



PAPAIOEA
PALMERSTON
NORTH
CITY

PALMERSTON NORTH CITY COUNCIL

AGENDA

STRATEGY & FINANCE COMMITTEE

9AM, WEDNESDAY 10 MAY 2023

COUNCIL CHAMBER, FIRST FLOOR
CIVIC ADMINISTRATION BUILDING
32 THE SQUARE, PALMERSTON NORTH

MEMBERS

Vaughan Dennison (Chair)
Karen Naylor (Deputy Chair)
Grant Smith (The Mayor)

Mark Arnott
Brent Barrett
Lew Findlay (QSM)
Patrick Handcock (ONZM)
Leonie Hapeta

Lorna Johnson
Orphée Mickalad
William Wood
Kaydee Zabelin

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

pncc.govt.nz | Civic Administration Building, 32 The Square
City Library | Ashhurst Community Library | Linton Library

Waid Crockett

Chief Executive | PALMERSTON NORTH CITY COUNCIL

Te Marae o Hine | 32 The Square
Private Bag 11034 | Palmerston North 4442 | New Zealand
pncc.govt.nz

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CITY

STRATEGY & FINANCE COMMITTEE MEETING

10 May 2023

ORDER OF BUSINESS

1. Karakia Timatanga

2. Apologies

3. Notification of Additional Items

Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson's explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

4. Declarations of Interest (if any)

Members are reminded of their duty to give a general notice of any interest of items to be considered on this agenda and the need to declare these interests.

5. Public Comment

To receive comments from members of the public on matters specified on this Agenda or, if time permits, on other Committee matters.

(NOTE: If the Committee wishes to consider or discuss any issue raised that is not specified on the Agenda, other than to receive the comment made or refer it to the Chief Executive, then a resolution will need to be made in accordance with clause 2 above.)

6. Hearing of Submissions: Proposal to reclassify Opie Reserve from a Recreation Reserve to a Local Purpose - Community Reserve Page 7

7. Opie Reserve Reclassification: Summary of Submissions Page 11

Memorandum, presented by Kathy Dever-Tod, Group Manager - Parks and Logistics.

8. Confirmation of Minutes Page 19

"That the minutes of the Strategy & Finance Committee meeting of 22 March 2023 Part I Public be confirmed as a true and correct record."

9. Quarterly Performance and Financial Report - Period Ending 31 March 2023 Page 33

Memorandum, presented by Scott Mancer, Finance Manager, Sue Kelly, Manager - Project Management Office and Andrew Boyle, Head of Community Planning.

10. Treasury Report - 9 months ending 31 March 2023 Page 103

Memorandum, presented by Steve Paterson, Strategy Manager - Finance.

11. Railway Land Reserve: Proposal to grant a Licence to Tekton Limited - Deliberations Report Page 117

Memorandum, presented by Bryce Hosking, Acting Chief Infrastructure Officer.

12. **Amendment to the Palmerston North Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions) - Deliberations Report** Page 141

Memorandum, presented by Stacey Solomon, Policy Analyst.

13. **Review of the Palmerston North Dog Control Policy 2018 and the Palmerston North Dog Control Bylaw 2018** Page 193

Memorandum, presented by Stacey Solomon, Policy Analyst.

14. **117 Vogel Street - Proposal to continue supporting Te Kōhanga Reo National Trust Board (Te Āwhina Kōhanga Reo) by notifying the intention to grant community occupancy via a lease of Council land** Page 201

Report, presented by Bryce Hosking, Acting Chief Infrastructure Officer.

15. **Committee Work Schedule** Page 219

16. **Karakia Whakamutunga**

17. **Exclusion of Public**

To be moved:

"That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

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 are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution

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 the

relevant part of the proceedings of the meeting in public as stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

[Add Third Parties], because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].

SUBMISSION FROM CONSULTATION

TO: Strategy & Finance Committee

MEETING DATE: 10 May 2023

TITLE: Hearing of Submissions: Proposal to reclassify Opie Reserve from a Recreation Reserve to a Local Purpose - Community Reserve

RECOMMENDATIONS TO STRATEGY & FINANCE COMMITTEE

1. That the Committee hear submissions from presenters who indicated their wish to be heard in support of their submission.
2. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.

SUBMITTERS WISHING TO BE HEARD IN SUPPORT OF THEIR SUBMISSION

Submission No.	Submitter
67	Winnifred Morris
81	Peter Butler
100	Joy Fitzgerald
103	Liza Whaiapu

ATTACHMENTS

1. Procedure Sheet [↓](#) 

Procedure Sheet Hearing of Submissions

Presenting your submission

You have indicated a wish to present your submission before a Committee of Councillors; you can do this either in person or online. You may speak to your submission yourself or, if you wish, arrange for some other person or persons to speak on your behalf.

We recommend that you speak to the main points of your submission and then answer any questions. It is not necessary to read your submission as Committee members have a copy and will have already read it.

Questions are for clarifying matters raised in submissions. Questions may only be asked by Committee members, unless the Chairperson gives permission.

Time Allocation

10 minutes (including question time) will be allocated for the hearing of each submission. If more than one person speaks to a submission, the time that is allocated to that submission will be shared between the speakers.

Who will be there?

The Strategy & Finance Committee will hear the submissions. The Committee comprises of Elected Members as identified on the frontispiece of the Agenda.

There will also be other people there who are presenting their submission. The Hearing is open to the media and the public.

Agenda

An Agenda for the meeting at which you will be speaking will be publicly available at least two working days prior to the meeting. It will be published on the Palmerston North City Council website ([Agendas and minutes](#)) and available to view at the Customer Service Centre. The Agenda lists the submissions in the order they will be considered by the Committee, although there may be some variation to this.

Venue

The meeting will be held in the Council Chamber, First Floor, Civic Administration Building, Te Marae o Hine, 32 The Square, Palmerston North.

The Council Chamber will be set out with tables arranged appropriately. You will be invited to sit at the table with the Councillors when called.

Tikanga Maori	You may speak to your submission in Maori if you wish. If you intend to do so, please contact us no later than four days before the date of the meeting (refer to the 'Further Information' section below). This is to enable arrangements to be made for a certified interpreter to attend the meeting. You may bring your own interpreter if you wish.
Visual Aids	A whiteboard, and computer with PowerPoint will be available for your use.
Final Consideration of Submissions	Final consideration of submissions will be at the ordinary meeting of the Strategy & Finance Committee on Wednesday 2 August 2023. The media and public can attend these meetings, but it will not be possible for you to speak further to your submission, or participate in the Committee deliberations.
Changes to this Procedure	The Committee may, in its sole discretion, vary the procedure set out above if circumstances indicate that some other procedure would be more appropriate.
Further Information	If you have any questions about the procedure outlined above please contact Natalya Kushnirenko, Democracy & Governance Administrator, phone 06 356 8199 extension 7106 or email natalya.kushnirenko@pncc.govt.nz .

MEMORANDUM

TO: Strategy & Finance Committee

MEETING DATE: 10 May 2023

TITLE: Opie Reserve Reclassification: Summary of Submissions

PRESENTED BY: Kathy Dever-Tod, Group Manager - Parks and Logistics

APPROVED BY: Bryce Hosking, Acting Chief Infrastructure Officer

RECOMMENDATION TO STRATEGY & FINANCE COMMITTEE

1. That the Committee receive the summary of submissions on “Opie Reserve – proposal to reclassify Opie Reserve from ‘Recreation’ to ‘Local Purpose: Community’”, presented to the Strategy & Finance Committee on 10 May 2023.

1. ISSUE

- 1.1 Council is carrying out requirements of the Reserves Act 1977 to consult, and consider objections, to a change of reserve status of Opie Reserve from “Recreation Reserve” to the proposed “Local Purpose: Community” in order to broaden the types of community uses that can be considered.
- 1.2 This memo summarises the written submissions received. Once the information presented in the hearings has been considered a final report will consider and respond to the submissions and seek a Council decision.

2. BACKGROUND

- 2.1 The reclassification process is being undertaken following a request from Ngāti Hineaute Hapū Authority Kōhanga Reo to lease Opie Reserve. The first step, before the request can be considered, is to decide whether or not to reclassify the reserve from “Recreation” to “Local Purpose: Community”.

3. CONSULTATION PROCESS

- 3.1 The consultation period opened on 2 February 2023 and closed on 8 March 2023. The consultation consisted of:
 - A public notice published on 2 February 2023
 - A flyer to the neighbours within 500m walking distance
 - A drop-in session and talk at Opie Reserve on 18 February 2023
 - Signage describing the proposal and contact details at Opie Reserve
 - Website information package and online submission form

4. SUMMARY OF SUBMISSIONS

- 4.1 158 submissions were received during the month-long Opie Reserve – proposal to reclassify period.
- 4.2 Approximately 80 people were present at the Open Day for the talk and questions session.
- 4.3 It should be noted that Council is seeking submissions on the proposal to *reclassify the reserve*. Submissions however mixed up their positions on support or opposition with the proposed reclassification of the reserve with the types of activity proposed by the Hapū – which would be the subject of a separate lease consultation if the reclassification is approved.
- 4.4 Figure 1 and Table 1 provide a general overview of support or opposed position to the proposal and the reasons given by submitters.

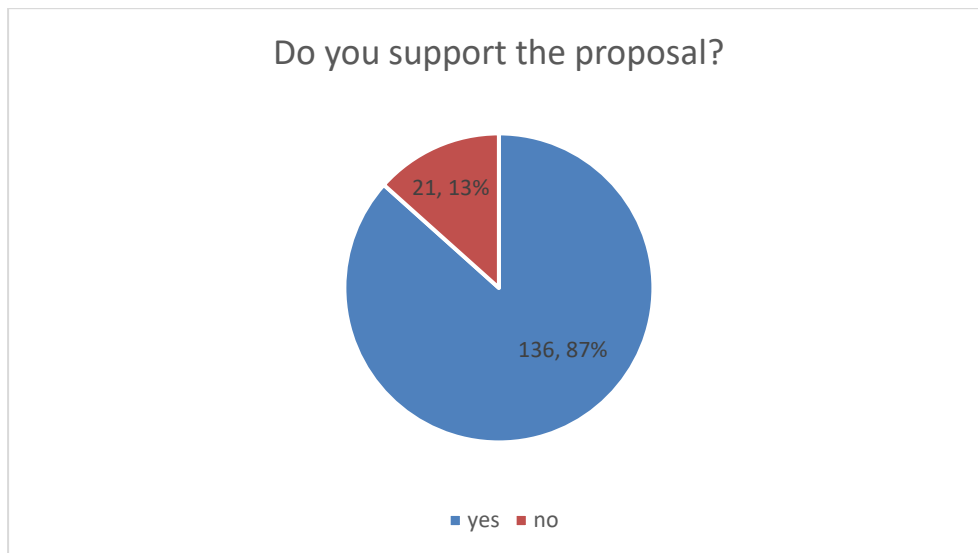


Figure 1: Support and non-support for the proposal

- 4.5 157 submitters answered this question. 87% of submitters were in support of the proposal to reclassify the land, and 13% were in opposition.
- 4.6 Reasons for support and non-support were varied but tended to be based on submitters believing that the proposal would be a good use of the land, that the Hapū was in need of their own space and/or that some form of proposal like this would benefit the promotion and learning of te reo. The table below describes the results in detail.
- 4.7 It should be noted that opposition showed a more varied range of reasons, with the most prominent cluster forming around the loss of green space.

Table 1: Reasons for supporting or opposing the proposal

Reasons for supporting the proposal	Number
Good land for community use	45
Necessary to help build te reo/marae	33
Space for Ngāti Hineaute	28
Better utilisation	6
Great idea	3
Reasons for opposing the proposal	Number
It's good as a green space	4
Already enough land for marae in the City	1
Flood prone land	1
Hineaute not engaging all the hapū	1
No marae	1
Won't be inclusive	1
Build a playground	1
Not in a residential area	1
Proposal is not representative of Hineaute	1

- 4.8 Figure 2 and Table 2 describe the support or non-support for an urban marae. 158 submitters answered this question.

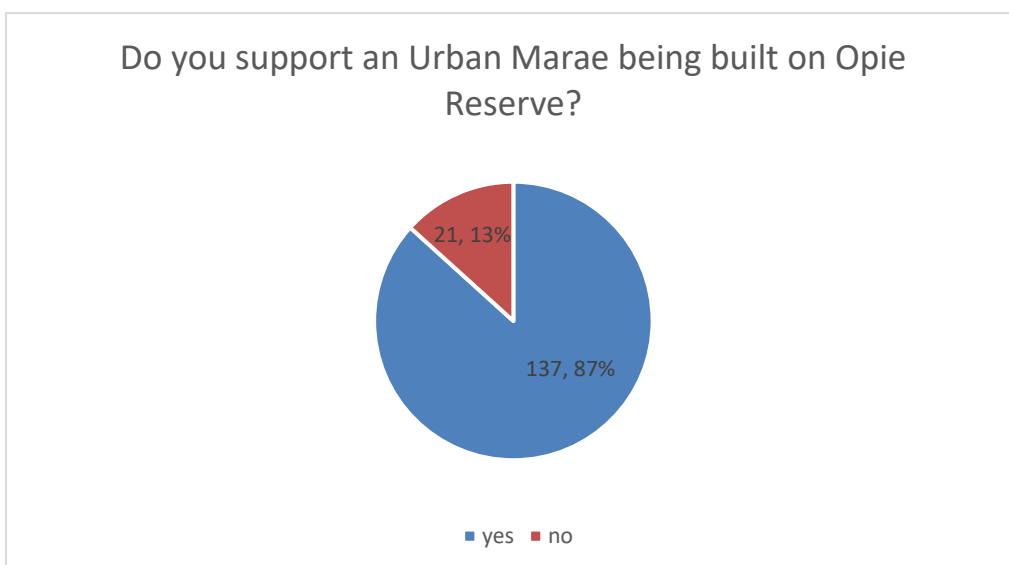


Figure 2: Support or non-support for a Marae

Table 2: Reasons for supporting or opposing an urban marae

Reasons for supporting an urban marae	Number
Benefit to local community/need for marae/kōhanga	55
Benefit to the Iwi	27
Culturally appropriate	3
Need more marae	3
Better utilisation of land	1
Upgrade existing marae	1
Reasons for opposing an urban marae	Number
Proposal would block children using the park as green space	3
Keep green spaces	2
Proposal does not have Hineaute backing	2
No need for more Marae	1
Flood prone land	1
Not enough consultation with hapū/Iwi members	1
Will cause parking issues	1
Will cause conflict	1
Not in the urban zone	1
Marae not needed	1
Hapū members feel threatened if they speak out against the proposal	1

- 4.9 87% of submitters were in support of the proposal to build an urban marae on this site, while 13% were opposed. The bulk of reasons for the support of building an urban marae tended to conglomerate around benefit to both the Hapū/Iwi and the local community.
- 4.10 Opposition on this also tended to be more spread with loss of green space and environmental hazards and then a lack of buy-in from members of the Hapū.
- 4.11 Figure 3 and Table 3 describe the support or non-support for building a kōhanga reo on Opie Reserve.

