasons which focused on the need for additional funding for sporting infrastructure which would provide long-lasting benefit to the community, having inadequate existing options (or being at a disadvantage) to support sporting infrastructure and while acknowledging the harm caused by gambling, felt that accepting Class 4 funding would not increase gambling harm in the community.
30. The two that did not support accepting gambling trust funding, believed council should continue to hold its' current stance of refusing to accept funding from gambling from an ethical and moral standpoint, due to the harm caused by gambling. Both cite the direct and indirect harm caused by gambling and believe council is showing leadership to other local authorities by not accepting funds from gambling.
31. The one respondent that indicated they were undecided stated that they believe they would benefit from Council's acceptance of Gambling Trusts funds, through the funding of projects that benefit the community and them in their work in the community space.
32. Staff have assessed that there are three reasonable and viable options for the Committee to consider.

| Option   | Positives   | Negatives  |
|--|---|--|
| <p><b>Option 1 - Status quo - No funding from Gambling Trusts – existing policy.</b></p> <p>Council will seek funding from individuals, trusts, organisations, and government for investment in priority projects that improve the wellbeing of Hamiltonians.</p> <p>Council will exclude Gambling Trust Funds from its list of external funding sources and will not directly apply to Gambling Trust Funds for external funding.</p> | <p>Maintains Council's recognised leadership stance in limiting funding sourced through gambling.</p> | <p>Limits Gambling Trust's ability to contribute to large sporting infrastructure due to asset ownership requirements.</p> <p>Community groups can be negatively impacted by Council's stance.</p> <p>Reduces the funding pool Council can use to fund community infrastructure.</p> |

| Option  | Positives  | Negatives   |
|---|--|---|
| <p><b>Option 2 - Allows for application in specific cases</b></p> <p>Council will seek funding from individuals, trusts, organisations, and government for investment in priority projects that improve the wellbeing of Hamiltonians.</p> <p>Council will only seek funding from Gambling Trust Funds when the application is being made in partnership with another organisation and the project delivers community outcomes.</p> | <p>Alignment with the intent and principles of the City Investment Programme.</p> <p>Enables staff to be agile and flexible when matching funding opportunities to the right project taking into account donor and community aspirations.</p> <p>The wellbeing of Hamiltonians would be positively impacted by increased access to sporting and recreation facilities.</p> | <p>Restricts funding sources for applications not made in partnership with the community, that is Council cannot apply for funds unless it is a project in partnership with another organisation.</p> |
| <p><b>Option 3 - Allows funding from anyone</b></p> <p>Council will seek funding from individuals, trusts, organisations, and government for investment in priority projects that improve the wellbeing of Hamiltonians.</p>  | <p>Enables staff to be agile and flexible when matching funding opportunities to the right project.</p>  | <p>Funding may not be targeted towards projects with community outcomes.</p> <p>Perception that Council is endorsing Class 4 gambling through using funding sourced from gambling.</p>                |

33. Staff recommend **Option 2** as it will help ensure that the 40% of funding Class 4 Gambling Trusts are legislated to give back to the community will fund projects that will directly impact the wellbeing of local communities.

### Financial Considerations - *Whaiwhakaaro Puutea*

34. The review of the External f6'[Funding Policy is a regular operating activity funded through the Long-Term Plan.
35. If Council adopts **option 2** or **3**, this will provide an estimated increase in external funding by at least \$500,000 per annum to be used to fund sporting infrastructure, play spaces or community infrastructure.

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

36. Staff confirms that options presented in this report comply with the Council's legal and policy requirements.

### Climate Change Impact Statement

37. Staff have assessed this option against the Climate Change Policy for both emissions and climate change adaptation. Staff have determined no adaptation assessment or emissions assessment is required.

## 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.
40. The recommendations set out in this report are consistent with that purpose.
41. The City Investment Programme has been established to identify and evaluate opportunities that will deliver the greatest transformational impact for Kirikiriroa Hamilton City across all four well-beings.
42. Social, economic, environmental, and cultural wellbeing considerations deriving from the projects within the City Investment Programme have been and will continue to be detailed in reports on those projects to Council and Council committees.
43. Class 4 Gambling Trusts fund various community groups in Hamilton. This funding largely goes to sports, but a portion does also go to a variety of other community groups.
44. Funding to increase the provision of sporting infrastructure, play spaces and community infrastructure across the city, will create greater opportunities to access sport and recreation activities across the city.
45. Currently funding from Class 4 Gambling Trusts provides economic support to the Hamilton community of \$5 million per annum.
46. Although the main recipients of Class 4 gambling funding are sports organisations, there are a number of environmental groups who receive funding benefits.

## Risks - *Tuuraru*

47. Council will have a potential financial and reputational risk if the opportunities for funding by partners to deliver sporting, recreational and community infrastructure is limited by the Councils External Funding Policy.

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

### Significance

48. 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 medium level of significance.

### Engagement

49. 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 medium level of significance.
50. Community views and preferences were sought through a targeted consultation with key stakeholders.

## Attachments - *Ngaa taapirihanga*

Attachment 1 - External Funding Policy - Redrafted 15 Aug 2023 (clean copy).docx

Attachment 2 - External Funding Policy - Revised 10 Aug 2023 tracked changes.docx

Attachment 3 - 2023 - External Funding Applications policy - Funding from Gaming trusts - Response Insights



|                         |  |
|-------------------------|--|
| First adopted:          | June 2014                              |
| Revision dates/version: | 10 August 2023                         |
| Next review date:       | October 2027                           |
| Document number:        | D-1412824                              |
| Associated documents:   | n/a                                    |
| Sponsor/Group:          | Partnerships, Communication and Maaori |

## External Funding Policy

### Te Puukate - Purpose

1. This Policy sets out guidelines for the seeking and use of external funding for Hamilton City Council projects.

### Te Whanaitanga – Scope

2. This Policy applies to the Council elected members and staff.

### Ko ngaa Tikanga Whakahaere Kaupapahere - Principles

3. **To be determined by the decision of the Committee on 26 October 2023.**

### Kaupapa Here - Policy

1. The external funding programme is overseen by the City Investment Programme Leadership Forum to bring a city-wide lens. This group comprises of the Mayor, 3 nominated elected members, CE, GM Partnerships, Communication and Maaori and 4 private and philanthropic sector leaders and funders.
2. The City Investment Leadership Forum will make recommendations to Council via the Community and Natural Environment Committee on priority projects for external funding.
3. Priority projects for which external funding is sort must have Councils contribution approved and funded in Council's Long-Term Plan budget or be approved through an Annual Plan budget.
4. Council will seek no more than 70% of the total project cost from external funding sources.
5. Council can apply to multiple external funders for a project.
6. A status report on the City Investment Programme will be provided 6 monthly to the Community and Natural Environment Committee.

### Monitoring and implementation

7. Implementation of this policy will be monitored by the General Manager of Partnerships, Communication and Maaori.
8. This policy will be reviewed at the request of the Council, in response to any relevant legislative amendment, in response to additional funding opportunities or every three years (whichever comes first) through the relevant Committee identified in the Governance Structure Terms of Reference and Delegations.

### Definitions

| Definition         | Detail  |
|--------------------|---|
| External funder    | Means any individual or organisation, including government, which provides grants, services, sponsorship or in-kind support for projects.   |
| Gaming Trust Funds | Funds from a corporate society as defined in the <a href="#">Gambling Act 2003</a> (including reference to <a href="#">section 33</a> ), which has an operator's licence for a Class 4 venue or the holder of a casino venue licence and a casino operator's licence. |
| Gaming Machines    | As defined in the <a href="#">Gambling Act 2003</a> but excluding any device operated by the Lotteries Commission.  |

|                         |  |
|-------------------------|--|
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## External Funding Policy

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### Ko ngaa Tikanga Whakahaere Kaupapahere - Principles

4. To be determined by the decision of the Committee on the 26 October 2023.

### 3. Kaupapa Here - Policy

1. The external funding programme is overseen by the City Investment Programme Leadership Forum to bring a city-wide lens. This group comprises of the Mayor, 3 nominated elected members, CE, GM Partnerships, Communication and Maaori and 4 private and philanthropic sector leaders and funders.
2. The City Investment Leadership Forum will make recommendations to Council via the Community and Natural Environment Committee on priority projects for external funding.
3. Priority projects for which external funding is sort must have Councils contribution approved and funded in Council's Long-Term Plan budget or be approved through an Annual Plan budget.
4. Council will not seek no more than 70% of the total project cost from external funding sources.
5. Council can apply to multiple external funders for a project.

6. A status report on the City Investment Programme will be provided 6 monthly to the Community and Natural Environment Committee.

### Monitoring and implementation

7. Implementation of this policy will be monitored by the General Manager of Partnerships, Communication and Maaori.
8. This policy will be reviewed at the request of the Council, in response to any relevant legislative amendment, in response to additional funding opportunities or every three years (whichever comes first) through the relevant Committee identified in the Governance Structure Terms of Reference and Delegations.

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| Gaming Machines    | As defined in the <a href="#">Gambling Act 2003</a> but excluding any device operated by the Lotteries Commission.  |



## Funding from Gaming Trusts

### ENGAGEMENT AND INSIGHTS FROM STAKEHOLDERS

Council reached out to key stakeholders when considering revising the External Funding Applications policy to allow for the acceptance of funding from Gaming Trusts to support the funding of community projects. 15 stakeholders were identified and contacted as organisations and individuals that either assist communities suffering from gambling harm, or may benefit from gaming trust funding. Gaming Trusts are legally required (under the Gambling Act 2002) to give 40% of their proceeds back to the community, which they do by funding a range of community projects. Currently Hamilton City Council does not accept funding from Gaming Trusts, but this means they also can't co-fund projects with organisations and community groups who do accept Gaming Trust funding.

We asked our stakeholders whether we should accept funding from Gaming Trusts when working in partnership with another organisation to deliver benefit to our community and received nine responses (a response rate of 60%). The nine respondents were Sport Waikato, Magic Bridge Trust, True Legal Ltd, PGF Group, Asian Family Services, Melville United AFC, Pukete Neighbourhood House and MPs, Jamie Strange and David Bennett.

Of the nine responses received, six were in support of council accepting funding from Gaming Trusts for projects which provide benefit to the community (66% of respondents), two did not support the change from the current policy (22%) and one respondent was undecided (11%).

The six that supported accepting funding had similar reasons which focused on the need for additional funding for sporting infrastructure which would provide long-lasting benefit to the community, having inadequate existing options (or being at a disadvantage) to support sporting infrastructure and while acknowledging the harm caused by gambling, feeling that by accepting funding Class 4 would not increase gambling harm in the community.

The two that did not support accepting gaming trust funding, believed council should continue to hold its' current stance of refusing to accept funding from gambling from an ethical and moral standpoint, due to the harm caused by gambling. Both cite the direct and indirect harm caused by gambling and believe council is showing leadership to other local authorities by not accepting funds from gambling.

The one respondent that indicated they were undecided stated that they believe they would benefit from Council's acceptance of Gaming Trusts funds, through the funding of

projects that benefit the community and them in their work in the community space. Therefore, they are aware that they may be biased toward believing council should accept funding, however they are also aware that gambling can cause harm onto families hence their conflicted position. Furthermore, they stated that with Council's sinking lid approach, Council may be in conflict with their own decision to accept funds from Gaming Trusts.

