



POLICIES AND BYLAWS



Introduction

This booklet provides an overview of Council's policies and bylaws. An index of the policies and bylaws can be found on pages 8 to 10.

This booklet should be read in conjunction with the corresponding policies and bylaws.

Policies

Appointment and Remuneration of Board Members of COs, CCOs and CCTOs Policy

The purpose of the policy is to provide the governance over Council Controlled Organisations including COs, CCOs and CCTOs (all referred to as CO's in this policy document).

The Policy sets out the process for appointment, tenure, remuneration, conflict of interest and monitoring of individuals appointed to the governance bodies of Council's CO's.

The policy was adopted in July 2014 and is reviewed on a three year cycle.

Sponsor/Group: GM Corporate

Business Improvement District (BID) Policy

The purpose of the policy is to provide guidance in the establishment and on-going operation of BID programmes.

The policy sets out how BID programmes and targeted rates operate. It is used by local business communities and Council to manage BID programmes.

The policy was adopted in June 2016.

Sponsor/Group: GM City Growth

Citizens Initiated Referenda Policy

The purpose of the policy is to provide an opportunity by which citizens can use referenda to contribute to and improve Council's decision making.

The Policy sets out the criteria and process for initiating a referenda, and how the consequences of the referenda will be addressed.

The policy was adopted in July 2016.

Sponsor/Group: GM Corporate

City Honours Policy

The purpose of the policy is to acknowledge contributions to the city.

The policy sets out how Council recognises the contributions and achievements of individuals and organisations in the City. It sets out how the community can nominate individuals and organisations.

The policy was adopted in April 2013.

Sponsor/Group: GM Corporate

Class 4 Gambling Venue Policy

The purpose of the policy is to minimise the harm caused by Class 4 gambling by controlling the growth of Class 4 gambling venues.

The policy sets the rules on location (and relocation) and machine numbers that Council will apply when considering granting consent for any Class 4 gambling venue.

The policy was adopted in September 2016.

Sponsor/Group: GM City Growth

Community Assistance Policy

The purpose of the policy is to provide support to not-for-profit community organisations that support community led projects.

The policy sets out the process Council uses to allocate grants to community organisations and sets out how the community can apply for community assistance grants.

The policy was adopted in April 2014.

Sponsor/Group: GM Community

Community Occupancy Policy

The purpose of the policy is to provide community occupancy agreements to community groups that use Council owned land and/or buildings for community purposes.

The Policy sets out the criteria, application process and the conditions of the community occupancy agreements.

The policy was adopted in April 2014.

Sponsor/Group: GM Community

Policies

Connections and Charging Policy for Three Waters

The purpose of the policy is to set charges for service connections to water, wastewater and storm water networks

The policy outlines the rules for connection to Council's water, stormwater and wastewater networks and the approach for charging.

The policy was adopted in April 2013.

Sponsor/Group: GM City Infrastructure

Corporate Hospitality and Entertainment Policy

The purpose of the policy is to provide guidance to elected members.

This policy sets out guidelines for access to Council facilities for hospitality and entertainment.

The policy was adopted in April 2015.

Sponsor/Group: GM Corporate

Delegations of Positions (Consolidated) Policy

The purpose of the policy is to outline how the Council delegates its powers and responsibilities.

The policy defines the methods and means of operation and managerial and administrative relationships.

The policy was adopted in November 2015.

Sponsor/Group: GM Corporate

Development Contributions Policy

The purpose of the policy is to outline the role development contributions play in Council's overall funding and financial strategy.

The policy sets out how development contributions are calculated and applied. It is used by the development community to understand how and in what proportions it pays for infrastructure which supports growth.

The policy is reviewed annually in July each year.

Sponsor/Group: GM City Growth

Disability Policy

The purpose of the policy is to ensure people with disabilities have equity and access so they can participate in and contribute to community and civic life.

The policy outlines how Council will educate, communicate and advocate on issues that affect the disability community. It also sets access standards for Council infrastructure, service delivery and parking.

The policy was adopted in June 2016.