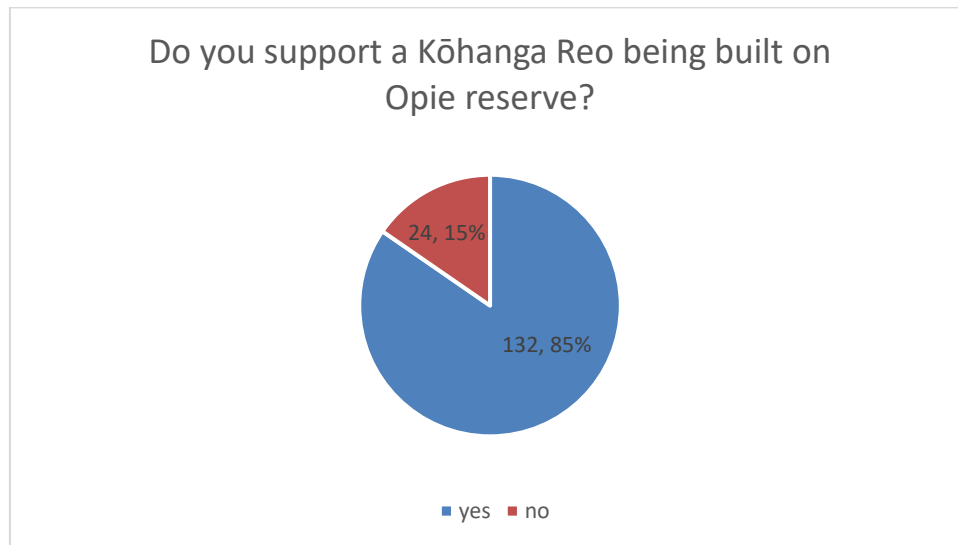


Figure 3: Support or non-support for a kōhanga reo

Table 3: Reasons for supporting or opposing a kōhanga reo

Reasons for supporting a kōhanga reo	Number
Support learning te reo	37
Current Kōhanga needs an upgrade	23
Provides community growth and benefit	15
Need more kōhanga reo (generally)	7
Reasons for opposing a kōhanga reo	Number
Cause parking issues	3
Park will become off-limits to children as a green space	3
Will cause conflict	2
Upgrade not required	2
Climate change is more important	1
Leave it as green space	1
The old Kōhanga Reo is fine	1
More kōhanga reo capacity not required	1
Flood prone land	1
Existing Kōhanga reo is underutilised	1
Proposal does not have Ngāti Hineaute support	1

- 4.12 85% of submitters were in support of moving and rebuilding the larger Kōhanga Reo at Opie Reserve while 15% were opposed to this. The reasons for supporting the project tended to group around the proposal supporting

the growth of the local community and te reo; and the more practical reality of the Kōhanga Reo needing an upgrade to a larger, purpose-built facility.

- 4.13 Reasons in opposition were again varied and spread.
- 4.14 The Open Day on 18 February 2023 tended to reflect the submissions, with those in attendance involved in a lively debate. The submitters in opposition due to environmental concerns were the only presence not specifically “felt” at this open day, or perhaps not willing to speak at it.
- 4.15 The supporters tended to mention the benefits to local families and their community with regards to the proposal. Those in opposition tended to oppose the process by which they believed, as Hapū members, they had not been involved in the decision-making.

5. NEXT STEPS

- 5.1 Review the oral submissions for new, changed or expanded points.
- 5.2 Confirm Iwi views on the proposal.
- 5.3 Consider the matters raised in submissions, and any new matters presented in the hearings, and report back to Council with a recommendation for a final decision.

6. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do, they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Active Communities	
The actions are: Administration of the Reserves Act 1977	
Contribution to strategic direction and to social, economic, environmental, and	Council statutory obligations under the Reserves Act 1977 will be met.

cultural well-being	
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ATTACHMENTS

Nil

PALMERSTON NORTH CITY COUNCIL

Minutes of the Strategy & Finance Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 22 March 2023, commencing at 9.02am

Members Present: Councillors Vaughan Dennison (in the Chair), Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood and Kaydee Zabelin.

Non Members: Councillors Rachel Bowen, Debi Marshall-Lobb and Billy Meehan.

Apologies: The Mayor (Grant Smith) (late arrival).

Councillor Lew Findlay was not present when the meeting resumed at 1.13pm. He entered the meeting again at 2.36pm during consideration of clause 13. He was not present for clauses 9 to 12 inclusive.

Councillor Billy Meehan was not present when the meeting resumed at 1.13pm. He entered the meeting again at 2.46pm during consideration of clause 13. He was not present for clauses 9 to 12 inclusive.

Karakia Timatanga

Councillor Debi Marshall-Lobb opened the meeting with karakia.

1-23 Apologies

Moved Vaughan Dennison, seconded Karen Naylor.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 1-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

Declarations of Interest

Councillor Lorna Johnson declared an interest in Item 16: '53A and 55 Totara Road - Proposal to grant a lease to Manawātū Archery Club

Incorporated' (clause 8) and took no further part in discussion or debate.

2-23

Hearing of Submissions: Amendments to the Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions)

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Strategy & Finance Committee hear submissions from presenters who indicated their wish to be heard in support of their submission.
2. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.

Clause 2-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

The Committee considered submissions on the Amendments to the Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions) with supporting oral statements including additional tabled material.

The following persons appeared before the Committee and made oral statements in support of their submissions and replied to questions from Elected Members.

Amanda Linsley, Manawatū Business Chamber (5)

Amanda Linsley spoke to her submission and made the following additional comments:

- The effects on the businesses include restriction of workers entering their place of employment.
- The Bylaw may only shift the problem elsewhere.
- The problem is a complex social issue.

Quinton Keyser (30)

Quinton Keyser spoke to his submission and made the following additional comments:

- Quinton provided an example of when he called 111 at 4.33am on 5 March 2023. The response was that the Police were aware of the situation, but it was too dangerous for them to intervene.
- Overall public nuisance, affecting people's sleep all night.
- Suggested an alternative location outside of designated roads.

- Suggested road chips at intersections that deter gathering at those locations.
- His phone calls at the time of the events have not resulted in any immediate action – he calls every time.

Scott Bennett, Primary Connect (118)

Scott Bennett spoke to his submission and made the following additional comments:

- There have been a number of instances where his team have nearly been hit.
- Solution could be to allow an unimpeded flow.

Daniel Walmsley (193)

Daniel Walmsley spoke to his submission and made the following additional comments:

- Daniel provided an example of what happened to him one night – he was trying to get to his car but had to wait until a young man completed a drift down El Prado Drive. He felt his safety was at risk. He reported this to police who said the young man would be told his actions were unacceptable.

Denise McLean, Townshend Joinery (234)

Denise and Ian McLean spoke to Denise's submission and made the following additional comments:

- Presented small video from their business CCTV camera showing a group gathering at night in the cul-de-sac. There were cars and lots of people. Cars were doing burnouts in the centre with bystanders watching. A single police car entered the cul-de-sac and was then surrounded by people. Denise talked through the presentation and said someone urinated on the police car whilst it was surrounded, and others were attempting to cut the brake lines and let down the back tyre. Denise noted it was a single policewoman in the vehicle.
- Denise and Ian said this has been happening every weekend, during the day as well as at night.
- Police are limited in what they can do to stop the offenders.

Chris Teo-Sherrell (85)

Chris Teo-Sherrell spoke to his submission and made the following additional comments:

- He mentioned 'emergency vehicle' would need to be defined as it leaves it open for interpretation.
- Not restricting to some roads but have it as a blanket rule over all streets in Palmerston North as the current proposal would allow.

Antony Everson (253)

Antony Everson spoke to his submission and made no additional comments.

Graeme & Susan Allomes (284 & 285)

Graeme & Susan Allomes spoke to their submissions and made the following additional comments:

- An additional example was given of waste oil or diesel being poured out on the roads so the boy racer cars can speed better. It caused a car crash and Higgins were called to clean it up.

Inspector Phillip Ward, New Zealand Police (259)

Inspector Phillip Ward spoke to his submission and made the following additional comments:

- On 4 March there was an 'invasion', where cars from all around the lower North Island as far as Rotorua congregated at The Warehouse carpark. Whilst Police turned up and disrupted their activities there, the group then gathered at another location. There were approximately 400 vehicles and around 1000 people at the other location. Police had 30 staff available, however from a safety perspective it was too overwhelming.
- They have learned only 5 of the 400 vehicles were skid cars and the rest were spectators.
- Four officers were injured on 4 March.
- This bylaw would enable Police to start dealing with the spectators on the periphery and not get into the centre of it.

3-23

Committee Work Schedule

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Strategy & Finance Committee receive its Work Schedule dated March 2023.

Clause 3-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

4-23

5 Andrew Avenue - Proposal to grant a lease on Council land to The Scout Association of New Zealand

Report, presented by Bryce Hosking, Acting Chief Infrastructure Officer.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That Council grant a lease of the land at 5 Andrew Avenue, Palmerston North, being described as part of Lot 2 DP 52257, to The Scout Association of New Zealand, in accordance with Section 54 of the Reserves Act 1997 and Council's Support and Funding Policy 2022.

Clause 4-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

5-23

53 Waldegrave Street - Proposal to grant a lease to Te Whare o ngā Wāhine Women's Centre Incorporated

Report, presented by Bryce Hosking, Acting Chief Infrastructure Officer.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That Council grant a lease of the land at 53 Waldegrave Street, Palmerston North being Lot 2 DP 84727 to Te Whare o ngā Wāhine Women's Centre Incorporated, in accordance with Council's Support and Funding Policy 2022.

Clause 5-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb, Rachel Bowen and Billy Meehan.

6-23

16 Featherston Street (part of Takaro Park) - Proposal to continue supporting the Takaro Sports Club by notifying the intention to grant community occupancy lease of Council land

Report, presented by Bryce Hosking, Acting Chief Infrastructure Officer.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That Council continues to support Takaro Sports Club Incorporated by notifying the public of its intention to grant community occupancy via lease agreement of Council land at 16 Featherston

Street (part Takaro Park), Palmerston North, in accordance with the Support and Funding Policy 2022 and Section 54 of the Reserves Act 1977.

2. That Council notes the land affected by the community occupancy of Takaro Sports Club is described as Lots 1-12 inclusive and Lots 14 and 15 DP 2938.

Clause 6-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb, Rachel Bowen and Billy Meehan.

7-23

21 Guildford Street (part of Ashhurst Village Valley Centre), Ashhurst - Proposal to continue supporting the Ashhurst Community Trust by renewing exclusive community occupancy of Council land

Report, presented by Bryce Hosking, Acting Chief Infrastructure Officer.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee supports Ashhurst Community Trust's proposal by notifying the public of its intention to grant community occupancy via lease agreement of Council land at 21 Guildford Street (part of Ashhurst Village Valley Centre), Ashhurst, in accordance with the Support and Funding Policy 2022.
2. That the Committee notes that the land affected by the community occupancy of Ashhurst Community Trust is described as part of Sections 339 and 340, DP 152.

Clause 7-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb, Rachel Bowen and Billy Meehan.

8-23

53A and 55 Totara Road - Proposal to grant a lease to Manawatū Archery Club Incorporated

Report, presented by Bryce Hosking, Acting Chief Infrastructure Officer.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That Council grant a lease of land at 53A and 55 Totara Road, Palmerston North being Lot 1 DP 40375 and Part Lot 2 DP 2003 to Manawatū Archery Club Incorporated, in accordance with Council's Support and Funding Policy 2022.

Amended by Council on 5 April 2023
Clause 54-23

Clause 8-23 above was carried 13 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb, Rachel Bowen and Billy Meehan.

Note:

Councillor Lorna Johnson declared an interest in this item, withdrew from the discussion and sat in the gallery.

9-23 Review of the Palmerston North Animals and Bees Bylaw 2018 - s.155 LGA Determination

Report, presented by Stacey Solomon, Policy Analyst.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Strategy & Finance Committee endorse the findings in 'Palmerston North City Council Animals and Bees Bylaw 2018 Review Section 155 Determination Report' included as Attachment 1 to this report.
2. That the Committee agree that the statutory review of the Palmerston North Animals and Bees Bylaw 2018 is complete, and it be determined that:
 - a. a bylaw is still the most appropriate way of addressing the perceived problem of regulating the specific requirements for the keeping of animals (other than dogs) and bees in Palmerston North, protecting the health and safety of the community.
 - b. a standalone bylaw is still the most appropriate form of bylaw.
 - c. the current bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990.
3. That Officers, as delegated by the Chief Executive, prepare a further options report for amending the bylaw.

Clause 9-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

The meeting adjourned at 9.46am.

The meeting resumed at 10.00am.

10-23

Adderstone Reserve - Decision on proposal to change part to housing

Report, presented by Kathy Dever-Tod, Group Manager - Parks and Logistics and Aaron Phillips, Activities Manager – Parks.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RECOMMENDS**

1. That Council retain Adderstone Reserve in its entirety.
2. That Council note that:
 - a. The Pacific Drive portion of Adderstone Reserve is not required for recreation purposes.
 - b. That the future of the Pacific Drive portion of Adderstone Reserve will be revisited when the community facilities needs for Aokautere are defined.

Clause 10-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

11-23

Treasury Report - 6 months ending 31 December 2022

Memorandum, presented by Steve Paterson, Strategy Manager - Finance.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee note the performance of Council's treasury activity for the 6 months ending 31 December 2022.

Clause 11-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

12-23

Elected Member Expenditure 2021/22

Memorandum, presented by Scott Mancer, Finance Manager and Hannah White, Democracy & Governance Manager.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Elected Member Expenditure 2021/2022', presented to the Strategy &

Finance Committee on 22 March 2023.