Four respondents indicated a wish to speak at Public Forum on 26 October 2024.



# Council Report

Item 14

**Committee:** Community and Natural Environment Committee

**Date:** 26 October 2023

**Author:** Philippa Clear

**Authoriser:** Julie Clausen

**Position:** Community and Social Development Manager

**Position:** Acting General Manager Partnerships, Communication and Maaori

**Report Name:** Status Update on the Age Friendly Plan, Welcoming Plan and Disability Policy Action Plan

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

## Purpose - *Take*

1. To inform the Community and Natural Environment Committee on the progress made in relation to the following plans:
  - i. Age Friendly Hamilton Plan
  - ii. Welcoming Plan
  - iii. Disability Policy Action Plan

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

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

## Executive Summary - *Whakaraapopototanga matua*

3. The Community and Social Development team work with a range of sectors of the community to support the outcomes of building of community capacity, promote community-led development as set out in the Community and Social Development Strategy.
4. The Age Friendly Hamilton Plan, Welcoming Plan, and Disability Policy Action Plan are key operational plans that support the delivery of these outcomes.
5. Council is not solely responsible for the delivery of the actions, however, does work with sectors to monitor and report on the delivery of the actions.
6. This report provides the 2022/23 highlights and includes attachments that provide a detailed status report for each plan.
7. Staff consider the matters in this report as having medium significance and that the recommendations comply with the Council's legal requirements.

## Discussion - *Matapaki*

### Age Friendly Plan

8. Hamilton is accredited as an Age Friendly City by the World Health Organisation.

9. The Hamilton Age Friendly Plan was originally endorsed by Council in February 2018. It is community-led and overseen by the Hamilton Age Friendly Steering Group (12 members), who monitor and report on progress. The Hamilton Age Friendly Steering Group are supported by Councillor Louise Hutt and Council's Disability and Older Persons Advisor.
10. A review of the Plan has been undertaken in 2021. This resulted in the development of the current 2021-24 Age Friendly Plan which was adopted by Council in August 2021 ([Agenda, Minutes](#)).
11. The Hamilton Age Friendly Plan 2021-24 is collaborative in nature. It contains nine goals with 44 actions for completion over a three-year period, with over 27 organisations in Hamilton contributing.
12. The Hamilton Age Friendly Plan 2021-24 follows the eight Age Friendly themes developed by the World Health Organisation:
  - i. Outdoor Spaces and Public Buildings
  - ii. Transport and Mobility
  - iii. Housing
  - iv. Social Participation
  - v. Respect and Social Inclusion
  - vi. Civic Participation and Employment
  - vii. Communication
  - viii. Community Support and Health Services
  - ix. Safety (ninth theme added by the Hamilton Age Friendly Steering Group)
13. Progress on the Hamilton Age Friendly Plan is reported to Council annually.
14. The key highlights delivered from the Hamilton Age Friendly Plan for 2022/23 were:
  - i. Rauawaawa Kaumatua Charitable Trust has completed 75% of the stage 2 build of their Kaumatua Centre. This is expected to be completed in November 2023.
  - ii. Te Ruunanga o Kirikiriroa and Rauawaawa Kaumatua Charitable Trust are on track to deliver 46 new social housing homes in 2024.
  - iii. The Age Friendly Steering Group are investigating social housing options for older people and are partnering with Wintec students who will report on the current status of social housing for older people in Hamilton.
  - iv. The Age Friendly Steering Group hosted a stand at the 50+ and Loving it expo at the Hamilton Gardens to gain feedback on the important issues currently affecting older people.
  - v. Rauawaawa Kaumatua Charitable Trust have been providing a cognitive stimulation programme for older people with dementia, along with the Kaumatua Olympics held annually. This year 38 teams (10 people per team) participated from all over the north island. Council staff provided volunteer support and used the event to seek feedback on what is important to people as they age. This will help inform the next Age Friendly Plan in 2024.
  - vi. Age Concern continues to deliver visiting services, driver refresher courses and elder abuse services to older people in Hamilton and the greater Waikato.
  - vii. Four community houses (Waimarie, Western, Pukete and Glenview) provide over 20 programmes per month for older people. These range from shared meals, education and social activities to trips, exercise and craft sessions.
  - viii. The Central Library purchased equipment to assist people with vision impairments to read, which is a service most utilised by older people.
15. The Age Friendly Hamilton Plan Status Update Report is available in **Attachment 1**.

## Welcoming Plan

16. Welcoming Communities – Te Waharoa ki ngaa Hapori is a programme led by Immigration NZ in partnership with the Ministry of Ethnic Communities, the Department of Internal Affairs and the NZ Human Rights Commission. Welcoming Communities is part of a global Welcoming movement and was piloted in five regions around New Zealand between 2017-20.
17. Hamilton City Council was accepted into the national Welcoming Communities Programme (Te Waharoa ki ngaa Hapori) in March 2021.
18. At the centre of the programme is the Welcoming Communities Standard which provides councils and communities with a benchmark for what a successful welcoming community looks like. The outcomes-based standard is made up of the following eight outcome areas that are important to creating a welcoming and inclusive environment:
  - i. Inclusive Leadership
  - ii. Welcoming Communications
  - iii. Equitable Access
  - iv. Connected and Inclusive Communities
  - v. Economic Development and Business Employment
  - vi. Civic Engagement and Participation
  - vii. Welcoming Public Spaces
  - viii. Culture and Identity
19. The Welcoming Plan was adopted by the Community Committee in March 2022 ([Agenda, Minutes](#)). Council received \$50,000 in 2022/23 from Immigration New Zealand to support the delivery of the plan.
20. The delivery of the Welcoming Plan is overseen by a voluntary advisory panel consisting of representation from Council, Iwi, Business, Refugee and Migrant sectors. Expressions of interest will open again in 2023 to recruit two new panel members to fill current vacancies.
21. Accreditation as a Welcoming Community can occur and recognises that the Council in partnership with its community:
  - i. has developed a Welcoming Plan and is putting in place a range of activities for newcomers and those who have lived here longer; and
  - ii. is clear about what it wants to achieve and is working towards meeting the Welcoming Communities Standard's outcomes; and
  - iii. has strong governing, advisory, project management and monitoring arrangements; and
  - iv. is partnering with the community to promote and implement the programme.
22. In 2022, Hamilton City Council progressed to the first stage of the Welcoming Communities accreditation. Council have been working toward stage 2 and will apply for this second level of accreditation in November 2023.
23. In 2022/23, the Advisory Panel allocated \$92,450 to 22 community projects aligned to the Welcoming Plan. \$25,000 of this fund was committed from the contract Council has with MBIE to implement the Plan. The balance of the funding pool (\$75,000) came from Council's operating budget.
24. The key highlights delivered from the Welcoming Plan for 2022/23 include:
  - i. Continuing partnership with THAWK and planning inclusive activities such as a poukai at Te Paparauto Marae for community members.

- ii. Co-ordinated the first Welcoming Week, held in September 2021. Ten days of events and activities were hosted by a number of ethnic groups and community houses across Hamilton. These included cultural celebrations, workshops and open days.
- iii. Hosted Welcoming Communities Forum, attended by 40 ethnic community leaders. The forum held a workshop to inform future activities.
- iv. Welcoming Communities Fund opened in September 2022. Twenty-two groups received \$92,450 toward projects, events and activities that supported the implementation of the Welcoming Plan
- v. Council launched a new webpage in July 2022 dedicated to Welcoming Communities.
- vi. Refreshed and distributed 3,000 Your guide to Hamilton booklets to help families orientate themselves in Hamilton.
- vii. Translation of the Welcoming Plan in 10 different languages.
- viii. Hosted a welcome for international students from University of Waikato
- ix. Four ethnic groups supported over 170 clients through Pathways to Employment programme.
- x. Prior to Council elections, the Ethnic Advisor supported a number of ethnic groups to host meet the candidates events.
- xi. The Ethnic Advisor supported a number of groups to host and celebrate various cultural events such as independence days, Chinese and Hispanic festivals, Football festival and combined Diwali celebration.

25. The Welcoming Plan Status Update Report is available in **Attachment 2**.

#### **Disability Policy Action Plan**

- 26. The Council adopted the [Disability Policy](#) and the [Disability Policy Action Plan](#) at the Community Committee meeting 30 August 2022 ( [Agenda](#), [Minutes](#)).
- 27. The Disability Policy sets out the Councils purpose and intent to consider the needs of people with disabilities and, provide equity of opportunity and access to improve the wellbeing of Hamiltonians.
- 28. The Disability Policy Action Plan (2022-2025) implements Council's Disability Policy, with a total of 47 actions listed under nine goals within the plan.
- 29. The Disability and Older Persons Advisor works with Council staff and community to monitor, co-ordinate and implement the Disability Action Plan.
- 30. The following are some key highlights from the Disability Policy Action Plan for 2022/23:
  - i. The disability networks Council works with have been extended to include the Rainbow, Maaori and Ethnic sectors.
  - ii. Council has connected with over 47 organisations or key stakeholders in the disability community, including a number of groups previously not engaging with Council.
  - iii. Two community disability forums have been held (attendance 40 – 60 people), with a third due to be held in November.
  - iv. Council staff worked with Be Lab to develop an accessible design toolkit which is now being used with all internal and external communication
  - v. A Disability Training module was developed and is being piloted with customer facing staff in Council.

- vi. Accessible audits have been undertaken at both Waterworld and Gallagher Aquatic Centre, Hamilton Zoo and FMG Stadium Waikato, as well as minor audits on three parks - Memorial Park, Tawa Park and Fairfield Skate Park
  - vii. Work is underway with the Waikato Regional Council to develop a priority list for upgrading existing bus shelters to improve accessibility.
  - viii. An audit was undertaken of mobility car parks in the CBD, resulting in the creation of ten new disability car parks.
31. The Disability Action Plan Status Update Report is available in **Attachment 3**.

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

32. The support for the delivery of these plans are part of the regular operating activity for the Community and Social Development team and funded through the Long-Term Plan.

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

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

### **Climate Change Impact Statement**

34. Staff have assessed this option against the Climate Change Policy for both emissions and climate change adaptation. Staff have determined no adaptation assessment or emissions assessment is required.

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

35. 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').
36. 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.
37. The recommendations set out in this report are consistent with that purpose.

### **Social**

38. The Hamilton Age Friendly Plan contributes to the social wellbeing of Hamiltonians by ensuring there is an inclusive approach for older people in the provision of facilities and services. This increases a sense of belonging for older people themselves, but also ensures that the rest of the community better understands the value of older people.
39. Welcoming Communities ensure people of all cultures and backgrounds feel included, listened to and well informed through a range of ways that consider their different communication needs.
40. Outcome six of the NZ Disability Strategy, 'attitudes' emphasises the importance of treating people with dignity and respect, and of disability being understood and accepted as part of the diversity of human experience. Council's ongoing engagement and customer facing teams are committed to operating in mana enhancing ways in all interactions.