Sponsor/Group: GM Community

Dog Control Policy

The purpose of the policy is to protect and maintain public safety by controlling dog behaviour in public places.

The policy sets out Council's approach to education on dog control, areas for dogs, owner responsibilities and the regulation and enforcement of the Dog Control Bylaw. The policy is enforced by Council through the Dog Control Bylaw.

The policy is reviewed alongside the Dog Control Bylaw.

Sponsor/Group: GM City Growth

Earthquake-Prone, Dangerous and Insanitary Buildings Policy

The purpose of the policy is to protect the health and safety of people through the registering of buildings that are unfit.

The policy sets the process Council will follow in identifying, classifying and registering earthquake-prone buildings and dangerous and insanitary buildings. It is used by Council to meet their responsibilities under the Building Act 2004.

The policy was adopted in March 2009.

Sponsor/Group: GM City Growth

Elected Members Support Policy

The purpose of the policy is to provide guidance to elected members.

The policy sets out clear and transparent levels of expenses and allowances paid to, or on behalf of, elected members of Council. The policy also outlines the level of support provided to elected members to enable them to carry out their roles.

The Policy came into force in October 2016.

Sponsor/Group: GM Corporate

Policies

Event Sponsorship Policy

The purpose of the policy is to ensure best value for Council's investment in event sponsorship.

The policy provides guidelines and criteria for Council's Event Sponsorship Subcommittee to allocate its funding resource.

The policy was adopted in April 2014.

Sponsor/Group: H3 & Events

External Funding Applications Policy

The purpose of the policy is to explain the use of local, national or international external funding for Council endorsed projects.

The policy sets out the process for obtaining external funding for Council endorsed projects.

The policy was adopted in April 2014.

Sponsor/Group: GM Community

Freeholding of Council Endowment Land Policy

The purpose of the policy is to provide a process for determining the land value and disposal of land endowed to Council from the crown.

The policy sets out the process for the disposal of Domain and Municipal Endowment leases.

The policy was adopted in September 2016.

Sponsor/Group: GM City Growth

Funding Needs Analysis Policy

The purpose of the policy is to explain the rationale used for funding decisions made by Council. It is guided by the principles in the Revenue and Financing Policy.

The policy outlines the sources of funding for operational and capital costs, and allocating funding sources to activities.

The policy was adopted in 2015 in line with the Long Term Plan.

Sponsor/Group: GM Corporate

Growth Funding Policy

The purpose of the policy is to provide direction to Council in terms of making decision on growth projects.

The policy sets out guidelines for decisions on unfunded growth projects (those not in the Council's 10-Year Plan). It also outlines the criteria for private developer agreements.

The policy was adopted in September 2016.

Sponsor/Group: GM Corporate

Hamilton City Smoke-Free Environment Policy

The purpose of the policy is to promote health outcomes by restricting or banning smoking in places.

This policy identifies the areas in the city where smoking is prohibited.

The policy was adopted in August 2015.

Sponsor/Group: GM Community

Hamilton Gateways Policy

The purpose of the policy is to ensure gateways into Hamilton create a sense of arrival and reflect the city's character, history, and environment or cultural significance.

The policy defines the location of gateway sites and the types of treatments to be applied to the sites.

The policy was adopted in December 2015.

Sponsor/Group: GM City Infrastructure

International Relations Policy

The policy sets out the types of international relationships Hamilton will have with international cities and the criteria considered in engaging in international relationships.

The policy was adopted in 2012.

Sponsor/Group: GM City Growth

Policies

Investments and Liability Management Policy

The purpose of the policy is to explain how Council operates its investment and borrowing activities.

The policy sets out the rules for acquisition and disposal of investments, the mix of investments and the investment management and reporting.

The policy was adopted in 2015 in line with the Long Term Plan.

Sponsor/Group: GM Corporate

Municipal and Domain Endowment Funds Policy

The purpose of the policy is to explain how Council manages the Municipal Endowment Fund.

The policy sets out the objectives for the fund and defines the rules for the acquisition and disposition of property.

The policy was adopted in September 2016.