Clause 12-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

The meeting adjourned at 12.08pm.

The meeting resumed at 1.13pm.

Councillors Lew Findlay and Billy Meehan were not present when the meeting resumed.

13-23 Amendment to the Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions) - Summary of Submissions

Memorandum, presented by Stacey Solomon, Policy Analyst.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Amendment to the Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions) - Summary of Submissions' presented to the Strategy & Finance Committee on 22 March 2023.

Clause 13-23 above was carried 12 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Orphée Mickalad, William Wood and Kaydee Zabelin.

14-23 Hearing of Submissions: Railway Land Reserve - Proposal to grant a licence to Tekton Limited

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Strategy & Finance Committee hear submissions from presenters who indicated their wish to be heard in support of their submission.
2. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.

Clause 14-23 above was carried 12 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Orphée Mickalad, William Wood and Kaydee Zabelin.

The Committee considered submissions on the Railway Land Reserve – Proposal to grant a licence to Tekton Limited, with supporting oral statements including additional tabled material.

The following person appeared before the Committee and made oral statements in support of their submission and replied to questions from Elected Members.

Karl Ratahi, Zipline Technologies (17)

Karl Ratahi spoke to his submission and made no additional comments.

15-23

Proposal to grant a licence to Tekton Limited - Summary of Submissions

Memorandum, presented by Bryce Hosking, Acting Chief Infrastructure Officer.

Moved Vaughan Dennison, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Proposal to grant a licence to Tekton Limited – Summary of Submissions' presented to the Strategy & Finance Committee on 22 March 2023.

Clause 15-23 above was carried 12 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Orphée Mickalad, William Wood and Kaydee Zabelin.

16-23

Quarterly Performance and Financial Report - Period Ending 31 December 2022

Memorandum, presented by Scott Mancer, Finance Manager, Sue Kelly, Manager - Project Management Office and Andrew Boyle, Head of Community Planning.

Wishing to establish a clear line of sight and to inform discussion on the LTP, Elected Members requested a report on what resourcing would be required to achieve the commercial and residential land development KPI.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Quarterly Performance and Financial Report – Period Ending 31 December 2022' and related attachments for information.

The **COMMITTEE RECOMMENDS**

2. That Council approve a new operating programme for \$500k in 2022/23, to be funded 100% through Better-off funding.

Moved Lorna Johnson, seconded Rachel Bowen.

The **COMMITTEE RESOLVED**

3. That the Chief Executive report back on what resources and actions are required to achieve the KPI of sufficient zoned land for three years' worth of commercial and residential development.

Clause 16-23 above was carried 12 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Orphée Mickalad, William Wood and Kaydee Zabelin.

17-23

Speed Management Plan - endorsement of scope and draft objectives and policies

Memorandum, presented by Peter Ridge, Senior Policy Analyst, Hamish Featonby, Group Manager – Transport and Development, Chris Lai, Activities Manager – Transport and Charlotte French, GHD.

Councillor Vaughan Dennison (Chair) left the meeting at 2.14pm and entered the meeting again at 2.21pm. In his absence Councillor Karen Naylor (Deputy Chair) chaired the meeting.

Councillor Lew Findlay entered the meeting again at 2.36pm.

Councillor Billy Meehan entered the meeting again at 2.46pm.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RECOMMENDS**

1. That Council confirms the scope of the 2024-2027 Speed Management Plan as shown in paragraph 3.4 of the memorandum titled 'Speed Management Plan – endorsement of scope and draft objectives and policies' presented to the Strategy & Finance Committee on 22 March 2023.
2. That Council endorse the draft Objectives and Policies (Attachment 1 of this memorandum), to inform the assessment of speed limits in the 2024-2027 Speed Management Plan.

Clause 17-23 above was carried 9 votes to 3, with 2 abstentions, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Brent Barrett, Rachel Bowen, Patrick Handcock, Lorna Johnson, Debi Marshall-Lobb, Orphée Mickalad and Kaydee Zabelin.

Against:

Councillors Mark Arnott, Leonie Hapeta and William Wood.

Abstained:

Councillors Lew Findlay and Billy Meehan.

18-23 **Public Comment**

Rosemary Watson made public comment relating to Item 15: Part Waterloo Park – Proposal to exchange land.

Rosemary was against the swap proceeding to consultation. She spoke as an individual but stated she had spoken to other Tilbury Avenue residents.

Tilbury Avenue residents valued their existing buffer reserve strip and would like to see it retained as green space, as the proposed swap area doesn't seem equivalent in terms of true public green space, as some of it is destined to be car parking.

Rosemary acknowledged the current buffer strip was not used as well as it could be, so residents see an opportunity to remedy this by using the Roxburgh Crescent development and the existing part of the Waterloo Reserve to develop a community kai area for the neighbourhood, an opportunity that may not have been considered to use the area better.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the public comment be received for information.

Clause 18-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

19-23 **Part Waterloo Park - Proposal to exchange land**

Report, presented by Kathy Dever-Tod, Group Manager - Parks and Logistics and Aaron Phillips, Activities Manager – Parks.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RECOMMENDS**

1. That Council agree to consult the community, in accordance with Section 15 of the Reserves Act 1977, on the proposal to exchange 1,300m² of Waterloo Park, being part of Part Lot 44 DP 22620 held in title WN8C/884, for new reserve land in the Roxburgh Crescent area if the rezoning of that area is approved.
2. That Council note that the land is Crown derived and such final approval of the exchange is subject to the approval of the Department of Conservation.

Clause 19-23 above was carried 12 votes to 2, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Rachel Bowen, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Orphée Mickalad and Kaydee Zabelin.

Against:

Councillors William Wood and Billy Meehan.

Karakia Whakamutunga

Councillor Debi Marshall-Lobb closed the meeting with karakia.

The meeting finished at 3.32pm.

Confirmed 10 May 2023

Chair

MEMORANDUM

TO: Strategy & Finance Committee

MEETING DATE: 10 May 2023

TITLE: Quarterly Performance and Financial Report - Period Ending 31 March 2023

PRESENTED BY: Scott Mancer, Finance Manager, Sue Kelly, Manager - Project Management Office and Andrew Boyle, Head of Community Planning

APPROVED BY: Cameron McKay, Chief Financial Officer
David Murphy, Chief Planning Officer
Bryce Hosking, Acting Chief Infrastructure Officer

RECOMMENDATION TO STRATEGY & FINANCE COMMITTEE

1. That the Committee receive the memorandum titled 'Quarterly Performance and Financial Report – Period Ending 31 March 2023', and related attachments, presented to the Strategy & Finance Committee on 10 May 2023.

RECOMMENDATIONS TO COUNCIL

2. That Council approve an overspend in the following operating activity budgets:
 - a. Manawatū River- of \$135,000, and
 - b. Active & Public Transport- of \$480,000.
3. That Council note that the increases in a) and b) are expected to be offset from savings in Council's other activities, with this to be reported back in the 4th quarter report.
4. That Council approve a Capital Renewal budget transfer between activities of \$50,000, reducing 1051-CET Arena - Arena Renewals by \$50,000 and increasing 1825-City Reserves - Manawatū River Park – Renewals by \$50,000.

1. ISSUE

To provide an update on the performance and financial achievements of the Council for the period ending 31 March 2023.

2. BACKGROUND

Details of operating and financial performance are included in the attached report, with further information provided through the appendices to the report.

3. NEXT STEPS

The next performance and financial report will be provided after the end of the March 2023 quarter.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven & Enabling Council	
The recommendations contribute to the achievement of action/actions in (Not Applicable)	
The action is: to enable Council to exercise governance by reviewing financial performance and operating performance and provide accountability for these to the public.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	As above.

ATTACHMENTS

1. Quarterly Report March 2023 [↓](#) 
2. Appendix to Quarterly Report March 2023 [↓](#) 

Performance and Financial Report to Strategy and Finance Committee

March 2023

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Chief Executive's Summary

This report covers the 9 months of the financial year outlining operating performance, capital delivery and non-financial performance of Council.

Our operating performance shows we are tracking favourable to budget with a controllable operating position of 2.1M (favourable) to budget. The main reason for this relates to slightly slower than expected progress on operating programmes, particularly Kōtuiti, Digital Transformation, and Health and Safety and Asset Management improvements. Since December, the Kōtuiti and Digital Transformation programmes have been moving at greater pace and are likely to be closer to budget by year-end.

These favourable operating programme variances are offset YTD by the capitalisation of labour (0.9M unfavourable) and net resourcing costs (0.4M unfavourable, which are mostly offset by additional revenues). Interest expenses are unfavourable to budget due to rising interest rates and this is expected to continue for the remainder of the financial year.

We are continuing to monitor the economic outlook to assess the inflationary impacts on both operating and capital budgets. The Reserve Bank tools to help keep inflation under control is to increase interest rates, which also adds pressure on Council's interest when loans are up for renewal. Council currently have net borrowings of 187M. At the start of April, the OCR reached its highest level since December 2008.

The delivery of the Capital Programme continues to gain momentum. A number of significant projects are in construction phase and should continue to progress well over the next few months.

The 18M quarter was the largest quarter post-Covid pandemic and is indicative that staff and contractors are becoming more adept at planning for longer supply lead times and localised Covid outbreaks. However, a number of construction projects were slower than anticipated in February as a result (directly and indirectly) of Cyclone Gabrielle.

Across all of Council the year-to-date Capital Programme spend is 43.6M. Whilst a solid spend, this figure is less than was forecast at this stage in the year. Officers have reforecast the Programme spend for the remainder of 2022/23 and are continuing to work hard to deliver as much as possible. Officers are ensuring that delivery is maintained through the completion of the Financial Year and into the next. Designs and the procurement of construction contractors for the 2023/24 capital programme is underway.

As a result of this reforecasting work, the end of year position for Council is predicted to be approximately 65-70M for the Capital Programme.

At third quarter-end, 20% of all planned projects are complete and it is anticipated this number will quickly increase over the coming months as the projects already in-flight reach completion.

Management and Officers are monitoring the controllable surplus as the year progresses. Through the March Quarter, the surplus has grown. This is as a result of the major operating programmes of ERP Replacement and Digital Transformation experiencing some delays – although later in the quarter these programmes have gained pace. Some operating surpluses have also grown through the same period.

It is intended that where there are surpluses available (with the exception of the ERP Replacement and Digital Transformation programmes), these will be transferred to areas of the business that are experiencing cost escalations and budget shortfalls. The controllable surplus for Council is currently forecasted to be 0.4M unfavourable. Removing the forecasted carry forward from the ERP Programme, this surplus becomes 0.9M unfavourable to Revised Budget.

Operating Performance

Summary of Financial Performance	2022/23 \$M					
	Year to Date		Variance		Full Year	Full Year
For the period to 31 March 2023	Actual	Budget	\$000's	%	Revised Budget	Annual Budget
Operating revenue	29.0	28.3	0.7	2.5%	38.1	37.2
Rates	87.1	86.6	0.5	0.6%	115.4	115.4
Total Revenue	116.1	114.9	1.2	1.0%	153.5	152.6
Operating Expenses	89.5	90.9	1.4	1.5%	122.2	119.8
Net Interest	5.2	4.7	(0.5)	(10.6%)	6.7	6.7
Total Expenses	94.7	95.6	0.9	0.9%	128.9	126.5
Operating Controllable Surplus / (Deficit)	21.4	19.3	2.1	10.9%	24.6	26.1
Depreciation	(31.3)	(29.1)	(2.2)		(38.9)	(38.9)
Non-operating revenue	28.4	10.1	18.3		13.8	12.9
Non-operating expenses	1.0	-	1.0		-	-
Net Result	19.5	0.3	19.2		(0.5)	0.1

Key Points on YTD Financial Performance:

- Operating Controllable is overall tracking 2.1M favourable to budget, with the largest operating programmes tracking 2.9M favourable, offset by the net maintain service level (MSL) costs tracking 0.8M unfavourable.
- The largest operating programmes currently tracking behind budget are Kōtuia (1.1M) and Digital Transformation (0.7M). Most of these are forecast to be back on track and close to budget by the end of the financial year. For further information on the status of operating programmes, refer to Appendix 3 – Operating Programme Reporting.
- Other net operating expenditure items are tracking unfavourable to budget with key drivers for this being:
 - Capitalisation of labour, which is a budgeted allocation of remuneration and overheads, is anticipated to be funded from capital programmes, being less than budget (0.9M). This has improved slightly from being 1.0M less than budget in the last quarter.
 - Resourcing, made up of remuneration, contracted services and professional services, is tracking 0.4M unfavourable to budget. In this instance, some vacancies have been backfilled from contractors and consultants to ensure delivery of services are not impacted.
 - Insurance premiums for the financial year are 0.3M higher than budgeted.
 - Utilities, which includes our new electricity contract are 0.4M unfavourable.
- Net interest is tracking unfavourable due to higher average interest rates than budgeted for.
- Depreciation is tracking above budget due to the 2022-23 waters revaluation resulting in higher asset values and depreciation expenditure.
- Non-operating revenue is favourable YTD due to some sales of Tamakuku Terrace properties (5M) being finalised, as well as a significant amount of vested assets being capitalised (11.2M).
- Non-operating expenses are favourable due to Council locking in low interest rates on financial derivatives, before interest rates began rising, offset by recognition of the costs associated with Tamakuku Terrace sales.

Budget pressures

Council has some budget pressures which may impact on the ability to deliver both operating and capital results within budgets.

Some of the more significant pressures include:

- Interest rates being on the rise. While Council prudently uses a mix of fixed and floating, as the current terms expire, these will be replaced with less favourable terms.
- Inflationary pressures in areas like construction, materials, labour, as well as general CPI are all tracking significantly higher than budgeted for.
- Resolving previous weather events, such as the Linton pathway slip.
- Insurance and the new electricity contract will be over budget at year-end.

Additionally, it is recommended that Council give the Chief Executive approval to overspend against activity operating budgets for Manawatū River by \$135k and Active & Public Transport by \$480k, with offsets from other activities across Council. Approval is sought as in each instance the change is greater than 30% of the Activity. We expect there to be offsets in other activities at year end, which will keep Council within total budget. These offsets be outlined in the 4th Quarter Report.