## **Economic**

41. The Hamilton Age Friendly Plan contributes to economic wellbeing by ensuring that the economic value of older people is understood by the wider community. Older people are a critical part of the job market, with many working beyond the age of 65, or moving into part time or voluntary roles within the community. Older people are also an important consumer group, and efforts have been made to educate and support businesses to ensure they are age friendly and supporting older people as consumers.
42. Economic Development, business and employment opportunities are a key marker of a Welcoming Community. Communities maximise and harness the economic development opportunities that newcomers can offer. Councils work with business associations to promote the contribution that newcomer business owners and skilled migrants make to the region's economy.
43. One in five people in New Zealand identify as having a disability. Accessibility through universal design makes sense for everyone, making things easier and more enjoyable. If Hamilton is known to be safe, accessible and enjoyable for everyone, then people will want to visit, live and work here.

## **Environmental**

44. There are few direct links to environmental wellbeing within the Hamilton Age Friendly Plan. However, older people are generally higher users of public and active transport options. Ensuring these options work well for older people will increase usage amongst this group directly, and for the wider community as well. Older people are frequently in volunteer roles, notably there is a high percentage assisting in gully restoration projects around the city that contribute to improved environmental wellbeing in Hamilton.
45. Newcomers and receiving communities feel welcome in and comfortable using public spaces. Community groups welcome newcomers to participate in environmental projects such as the establishment and ongoing use of community gardens.
46. Hamiltonians with a disability are regular users of our built environment and therefore it is critical that this environment supports their ability to move freely around the city.
47. Hamiltonians with a disability have a right and expectation to experience our natural environments, and it is important that these environments (such as river paths and visitor destinations like Waiwhakareke) consider the access needs of all residents and visitors to ensure an equitable experience as developments and renewals occur.

## **Cultural**

48. Although not a council-owned plan, The Age Friendly Plan has strong links to He Pou Manawa Ora, especially:
  - i. He Pou Manawa Koorero – kaumatua are a critical link to history and culture. A number of intergenerational projects empower Kaumatua to be community leaders and partners with other cultures and generations.
  - ii. He Pou Toorangapuu Maaori – Kaumatua have been key partners to the plan since its inception in 2016 and have been active participants in bringing the plan to life.
2. Inclusive Leadership involves the Council, Tangata Whenua and other community leaders working together to create, advocate for and continue to foster a welcoming and inclusive community. They lead a shared plan to increase connections between newcomers and existing residents.
3. There is a shared sense of pride in being part of a culturally rich and vibrant community. People feel their culture is respected and valued by other members of the community. There are opportunities to learn about each other's cultures.



49. Hamiltonians with a disability have a right to be able to express their cultural identity. This means that it is important that facilities and services that provide opportunities for cultural expression are fully accessible and allow everybody to participate at their chosen level.

### **Risks - *Tuuraru***

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

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

#### **Significance**

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

#### **Engagement**

52. Community views and preferences are already known to the Council through engagement that was undertaken during the development of the Plans.
53. Given the medium level of significance determined, the engagement level is medium. No engagement is required.

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

Attachment 1 - Hamilton Age Friendly Plan Status Update Report

Attachment 2 - Welcoming Plan Status Update Report

Attachment 3 - Disability Action Plan Update Report

## Hamilton Age Friendly Plan Update on Goals and Actions 2022-2023

| <b>1. Outdoor spaces and public buildings - Goal: The community has places to enjoy and be part of outdoor activities that are accessible, and people feel safe.</b> |                                       |             |                         |   |
|--|---------------------------------------|-------------|-------------------------|---|
| <b>Action</b>  | <b>Who</b>                            | <b>When</b> | <b>Status of Action</b> | <b>Commentary on Action</b>   |
| 1.1 Greater consideration of the needs of older people in upgrades to parks and open spaces.   | Hamilton City Council                 |             | Not Started             |   |
| 1.2 Newly developed public facilities will incorporate aspects of universal and age friendly design (Rototuna Village Community Hub, Waikato Regional Theatre).      | Hamilton City Council, Momentum Trust |             | Not Started             |   |
| 1.3 Consider older people in the implementation of the HCC Play Strategy and promote play spaces for all ages.   | Hamilton City Council, Sport Waikato  |             | Not Started             | Changing staff resourcing has delayed the start of this project.                              |
| 1.4 Completion of Phase 2 of Age Friendly and Dementia Friendly Kaumātua Centre.   | Rauawaawa Kaumātua Charitable Trust   | 30-Nov-23   | Underway                | Stage 2 of the build is 75% completed with final completion expected at end of November 2023. |

| <b>2. Transport and mobility - Goal: Everyone's needs are considered in the planning and operation of transport infrastructure and public transport services.</b>  |   |             |                         |  |
|--|---|-------------|-------------------------|--|
| <b>Action</b>  | <b>Who</b>  | <b>When</b> | <b>Status of Action</b> | <b>Commentary on Action</b>  |
| 2.1 Continue to ensure that the Hamilton public transport network is responsive to the needs of older people.  | Waikato Regional Council                          |             | Not Started             |  |
| 2.2 Continue to promote the Bee Card SuperGold card concessions to older people, which give free public transport between 9am and 3pm and after 6.30pm weekdays, and all day weekends and public holidays. | Waikato Regional Council                          |             | Not Started             |  |
| 2.3 Continue to provide driver refresher training for older people.  | Age Concern, Waikato Ethnic Family Services Trust | Mar-24      | Underway                | Age Concern delivers four Staying Safe Refresher Course in Hamilton per annum, the next courses will be held early 2024 for 15 -24 people. Rauawaawa kaumatua attended a course in May facilitated by Age Concern. |
| 2.4 All footpaths are designed and maintained to provide safe use by older people who are: pedestrians, grandparents with children, users of mobility aids.  | Hamilton City Council                             |             | Underway                | Council undertakes an annual renewal programme looking at path trips and hazards identifying priority areas for work. Council Inspectors complete assessment of paths for this.                                    |
| 2.5 All cycle paths and lanes are designed and maintained to provide safe use by older people who are cyclists and grandparents with children.   | Hamilton City Council                             |             | Not started             |  |
| 2.6 Planning for Micro-mobility e-bike and e-scooter use in Hamilton will consider the impact on older people.   | Hamilton City Council                             |             | Not Started             |  |
| 2.7 The review of the District Plan for the National Policy Statement on Urban Design continues to support and require off-road mobility carparks within developments.                                     | Hamilton City Council                             |             | Not Started             |  |

| <b>3. Housing - Goal: Older people are encouraged to live in their own homes or have a choice of housing that is appropriate and accessible, with universal design.</b> |  |             |                         |  |
|---|--|-------------|-------------------------|--|
| <b>Action</b>   | <b>Who</b>   | <b>When</b> | <b>Status of Action</b> | <b>Commentary on Action</b>  |
| 3.1 Ensure that implementation of actions in the Hamilton Housing Action Plan reflects the views and needs of older people.   | Hamilton City Council (and others)                             |             | Underway                | A new suite of initiatives to address housing affordability is underway and older persons will be an important stakeholder for this. Consultation and surveys are conducted to understand the needs of this demographic when introducing a new policy.   |
| 3.2 Provide better information on trusted tradespeople in Hamilton who older people can use.  | Age Concern  | Ongoing     | Completed               | Through the Community Support Worker Programme assistance is provided to older persons to access quotes and trades persons helping to ensure they receive a safe and appropriate service.  |
| 3.3 Develop intergenerational housing project leading to construction by 2024.  | Rauawaawa Kaumātua Charitable Trust, Te Ruunanga o Kirikiriroa |             | Underway                | TE Puawaitanga o Nga Waka -Te Ruunanga is currently on track to start the development of 22 x 3 - 5 bedroom rent to buy - Progressive Home Ownership Properties, and 12 Kaumatua social rentals and community Hub, where Kaumatua can share skills and expertise on traditional resourcefulness, knitting with young families who will buy into the village. The Runanga is acquiring 24 X 2-bedroom Homes with Community Hub on Rifle Range Road for housing Kaumatua currently residing in Emergency Housing |
| 3.4 Ensure pensioner housing stock in Hamilton is of Age Friendly design and meets the needs of residents.  | Accessible Properties  |             | Underway                | National Office for Accessible Housing have no plans to increase housing stock for Older Persons in Hamilton in the future. Focus is currently on what they currently own and supporting their tenants. A project is underway with Wintec students to investigate current levels of social housing stock for older people in Hamilton and who the current providers are, with a view to a more co-ordinated approach to the issue.   |

| 4. Social Participation - Goal: Older people are able to connect with family and friends and also with people in the wider community in which they live.        |  |            |                  |   |
|---|--|------------|------------------|---|
| Action  | Who  | When       | Status of Action | Commentary on Action  |
| 4.1 Community facilities, houses and centres continue to provide a range of programmes and activities for older people, and their services are better promoted. | Western Community Centre, Glenview Community Centre, Pukete Neighbourhood House, Hamilton City Council | 8/08/2023  | Completed        | <p>The Community Houses continue to provide a wide range of programmes for example:</p> <p>Waimarie Community House –Treat Tuesday Café, Warm Space Friday and Gardening Group support Seniors, along with Friday Walking Group during Spring. Digital Accessibility Course</p> <p>Western Community Centre – Monthly Bring a Plate Lunch, four low cost day trips per year. After School Programme Volunteers for Livingstone Unit. Walking Group. Laughing Yoga. Willy Club for crafts and socialization.</p> <p>Glenview Community Centre - Community Dinner held monthly offering free kai to the community including older people. Mindful Cafe - games and colouring with afternoon tea.</p> <p>Pukete Neighbourhood House - Provide Scone Wednesday Events, Information Mornings, Craft Group, Tai Chi and Chair Yoga along with a range of social gatherings, high Tea, BBQs &amp; potluck lunch.</p> |
| 4.2 A range of programmes and activities continue to be provided for Kaumaatua and older Maaori.  | Rauawaawa Kaumātua Charitable Trust  | 18/07/2023 | Completed        | <p>Three new programmes are being delivered.</p> <p>Maatauranga Maaori Physical Activity Programme.</p> <p>Cognitive Stimulation Therapy - for Maaori with dementia to improve and prevent future decline.</p> <p>Kaumatua Maatauranga Tuku Iho - enhance cultural awareness practices through kaumatua visits to other Marae including Turangawaewae and Hastings.</p>   |

| 4. Social Participation - Goal: Older people are able to connect with family and friends and also with people in the wider community in which they live.   |  |      |                  |   |
|--|--|------|------------------|---|
| Action   | Who  | When | Status of Action | Commentary on Action  |
| 4.3 Hamilton City Libraries will run a range of programmes for older people throughout the year.   | Hamilton Libraries   |      | Underway         | Hamilton Libraries has two digital desktop magnifiers - camera's that project a magnified image onto a video monitor to assist people with blind and low vision to read documents. In addition electronic magnifiers are available for hire. Libraries are intending to have a display at their Central Library for International Older Persons Day on 1 October 2023 showcasing these devices. |
| 4.4 Events held by ethnic and migrant groups in Hamilton are inclusive of older people where possible.   | Chinese Golden Age Society, Waikato Indian Senior Citizens Assn and other groups |      | Underway         | The Cook Island Christian Church held a pametua event in June/July as a pre-celebration of Cook Island Language week, which Kaumaatua Maaori from Rauawaawa attended.   |
| 4.5 Hamilton faith groups consider the needs of older members and work to address how they can participate as fully as they want. Social activities designed for older members are implemented or continued/ enhanced as appropriate – and promoted. | Faith groups and Waikato Inter-faith Council / Te Tiaho Uenuku                   |      | Not Started      |   |