Sponsor/Group: GM City Growth

Naming of Roads, Open Spaces and Council Facilities Policy

The purpose of the policy is to ensure consistency in determining appropriate names for roads and open spaces.

The policy sets out the guidelines used in determining names for roads and open spaces.

The policy was adopted in September 2016.

Sponsor/Group: GM City Infrastructure and GM City Growth

Provisional Local Alcohol Policy (LAP)

The purpose of the policy is to minimise harm to the community from the sale, supply and consumption of alcohol.

The policy sets rules about the location of on-licences and off-licences, the hours they can operate and special licence applications.

The policy is used by the District Licensing Committee and Alcohol Regulatory Licensing Authority when making decisions on new and the renewal of licence applications.

The policy is yet to be adopted.

Sponsor/Group: GM City Growth

Psychoactive Substances (Local Approved Products) Policy

The purpose of the policy is to minimise harm to the community caused by psychoactive substances.

The policy sets rules about the location of premises that can sell psychoactive substances (local approved projects). The policy is used by the 'Psychoactive Substances Regulatory Authority' when granting licenses for premises that sell approved products in the city.

The policy was last reviewed on 27 February 2014 and is scheduled for review by December 2018.

Sponsor/Group: GM City Growth

Public Places Policy

The purpose of the policy is to allow businesses, groups and individuals to undertake trading activities in public places.

The policy should be read in conjunction with the Public Places Bylaw 2016. The policy sets out rules for trading and events in public places.

The policy was adopted in February 2016.

Sponsor/Group: GM City Growth

Rates Remissions and Postponements Policy

The purpose of the policy is to ensure Council has a transparent remission and postponement policy for rates.

The policy sets out the criteria of when remissions, penalty remission, postponement, hardship relief, natural calamity or disaster relief will be granted.

The policy was adopted in 2015 in line with the Long Term Plan.

Sponsor/Group: GM Corporate

Rating Policy

The purpose of the policy is to ensure Council sets a lawful rate that is clear and understandable.

The policy sets out the types of rates used by Council, how the rates are applied to property and the payment and penalty regime for rates.

The policy is reviewed annually for each new financial year.

Sponsor/Group: GM Corporate

Policies

Revenue and Financing Policy

The purpose of the policy is to explain how Council determines the appropriate funding of operating and capital expenditure from sources of funds.

The policy outlines the different funding sources available to Council.

The policy was adopted in 2015 in line with the Long Term Plan.

Sponsor/Group: GM Corporate

Risk Management Policy

The purpose of the policy is to provide a framework of how Council will manage its operating risks.

The policy defines Council's risk management philosophy, risk threshold and approach to managing risk.

The policy was adopted in February 2015.

Sponsor/Group: GM Corporate

Sale and Disposal of Council Land Policy

The purpose of the policy is to ensure Council obtains the highest value for the disposal of surplus Council land.

The policy sets out the process for declaring land surplus and the sale or disposal process for the land.

The policy was adopted in September 2016.

Sponsor/Group: GM City Growth

Significance and Engagement Policy

The purpose of the policy is to provide clarity about how and when communities can expect to be engaged in decisions made by Council.

The policy sets out how Council determines the degree of significance and the extent, form and type of engagement required.

The policy was adopted in November 2014.

Sponsor/Group: GM City Growth

Speed Management Policy

The purpose of the policy is to increase road safety and pedestrian amenity by managing road speed.

The policy sets out Council's desired speed limit approach including the application of lower speed and safer speed areas.

The policy was adopted in November 2015.

Sponsor/Group: GM City Infrastructure

Streetscape Beautification and Verge Maintenance Policy

The purpose of the policy is to provide streetscapes that incorporate essential utility services and road user safety.

The policy defines the priority applied to streetscape beautification and Council's role in streetscape management.

The policy was adopted in December 2015.

Sponsor/Group: GM Community & GM City Infrastructure

TAB Board Venue Policy

The purpose of the policy is to minimise the harm caused by gambling by controlling the growth of TAB Board gambling venues.

The policy sets the rules on that Council will apply when considering granting consent for any TAB Board gambling venue, any relocation of a venue and signage of the venue.