For further information on YTD operating performance see:

- Appendix 2 – Activities Operating Net Result
- Appendix 3 – Operating Programme Reporting
- Appendix 7 – Financial Statements
- Appendix 8 – Approved variations to Annual Budget

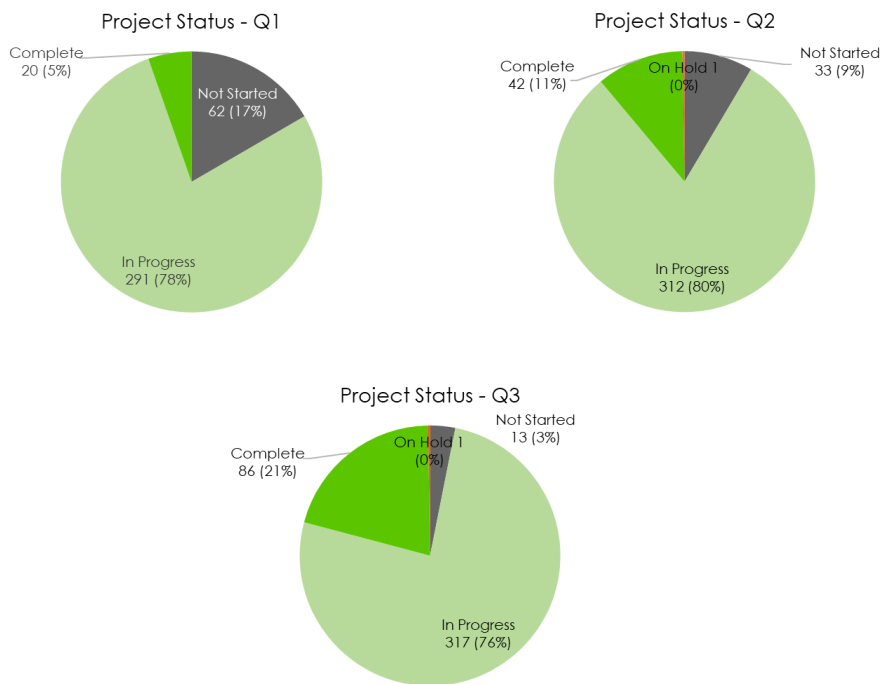
Capital Delivery Status

Current Delivery Status

The 18M delivered in the quarter was good progress which has only been surpassed on two occasions: Q4 in 2017/18 (19.5M) and Q4 in 2018/19 (20.6M).

At the end of the third quarter there were 317 (76%) infrastructure projects underway and 86 (20%) projects complete. There has been a total capital spend of 43.6M comprising 23.5M Capital New, 3.7M Capital Growth and 16.4M Capital Renewal. Renewals delivery is picking up pace and we forecast to spend 83% of the renewals budget at year-end. Stormwater renewals and other work requiring significant trenching occurs primarily in the summer season and requires a period of dry weather.

The graphs below illustrate the steady increase in number of projects completed. There are a number of multi-year projects that will not be completed this year, such as the Crematorium Seismic upgrade, and the Animal Shelter.



Not Started Project has not commenced.

In Progress Planning, Design or Construction is underway.

Complete Project is complete.

On Hold Project unable to be progressed – for a wide range of factors often externally triggered.

Throughout the third quarter there has been good progress on several significant projects including:

- The new Animal Shelter – foundation almost complete, timber framing is in construction.
- CBD Streets for People – 60% Detailed Design completed. Internal stakeholder engagement underway.
- Ferguson-Pitt Street Improvements – due for completion early May.
- Cuba Street Urban Streetscape Developments – civil construction complete, landscaping, street furniture installed early March.
- Crematorium Seismic Improvements – the old chimney stack has been removed and pre-construction demolition is underway.
- Papaioea Place Redevelopment Stage 3 – residential units close to finish; timber framing being constructed for community lounge.
- Arena 2 Roof Replacement – steady but slow progress, works affected by strong winds.
- Streets for People Featherston Street Cycleway – co-design in process.
- Negotiations of the Whakarongo land purchase – complete.

Major capital works planned for construction throughout the fourth quarter include:

- Crematorium Seismic Strengthening
- James Line Upper – reconstruction of road and footpath
- Setters Line Stormwater Improvement
- Paving and Drainage Upgrades – Te Marae o Hine
- North Eastern Industrial Zone roading, water and wastewater
- Arena 3 Roof Upgrade – site mobilisation to begin in June.
- Purchase of Whakarongo land has been completed in early April.

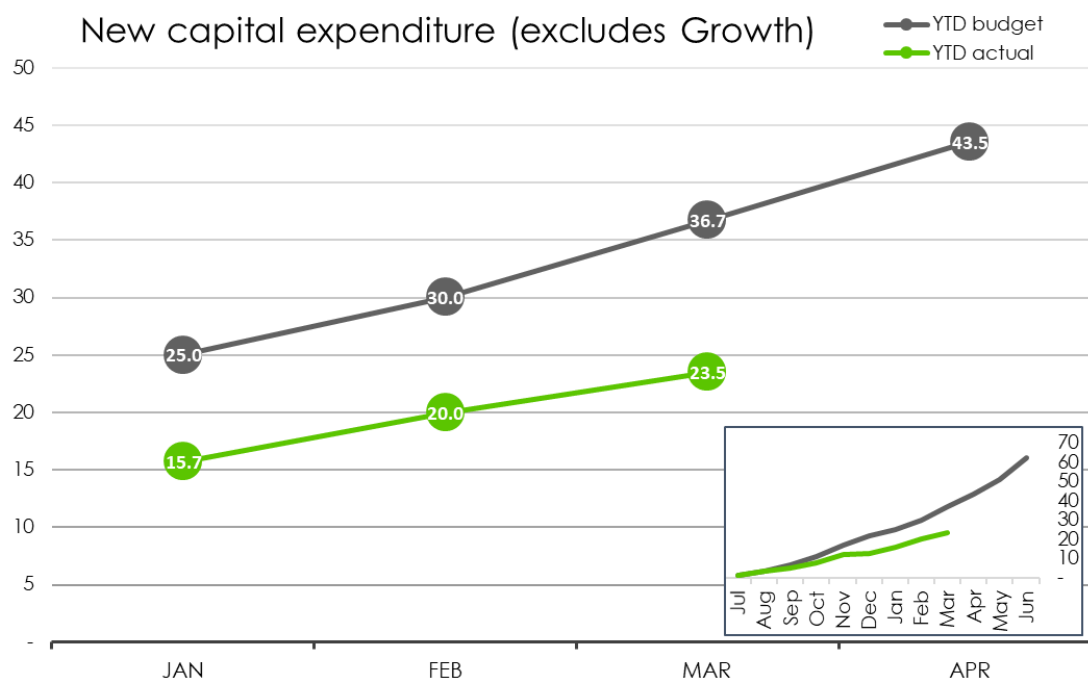
The Design Panel continues to improve design integrity with regular design review meetings occurring inclusive of the in-house construction team leaders to ensure lessons learned from the field are incorporated into the designs. To date there have been 130 (design and investigation) requests to the Design Panel.

Delivery Constraints

The Infrastructure Unit have experienced disruptions over the quarter; including a resurgence of Covid-19 and the direct and indirect impacts of Cyclone Gabrielle. Our ability to be adaptive and agile served us well as we were able to navigate through the challenges and maintain a solid level of delivery.

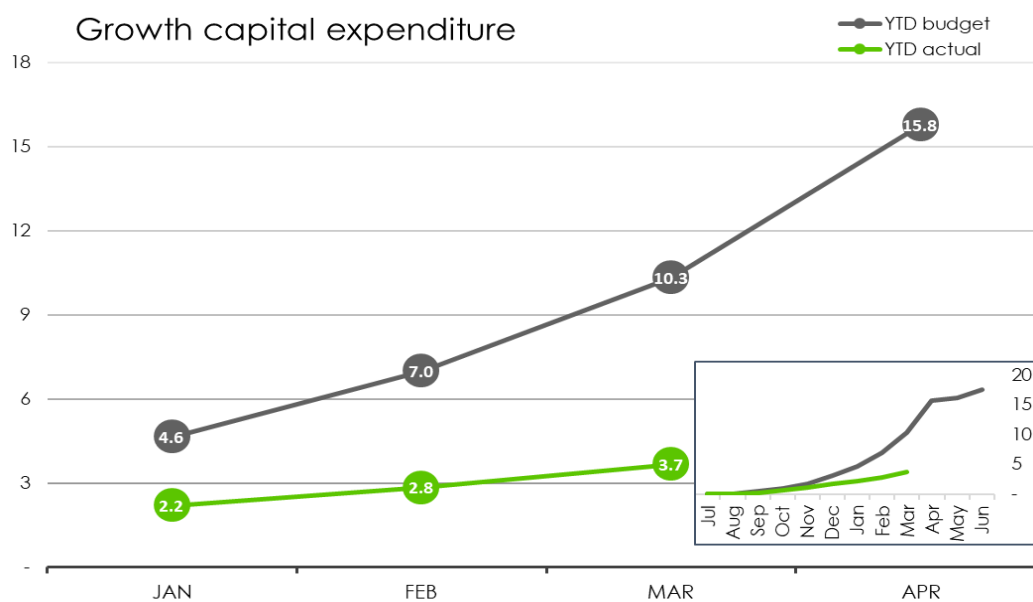
Recent appointments to some key leadership roles particularly in the 3 Waters team is enabling planning for 2023/24 delivery; however, we still have some key roles vacant for which active recruitment continues. The market for experienced workforce continues to be very competitive. These vacancies are having an impact on some parts of Council's ability to deliver Capital projects in the current year.

The following graphs show the year to date progress against budget for Capital New, Growth Expenditure and Capital Renewal.



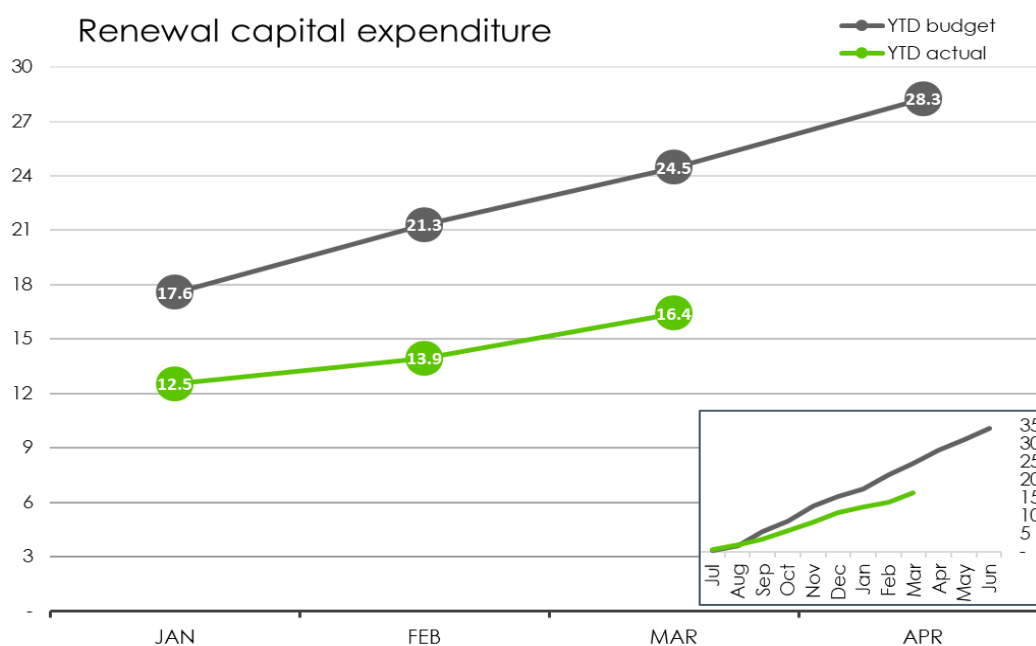
The table below shows the most significant variances against budget.

Programme Description	YTD Variance	Reason for variance against budget
2119-Road to Zero - Transport Safety Improvements	1.3M	Programme delays from Fulton Hogan in design and implementation.
167-James Line (Schnell Dr to Kelvin Grove Rd) - Improvements	1.5M	Construction delayed addressing design issues and procurement negotiations. Construction starting May 2023.



The table below shows the most significant variances against budget.

Programme Description	YTD Variance	Reason for variance against budget
2124-Urban Growth - Ashhurst - Transport	2.3M	Delays due to problems with design of water assets. Construction budget to be carried forward.
1857-Urban Growth - Kakatangita - Kikiwhenua - Reserves - Purchase and Development	1.3M	Negotiations with land holder stalled. No imminent development pressure so budget is planned to be deferred to the Long-Term Plan.
2058-Urban Growth - NEIZ - Transport	1.2M	Timing of work delayed slightly. Likely to be on track by end of financial year.



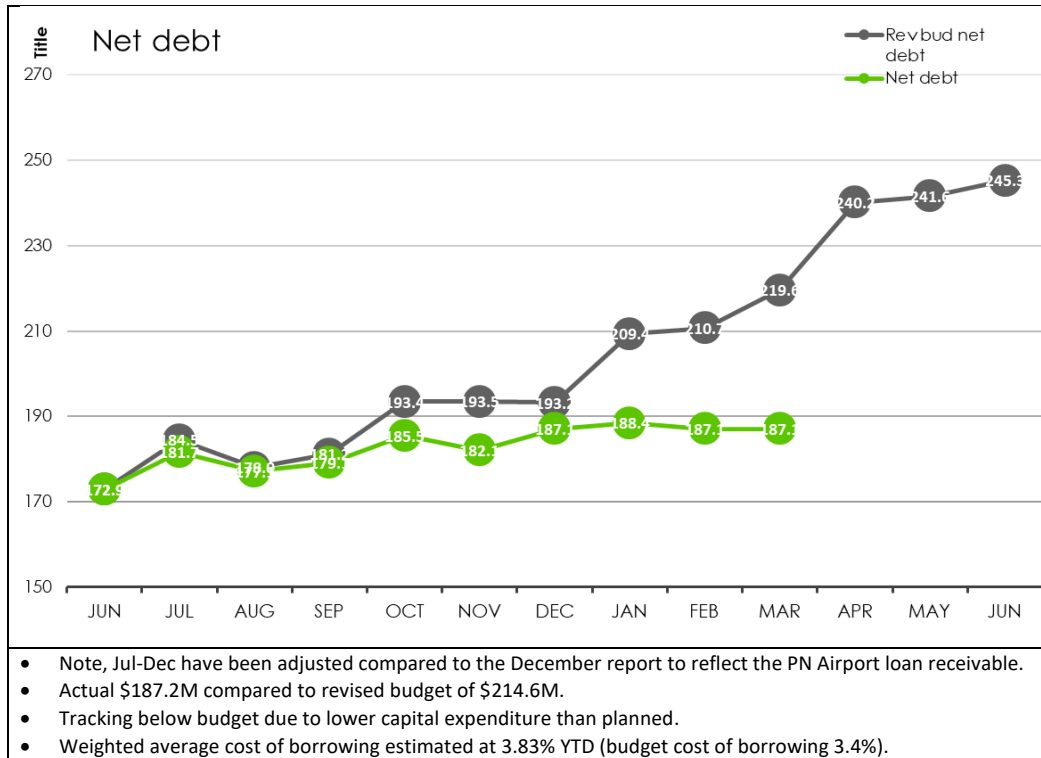
The table below shows the most significant variances against budget.