| <b>5. Respect and Social Inclusion - Goal: The community reflects its respect for older people and their role in society with positive examples of ageing and intergenerational understanding</b> |  |             |                         |   |
|---|--|-------------|-------------------------|---|
| <b>Action</b>   | <b>Who</b>   | <b>When</b> | <b>Status of Action</b> | <b>Commentary on Action</b>   |
| 5.1 Intergenerational programmes are run across the city to provide older people with opportunities to interact with young people.  | Libraries, Age Concern, Rauawaawa Kaumātua Charitable Trust        |             | Completed               | During School holidays Rauawaawa Kaumātua Charitable Trust ran programmes rangatahi to work alongside and engage with Kaumatua. The Kaumatua Games were held in collaboration with Rototuna High School, who develop games and support Kaumatua participation on the Day. Libraries have provided programs are currently on hold due to staff resource. Once this is resolved they will run the programs again. |
| 5.2 Increased awareness of the needs of older people among businesses in Hamilton.  | Hamilton Central Business Association, Age Friendly Steering Group |             | Underway                | The General Manager of Business Association is represented on the Hamilton Age Friendly Steering group and through her role raised awareness amongst Hamilton Businesses. The Age Friendly Steering Group hosted a stand at the 50+ and Loving it Expo at the Hamilton Gardens in April 2023.   |
| 5.3 Ongoing actions to raise awareness of the needs of older people in Hamilton and of the actions in the Age Friendly Plan.  | Age Friendly Steering Group  | 7/08/2023   | Ongoing                 | A presentation of Age Friendly Plan was delivered by the Chair and Older Persons advisor to Hilda Ross Retirement Village. Other presentations planned in the next 6 months including Alandale Resthome. Connection with agencies has continued such as Rauawaawa Trust who have a representative on the steering group.  |
| 5.4 Support Kaumaatua-led social enterprise projects.   | Rauawaawa Kaumātua Charitable Trust                                | 18/07/2023  | Completed               | Support was provided to retired Kaumaatua with design and development of Cookie Cutters to Sell. Support was also provided to individuals to produce items such as Phone Holders for sale.  |

| 5. Respect and Social Inclusion - Goal: The community reflects its respect for older people and their role in society with positive examples of ageing and intergenerational understanding |  |            |                  |   |
|--|--|------------|------------------|---|
| Action   | Who  | When       | Status of Action | Commentary on Action  |
| 5.5 A range of homebound services are provided that support older people to live independent lives where possible.   | Age Concern,<br>Rauawaawa Kaumātua<br>Charitable Trust,<br>Libraries | 18/07/2023 | Completed        | <p>Rauawaawa do not provide direct homebound services. They support Kaumatua without whanau to attend Health and Wellbeing Appointments. Support homeless kaumatua through other agencies such as peoples project.</p> <p>Age Concern –Continue to provide accredited home visiting service, and social connections through their 65 Alive Adventures Programme at low cost. They also provide a community support programme offering advice, advocacy, assistance referral and support.</p> <p>Libraries – provide a homebound delivery service where books can be delivered to the older persons home or to a Resthome or village.</p> <p>The library also providing training and assistance for residents at Sommerset Down The Lane Retirement village on how to use smart phones to access library digital and other services.</p> |

| <b>6. Civic participation and employment - Goal: Older people are considered productive in the workplace, and are actively involved in the community through volunteering, supporting local events and taking part in local politics.</b> |   |             |                         |   |
|---|---|-------------|-------------------------|---|
| <b>Action</b>   | <b>Who</b>  | <b>When</b> | <b>Status of Action</b> | <b>Commentary on Action</b>   |
| 6.1 Provide further opportunities for older people to be involved in local government electoral process.  | Hamilton City Council, Grey Power                 | 3/08/2023   | Ongoing                 | A meeting was held with Grey Power Representative in August. After a remission the group are now active and have stronger membership and keen to build connection with Age Friendly Steering Group. |
| 6.2 Continue to celebrate International Day of the Older Person annually on 1 October.  | Age Concern                                       |             | Underway                | The Central Library is providing a display in conjunction with Council staff and Age Concern. Discount are offered for seniors for Zoo, Gardens and Museum.   |
| 6.3 Encourage business to actively support older employees to prepare and move into retirement and to engage in volunteering activities.  | Age Friendly Steering Group, Volunteering Waikato |             | Not started             |   |

| <b>7. Communication and information - Goal: Communication and information about events and important services are easy for older people to access and reflect the diversity of the community.</b> |   |             |                         |  |
|---|---|-------------|-------------------------|--|
| <b>Action</b>   | <b>Who</b>                                    | <b>When</b> | <b>Status of Action</b> | <b>Commentary on Action</b>  |
| 7.1 Communication and information about events and important services are easy for older people to access and reflect the diversity of the community.   | Seasons Magazine, PRIME Hamilton, Age Concern | Aug-23      | Completed               | Age Concern writes regular articles for the magazine which is available for free at their office |

| <b>7. Communication and information - Goal: Communication and information about events and important services are easy for older people to access and reflect the diversity of the community.</b> |   |             |                         |   |
|---|---|-------------|-------------------------|---|
| <b>Action</b>   | <b>Who</b>  | <b>When</b> | <b>Status of Action</b> | <b>Commentary on Action</b>   |
| 7.2 Improve digital literacy and provide assistance and support to older people to access new technologies.   | Hamilton Libraries, SeniorNet Hamilton, Age Concern |             | Completed               | Senior Net have relocated classes to Chartwell Cooperating Church Centre and run Tuesday 1:1 tutoring 1 hour structure course.<br>National Federation developed an Online Teaching Platform - Senior Hangouts, which is supported by volunteers.<br>Hamilton City Libraries run courses on Smartphone for Seniors as part of Senior Net Programs which are offered as part of the Digital Inclusion Alliance Aotearoa Stepping up Programme. This training covers Digital Banking, and how to access the Library Services online for newspapers, magazines. |
| 7.3 All local and national agencies and businesses are encouraged to adopt processes that make documents easy to access and read for older people.  | Age Friendly Steering Group (as advocates)          |             | Not started             |   |
| 7.4 Updates and information are placed onto the Age Friendly website to ensure ongoing progress of the plan is more widely known.   | Hamilton City Council                               |             | Underway                | The age Friendly Steering Group is working on updated content for the website, it is expected to be completed by Mid-December 2023.   |
| 7.5 Increased messaging through multiple platforms to promote Age Friendly Hamilton.  | Age Concern   |             | Underway                | An application for funding grant through Age Friendly Aotearoa NZ is underway, to fund a bimonthly page in Seasons Magazine. Promoting topics and issues pertinent to older people and the work of the steering group in delivering the plans actions.  |
| 7.6 Ensure ongoing avenues for advice and feedback from older people in the Waikato Plan.   | Age Friendly Steering Group                         |             | Not Started             |   |

| <b>8. Communication support and health services - Goal: Community-related services and health promotion support older people's physical and mental well-being and promote healthy behaviours and life choices.</b> |                                       |             |                         |   |
|--|---------------------------------------|-------------|-------------------------|---|
| <b>Action</b>  | <b>Who</b>                            | <b>When</b> | <b>Status of Action</b> | <b>Commentary on Action</b>   |
| 8.1 Continue to provide age appropriate aquatic services and hydrotherapy at Pools within Hamilton, and ensure future planning has a focus on older people.  | Hamilton City Council                 |             | Completed               | Hamilton Pools provides a range of programmes including Aqua Lite class in warm water to help rehabilitate sore joint, Aqua Fit for multi-level cardiovascular workout, and Aqua Jog to increase endurance and mobility. They also offer individualised programmes at the Gym to suit all fitness needs. Discounted services are available to Gold Card holders including hydro fit special package for use of hydrotherapy pool for rehabilitation and aqua therapy. |
| 8.2 Ensure ongoing avenues for advice and feedback from older people in Waikato District Health Board governance.  | Waikato District Health Board         |             | Not Started             |   |
| 8.3 Continue and enhance programmes that support older people with fitness, coordination and balance.  | Age Concern, Community Pharmacy Group | 8/08/2023   | Completed               | Age Concern support the Community Pharmacy Group in the delivery of such programs as the experts in this space.<br>Midcentral Pharmacy Group - Provide Live Stronger for Longer programmes funded by ACC. There are 65 classes on offer weekly in Hamilton delivered by a range of providers, individuals, and volunteers. On average of 909 attend each week.  |
| 8.4 Increased awareness of the Age Friendly Plan among Waikato community funders and improve funding opportunities for older people's agencies.  | Waikato Community Funders Group       |             | Not Started             |   |
| 8.5 Promote the Age Friendly Plan with primary health care providers and seek opportunities for partnership.   | Age Friendly Steering Group           |             | Not Started             |   |

| 9. Safety - Goal: Older residents in Hamilton have a feeling of safety and security in their homes, neighbourhoods, public spaces and communities. |  |      |                  |  |
|--|--|------|------------------|--|
| Action   | Who                                      | When | Status of Action | Commentary on Action   |
| 9.1 Continue to raise awareness of personal safety issues (including abuse and neglect).   | Age Concern                              |      | Ongoing          | Age concern continue to provide an elder abuse response service.   |
| 9.2 Continue to develop support and guidance for older people to prepare, respond to, and recover from Civil Defence emergencies.                  | Civil Defence (Waikato Regional Council) |      | Underway         | We continue to connect and engage with Age Friendly Aotearoa NZ and Office for Seniors who are developing resources/tool kit.  |
| 9.3 Continue to provide training in the use of mobility aids in public spaces.   | Age Concern/Life Unlimited (Kia Roha)    |      | Completed        | Due to the lack of space Age Concern currently have mobility aid training programmes on hold. Kia Roha Mobility Centre run mobility scooter courses, attendees receive a pass certificate and sticker for their scooter. |
| 9.4 Advocate for greater support for older people for online shopping and banking.   | Age Friendly Steering Group              |      | Underway         | At Older Persons Sector Hui in October, a speaker from ANZ will talk about Safety and Scams.   |
| 9.5 Increase training for City Safe staff in providing support to older residents in public spaces in Hamilton's CBD.                              | Hamilton City Council                    |      | Underway         | Disability Sector Older Persons Hui with Council staff is planned for 18 October covering topics on Safety for Older People in the Community.  |