The policy was adopted in April 2016.

Sponsor/Group: GM City Growth

Bylaws

Alcohol Control Bylaw 2015

The purpose of the bylaw is to minimise harm by limiting where and when people can drink or have alcohol in their possession in public places.

The bylaw sets out the how alcohol bans are enforced.

The bylaw came into force in January 2016. The scheduled review date is 1 December 2025.

Sponsor/Group: GM City Growth

Animal Nuisance Bylaw 2013

The purpose of the policy is to ensure the keeping of animals, birds and bees does not create a nuisance.

The bylaw sets out the rules for the keeping of animals on private property and the enforcement options.

The bylaw came into force in January 2016. The scheduled review date is 1 July 2023.

Sponsor/Group: GM City Growth

City Cemeteries and Crematorium Bylaw 2012

The purpose of the bylaw is to manage the operation of cemeteries and crematoria. The bylaw defines the standards for operation of cemeteries and crematoria within the city.

The bylaw came into force in August 2012. The scheduled review date is 1 August 2017.

Sponsor/Group: GM Community

Cultural and Recreational Facilities Bylaw 2012

The purpose of the bylaw is to ensure public safety at Council owned cultural and recreational facilities.

The bylaw allows Council to make rules and conditions of use for its cultural and recreational facilities.

The bylaw came into force in August 2012. The scheduled review date is 15 August 2022.

Sponsor/Group: GM Community

Dog Control Bylaw 2015

The purpose of the bylaw is to give effect to the Dog Control Policy and met Councils functions and duties under the Dog Control Act 1996.

The bylaw sets out the rules for the control of dogs in public places and parks, the use of dog exercised areas, owners requirements to prevent dogs from being a public nuisance, the number of dogs on a premise, defines menacing dogs, impounding of dogs and neutering of dogs.

The bylaw came into force in July 2015. The scheduled review date is 28 May 2020.

Sponsor/Group: GM City Growth

Open Air Burning Bylaw 2015

The purpose of the bylaw is to protect and maintain public health by controlling the lighting of open air fires.

The bylaw allows Council to make rules and conditions for the use of open air fires.

The bylaw came into force in March 2015. The scheduled review date is 5 March 2020.

Sponsor/Group: GM City Growth

Parks, Domains and Reserves Bylaw 2012

The purpose of the bylaw is to protect and manage Council's parks, domains and reserves.

The bylaw allows Council to make rules around access and the use of parks, domains and reserves.

The bylaw came into force in September 2012. The scheduled review date is 1 September 2017.

Sponsor/Group: GM Community

Prostitution Bylaw 2009

The purpose of the bylaw is to address community concerns and sensitivities by controlling the location of commercial sexual service providers.

The bylaw sets out where brothels can be located, rules for the signage of commercial sexual services and rules regarding the soliciting of commercial sexual services.

The bylaw came into force in July 2009. The scheduled review date is 1 June 2019.

Sponsor/Group: GM City Growth

Bylaws

Public Places Bylaw 2016

The purpose of the bylaw is to give effect to the Public Places Policy.

The bylaw sets out the rules for people occupying public places, defines the activities that may cause an adverse impact on public health or safety, or may cause a nuisance.

The bylaw came into force in February 2015. The scheduled review date is 25 February 2021.

Sponsor/Group: GM City Growth

Safety in Public Places Bylaw 2014

The purpose of the bylaw is to ensure public safety in public places.

The bylaw sets rules regarding conduct in public places including the control of skateboarding in public places.

The bylaw came into force in December 2014. The scheduled review date is 27 November 2019.

Sponsor/Group: GM City Growth

Solid Waste Bylaw 2012

The purpose of the bylaw is to regulate the collection and disposal of solid waste.

The bylaw defines the standards for operation of waste collectors and waste operators within the city. It outlines the standards for the collection of household waste, event waste, public waste and special waste.

The bylaw came into force in July 2012. The scheduled review date is 1 July 2017.

Sponsor/Group: GM City Infrastructure

Speed Limit Bylaw 2013

The purpose of the bylaw is to protect and maintain public safety by setting the speed limits on roads.