Programme Description	YTD Variance	Reason for variance against budget
115-City-wide - Sealed Pavement Renewals (Waka Kotahi Subsidies)	1.1M	Programme delays from Fulton Hogan.
54-City-wide - Wastewater Pipe Renewal	1.3M	Traffic management costs lower than anticipated for work completed earlier in the year. Pioneer Highway did not start as planned, underway now and tracking well.

	Council wide (YTD Actual)	Council wide YTD Budget	% YTD Budget spent	Full Year Budget
Total Capital Spend	\$43.6m	\$71.5m	61.0%	\$113.8m
Capital New	\$23.5m	\$36.7m	64.0%	\$62.0m
Capital Growth	\$3.7m	\$10.3m	35.5%	\$17.6m
Capital Renewal	\$16.4m	\$24.5m	67.1%	\$34.1m

For additional information on capital delivery see:

- Appendix 4 – Capital expenditure by Group of Activities
- Appendix 5 – Capital expenditure by Programme (over \$750,000)
- Appendix 6 – Capital expenditure by Programme (under \$750,000)
- Appendix 8 – Approved variations to Annual Budget



10-Year Plan Project Updates

(to 31 March 2023)

Streets for People:

The developed design phase has been completed with the design package submitted to Council early February. A Rough Order of Costs has been completed on the developed design. Engagement with PNCC internal stakeholders has been undertaken and feedback received. This feedback will enable the completion of the detail design. Discussions with the Disability Reference Group on the design are on ongoing. This coming month will see the development of the Council report providing an update to Council on the design, governance structure and requesting additional funding to enable the competition of the design phase.

Civic and Cultural Precinct Masterplan (CCPMP):

On 5 April Council agreed to a suite of recommendations as follows:

- Approved a preferred option, being option 3 to take the 2019 CCPMP to inform the preparation of a set of programmes to finalise the CCPMP to be considered by Council for inclusion in the 2024-34 LTP.
- Agreed to consult with the community on the three options described in the report as part of the 2024-34 LTP consultation process.
- Establish a Civic and Cultural Precinct Steering Group and prepare a terms of reference to be approved by the Council.
- Council agreed to repurpose the Civic and Cultural Precinct Master Plan budget of \$220k for this FY to be spent on progressing the Planning Team's urban growth work programme.

Heritage Protection Package:

Applications for the Natural and Cultural Heritage Incentive Fund to support the strengthening, protection and maintenance of heritage buildings, trees, objects and sites across the City have slowed. Recent successful applications include maintenance of the Cameron Jewellers site, strengthening concepts for the old RSA building, and renewal of roofing for the First Church of Christ Scientist. Most applications received have been for the maintenance of notable trees in the city. Urban design support is being used to assist the pre-application phase for the former Post Office.

Victoria Esplanade Masterplan:

Propagation Hothouse replacement has been completed. Mulch Bin replacements are complete. Some duck pond remediation was completed but the project will be rescoped in the next Asset Management Plan and Long-term Plan as officers were not satisfied with initial solutions proposed. Manawaroa St pedestrian entrance improvements are nearing completion. Conservatory Boiler replacement is complete.

Manawatū River Shared Pathway:

Officers are continuing to work on preparing the Notice of Requirement (NoR) to designate land necessary to complete the Manawatū River Pathway. Investigations are being finalised to determine the precise dimensions of the land corridor necessary for the pathway along the river edge. The NoR will be lodged when all the reports and designation details are complete, which is anticipated completed by 30 June.

Manawatū River Framework:

Albert Street has been held up due to PNCC waiting on Horizons Regional Council (HRC) to complete some rock lining work and bank battering along the Albert St section of the shared path. Council does not want 6 weeks' worth of heavy rock trucks going over our newly completed entrance. HRC has now stated that they will have to wait for next summer, and so PNCC has begun work again at Albert Street. The decking is going in this week.

Ruahine River entrance now has resource consent, and work will begin in one to two weeks depending on contractor availability. Council is now seeking quotes for the Ruahine Park development at Wallace Developments.

Te Motu o Poutoa:

The Design Working Party is about to welcome Steve Bramley. Steve is a consultant who specialises in large government projects and is well-known for his ability to tap into large Central Government funding streams.

Next steps are now to provide Steve with the info he needs to pick up this significant project. Steve will be welcomed to Palmerston North at Te Rangimarie on April 21 – when he will begin his work with us.

Te Utanganui / PN Integrated Transport Initiative (PNITI):

The Te Utanganui Masterplan was finalised in March. The Masterplan will be socialised with the Te Utanganui / PNITI Governance Group in April prior to being reported the Economic Growth Committee on 21 June.

Together with Waka Kotahi and Horizons Regional Council, a series of PNITI planning projects have been prioritised as follows:

- Transport Model
- Speed Management Plans
- City Centre Single Stage Business Case
- Bus Terminal Single Stage Business Case
- Indicative Business Case for all sections of ring road
- Network Business Case

Residential Growth:

Some of the purchasers of sections within Stage 1 of the Tamakuku Terrace subdivision project have started construction of their houses. Council is now maintaining the berms and common areas to keep the subdivision looking “sale ready”. To deter street racing, Officers have installed temporary speed bumps throughout the roads in the subdivision and removed the front fence, opening the subdivision to the public. Once there is enough construction underway in the subdivision, the speed bumps can be removed. Alongside this Council Officers continue to work through the sale of the remaining sections within Stage 1, working closely with build partners and other purchasers.

Transport infrastructure upgrades have been identified as necessary to support urban growth in Aokautere. The development of draft programmes is under way and officers are actively collaborating with Waka Kotahi to determine how upgrades to SH 57 Aokautere Drive can be delivered in a timely manner to support growth. No new development can occur in Aokautere until transport infrastructure upgrades are completed.

Further submissions to Plan Change G, Aokautere Urban Growth, closed on 8 December. 111 submissions have been received, with key issues raised relating to transport, stormwater management, climate change, land stability, housing typologies, and the proposed reserve exchange. The Plan Change is progressing towards a hearing late 2023.

Drafting of the final planning provisions for Plan Change I, Medium Density Residential Zone, continues and technical assessments, including an infrastructure assessment are being prepared to support them. The team expects to come to Council in August 2023 seeking approval for formal notification.

3 waters modelling for intensification is underway. This work will identify capacity constraints and opportunities to support medium density housing for Plan Change I, Medium Density Residential Zone.

Plan Change E, Roxburgh Crescent, has opened for an initial feedback period before we go out for clause 3 consultation in early 2023. The key issues being raised include concerns about the provision of housing density and the associated ability to build up to 3 stories on a 150m² lot area. Issues raised by those living adjacent to plan change site relate to loss of privacy, amenity and potential loss of sunlight.

Officers have slowed down work on Kakatangiata and Ashhurst residential growth plan changes due to budget constraints, delays in technical reporting and discussions with third parties.

Citywide Stormwater:

Stormwater projects for the financial year had an interrupted start, mainly due to weather and design constraints, however, the construction team is making good progress with the plan and is catching up. Setters Line and Napier Rd swale is complete. This being followed by Pirani Pl and the Victoria Ave – Church St stormwater improvement. Pump Station upgrading works at Guy Ave and Claussen St are currently on-going.

Whakarongo Stormwater Improvement: Tender drawings completed. Land purchase completed. Land use consent is underway. Horizons Regional Council has requested additional assessments to be included for the discharge consent application.

Citywide Water Supply:

Issues with chemical dosing at Railway Rd Reservoir were identified during commissioning and are now being fixed. Work on the draft Water Safety Plans for the City is continuing, along with Source Water Risk Management Plans. Resilience work at the Turitea Water Treatment Plant is making timely progress, with Stage 3 near completion. Upgrades to the chemical dosing plant are underway to align with phase 4 of the resilience work. Designs for several Bore Head improvements are almost complete, construction is expected to start next budget year. Work replacing a critical valve on the supply to Ngahere Park reservoir is underway and will be completed within a month. Design and construction of the valve is complete, risk assessment has been carried out and the internal work force will do the work. Water main renewals are progressing in Earl Place, Hynd Place, and Tilbury Street.

Water Reforms:

The Government announced its new approach to water reform in April. The highlights of this were:

- The name has been changed from Three Waters to Affordable Water Reforms.
- There will be ten water service entities closely based around existing regions, instead of the original four. PNCC's water services will be included in the Manawātū-Whanganui region entity.
- The establishment date for entities will be staggered, from early 2025 to 1 July 2026, meaning that water services and associated budgets will likely be included in years 1 and 2 of the 2024-34 Long Term Plan. We are awaiting further guidance on this from key sector agencies.
- The first \$500M of better off funding for councils will continue as planned. However, the second round of \$1.5B will not go ahead.

Kōtuia / Ozone Replacement

Kōtuia continues to progress and is expected to go-live on 1 July. However, we do still have some significant challenges to affect a good result on go-live. Data Migration from Ozone to Authority Altitude has proven to be challenging, but the team has been bolstered with further skilled resources.

System configurations are largely complete and business process familiarisation is well under way across a lot of the functions. Based on the feedback from these we will develop targeted user training and detailed test plans.

There have been some challenges around Integrations for invoice receipting, Consenting and LIM which resulted in Integration development delays. The project team are actively prioritising scope and requirements together with our Integrations vendor.

The change and communications effort continues to track the impact on the Council to ensure steps are taken to provide support to staff who working under pressure as a consequence of the compounded project and BAU activities.

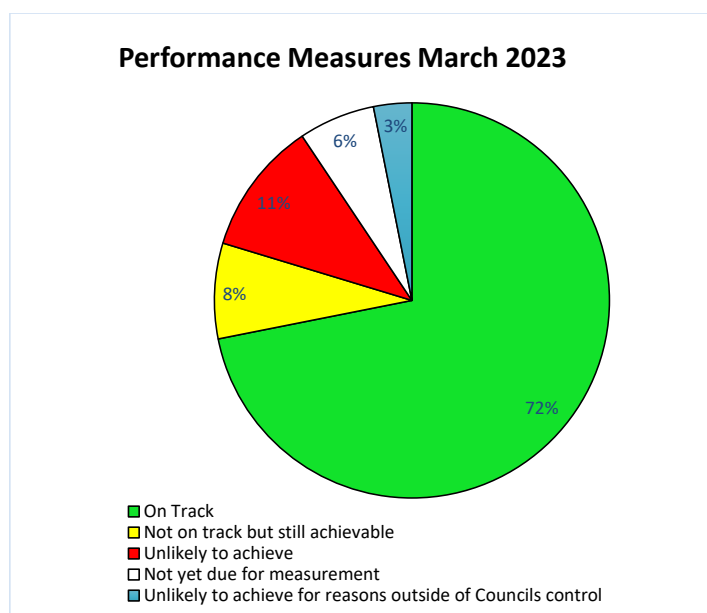
The detailed go-live plan is capturing the impact on internal staff and public facing services and initial plans have been drafted to ensure business continuity and SLA's can be maintained during the go-live period, and public are informed of the changes they might expect in a timely fashion.

2024 Long-term Plan (LTP):

Council has to adopt the next LTP by June 2024. Work on this has started with setting the Vision, Goals and Principles for the 2024 LTP. This will enable officers to prepare draft strategies, plans levels of service, programmes and budgets for Elected Members to consider over the rest of 2023.

Performance Measures

At the end of December, 46 (72%) of performance measures were on track to be delivered, with a further 4 (6%) yet to be measured and 5 (8%) not on track but still achievable. 9 measures (14%) are unlikely to be achieved this financial year, with 2 of those being for reasons outside Council control.



For the ones unlikely to be achieved, resourcing and weather are 2 of the key reasons.

For additional information on performance measures see:

- Appendix 1 – Detailed performance measures

Resourcing

A summary of PNCC Resourcing is included below for your information.

Employment Status	Number of Staff	FTE
Permanent Full-time	537	537
Permanent Part-Time	101	67
Vacancies	98	94
Temporary	27	25
Total Number of Positions (excl. casuals)	763	723
Add Casual	35	16
Less vacancies	(98)	(94)
Total Positions	700	645

Appendix for March 2023 Report

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Appendix 1 – Detailed Non-Financial Performance Measures

Performance Measures - March 2023

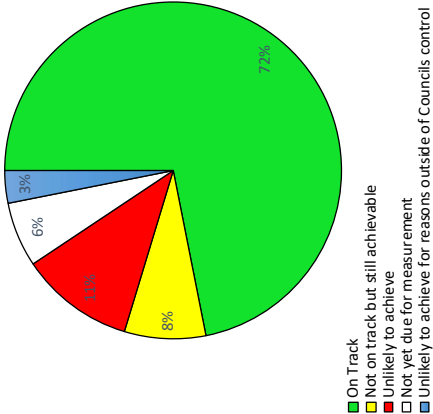
10-Year Plan KPIs

This part of the report looks at how well the Council is delivering on the performance measures.