## Welcoming Plan Update on Actions and Outcomes 2022-2023

| 1. Inclusive leadership   |   |           |                  |   |
|---|---|-----------|------------------|---|
| Action  | Who   | When      | Status of Action | Commentary on Action  |
| 1. The Welcoming Communities Advisory Group will work with hapuu aligning Welcoming Plans with He Pou Manawa Ora (Hamilton City Council's Pillars of Wellbeing Strategy) principles of partnership, participation, protection, and prosperity.  | Welcoming Communities Advisory Group and Ethnic Development Advisor                 | 2021      | Completed        | The Welcoming Communities Advisory Group has a hapuu representative as member. The Welcoming Plan has specified manakitanga, whanaungatanga, rangatiratanga, kaitiakitanga and wairuatanga as guiding principles. |
| 2. The Welcoming Communities Advisory Group will work closely with Maaori to develop a plan that reflects the principles of manaakitanga (the expression of aroha, hospitality, generosity, and mutual respect), whanaungatanga (relationship, kinship, a sense of family connection between people), rangatiratanga (sovereignty, self-determination, the right to exercise supreme authority), kaitiakitanga (guardianship and protection of environment), wairuatanga (the distinctive identity or spirituality of people and places). | Welcoming Communities Advisory Group and Ethnic Development Advisor                 | 2021      | Completed        | We have actively partnered with THAWK to develop a plan reflecting key principle.   |
| 3. Council through its People, Wellness and Safety Team will continue working with Diversity Works to develop a Diversity and Inclusion Strategy that will include: - Foundations and support structure e.g., policy development - upskilling of decision makers on diversity and inclusion, - review recruitment, selection and onboarding processes to make it more inclusive.  | People Safety and Wellness (PSW) Team and Diversity Equity and Inclusion Specialist | from 2021 | Underway         | Council continues to work with Diversity Works to develop a Diversity Equity and Inclusion Strategy.  |
| 4. Council will work to improve the capability and capacity of Council staff to understand and appreciate cultural issues and engage with our Maaori partners.  | Amorangi Maaori and People Safety and Wellness Team                                 | 2022      | Underway         | Council continues to build capability and capacity through He Pou Manawa Ora.   |

| 1. Inclusive leadership   |  |           |                  |  |
|---|--|-----------|------------------|--|
| Action  | Who  | When      | Status of Action | Commentary on Action   |
| 5. Council to work with Inclusive Aotearoa Collective Tahono (IACT) and host workshops for leaders and staff on diversity and belonging.  | Diversity Equity and Inclusion Specialist and Ethnic Development Advisor |           | Underway         | Ethnic Development Advisory facilitated an introduced IACT to Council's Diversity, Equity and Inclusion specialist.          |
| 6. Council will design an introduction to diversity, inclusion and unconscious bias, cultural awareness and Amorangi Maaori training starting with leaders e-learning modules.        | People Safety and Wellness team and Amorangi Maaori                      |           | Underway         | Council offers unconscious bias and cultural awareness training for leaders and staff.                                       |
| 7. Council will reinstate Interfaith Prayers and offerings led by the Waikato Interfaith Council (WIFCO) at the Regular Council Meetings.   | Governance, Waikato Interfaith Council and Ethnic Development Advisor    | 2022      | Underway         | This has been reinstated at the Community and Environment Committee meetings.  |
| 8. Council to partner and collaborate with communities and other organisations to develop a successful Welcoming Plan that will outline roles and responsibilities of agreed actions. | Welcoming Communities Advisory Group and Ethnic Development Advisor      | 2021-2022 | Completed        | A workshop was held in August 2021 with 30 community leaders in attendance to support the development of the Welcoming Plan. |
| 9. Council to continue to maximise its Maangai Maaori relationships when engaging on key policies, plans and strategies.  | Amorangi Maaori, He Pou Manawa Ora Lead                                  |           | Ongoing          | Council continues to maximise its relationships through He Pou Manawa Ora.   |
| 10. Council will use Single Transferrable Voting in the 2022 and 2025 Elections.  | governance   | 2021      | Completed        | Council transitioned Single Transferrable Voting in the 2022 local elections.  |

| 2. Welcoming communications   |  |      |                  |   |
|---|--|------|------------------|---|
| Action  | Who  | When | Status of Action | Commentary on Action  |
| 1. Council's Weekly Ethnic Development Alert to be refreshed to include Welcoming Communities branding.   | Ethnic Development Advisor                                     | 2022 | Completed        | Welcoming Communities logo is now included in the Weekly Alert.   |
| 2. Council's online newsletter, Our Hamilton to better reflect our diverse city by regularly featuring cultural celebrations, a successful new migrant or former refugee studying, working or running a business in Hamilton. | Communications Team  | 2022 | Underway         | Have begun working with Communications staff, the project team is still establishing how this will best work.   |
| 3. Council to set up a Welcoming Communities landing page or hub with settlement information for newcomers, links to services, information about the city's diverse communities, as well as success stories.                  | Communications Team  | 2022 | Underway         | July 2022 saw the launch of the Welcoming Communities webpage. Links to services and success stories being developed.   |
| 4. Council to work closely with Ministry of Ethnic Communities, Immigration New Zealand and StatsNZ for demographic and other community data.   | Hamilton City Council and Ministry of Ethnic Communities staff |      | Underway         | Council has access to latest demographic data publicly available.   |
| 5. Council to continually increase its database of images representing ethnic, cultural, faith and other diversities that can be used to authentically represent Hamilton in communications, promotions and reports.          | Communications Team  |      | Ongoing          | Communications team refers to Ethnic Development Advisor when specific images are needed for Council promotions. Transport Group invited ethnic volunteers for its campaign (still to be released). |
| 6. Council to continue practicing culturally appropriate community engagement practices and regularly seek appropriate cultural advice, use community connectors, translators and interpreters when necessary.                | Communications Team  |      | Ongoing          | Several consultation documents have been translated in some languages. Community representatives have been consulted or invited to record promotions in certain languages.                          |

| 2. Welcoming communications   |                     |      |                  |  |
|---|---------------------|------|------------------|--|
| Action  | Who                 | When | Status of Action | Commentary on Action   |
| 7. Council will continue to partner with organisations to reflect the diversity of the local community in communication materials and messages. | Communications Team |      | Ongoing          | Council promoted election registration and voting in other languages; Welcoming Communities Plan translated in five main and five former refugee languages. Council also used Simplified and traditional Chinese as well as Hindi when consulting on the draft Long-term Plan. |

| 3. Equitable access  |   |      |                  |   |
|--|---|------|------------------|---|
| Action   | Who   | When | Status of Action | Commentary on Action  |
| 1. Council to formalise the use of interpreters and translators for relevant official communications and transactions.   | Hamilton City Council   |      | Ongoing          | Council uses interpreters as required. There is currently no policy on use of interpreters and translators.   |
| 2. Council to work with Pacific providers such as K'aute Pasifika, Waikato Pacific Business Network and others to provide appropriate services to the Pacific community. | Hamilton City Council, K'aute Pasifika Trust and Waikato Pacific Business Network |      | Ongoing          | Council supported the development and opening of K'aute Pasifika in January 2023. Waikato Pacific Business Network is actively supporting pacific businesses in the city. |
| 3. Council to use ethnic media outlets as another avenue to reach community groups.  | Communications Team   |      | Underway         | Work has begun to identify the full scope of this project.  |

| 3. Equitable access   |                                       |      |                  |  |
|---|---------------------------------------|------|------------------|--|
| Action  | Who                                   | When | Status of Action | Commentary on Action   |
| 4. Through the allocation of the Multi-Year Community Grant nine Community Houses across the city are being funded collectively by the Council \$380,000 per annum for the next 3-years (2021/22-2023/24).        | Hamilton City Council                 |      | Ongoing          | The Community House continue to be funding via the Multi-Year Community Grant. The Community Houses & Settlement Centre provide information and support to their local communities and newcomers.  |
| 5. Council will continue to work with community centres and groups to 'research around the role that our community facilities play in uplifting the wellbeing of the people who live, work and play in Hamilton'. | Hamilton City Council Facilities Team | 2022 | Ongoing          | Community Facilities are currently being reviewed.   |
| 6. Wise Group will launch 'Tirohanga' – the wellbeing space where everyone is welcome following a co-design process with the community.   | Wise Group                            | 2021 | Completed        | Tirohanga was launched in June 2022.   |
| 7. The above organisations will continue to provide community members with information that is relevant and enables them to participate in services they need.  | Settlement organisations              |      | Ongoing          | HMS Trust, Shama Ethnic Women's Trust, Waikato Refugee Forum, Refugee Orientation Centre Trust, NZ Red cross - Pathways to Employment, Citizens Advice Bureau, Diversity Counselling New Zealand continue to provide relevant information and enable newcomers to access services they need. |
| 8. Council to set up a dedicated Welcoming Hamilton landing page in its refreshed website, with information and links to various services for newcomers. This site will also have information in other languages. | Communications Team                   |      | Underway         | July 2022 saw the launch of the Welcoming Communities webpage. The inclusion of other languages is still under development.  |
| 9. Council to work with Real Estate agencies to provide relevant information on renting and ensure access to warm and healthy homes.  | Ethnic Development Advisor            |      | Not started      | Work ongoing to establish a contact and build relationships.   |

| 4. Connected and inclusive communities  |  |               |                  |  |
|---|--|---------------|------------------|--|
| Action  | Who  | When          | Status of Action | Commentary on Action   |
| Council in partnership with Tangata Whenua and other organisations hosts the Welcoming (Diversity) Week in September:<br>1. Powhiri for new migrants and refugees<br>2. Intercultural sessions and interactive activities.      | Ethnic Development Advisor, Te Haa o te Whenua o Kirikiriroa and other organisations | 2022          | Ongoing          | Council In partnership with Te Haa o te Whenua o Kirikiriroa (THAWK) hosted a successful 'Powhiri, waananga and kai' during Welcoming Week 2022. THAWK also attended and supported the opening and the Closing cultural Night. 12 organisations hosted other welcoming activities. |
| 2. Council supports Waikato Refugee Forum, NZ Red Cross and other related organisations in celebrating World Refugee Day in June to acknowledge former refugees who have made Hamilton home.                                    | Settlement organisations   | 2022 and 2023 | Completed        | Collaborative celebration for World Refugee Day were run in 2022 and 2023.   |
| 3. Council to investigate establishing a fund that will assist receiving communities to host/run welcoming programmes.  | Ministry of Business Innovation and Employment                                       | 2022          | Completed        | MBIE approved seed funding of \$25,000 and Council approved funding of \$75,000 for two years. 21 Organisations received funding in the first round.   |
| 4. Council works with Ministry of Ethnic Communities to achieve outcomes that align with MEC priorities.  | Ministry of Ethnic Communities staff   |               | Ongoing          | Ethnic Development Advisor regularly connects with Ministry of Ethnic Communities staff.   |
| 5. EarthDiverse supported by Council and other funders continue to run 'diversity education courses and provide programmes designed to mitigate racism and discrimination and aspire to strengthen social cohesion in Hamilton. | EarthDiverse staff   |               | Ongoing          | EarthDiverse continues to run courses and hosts other organisations such as Waikato Arab Social Club and Treaty Education - Tangata Tiriti.  |
| 6. Ministry of Ethnic Communities to work with mainstream organisations (to be identified) to develop and learn more about providing culturally appropriate services.   | Ministry of Ethnic Communities staff   |               | Ongoing          | A Memorandum of Understanding was progressing but due to changes at Ministry of Ethnic Communities this work was paused.   |