The bylaw sets the speed limit for roads.

The bylaw came into force in March 2014. The scheduled review date is 1 March 2018.

Sponsor/Group: GM City Infrastructure

Stormwater Bylaw 2015

The purpose of the bylaw is to regulate the discharge of drainage into Council's stormwater network.

The bylaw defines stormwater and sets rules to protect the stormwater system, prevent damage to the system, manage obstructions and the capacity of the system and the use of private stormwater systems.

The bylaw came into force in September 2015. The scheduled review date is 28 May 2020.

Sponsor/Group: GM City Infrastructure

Trade Waste and Wastewater Bylaw 2016

The purpose of the bylaw is to regulate the discharge of trade waste into Council's wastewater network.

The bylaw defines what trade waste is and sets rules to control the discharge of trade waste into the wastewater network.

The bylaw came into force in July 2016. The scheduled review date is 28 July 2021.

Sponsor/Group: GM City Infrastructure

Traffic Bylaw 2015

The purpose of the bylaw is to ensure public safety through setting standards for parking, activities within the road reserve and the control of vehicles and traffic

The bylaw sets controls on the use of public roads, footpaths and other trafficable public places.

The bylaw came into force in March 2015. The scheduled review date is 5 March 2020.

Sponsor/Group: GM City Infrastructure

Water Supply Bylaw 2013

The purpose of the bylaw is to promote the efficient use of water and protect Council's water supply system.

The bylaw sets rules to protect the water supply system and outlines conditions of supply.

The bylaw came into force in November 2013. The scheduled review date is 1 November 2023.

Sponsor/Group: GM City Infrastructure

Policies (A-Z)

A

Alcohol Policy (See: Provisional Local Alcohol Policy)
Appointment and Remuneration of Board Members of COs, CCOs and CCTOs Policy

B

Business Improvement District (BID) Policy

C

Citizens Initiated Referenda Policy
City Honours Policy
Class 4 Gambling Venue Policy
Community Assistance Policy
Community Occupancy Policy
Connections and Charging Policy for Three Waters
Corporate Hospitality and Entertainment Policy

D

Delegations to positions (Consolidated) Policy
Development Contributions Policy
Disability Policy
Dog Control Policy

E

Earthquake-Prone, Dangerous and Insanitary Buildings Policy
Elected Members Support Policy
Event Sponsorship Policy
External Funding Applications Policy

F

Freeholding of Council Endowment Land Policy
Funding Needs Analysis Policy

G

Gambling Policies (See: Class 4 Gambling Venue Policy; TAB Board Venue Policy)
Growth Funding Policy

H

Hamilton City Smoke-free Environment Policy
Hamilton Gateways Policy

I

International Relations Policy
Investments and Liability Management Policy

M

Municipal and Domain Endowment Funds Policy

N

Naming of Roads, Open Spaces and Council Facilities Policy

P

Provisional Local Alcohol Policy
Psychoactive Substances Policy (Local Approved Products) Policy
Public Places Policy

R

Rates Remissions and Postponements Policy
Rating Policy
Revenue and Financing Policy
Risk Management Policy

S

Sale and Disposal of Council Land Policy
Significance and Engagement Policy
Speed Management Policy
Streetscape Beautification and Verge Maintenance Policy

T

TAB Board Venue Policy

Bylaws (A-Z)

A

Alcohol Control Bylaw 2015

Animal Nuisance Bylaw 2013

C

Cemeteries and Crematorium Bylaw 2012

Cultural and Recreational Facilities Bylaw 2012

D

Dog Control Bylaw 2015

O

Open Air Burning Bylaw 2015

P

Parks, Domains and Reserves Bylaw 2012

Prostitution Bylaw 2009

Public Places Bylaw 2016

S

Safety in Public Places Bylaw 2015

Solid Waste Bylaw 2012

Speed Limit Bylaw 2013

Stormwater Bylaw 2015

T

Trade Waste and Wastewater Bylaw 2016

Traffic Bylaw 2015

W

Water Supply Bylaw 2013