The report is organised by Activities. Each Activity page has "Traffic lights" to show progress towards the 10-Year Plan:

	W	G	Y	R	B
On track					
Not on track but still achievable					
Unlikely to achieve					
Unlikely to achieve for reasons outside of Councils control					

Performance Measures March 2023



Performance Measure Summary by Activity										Total
	G	Y	R	W	B					
Goal 1 - An Innovative & Growing City										
City Growth	2	1	2	-	-					5
Economic Development	1	-	-	1	-					2
Transport	2	-	3	-	-					5
Goal 2 - Creative & Exciting City										
Active Communities	3	-	-	2	-					5
Arts, Culture and Heritage	2	2	-	-	1					5
City Shaping	1	1	-	-	-					2
Goal 3 - Connected & Safe Community										
Connected Communities	8	-	-	-	1					9
Safe Communities	3	-	-	-	-					3
Goal 4 - Eco-City										
Climate Change	2	-	-	1	-					3
Environmental Sustainability	2	-	-	-	-					2
Manawatu River	1	-	-	-	-					1
Resource Recovery	2	-	-	-	-					2
Stormwater	5	-	-	-	-					5
Wastewater	5	-	-	-	-					5
Water Supply	7	1	1	-	-					9
Goal 5 - Driven & Enabling Council										
Good Governance and Active Citizenship	-	-	1	-	-					1
Total Measures										
	46	5	7	4	2					64
% of measures able to be measured										
	72%	8%	11%	6%	3%					

Quarterly Performance and Financial Report - March 2023

Performance Measures	Comments	Oct	Dec	Mar	Jun
Goal 1: An Innovative and Growing City					
City Growth (Page 32 of the 10 Year Plan)					
<p>01. Measure: Enough land is zoned, infrastructure enabled and feasible to develop, to meet growth demand.</p> <p>Target: At least three years of housing and business land with services is immediately available.</p>	<p>Spade-ready greenfield growth capacity is almost fully exhausted. Infrastructure to enable growth at Whakarongo and Kikiwhenua needs to progress quickly to provide short-term supply relief. Whakarongo requires stormwater infrastructure which is likely to be in place by mid-2023. Because of resourcing issues, servicing Kikiwhenua has been delayed until at least 2024. Significant infill capacity still exists in the existing urban area. The market has sought out this option as an alternative due to lack of greenfield supply. Council notified Plan Change G Aokautere (PCG) in August 2022. PCG seeks to rezone land for 1000 more homes. A hearing for this plan change is likely in September/October 2023. Early consultation on Plan Change I Medium Density Residential Zone (PCI) was launched in September 2022. Clause 3 notification was launched in November 2022 and received significant feedback. Formal consultation on the plan change is expected to be launched in August/September 2023. This plan change seeks to unlock significant development capacity for housing to meet short-medium term capacity deficit for housing supply. Planning resources are being prioritised for Plan Change G (Aokautere) and Plan Change I (Medium Density). Due to budget constraints, work will need to be slowed on the rezoning proposals at Kakatangiata and Ashhurst. At least 3 years of housing supply will not be achievable until Whakarongo and Kikiwhenua are infrastructure-ready. A report on the financial implications of exhilarating the urban growth work program will go to the Council as part of the Annual Budget deliberation.</p>	R	R	R	
		R	R	R	

Performance Measures	Comments	Oct	Dec	Mar	Jun
02. Measure: Resource consent applications are processed within statutory frameworks. Target: At least 95%	353 consents have been granted in the year to date with 51% (179) meeting the target. The number is well below target as the primary focus over this financial year has been to reduce the backlog of old consents built up through the boom period (2020 to mid 2022). Work continues on a number of fronts, particularly in the Ozone database, to bring everything up to date through Q4.				
03. Measure: Building consent applications are processed within statutory frameworks. Target: At least 95%	Of the 229 building consent applications processed for the quarter, 211 (92%) were processed within the statutory timeframe. Year to date: Of 822 consents processed, 772 (94%) were within the statutory timeframe. This quarter has been influenced by the slight downturn in consumer confidence in the economy, and although target is achievable, it will require full resourcing capability.	G	G	Y	
04. Measure: City-wide urban design principles are reflected in planning advice and decision-making. Target: Narrative measure outlining how urban design principles are being implemented.	Urban design expertise is informing Council led District Plan changes under development, including residential intensification to meet the National Policy Statement on Urban Development and other major greenfield growth projects in Aokautere, Kakatangiata and Roxburgh Cres. The Matangi Residential Area Private Plan change which demonstrates and is underpinned by strong urban design principles is now operative. The District Plan continues to shape good urban design outcomes across residential, industrial and business zones. A good number of medium density housing projects are in pre-application, under application or in construction across the city with many of these due to be completed over the next 6-12 months. There is a higher level of integrated transport and land use planning (movement & place) underway that will greatly improve future urban structure, form, function and safety for the city. This includes projects such as Te Utanganui, Palmerston North Strategic Networks Plan, and the Palmerston North Parking Framework. He Ara Kotahi and CET Arena continue to have a positive city image impact on users and the quality of our places and spaces they experience. The CET Arena Masterplan Review continues to be advanced and has just completed engagement phase with a wide range of user groups	G	G	G	
		G	G	G	

Performance Measures	Comments	Oct	Dec	Mar	Jun
<p>05. Measure: There is an increase in range of building types being built in the city centre and local neighbourhoods (eg different densities, cohousing, CBD residential, green buildings). Target: Narrative measure outlining trends in the range of building types.</p>	<p>Developers outside of the city continue to make enquiries into some existing city centre commercial sites. The Former Chief Post Office is currently in pre-application phase between the owners and council and a collaborative. A multi-disciplinary working environment is well established between both parties. As the Post Office is a critical project for the city, the 'Delivering Change' fund is being utilised to ensure all heritage and urban design issues are resolved, and outcomes within a supportable position prior to applying for resource consent. New Child-care activities have now been completed on Church St and along Milson Line. Both align and front the public street with a high degree of open visibility between building and street as well as a more interesting architectural form. The Church St site is also a good example of retrofitting a tavern carpark and establishing strong containment of built form at the street edge. The mixed-use commercial and residential development (old Cafe de Paris site) continues to progress well and when completed will be a key moment in bringing attention to the potential of inner-city living in this older city block adjacent to the city centre. Medium density housing applications around the periphery of the city-centre and across the broader Residential Zone of the city continue through more challenging construction and economic conditions. Kainga Ora housing developments (Church St & Rugby St) are now in for resource consent while discussions are advancing the Highbury Cluster of housing stock around Farnham Ave, Brentwood Ave, and Conventry Street. Work continues on residential intensification plan change to make it easier to develop intensified housing in appropriate locations. Intensification location maps and developing planning provisions have been shared with the public through pre-consultation.</p>				

Performance Measures		Comments	Oct	Dec	Mar	Jun
Economic Development Activity (Page 37 of the 10 Year Plan)						
01. Measure: Funding is distributed and the key objectives achieved. Target: Narrative measure outlining outcomes achieved by the funded organisations.	02. Measure: Achieve a positive city reputation. Target: 3x narrative measures: Increases in positive sentiment, increase in levels of engagement, and formal survey/research	CEDA delivered its 6-month report to the April Economic Growth Committee. We have seen a renewed focus from CEDA to actively connect with partners and foster inward investment opportunities that are aligned to the region's strategic objectives. This has been particularly evident with regards to the work completed on Te Utaganui, Central New Zealand Distribution Hub, where projects of this nature require a long-term commitment to relationships.	G	G	G	
		Note: The white status of this measure reflects the description that explains contradictory narratives. The media sentiment for this period has changed following the monitoring organisation resetting its algorithms. So far this is showing a far more neutral sentiment for us. With 863 items, 68% were neutral, 28% positive, and 4% negative. The negative stories were about someone dumping tires, not our reaction to it. With the re-setting of the algorithms, and the fact the monitoring only looks at newspaper and online links to those websites (no radio or tv), we are now looking at whether this service still provides value, or whether there is an alternative option that would monitor our local radio stations and etc. The city marketing campaign during this period was a digital campaign focused on getting people to experience what Palmy has to offer. We hosted influencers with the purpose of exciting and delighting residents and specific target audiences (families and people with high disposable income within a 2hr drive time). Ben Boyce had a total engagement rate of 5.47% over the lifetime of his posting and Alex King's engagement rate was 7.8% (the industry standard for influencers is 1.18%). This means the audiences were highly engaged and the content was relevant and exciting to the audience. Some of the commentaries we received from this campaign included: "Wow it's amazing" and "Welcome to beautiful Palmerston North". The 2022 Residents' Survey was reported in the last reporting period. It shows that residents' overall perceptions of Palmerston North declined in the past 12 months. There have also been drops for other Councils doing the same survey, so it is likely that the results are being impacted by the negative national mood due to Covid-19, cost of living, etc.	G	B	W	

Performance Measures		Comments	Oct	Dec	Mar	Jun
Transport (Page 42 of the 10 Year Plan)						
01. Measure: The change in the number of fatal and serious injury crashes from the previous year on the city's local road network. Fewer than the previous year. Target: Narrative measure outlining long-term accident trends and causes.	In 12 month period ending 31/3/2023, there were 5 fatal and 33 serious injury crashes in Palmerston North. The 12 months prior there were fewer fatal and serious injury crashes, which comprised of 3 fatal and 40 serious injury crashes. 8 of these crashes have involved pedestrians and 4 involving cyclists. NOTE: Some crash data may not have been uploaded to Waka Kotahi's Crash Analysis system at the time of review. Fatal crashes tend to be occurring on the rural parts of the network, typically on the fringes of the urban area.	G	G	G		
02. Measure: The average quality of ride on the sealed local road network, measured by smooth travel exposure. Target: Greater than 80%.	The smooth travel exposure for the city is calculated at 84% as of 31 March 2023.	G		W	G	
03. Measure: The percentage of the sealed local road network that is resurfaced. Target: More than 3.5%	2.6% of the network was ressealed. Price escalations in materials and labour have resulted in less resurfacing being able to be delivered. Additionally, delays have been caused by weather and contractor availability.	R	R	W	R	
04. Measure: The percentage of footpaths that meet Council standard. Target: Greater than 93% rated 3 or above.	83.3% of the networks footpaths is rated 1-3 (Excellent - Average). Many of the poor condition paths are associated with tree roots. The bulk of footpath renewals are planned for the autumn months where other areas of road works are becoming less practical. We note that standard approaches such as grinding and tree root pruning to enable path replacement is becoming less effective. Footpath renewals are becoming increasingly difficult and requires wider strategic consideration alongside our street trees.	G	G	Y	R	
05. Measure: Percentage of requests for service relating to roads and footpaths responded to (with at least an initial response) within three working days. Target: Greater than 95% of safety and critical requests.	68.7% of requests have been responded to within 3 working days. Majority of the incidents where this measure was not met was due to either contractor or internal staff capacity. Internal recruitment is underway to fill key vacancies in the Transport area which, once hired, should lift the timeliness of the response rate.	R	R	R	R	
Goal 2: Creative and Exciting City						

Performance Measures		Comments	Oct	Dec	Mar	Jun
Active Communities (Page 54 of the 10 Year Plan)						
01. Measure: Increase in use of parks, sports fields and playgrounds. Target: Narrative measure outlining Parks Check Survey results.		The Park Check surveying has just been completed, results are about to be compiled and will be reported by year-end.	W	W	W	
02. Measure: Increase in use of aquatic facilities. Target: Usage numbers at Lido, Freyberg and Ashhurst Pools.		The number of users of the Lido for the nine-month period was 305,660, 23% higher than the same period last year. The number of Under 5 users is 42% higher than last year. The number of users of the Freyberg Community Pool for the nine-month period was 146,121, a 29% increase on the same period last year. The number of Under 5 users also increased by 51% compared to last year. The number of users of the Splashhurst Community Pool for the nine-month period was 25,148, 14% lower than the same period last year. The number of Under 5 users was 557, an increase of 61% on last year. There has been an increase of events such as school swimming sports and birthday events during the quarter compared to last year, when COVID restrictions on events were still in place.	G	G	G	
			G	G	G	G

Performance Measures	Comments	Oct	Dec	Mar	Jun
03. Measure: Increase in use of Central Energy Trust Arena for community sport and active recreation. Target: Narrative measure outlining number of community events and hours.	Community Sport hours of use to the end of March 2023 are 6,947 compared to 4,190 at the same stage in 2021/22. This is an increase of 66%. The number of Community Sport bookings is 1,899 compared to 1,553 last year, an increase of 22% and 120,288 people have participated in Community Sport activity compared to 76,365 last year, an increase of 57%. It must be remembered that the 2021/22 financial year was heavily impacted by Covid-19 restrictions around availability and participation numbers allowed. Restrictions were in place until April 2022. There are no pre-covid comparatives as classifications were changed for statistical analysis.				
04. Measure: Increase in satisfaction of Council's sport and recreation facilities. Target: Narrative measure outlining trends in user and resident feedback and surveys.	The Park Check surveying has just been completed, results are about to be compiled and will be reported by year-end.	W	W	W	
05. Measure: Council works in partnership with external organisations. Target: Narrative measure outlining partnership initiatives designed to increase participation and their outcomes.	The agreement with Sport Manawatu is ongoing, with regular reporting to the Culture and Sport Committee. Ihi Aotearoa/ Sport New Zealand has funded a Play Adviser (within Council) and the focus of this is appointment is the implementation of the Play Policy.	G	G	G	

Performance Measures	Comments	Oct	Dec	Mar	Jun
01. Measure: Increase in patronage of Council-owned cultural facilities (The Manawa, Globe Theatre, Regent Theatre, and Square Edge), as measured by reports provided by operators. Target: Annual patronage numbers for the CCOs increase.	<p>Note CCOs report six monthly, so this information is for the period July-December 2022. Overall, patronage numbers have increased for all CCOs compared with the Covid affected years of 2020 and 2021. When compared with the pre-covid year of 2019 most have seen increases. For the July-December 2022 reporting period, the Cultural CCOs reported the following: The Manawa had 69,303 visitors against a target of 65,000. This was a slight decrease on the 2019 result of 71,050. The Globe reported 14,693 visitors against a target of 13,500. This was an increase of 2,000 people on the 2019 result of 12,635. The Regent reported 64,654 attendees against a target of 37,500. This was a significant increase of 6,929 people on the 2019 result of 57,725.</p>	W	W	G	
		W	W	Y	