| 4. Connected and inclusive communities  |                                      |      |                  |   |
|---|--------------------------------------|------|------------------|---|
| Action  | Who                                  | When | Status of Action | Commentary on Action  |
| 7. Council to work with Te Ngaawhaa Whakatupu Ake and organise opportunities for newcomers to be able to experience a powhiri, visit a Marae and learn more about Te Ao Maaori. | Te Haa o te Whenua o Kirikiriroa     |      | Ongoing          | During Welcoming Week 2022 a Poowhiri was hosted for newcomers; a Poukai was also organised in April 2023. THAWK attended the Welcoming Communities Forum presenting information on Kirikiriroa history and the local haapuu. |
| 8. Hamilton Libraries to continue expanding its world languages and other cultural collections.   | Hamilton Libraries                   |      | Ongoing          | Libraries continue to offer books in a number of languages.   |
| 9. Hamilton Libraries to continue working with communities and promote cultures and their celebrations.   | Hamilton Libraries                   |      | Ongoing          | Libraries continue to promote cultures and their celebrations.  |
| 10. Waikato Intercultural Fund will 'provide leadership, strategic direction and resources towards an intercultural Waikato'.   | Waikato Intercultural Fund           |      | Underway         | Waikato Intercultural Fund will launch the Movement for Open Culture Aotearoa in November. 2023.  |
| 11. Community Centres and neighbourhood organisations to build connections through 'intercultural gatherings' like South Hamilton's CommuniTEA.                                 | Community Centres                    |      | Ongoing          | Glenview Community Centre in collaboration with local churches took turns in hosting monthly shared community meal.   |
| 12. Inclusive Aotearoa Collective to hold belonging workshops with diverse community groups.  | Inclusive Aotearoa Collective Tahono | 2023 | Completed        | IACt hosted a 'Belonging' workshop during welcoming week.   |

| 4. Connected and inclusive communities   |   |      |                       |   |
|--|---|------|-----------------------|---|
| Action   | Who   | When | Status of Action      | Commentary on Action  |
| 13. The Waikato Multicultural Council and other community organisations work together to highlight and celebrate Hamilton's diversity.                                     | Waikato Multicultural Council and other organisations |      | Completed and ongoing | The following days/events were celebrated:<br>Africa Day,<br>Hispanic Spring Festival,<br>Lantern Festival Celebration,<br>Multicultural Evening,<br>Shama Fashion Fusion,<br>This is Kiwi - Indigo Festival,<br>Welcoming Week,<br>World Refugee Day<br>Unified Diwali |
| 14. Hamilton Libraries and Waikato Museum to work with communities and collect stories from our ethnic and pacific communities.  | Hamilton Libraries and Waikato Museum                 |      | Underway              | Contact has been made with Waikato Museum and Hamilton Libraries. A working group will be formed to further this work.  |
| 15. Indigo festival continues to partner with Hamilton Garden Arts Festival to highlight the Diversity in the Waikato and to add an ethnic cultural dimension to the show. | Indigo Festival Trust and Hamilton Arts Festival      |      | Ongoing               | Partnered in 2023 and on track to continue their partnership into 2024.   |
| 16. Waikato Intercultural Fund and other organisations support the idea of 'Share a meal with my family' so individuals and families can learn from each other.            | Waikato Intercultural Fund                            |      | Not started           | Waikato Intercultural Fund will launch the Movement for Open Culture Aotearoa in November. 2023.  |

| 5 Economic Development, Business Development   |  |         |                  |  |
|--|--|---------|------------------|--|
| Action   | Who  | When    | Status of Action | Commentary on Action   |
| 1. NZ Red Cross will continue to deliver Pathways to Employment Programme which assists refugees to work.  | NZ Red Cross   |         | Ongoing          | NZ Red Cross supported 100 clients through Pathways to employment programme.   |
| 2. HMS Trust will continue to run Migrant Employment Solutions to assist international students and new migrants to work.  | Hamilton Multicultural Services Trust                                |         | Ongoing          | HMS Trust placed 78 people into work through their Migrant Employment Solutions Programme.   |
| 3. K'aute Pasifika will continue to have an employment navigator who assists individuals with employment.  | K'aute Pasifika Trust  |         | Ongoing          | K'aute Pasifika trust continue to deliver employment support for clients.  |
| 4. Refugee Youth Employment and Young Worker's Resource Centre will continue to support young people into employment.  | Refugee Youth Employment and Young Worker's Resource Centre          |         | Ongoing          | Services supporting youth into employment are well established.  |
| 5. Council along with sector and community organisations will support businesses by providing settlement information packs for their new staff.  | Council, Glenview Community Centre, Zeal, K'aute Pasifika, employers | 2022/23 | Ongoing          | Council in collaboration with Glenview Community Centre, K'aute Pasifika and employers hosted He waka Eke Noa. To date over 200 people have been placed into employment. |
| 6. Council supports and promotes On the Job Training/ Graduate Internship at relevant Council units for International Students.  | People Safety and Wellness   |         | Ongoing          | Council Graduate and Summer Internship Programmes continue to attract a wide range of students.  |
| 7. Council works with Red Cross' Pathways to Employment and commits to providing employment opportunities for skilled former refugees.   | Council  |         | Not started      |  |
| 8. Council works with MBIE and business organisations to hire and work with newcomers.   | Council  |         | Not started      |  |
| 9. Hamilton Central Business Association (HCBA) with Council, Red Cross and SODA, support a 'Kitchen Project' type initiative to encourage and support diverse start up food business ideas. | Hamilton Central Business Association                                |         | Paused           | Due to changes at Red Cross service and although there was initial discussion and survey, HCBA decided progress with the project.  |

| 5 Economic Development, Business Development   |  |      |                  |  |
|--|--|------|------------------|--|
| Action   | Who  | When | Status of Action | Commentary on Action   |
| 10. MBIE Information and Education team to provide support for Council and local businesses.   | Ministry of Business Innovation and Employment                                 |      | Ongoing          | MBIE continue to offer support to Council and other local businesses as required.                            |
| 11. Council with HCBA and other organisations to support Red Cross' annual Weave Market and provide opportunities for small businesses to share their products.  | Council, Hamilton Centre Business Association and NZ Red Cross                 |      | On hold          | Due to changes in Red Cross, Weave will now be hosted by HMS Trust in 2024.                                  |
| 12. Council to work with Chamber of Commerce, HCBA and other migrant business organisations to highlight and model business diversity in Hamilton.   | Council  |      | Not started      | Council continues to work closely with employers who featured a migrant employee during Welcoming Week 2023. |
| 13. Waikato Pacific Business Network to 'build more sustainable and profitable pacific owned businesses; whilst developing pacific professionals in the region'.   | Waikato Pacific Business Network   |      | Ongoing          | WPBN celebrated pacific business owners at the Pacific Business Award night.                                 |
| 14. HCBA, Waikato Chamber of Commerce supported by Council recognises the value provided by migrant owned businesses or business that value what migrants/newcomers bring to their business through a 'Business Diversity Award' | Council, Hamilton Central Business Association and Waikato Chamber of Commerce |      | Not started      |  |
| 15. Waikato Pacific Business Network to provide advice to Council on Pacific, economic and social development.   | Waikato Pacific Business Network   |      | Not started      |  |
| 16. The Web Access Waikato Trust will work to 'enable equitable opportunities for tech education to employment pathways across an inclusive spectrum of learners, creating a pipeline of locally grown-work ready talent'.       | Web Access Waikato Trust   |      | Not started      | Due to changes at Web Access Waikato Trust, they are no longer actively supporting this project.             |
| 17. Waikato Pacific Business Network to support development of pacific businesses.   |  |      | Ongoing          | The Waikato Pacific Business Network is active in Hamilton.  |

| 6 Civic Engagement and Participation   |                       |      |                  |  |
|--|-----------------------|------|------------------|--|
| Action   | Who                   | When | Status of Action | Commentary on Action   |
| 1. Council to host 'Council Open Days' so newcomers can learn more about how Council operates.                               | Hamilton City Council |      | Not started      |  |
| 2. Council to work with Ministry of Education and encourage civic education in Hamilton schools.                             | Council staff         |      | Ongoing          | Council worked with four high schools running session on the role of Council in the community and democracy. |
| 3. Council to continue to provide volunteer and other opportunities for newcomers to be part of civic and other city events. | Council staff         |      | Ongoing          | Council events team provided opportunities for volunteers to be part of city events.                         |
| 4. Council to work with communities to encourage and promote participation in local body elections.                          | Council staff         | 2022 | Completed        | Council ran voter education workshops with the Refugee Orientation Centre.                                   |

| 7. Welcoming public spaces  |                 |      |                  |                                       |
|---|-----------------|------|------------------|---------------------------------------|
| Action  | Who             | When | Status of Action | Commentary on Action                  |
| 1. Council to host 'Council Open Days' so newcomers can learn more about how Council operates.      |                 |      | Not started      |                                       |
| 2. Wise Group will develop Houchens Centre into Tirohanga, an inclusive health and wellbeing space. | Wise Group      | 2022 | Completed        | Tirohanga Wellness Space is now open. |
| 3. K'aute Pasifika has broken ground for a fit for purpose Pan Pacific Hub.                         | K'aute Pasifika | 2023 | Ongoing          | Pasifika Fale opened in January 2023. |

| 7. Welcoming public spaces   |  |      |                  |  |
|--|--|------|------------------|--|
| Action   | Who  | When | Status of Action | Commentary on Action   |
| 4. Council will lead the Rototuna Village development. The design has incorporated feedback from the diverse communities and the Northeast Community Hub in the area with the Library and Community hub designed to be: Welcoming, friendly, comfortable, with Multicultural considerations in visual design elements and using Universal design (Accessibility for all ages and abilities especially for people with disabilities and special needs). | Hamilton City Council                                  | 2023 | Completed        | Te Kete Aronui launched this year. Accessibility and culture elements can be seen in the construction and design of the building.  |
| 5. Council to work with Waikato Regional Council bus services and provide opportunities for communities to access Council facilities.  | Council staff  |      | Paused           | This programme is currently paused due to resourcing constraints.  |
| 6. Council to support Hamilton Central Business Association in developing Collingwood into a Cultural Street – East by West.   | Hamilton Centre Business Association and Council staff |      | Paused           | A proposal was developed and presented to Elected Members and Council staff. It was also socialised with some tenants in the area. Additional work is required to progress this.   |
| 7. Council to encourage and support the 5km Hamilton Lake Park Run and University of Waikato Park Run, so they are run by and regularly attract more than 150 people of diverse cultures every Saturday at 8.00am.   | Park Run   |      | Ongoing          | Hamilton Park Run is well established at Rotoroa Lake and the University of Waikato.   |
| 8. Hamilton Libraries to promote and support services and collections for ethnic and migrant communities through the libraries' website.   | Hamilton Libraries                                     |      | Ongoing          | Library has junior and world languages collection where they have added 141 new world language titles and 171 new Junior world languages titles available through BorrowBox platform. The library also offers online language learning through the Mango languages. There has been an increase in Pasifika materials being used with language labels in their collections. |