Performance Measures	Comments	Oct	Dec	Mar	Jun
<p>Note CCOs report six monthly, so this information is for the period July-December 2022. The Regent has seen its largest patronage numbers (64,654) for a six month period in a decade. It has hosted 240 community events and 16 professional events over the period, which surpasses the 2019 figures of 82 community events and 14 professional events. Forecasted total room hire was \$78,800 with actual revenue received being \$142,620. The Globe has seen a good six months, with more people attending or participated in performances this year compared to 2019 and 2018. The number of discrete participants (performers) in this reporting period was 1850, which is significantly higher than 1156 in 2019 and 878 in 2018. The 'number of national and international visiting productions' has also increased to 16 in 2022, from 11 in 2019. This reflects the ability of the Globe to attract high calibre shows to Palmerston North. Te Manawa has not 'bounced back' to pre-Covid performance as quickly as the other two CCOs. Whilst performance has improved on the Covid affected 2021 year, Te Manawa is below target for offsite experiences, and external revenue. The measure: "Te Manawa experiences offsite" has dropped significantly since 2018, when the result was 73,443. The 2022 result of 5,455 is only 548 visits more than the 2021 6-month result of 4,907, a result that was severely affected by Covid restrictions and lockdowns. The External funding result is also well below the 2018 figure, of \$311,000. The 2022 result of \$197,940 is only \$1000 better than the Covid affected 2021 result.</p> <p>02. Measure: Funding is distributed and the key objectives achieved. Target: Narrative measure outlining outcomes achieved by the CCOs.</p>					
<p>03. Measure: Sites of significance to Rangitāne o Manawātū are identified, protected or acknowledged. Target: Narrative measure outlining the number and description of sites.</p>	<p>Completion of the upgrade of the Albert Street entrance to the river was halted this quarter awaiting Horizons Regional Council's completion of rock work in the area. The rock work will now not proceed this summer, and so work at Albert Street will resume. Concreting around the clocktower in Te Marae O Hine was completed prior to the events season. Laying of the clock pattern in resin, will occur after ANZAC day. Co-design of the Ruahine Reserve is complete, and consent for the accessway over the stop bank has just been granted. Construction of this project will occur in the 4th Quarter.</p>	G	G	G	
		G	G	B	

Performance Measures	Comments	Oct	Dec	Mar	Jun
04. Measure: Increase in investment of earthquake-prone heritage buildings. Target: Narrative measure outlining investment in buildings and its outcomes.	Only one application to the Earthquake-prone heritage building fund this financial year (Old RSA Building – developed concept for strengthening works). Applications to the fund are subject to financial viability in the current market and development capacity to deliver. Implications may be that we could expect an increase in applications as we get closer to government strengthening deadlines.				
05. Measure: Heritage is part of the multidisciplinary approach to working on Council projects. Target: Narrative measure outlining the projects and their multi-disciplinary nature.	Parks projects and some projects funded externally have been incorporating heritage into capital delivery (Savage Crescent playground renewal; Featherston Street safety improvements; Hopwood clocktower repaving), but those without allocated budgets for heritage recognition rely on general heritage programmes to retrofit heritage into them (Cuba St Link stage 2). Natural and cultural heritage being incorporated into the development of growth areas and urban design advice (Naming of Mātangi growth area; proposed protection of gully network in the Aokautere urban growth area; proposed regeneration of original Mangaone Stream alignment in the Kākatangiata growth area; resource consent for former Post Office Building).	G	G	Y	

City Shaping (Page 69 of the 10 Year Plan)

01. Measure: City Centre Streetscape Plan is successfully implemented. Target: Narrative measure outlining progress on implementing the Plan.	Costs and detailed design close to completion for Streets for People. A report on progress and request for additional funding to complete the design phase will be presented to Council in the coming months.	Y	Y	Y	
02. Measure: A wide range of public space projects are implemented. Target: Narrative measure outlining the public space projects, their multi stakeholder / multidisciplinary nature, and their outcomes.	Partnership with Ora Kōnekt agencies in the development of concepts for the Highbury shops neighbourhood streetscapes project. New play advisor role being onboarded onto infrastructure projects and delivery of city centre play programme.	G	G	G	

Goal 3: Connected & Safe Community

12

Performance Measures	Comments	Oct	Dec	Mar	Jun
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Connected Communities Activity (Page 74 of the 10 Year Plan)

<p>01. Measure: Library users are satisfied with the services and programmes provided. More than 800,000 visits a year. Average use per item per year is at least 4 (physical items). Target: Narrative measure outlining the development and use of digital collections. Narrative measure outlining the results of user and residents' satisfaction surveys.</p>	<p>Visitor numbers continue to increase steadily and YTD there have been 366,282 physical visits across the eight City Library locations. This compares to 273,587 physical visits for the same period last year. For the past 12 months, the City Library visits per capita per year is 5.13 (based on a population of 90,500) - the national average for the 21/22 year was 4.07. The collection continues to work hard with the average use per item being 4.49 (this compares to a national average of 2.62) and 'virtual' visits continued to grow with the City Library website hosting 126,427 website sessions and Manawatu Heritage with 218,499 website views and 61,993 website sessions. Our libraries hosted 46,797 PC sessions and 108,211 Wi-Fi sessions for the eight months to the end of February (March statistics for Wi-Fi sessions were not available at the time of reporting). There were 418 heritage enquiries; 1,272 digital help sessions; and 1,510 people were assisted with reference enquiries. The digital library allowed people to stream 15,105 films through Beamfilm and Kanopy; read 5,067 titles through Press Reader and use Ancestry 13,053 times. Our eBook & eAudio collections now consist of over 40,000 titles and 97,967 items have been issued YTD which is 13.8% of total circulation. Scheduled Home Service deliveries were made to 106 members of our community. For pre-Covid figures please see December report.</p>	G	G	G	
		G	G	G	

Performance Measures	Comments	Oct	Dec	Mar	Jun
<p>Library programming across all City Library sites continued to return to pre-Covid levels. This year 1,727 programmes were delivered with 42,208 attendees (versus 896 programmes with 19,371 attendees last year). Heritage Month began with Local History Week which delivered a diverse programme of talks, presentations, walks, tours and workshops. Highlights included a guided tour of Te Rau Aroha Māori Battalion Hall and Manawatu; meander from source to sea – a day long journey along Te Awa o Manawatu hearing pūrākau (historical and cultural stories) along the way. Heritage Month continued with open days, talks, displays, the Ka Mui Ka Mui Expo for teachers and tours of the Engineer Corps Memorial Centre Museum, the Tokomaru Steam Engine Museum, Te Manawa, The Regent, and Caccia Birch. Book launches/events included Farewell Guangdong; A Forager's Life; and A Respectable Veneer. The Summer Reading and iRead programmes were successfully delivered. Community programmes included English language workshops with the Network of Skilled Migrants; the Low Vision support group; and Census completion assistance sessions at community libraries and the Central Library. Highlights from Youth Space included Waitangi Day programming; PRIDE Week celebration in collaboration with Youth Line; a rangatahi led supplies drive for those affected by Cyclone Gabrielle in collaboration with Best Care and PTS Logistics; the selection of participants for the Tuia leadership programme and the launch of Youth Council recruitment. Library outreach initiatives included the Mobile Library at Esplanade Day with over 800 visits; the UCOL Connecting Communities event; and potential collaboration with Think Hauora on the Reading for Wellness (Pukapuka Hauora) programme.</p>	<p>Library programming across all City Library sites continued to return to pre-Covid levels. This year 1,727 programmes were delivered with 42,208 attendees (versus 896 programmes with 19,371 attendees last year). Heritage Month began with Local History Week which delivered a diverse programme of talks, presentations, walks, tours and workshops. Highlights included a guided tour of Te Rau Aroha Māori Battalion Hall and Manawatu; meander from source to sea – a day long journey along Te Awa o Manawatu hearing pūrākau (historical and cultural stories) along the way. Heritage Month continued with open days, talks, displays, the Ka Mui Ka Mui Expo for teachers and tours of the Engineer Corps Memorial Centre Museum, the Tokomaru Steam Engine Museum, Te Manawa, The Regent, and Caccia Birch. Book launches/events included Farewell Guangdong; A Forager's Life; and A Respectable Veneer. The Summer Reading and iRead programmes were successfully delivered. Community programmes included English language workshops with the Network of Skilled Migrants; the Low Vision support group; and Census completion assistance sessions at community libraries and the Central Library. Highlights from Youth Space included Waitangi Day programming; PRIDE Week celebration in collaboration with Youth Line; a rangatahi led supplies drive for those affected by Cyclone Gabrielle in collaboration with Best Care and PTS Logistics; the selection of participants for the Tuia leadership programme and the launch of Youth Council recruitment. Library outreach initiatives included the Mobile Library at Esplanade Day with over 800 visits; the UCOL Connecting Communities event; and potential collaboration with Think Hauora on the Reading for Wellness (Pukapuka Hauora) programme.</p>				
<p>02. Measure: Library programmes reflect the changing needs of communities. Target: Narrative measure number and description of programmes and their outcomes.</p>					
<p>03. Measure: Accessible and genderneutral toilets are provided throughout the city, and especially in places where there is the most community activity. Target: Narrative measure outlining number, type and location of toilets, plus annual satisfaction survey results</p>	<p>There are 56 public toilet blocks located throughout the city. The Chalet toilets at the Lagoon, the Papaioea Park toilets, and the toilets located at Guilford Street, Ashhurst are scheduled for refurbishment in 2022/23. The refurbishment works included ensuring that the toilet blocks were accessible and gender neutral as appropriate. Additional new public toilets were also added within Memorial Park in November 2022. In the latest 2022 survey 83% of respondents signalled that they were either neutral or satisfied with the public toilets in the city.</p>	G	G	G	
		G	G	G	

Performance Measures	Comments	Oct	Dec	Mar	Jun
04. Measure: Community centres are well used. Target: Narrative measure outlining use of centres and range of use with them	Significant renovations have been completed to Palmerston North Community Leisure Centre to improve fire safety standards. The committee and user groups are to be commended on their flexibility throughout the construction disruption. The Bunnythorpe Centre acknowledgement board has been updated after several months of research and discussion. The Kelvin Grove Centre will be refurbished in the coming months, while beautification work will occur surrounding the Milson Centre. The Pasifika Community Centre's kitchen was upgraded, with more features making the kitchen more functional. The Bi-annual community centres hui at Bunnythorpe Community Centre Monday 27 February was well attended by committee members from 8 of our 9 community centres.				
05. Measure: Visitors to cemeteries are satisfied with the services provided. Target: Narrative measure outlining user and residents survey trends.	Residents' Survey results show a drop in satisfaction with cemetery maintenance from 69% in 2021 to 57% in 2022 - however, many results in the Residents' Survey dropped due to the negative national sentiment from covid and tough economic times. In general user feedback on cemetery services, including grounds maintenance, has been positive for the nine-month period, as evidenced through feedback to the cemetery administration. The seismic upgrade of the crematorium is progressing with little disruption to day-to-day services, except the chapel which is closed for extensive renovations	W	W	B	
06. Measure: Council's social housing tenants are satisfied with the social housing service they receive. Target: Narrative measure outlining survey results and tenant feedback.	Overall satisfaction rate in the 2021 tenancy survey was 98%. Of the 121 tenants who answered question 3 (how satisfied are you living in a Palmerston North City Council housing unit?), 118 gave a rating of 7 out of 10 or higher. Survey is due to be completed again in May 2023.	G	G	G	
07. Measure: Council's social housing is warm and safe, as shown by compliance with the Otago Medical School He Kainga Oranga Rental Housing Warrant of Fitness Standard. Target: Standards met.	Of the 430 units in Council's housing portfolio all housing units meet the requirements for insulation and 19 units were identified as needing improvements to prevent draughts. 332 units were identified as requiring their heating and extraction fans to be upgraded to meet the new requirements of the Healthy Homes and WOF standards. A programme is in place to address these over the 2021/22 and 2022/23 financial years. Approx. 85% of the housing portfolio will meet the standards as of 31 March 2023.	G	G	G	

Performance Measures	Comments	Oct	Dec	Mar	Jun
<p>08. Measure: More community-led projects are supported by Council.</p> <p>Target: Narrative measure outlining description of activities funded and their outcomes.</p>	<p>Manawātū Youth Theatre Charitable Trust (MYTH) received \$16,000 in funding from the Arts Event Fund to support their 2023 production of Moana Jr at the Regent Theatre in April. This will be Palmerston North's largest youth musical to date. It is a combination of Māori and Pacific Arts and Musical Theatre. Additional support was offered from the Arts Initiative budget to allow the producers Kane Parsons and Graeme Johnston to record the process and the performers. Members of the Manawātū Performing Arts Competition Society (MPACS) have received Community-Led Initiatives funding to support celebrating the Society's centenary this year. With an audience likely to be in excess of 2,500, there are many economic benefits to the city, including supply of materials for performers footwear, costuming and props, instruments, trophies and engraving, advertising and accommodation for visitors from out of town who have entered MPAC competitions. In this period, 2 events funded by the Community-led initiatives fund were completed: Vaka Festival and Reach Whacky Water Day 2023. The Creative Communities Scheme 2022/23 Round 2 finished successfully with 22/24 applications funded (\$61,212 was allocated). A diverse range of projects were funded this round, including: Te Mahi Harakeke, a 12 week programme to engage with wāhine through a traditional art form as a connection to culture, using mātauranga Māori practices to revitalise and strengthen the connection, also ensuring the retention and transmission of mātauranga Māori thrives and is shared to whānau and the community. Kelvin Grove Community Centre Association officially opened its car park and celebrated the hall's colourful history with six councillors and the Mayor attending. The Highbury Shops Revitalisation Project is nearing procurement stage. Final images of the design will be shared with community next week. A final co-design meeting is scheduled with Ora Kōnnect Monday 3 April. Initial work has begun on a Roslyn Revitalisation Project, similar to the Highbury Shops revitalisation project. A range of community-led cultural celebrations and events were supported through Welcoming Communities, including Lunar New Year, Ethkick, Festival of Cultures (Have a Go tent), Festival of Colours and Race Relations Day.</p>	G	G	G	
		G	G	G	

Performance Measures	Comments	Oct	Dec	Mar	Jun
09. Measure: There are increases in: participation in community and city centre events, satisfaction with the annual programme of events, the range and diversity of community-led events in the city. Target: Narrative measure outlining number and range of events, plus participation and satisfaction with events.	Despite challenging weather, Palmerston North hosted a range of community and city centre events over this period with good attendance and positive feedback from residents. Commercial event producers also attracted large numbers to events in Te Marae o Hine - The Square including Speedway Teams Champs Scrutineering, Lot Party (Up the Music) and NZ Rural Games. New initiatives in the city included the Vaka Festival run by community members at Bill Brown Park in March show a desire to deliver targeted events to diverse communities of significance in areas they live; in this example Pasifika communities in the Westbrook/Highbury community. Council officers delivered a number of events in partnership with community stakeholders including Lunar New Year, Waitangi Day, Explore Esplanade Day, Festival of Cultures and Festival of Colours. Community satisfaction remains high with participation from families and young people a highlight.				