| 8. Culture and Identity   |  |      |                  |  |
|---|--|------|------------------|--|
| Action  | Who  | When | Status of Action | Commentary on Action   |
| 1. Council to support the development of 'identity spaces' (mosques, temples, gurudwaras and the like) acknowledging the cultural and faith diversity in Hamilton.  | Council and community                                      |      | Ongoing          | K'aute Pasifika Fale and Village Al Rasool Community Centre and Settlement Centre Waikato have all undergone additional development.   |
| 2. Council to continue working with faith groups to accommodate cultural/faith death and burial practices at Hamilton Cemeteries.   | Council and faith groups                                   |      | Underway         | The Ahmadiyya community continues to work with Hamilton Cemeteries.  |
| 3. HMS Trust will partner with Creative Waikato and co-create with ethnic communities' art panels that will represent the ethnic diversity in Hamilton. This will be installed in the new SCW building.   | Hamilton Multicultural Services Trust and Creative Waikato |      | Underway         | Council supported this project with funding from the Welcoming Communities Fund.   |
| 4. EarthDiverse provides language training on a wide variety of under-taught languages spoken in Aotearoa New Zealand, and to better promote heritage language acquisition amongst children of migrants who are often at risk of losing their heritage due to assimilation.   | EarthDiverse staff   |      | Ongoing          | EarthDiverse continues to provide language classes in many different languages.  |
| 5. Waikato Muslim Association in partnership with the University of Waikato supported by Council, will host a Waikato Inclusivity Symposium in 2022. The symposium provides an opportunity to stimulate and strengthen productive collaboration, cultural immersion and engagement to create a dynamic inclusive community. | Council and community                                      | 2022 | Completed        | A successful symposium held in November 2022.  |
| 6. Hamilton Libraries and Waikato Museum to work with communities and regularly gather/welcome personal stories, songs, arts, in their language or English, that can be shared with the wider local community. It can also serve as a historical record of immigration in Hamilton.   |  |      | Underway         | Library has junior and world languages collection where they have added 141 new world language titles and 171 new Junior world languages titles available through BorrowBox platform. The library also offers online language learning through the Mango languages. There has been an increase in Pasifika materials being used with language labels in their collections. |

### Disability Action Plan Updates on Goals and Actions 2022-2023

| 1. Council develops effective mutually beneficial partnerships with stakeholders to inform and progress outcomes.  |  |           |                  |   |
|--|--|-----------|------------------|---|
| Action   | Who  | When      | Status of Action | Commentary on Action  |
| Disability advisory forum: Council will work with the Disabled People's Forum and the Community to create a diverse group of representatives to input into decisions.                      | Community and Social Development   | Dec-22    | Ongoing          | Work is ongoing to provide opportunities for input into decision. The scope and structure of a representative group is under consideration.   |
| Engagement project: large engagement project to identify and promote issues highlighted by individuals from the disability community, with a focus on previously under-represented groups. | Community and Social Development, Disabled People's Forum (external), Community (external) | 2024      | Underway         | Disability Advisor has connected with a number of groups including the Rainbow Hub, Te Kohao Health, Whaikaha Ethnic Connector and Settlement Centre. The Advisor regularly attends Maaori Disability Providers forum and the Waikato Disability Forum which is made up of representatives with Lived Experience. Two Disability Sector Hui have been held in 2023 with one pending in November. All well attended. |
| Capacity building: Work with the disability sector (community leaders and service providers) to grow the capacity of the local disability community.                                       | Community and Social Development, Disability Advisory Forum, Community (external)          | Long Term | Underway         | CCS Disability Action Barrier Free has been engaged to provide accessible audits and Kia Roha to provide Disability Awareness Training. The Disability Advisor has connected with 47 organisations/individuals including Connection with My Live My Voice, Waikato Regional Council Accessible Transport Coordinator, CCS Disability Action Access Coordinator.   |

| 1. Council develops effective mutually beneficial partnerships with stakeholders to inform and progress outcomes.   |   |           |                  |  |
|---|---|-----------|------------------|--|
| Action  | Who   | When      | Status of Action | Commentary on Action   |
| Disability strategy: Staff will work with a wide range of partners including community organisations, rights holders, and government organisations to co-design a citywide disability strategy. | Community and Social Development, Disability Advisory Forum, Disabled Persons Assembly (external), Disabled People's Forum (external), Community (external) | 2024      | Paused           | Currently on hold until early 2024 due to resourcing constraints.  |
| Lifemark rating: Assess impact and application of the Lifemark rating incentive. This rating provides developers with a discount on consent fees if their build is adaptable, safe, and usable. | Planning Guidance, Community and Social Development   | 2025      | Not Started      | Not due for completion until 2025 - Year 3 of Plan   |
| Community feedback surveys: Community surveys are developed and reviewed to include accessibility perspectives. Feedback is responded to.   | Community and Social Development, Communications and Engagement   | Long Term | Ongoing          | Communications and Engagement Unit engaged Be Lab to assist with developing Accessible Design Toolkit, this has now been deployed across Council. The toolkit and guidelines will help to ensure surveys and communication are accessible. |
| Accessibility in non-council development: Investigate opportunities for influencing non-council development through planning tools including the district plan and consenting.                  | Growth, Planning Guidance   | 2023-25   | Not Started      |  |

| <b>2. Funding and decision making around accessibility is enabled by good quality data and audits so everyone can fully experience Council events, facilities and destinations.</b>         |  |                        |                         |   |
|---|--|------------------------|-------------------------|---|
| <b>Action</b>   | <b>Who</b>   | <b>When</b>            | <b>Status of Action</b> | <b>Commentary on Action</b>   |
| Major community facility audits: A minimum of two comprehensive accessibility audits of major council owned facilities and/or destinations annually.  | Museum, Pools, Gardens, Libraries, Parks and Recreation, Hamilton Zoo, Claudelands Event Centre, FMG Stadium, Seddon Park, Transport | minimum two per year   | Ongoing                 | Accessibility Audits through CCS Disability Action Barrier Free have been completed for Aquatic Facilities (Waterworld and Gallaghers) in April 2023. An audit will be completed at the Zoo and FMG in late 2023. |
| Minor community facility audits: Council will carry out at least three accessibility audits per year on smaller community facilities (parks, playgrounds etc).                              | Parks and Recreation   | Minimum three per year | Ongoing                 | Minor Accessibility Audits were completed in April 2023 for Memorial Park, Tawa, and Fairfield Skate Park. The identification of three parks for auditing is currently underway.                                  |
| Asset management planning: Accessibility will factor into Council's Asset Management planning and processes to provide processes for costings for Annual Plan and Long-Term Plan proposals. | Asset Management Leadership Group  | 2023                   | Not Started             |   |
| Data collection programme: Data collection is undertaken to inform investment. Programme includes a stocktake of accessibility audits and benchmarking against other local authorities.     | Community and Social Development   | 2024                   | Completed               | All audits are saved in a central location and accessible to staff as required.   |
| Accessible toilets and changing places network planning: Required upgrades to toilet network identified for 2023/2033 LTP proposal.   | Parks and Recreation   | 2023-24                | Underway                | Initial stocklist prepared by Disability Advisor and provided to Parks for further work.  |

| <b>2. Funding and decision making around accessibility is enabled by good quality data and audits so everyone can fully experience Council events, facilities and destinations.</b>   |  |                                |                         |  |
|---|--|--------------------------------|-------------------------|--|
| <b>Action</b>   | <b>Who</b>   | <b>When</b>                    | <b>Status of Action</b> | <b>Commentary on Action</b>  |
| Accessible paths at community services and destinations: Upgrade paths at community services and destinations to increase accessibility.  | Zoo, Gardens, Parks and Recreation, Libraries, Claudelands Event Centre, FMG Stadium, Seddon Park        | Long Term                      | Underway                | Accessible Audits being undertaken for Hamilton Zoo path upgrades and FMG Stadium in late 2023. Accessible Audits of other facilities over the next 2 years will achieve improved accessibility for paths.   |
| Target setting: Project to establish baseline data and work with community to create future targets and goals.  | Community and Social Development, Disability Advisory Forum  | 2023-24                        | Not Started             |  |
| Accessible signage at community services and destinations: Signage upgraded through renewal process to include accessible formats e.g. large print, pictures, and New Zealand Sign Language.  | Zoo, Gardens, Parks and Recreation, Libraries, Pools, Claudelands Event Centre, FMG Stadium, Seddon Park | Long Term                      | Underway                | Aquatics has undergone an audit and are under advisement from the Barrier Free assessor looking to upgrade their signage. Accessible Audits being undertaken will inform future upgrades. Accessible Audits of other facilities over the next 2 years will achieve improved accessibility.                                       |
| Online information platform: Information about accessibility for Council facilities, events and services is easily accessible online, available through an easy-to-use platform. Information allows for planning, improving awareness, and promoting accessible recreation options. | Community and Social Development, Communication and Engagement Team                                      | 2023-24                        | Not started             | The Disability Advisor has had initial conversation with Tauranga City Council who are at Stage 1 of developing their access map. Advice and information received will help to develop this work further.  |
| Two-way information sharing: Improvements in accessible information sharing between Council and the community so it's easier to move between Council and its facilities.  | GIS, City Safe, Transport, Communications and Engagement Team  | Long Term<br>Reported annually | Ongoing                 | Transport have responded to a number of public requests for improvements, including additional mobility carparks at Centre for Age Concern in Grantham Street. Improved safety at crossings in Brooklyn Street from Community Living Trust Services Users, is under consideration by the Infrastructure and Transport Committee. |

| 3. Council services will be responsive to the diverse needs of disabled people.  |                    |  |                  |  |
|--|--------------------|--|------------------|--|
| Action   | Who                | When                                   | Status of Action | Commentary on Action   |
| Education: Induction of new staff will include disability training, and frontline staff will have regular disability training. | People and Culture | Long Term<br>Reviewed every six months | Completed        | Kia Roha has been engaged to provide Disability Awareness Training for Council Staff with the first training session held in August 2023. A further two more trainings will be delivered by end of June 2024, with the next one scheduled for November 2023. |
| Assisted waste service: Review of new waste management service to explore the value of the assisted service.                   | Waste Management   | 2024                                   | Completed        | 240 People currently receive this service. 50 people with additional support requirements are provided with larger bins for. A survey is completed periodically by users to determine if service still required and meeting their needs.                     |

| 4. People can get around the city independently and safely.  |           |                                |                  |  |
|--|-----------|--------------------------------|------------------|--|
| Action   | Who       | When                           | Status of Action | Commentary on Action   |
| Audit of transport network: Audits will be completed on Council's transport network including neighbourhood accessibility audits and project safety audits (including a focus on pedestrians). | Transport | Long Term<br>Reviewed annually | Ongoing          | Transport projects have Safe System Audits completed by Independent Consultants, and Staff, approving improvements or changes as required. The annual programme to upgrade pedestrian crossings funded through Low-Cost Low Risk - Transport Connections Improvement Programme, is aimed at making street more accessible and safer. 29 projects have been identified by staff of which 90% will be funded by CERF to reduce transport emissions in next 12 - 15 months. |

| 4. People can get around the city independently and safely.   |  |                             |                  |  |
|---|--|-----------------------------|------------------|--|
| Action  | Who  | When                        | Status of Action | Commentary on Action   |
| Community access mapping: Barriers identified through community input into a co-designed map of access issues, focusing on a key topic every six months.          | Community (external), Community and Social Development | 2024-25                     | Not Started      |  |
| Public transport: Partner with Regional Council to improve public transport accessibility. Focus on improved transportation options and removing barriers to use. | Transport, Waikato Regional Council (External)         | Long Term Reported annually | Underway         | Council in conjunction with Waikato Regional Council accessed bus stops for accessibility and developed priority list for annual work programme, covering upgrade of existing bus shelters and infrastructure, kerb side access funded by Low-Risk Low Cost Programme. A portion of CERF funding is being used for bus shelter replacements, accessible platforms, and kerbs to improve safety getting on/off buses. |
| Crossings: Upgraded to provide safer options in key locations, community facilities and public transport routes.  | Transport  | Long Term Reported annually | Ongoing          | This is an ongoing programme of work to upgrade crossings, including raising crossing safety platforms to reduce vehicle speed, install of mid-block crossings and tactile pavers. CCS Disability Action Access Coordinator has been involved with programme and ensuring aligns with universal design principles  |
| Footpath programme: Footpath programmes to renew and maintain footpaths to an accessible standard.  | Transport  | Long Term Reported annually | Ongoing          | Council undertakes an annual renewal programme looking at path trips and hazards identifying priority areas for work. Council Inspectors complete assessment of paths for this.  |



| 4. People can get around the city independently and safely.  |  |              |                  |  |
|--|--|--------------|------------------|--|
| Action   | Who  | When         | Status of Action | Commentary on Action   |
| Mobility carpark review: Review of current mobility carparks (including an audit).   | Transport, CCS Disability Action (External)                          | 2023-25      | Underway         | In collaboration with CCS Disability Action an audit was conducted in 2022-23, of 50 mobility Car Parks. This was to prioritise locations for enhancements. Work was completed for 20 mobility parking bays, which included creating 10 new mobility parking bays in the central city. |
| Illegal parking monitoring: Information Systems solution introduced in partnership with NZ Parking to ensure appropriate usage of mobility carparks. | Transport, NZ Parking (external)                                     | 2023-25      | Underway         | A presentation was delivered at a community hui on the Mobility Parking Review and the new system to monitor and enforce illegal parking in City.  |
| Regional Infrastructure Technical Specifications (RITS) review: Review RITS to update these to reflect best practice.                                | Transport, Community and Social Development, Smart Access (external) | 2025 onwards | Ongoing          | Council staff are working on a number of technical changes/reviews for RITS. In addition, staff are also working on new design guidance documents for public transport, biking & micro mobility infrastructure.  |
| Accessible streets regulatory package: Advocate for the progression of the Accessible Streets Regulatory Package through Central Government.         | Transport, Disability Advisor  | 2023-25      | Paused           | Currently new legislation is being passed through Parliament. Action paused until we have an outcome.  |

| 5. The whole community can enjoy fair opportunities to play.  |  |  |                  |   |
|---|--|--|------------------|---|
| Action  | Who  | When   | Status of Action | Commentary on Action  |
| Informal play in the city: New informal/pop-up play opportunities in the central city consider accessibility in their design and installation.  | Central City Programme Team, Sport Waikato (External)                      | 2024-25  | Not Started      | Not due for completion until 2024-2025  |
| Future playgrounds: All future playgrounds will include assets, access and equipment that is universally accessible/ inclusive.   | Parks and Recreation   | Long Term  | Not Started      |   |
| Upgrades to existing parks and playgrounds: Options to improve accessibility of current neighbourhood parks and playgrounds are considered in the 2023/2033 LTP discussions.  | Parks and Recreation   | 2023-24  | Underway         | An accessibility audit carried out by CCS Disability Action Barrier Free was completed for Tawa Park and Fairfield Skate Park. It outlined a number of improvements/initiatives which are currently being considered. |
| Inclusive programme trials: Pilot programmes will be created at council facilities to encourage and enable access to a wide range of activities for our community.  | Aquatics, Libraries, Zoo, and Museum                                       | 2023 - aquatics trial<br>2024 - libraries trial<br>2025 - zoo and museum trial | Not started      |   |
| Halberg programme to improve accessible recreation for youth: Halberg Foundation will work with Council to ensure parks, public spaces, club rooms and its facilities are fully accessible to 5 – 12-year-old tamariki/rangatahi with physical impairments, by funding equipment or person support. | Community Development, Halberg Foundation (External), Parks and Recreation | 2023 onwards   | Paused           | Changes in resourcing at the Halberg Foundation delayed this programme. The project is due to recommence in early 2024.   |

| 5. The whole community can enjoy fair opportunities to play.   |  |         |                  |  |
|--|--|---------|------------------|--|
| Action   | Who  | When    | Status of Action | Commentary on Action   |
| Trail rider: Staff will work with Halberg Foundation to explore provision of a loan trail Rider bike that would allow disabled people to use the river walks, gardens, Council open spaces and zoo more independently. | Community Development, Halberg Foundation (External), Parks and Recreation, Gardens, Zoo | 2023-24 | Completed        | Research has shown that Trail rider are more suited to rugged and steep terrain such as summit of Mauo at Mt Maunganui where they are currently available for hire. Halberg Trust staff and Council staff agreed not to pursue this initiative. The Zoo and Gardens provide wheelchairs and mobility scooters for customer hire. |

| 6. Council projects embed the principles of universal design, so every new-build community facility project is accessible to everyone.                              |                             |         |                  |   |
|---|-----------------------------|---------|------------------|---|
| Action  | Who                         | When    | Status of Action | Commentary on Action  |
| Capital project planning: Universal design considerations are embedded into all Council project planning templates for new builds and renewals.                     | Programme Management Office | 2023    | Not Started      |   |
| Rototuna Library: Rototuna Library will be built based on codesigned and universal design principles.   | Community Programme Office  | 2023-25 | Underway         | Disability Advisor from CCS Disability Action met with library staff regarding the internal layout. Changing places toilet has been built at Te Kete Aronui and is accessible to registered Changing Places users.  |
| Celebrating Age Centre: Investigations into the replacement of the Celebrating Age Centre, which will include opportunities for a fully accessible community space. | Community Programme Office  | 2024    | Underway         | Council resolved that the Municipal Endowment Fund Working group would conduct a high-level feasibility investigation to determine future uses of the Celebrating Age Centre, in particular mixed use for commercial/community development. The Report will go to Council in September 2023 |

| 6. Council projects embed the principles of universal design, so every new-build community facility project is accessible to everyone.                                    |  |         |                  |   |
|---|--|---------|------------------|---|
| Action  | Who  | When    | Status of Action | Commentary on Action  |
| Accessible toilets and changing places at Rototuna: Accessible toilets and changing spaces will be installed at Rototuna Village.   | Community Programme Office                     | 2023-25 | Completed        | Changing places toilet has been built at Te Kete Aronui and is accessible to registered Changing Places users.                              |
| Transport Centre:<br>Advisory group support to review the designs, undertake audits, and provide feedback.<br>Centre has been designed using Universal Design Principles. | Transport, Waikato Regional Council (External) | 2024-25 | Paused           | An Access Coordinator from CCS Disability Action has been involved in the concept and design, in addition to input from Disability Advisor. |

| 7. Hamilton City Council is an enabling employer that benefits from the skills and perspectives of a diverse workforce. |                    |                                |                  |  |
|---|--------------------|--------------------------------|------------------|--|
| Action  | Who                | When                           | Status of Action | Commentary on Action   |
| Recruitment: The Council's recruiting processes will be reviewed annually to ensure barriers to employment are removed. | People and Culture | Long term<br>Reviewed annually | Paused           | A pilot project to look at the perceptions of hiring managers, has been put hold due to resourcing issues. Council staff have met with Workbridge and Disabled Persons Assembly to discuss opportunities and approach. |

| 8. Removal of barriers to civic life and democratic participation through improved physical access, Governance, and communication processes.   |  |   |                  |  |
|--|--|---|------------------|--|
| Action   | Who  | When  | Status of Action | Commentary on Action   |
| Chamber upgrade 2023/24: Accessibility will be prioritised through the use of technology and equipment upgrades.   | Governance   | 2024-25   | Not Started      |  |
| Accessible governance processes: Ensure governance processes are inclusive and accessible, enabling the whole community to: - respond to surveys in any way they choose - participate in public forums and meetings with appropriate support - make sure all aspects of meetings are accessible. | Governance, Communication and Engagement, Disabled Persons Assembly (external) | Long term<br>Reviewed annually                        | Not Started      |  |
| Report writing: Report writers/authorisers will be trained in including accessibility implications in Council reports.   | Strategy, Policy, Community and Social Development, Governance                 | 2023 - training developed 2024 - training implemented | Not Started      |  |
| Document accessibility guidelines: Guidelines are developed that ensure Council documents are fully accessible.  | Communication and Engagement   | 2023  | Completed        | Be-Lab was engaged to develop an Accessible Design Toolkit which will guide staff on how to make communication accessible. This toolkit has now been launched and is in use. |

| 9. Council communications are produced and distributed in accessible and effective formats, enabling participation, engagement, and preparedness.   |   |                   |                  |   |
|---|---|-------------------|------------------|---|
| Action  | Who   | When              | Status of Action | Commentary on Action  |
| Emergency/immediate communications: Hamilton City Council will partner with Waikato Regional Council and Waikato District Health Board to ensure emergency processes respond to the needs of the disabled community. This would include resources and web development with information prioritising the disabled community. | Waikato Regional Council, Waikato DHB, Emergency Management, Communication and Engagement, Community Organisations (external) | 2023-25           | Not Started      |   |
| Information sharing guidelines: Guidelines are developed to consider when New Zealand Sign Language and screen reader friendly formats are recommended for communication campaigns.   | Communication and Engagement, Community and Social Development  | 2024              | Underway         | Work is currently being undertaken to establish guidelines and scope of accessible formats. |
| Communication audits: Communication audit to be undertaken for all Council communication for a week (randomly selected) annually to test application of the Document Accessibility Guidelines.  | Communication and Engagement  | From 2024 onwards | Not Started      |   |

## Resolution to Exclude the Public

### Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

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

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

| General subject of each matter to be considered  | Reasons for passing this resolution in relation to each matter  | Ground(s) under section 48(1) for the passing of this resolution |
|--|---|--|
| C1. Confirmation of the Public Excluded Community and Natural Environment Committee Minutes - 10 August 2023 | ) Good reason to withhold<br>) information exists under<br>) Section 7 Local Government<br>) Official Information and<br>) Meetings Act 1987<br>) | Section 48(1)(a)   |
| C2. Civil Defence Emergency Management - Extension of Service Level Contract                                 |   |  |
| C3. Community Group Lease - Waikato Society of Arts Incorporated   |   |  |

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 maintain legal professional privilege                                  | Section 7 (2) (g) |
|          | to enable Council to carry out negotiations                               | Section 7 (2) (i) |
| Item C2. | to enable Council to carry out commercial activities without disadvantage | Section 7 (2) (h) |
| Item C3. | to enable Council to carry out negotiations                               | Section 7 (2) (i) |