Safe Communities Activity (Page 84 of the 10 Year Plan)

01. Measure: The SAB carries out a range of successful initiatives. Target: Narrative measure (outlining description of SAB initiatives and their outcomes).	Garage 529 (Bike theft prevention project) - Council teamed up with Police, Neighbourhood Support and Sport Manawatu to identify opportunities to promote the Garage 529 anti bike theft app. Police have created an easy to read registration form, and Neighbourhood Support and Sport Manawatu will promote through their engagements. Council will promote the free registration through community libraries and on the Safe Communities webpage. Ko Tōu Manawa, Ko Tōu Manawa (Burglary Prevention Squad through Ora Kōnekt) - The first phase of this project has now been completed, and home security upgrades have been rolled out across the 4412 area. This was celebrated with a number of street BBQ engagements. Council led the Joseph Street BBQ engagement, which had a great turn out and community feel. The partners are now evaluating the programme with a view to roll it out city wide. Mangai Atawhai (City Ambassadors) - Four Ambassadors have been employed across January, February and March. The team have enjoyed connecting with the community, especially at events, and have played a role in safety through visibility. Positive feedback about the return of the programme has been received from retailers.	G	G	G	
		G	G	G	G

Performance Measures	Comments	Oct	Dec	Mar	Jun
02. Measure: Increasing preparedness for emergencies in Palmerston North. Target: Narrative measure outlining Manawatu Wanganui CDEM preparedness 2- yearly survey trends and description of initiatives.	Council's Emergency Management team regularly interacts with community groups and at community events, including Explore Esplanade day. Regular interactions with key stakeholders ensure relationships are well established before an emergency. Council Emergency Management teams' water tank project continues to be popular with the community with high regular sales. Council's Volunteer rescue team NZRT4 is on track to become re-accredited through National Emergency Management Agency's new accreditation framework. Council will continue to interact with the community to be prepared for all emergencies and meet objectives from the Manawatu Whanganui CDEM group plan.				
03. Measure: Bylaws are reviewed on legal timeframe and enforced. Target: Narrative measure outlining description of programme to develop and review bylaws and their outcomes.	The bylaws programme is proceeding as planned. Of note this quarter is the hearing of submissions for the proposed Traffic and Parking Bylaw amendment (street racers) and a Councillor workshop to discuss the upcoming Gambling policy review.	G	G	G	
Goal 4: Eco-City					
Climate Change (Page 89 of the 10 Year Plan)					
01. Measure: Increase in sustainable practices. Target: Narrative measure outlining projects and initiatives that foster sustainable practices / behaviours and their impacts.	Many current initiatives leverage PNCC's enhanced data management capacity. These initiatives include: automation of predator tracking and pedestrian/cycle/traffic counts through AI image detection. Use of large language models to improve text data processing. Bird counts via audio processing rather than annual procurement of an expert to conduct manual counts. Continued roll out of next-generation automatic predator control, after early trials demonstrated a value proposition 5x greater than traditional analog traps.	G	G	G	
		G	G	W	

Performance Measures	Comments	Oct	Dec	Mar	Jun
02. Measure: Decrease in Council's total organisational emissions. Target: Narrative measure outlining greenhouse gas reduction initiatives and their impacts.	Draft annual organisational emissions inventory complete, ready for external auditing.				
03. Measure: Work with iwi and community groups to re-establish bush, particularly along waterways, and to control introduced predators. Target: Measured through Manawatu River level of service.	Council is still discussing options with Massey University staff and Rangitane, for replanting areas of land adjacent to the He Ara Kotahi walkway, into native bush post-harvest for the existing pine plantations. Council continues to work with Rangitane and private contractors to manage predators.	G	G	G	

Environmental Sustainability (Page 93 of the 10 Year Plan)

01. Measure: Increase in sustainable practices. Target: Narrative measure outlining projects and initiatives that foster sustainable practices / behaviours and their impacts.	Council provided support and funding for the Future Living Skills (Sustainable Living Programme) and has provided funding for this to be run again in the coming months. Staff continue to meet regularly with Plastic Pollution Challenge, Environment Network Manawatu, and the Zero Waste Action Group.	G	G	G	
02. Measure: Work with iwi and community groups to re-establish bush, particularly along waterways, and to control introduced predators. Target: Measured through Manawatu River level of service.	Council is still in discussions the with Massey University staff and Rangitane, regarding the opportunity to replant areas of land, adjacent to the He Ara Kotahi walkway, into native bush post-harvest of existing pine plantations. Council continues to work with Rangitane and private contractors to manage predators.	G	G	G	

Manawatu River (Page 97 of the 10 Year Plan)

Performance Measures	Comments	Oct	Dec	Mar	Jun
01. Measure: Increase in the public use of the river environment. Increase in native planting and observed biodiversity improvements in suitable locations in the river environment. Greater connectivity of features within the Manawātū River Park. Target: Narrative measure outlining public use the river, biodiversity and native plantings, and connectivity of features.	The Manawatu River Park was heavily impacted by Cyclone Gabrielle, with areas of the park closed to the public for a few weeks due to silt inundation. Surveying of river users was consequently delayed and will now occur in the April school holidays. The bike pump track alongside Centennial Drive was completed this quarter and is proving to be popular.	G	W	G	

Resource Recovery (Page 101 of the 10 Year Plan)

01. Measure: Compliance with resource consents for the Resource Recovery Activity measured by the number of abatement notices, infringement notices, enforcement orders and convictions. Target: 100% compliance	100% Compliance continues to be achieved. Operations are regularly monitored to ensure continued compliance with consent conditions along with producing reporting as required to Horizons Regional Council.	G	G	G	
		W	G	G	

Performance Measures	Comments	Oct	Dec	Mar	Jun
02. Measure: Decrease in per capita volume of waste sent to landfill. Target: Narrative measure outlining Council initiatives to decrease waste sent to landfill.	The 2019 Waste Management and Minimisation Plan (WMMP) sets a target of increasing waste diversion from 38% to 48% by 2025. Reducing the amount of material sent to landfill is to be achieved via the 26 actions that were set out in the WMMP. Initiatives and actions currently being undertaken include, but are not limited to, reinstating tours of the Materials Recovery Facility (MRF) to provide education, continued engagement with the community, actively participate in the Zero Waste Action Group, administer the Resource Recovery Fund to support community waste reduction initiatives, and actively working with existing and new commercial customers to maximise the number of resources that are recovered. In addition, we have two trials commencing at the end of March in the city - a kerbside food scraps collection service trial and a free rubbish bag trial for low-income households.				

Stormwater Activity (Page 107 of the 10 Year Plan)

01. Measure: The number of flood event per year resulting in stormwater from the Council's stormwater system entering a habitable floor in an urban area. Target: Less than 5	There have been no recorded flood events resulting in stormwater entering a habitable floor in an urban area. Note: 6 houses were impacted by flood water i.e. not stormwater in Cyclone Gabrielle.	G	G	G	
02. Measure: The number of habitable floors per 1,000 properties within urban stormwater service areas affected by a flood event. Target: Less than 2	There have been no recorded flood events resulting in stormwater entering a habitable floor in an urban area. Note: 6 houses were impacted by flood water i.e. not stormwater in Cyclone Gabrielle.	G	G	G	
03. Measure: Median time to attend a flooding event. (note: a flooding event is one resulting in stormwater entering a habitable building) Target: Less than 2 hours	There have been no recorded flood events resulting in stormwater entering a habitable floor in an urban area. Note: 6 houses were impacted by flood water i.e. not stormwater in Cyclone Gabrielle.	G	G	G	
		G	G	G	

Performance Measures	Comments	Oct	Dec	Mar	Jun
04. Measure: The number of complaints received about the performance of Council's stormwater system per 1,000 properties connected. Target: Less than 15	There have been a total of 147 complaints received or 4.3 complaints per 1000 connections. The complaints include 66 associated with pipe/underground services damage, 42 complaints related to property flooding or drainage issues and 36 complaints relate to waterway or open drain problems. The KPI is achieved.				
05. Measure: Compliance with resource consents for discharge from Council's stormwater system as measured by the number of abatement notices, infringement notices, enforcement notices and convictions received by Council in relation to resource consents. Target: 100% Compliance	All stormwater consent conditions have been completed with such that no convictions, abatement notices, infringement, or enforcement orders have been received.	G	G	G	

Wastewater Activity (Pages 107 of the 10 Year Plan)

01. Measure: Number of dry weather wastewater overflows from Council's wastewater system per 1,000 connections per year. Target: Less than 1	There have been 5 recorded incidents of a dry weather overflows so far during the 2022/23 financial year which is equivalent to 0.15 overflows per 1000 connections	G	G	G	
02. Measure: Complaints per 1,000 connections about wastewater odour, system faults, system blockages and Council's response to issues with the wastewater system. Target: Less than 15	A total of 192 complaints or requests for service have been recovered or an average of 5.7 connections per 1000 connections. Of the 192 complaints, 174 are attributed to service issues and resulted in a work order being issued for work to be undertaken. The complaints include 165 related to network blockages or wastewater leaks. There are 8 complaints of rats in berms and 14 complaints of smells from property. As previously noted in Q1 there is 1 report filed under treatment plant smell - however the record details indicate that this was related to an issue with a manhole on a private property.	G	G	G	
		G	G	G	

Performance Measures	Comments	Oct	Dec	Mar	Jun
03. Measure: Median time for attending to overflows resulting from blockages or other faults. Target: Less than 1.5 hours	Median time for attending to an overflow resulting from a blockage or other fault was 37 minutes.				
04. Measure: Median time for resolution of overflows resulting from blockages or other faults. Target: Less than 8 hours	The median time taken for resolution of overflows from blockages or other faults is 3 hours and 2 minutes.	G	G	G	
05. Measure: Compliance with resource consents for discharge from Council's wastewater system as measured by the number of abatement notices, infringement notices, enforcement notices and convictions received by Council in relation to resource consents. Target: 100% compliance	All waste water consents have been fully complied with such that no convictions, abatements, infringements, or enforcement orders have been received for quarter 3 2022/2023 year.	G	G	G	

Water Activity (Pages 107 of the 10 Year Plan)

01. Measure: Compliance with Part 4 (bacteria compliance criteria) of the Public Health Act 1956 (as amended by the Health (Drinking Water) Amendment Act 2007. Target: 100% compliance	Taumatā Arowai is the new Drinking Water Regulator. The Drinking Water Quality Assurance Rules came into effect on 15th November 2022, for the Compliance year beginning 1st January 2023. With the exception of the Turitea treatment plant (which is on track for compliance), PNCC supplementary bore supplies have not demonstrated compliance with the treatment plant Bacterial rules. This is due to a combination of deficiencies in infrastructure and the absence of online continuous monitoring at bore stations. Work is underway to achieve compliance, but this will not be completed in this financial year ending 30th June 2023.	G	G	R	
		G	G	G	

Performance Measures	Comments	Oct	Dec	Mar	Jun
02. Measure: Compliance with Part 5 (protozoal compliance criteria) of the Public Health Act 1956 (as amended by the Health (Drinking Water) Amendment Act 2007. Target: 100% compliance	Taumata Arowai is the new Drinking Water Regulator. The Drinking Water Quality Assurance Rules came into effect on 15th November 2022, for the Compliance year beginning 1st January 2023. PNCC supplies met 4.10.2 Protozoal rules 4.10.2.7 at the Turitea Treatment Plant. Deep supplementary bores without protozoa barrier are undergoing sanitary borehead upgrade and interim microbiological testing to demonstrate class 1 status within 24 months - to apply for an exemption from Protozoa barrier requirements.				
03. Measure: The number of complaints per 1,000 connections relating to clarity, taste, odour, continuity of supply, drinking water pressure or flow, and Council's response to any of these. Target: Less than 40	A total of 1129 complaints have been received or 33.2 complaints per 1000 connections. Of the 1129 total complaints 1063 complaints related to service faults. There were 66 complaints related to water quality which included 53 related to clarity, 9 complaints related to taste and 4 complaints related to odor. Within the total, there were 59 complaints relating to continuity of supply and 59 related to mains bursts. There were 19 complaints which relate to drinking water pressure.	G	G	G	
04. Measure: Average consumption of drinking water per day per resident. Target: Met - Less than 360 litres	The average consumption of drinking water per day per resident was calculated to be 238 Litres per day. (Based on benchmarks calculation done in June 2020)	G	G	G	
05. Measure: Median response time for urgent call out attendance. Target: Less than 2 hours	The median response time for urgent call out attendance is 31 minutes.	G	G	G	
06. Measure: Median response time for resolution of urgent call outs. Target: Less than 7 hours	The median response time for resolution of urgent call outs is 4 hours and 21 minutes.	G	G	G	
07. Measure: Median response time for non-urgent call out attendance. Target: Less than 10 hours	The median response time for non-urgent call out attendance is 18 hours and 25 minutes.	Y	G	Y	
08. Measure: Median response time for resolution of non-urgent call outs. Target: Less than 75 hours	The median resolution time for non-urgent call outs is 23 hours and 32 minutes.	G	G	G	
09. Measure: Percentage of real water loss from the water reticulation network. Target: Less than 20%	Real water losses for the 2022/23 will be calculated during the 4th quarter. The 2021 /22 financial year real water loss from the water reticulation network was calculated at 8.5%. This is less than the targeted 20%	W	W	G	

Performance Measures	Comments	Oct	Dec	Mar	Jun
Goal 5: Driven & Enabling Council					

Leadership Activity (Page 128 of the 10 Year Plan)

01. Measure:	R	B	R
More than two out of every three residents (in the Residents Survey) are 'satisfied' with both the 'opportunity to have a say' and the 'ease of having a say'. Target: Narrative measure outlining satisfaction trends.	The 2022 Residents Survey shows that 26% of residents are satisfied with "the ease of having a say in Council decision making", a decrease from an average of 38% over the previous three years. 50% are Neutral and 24% are Dissatisfied. For "opportunities to have a say", 35% are Satisfied, down from 44% in 2019-21. 45% are Neutral and 20% Dissatisfied. There have been drops in satisfaction with most Council services (and with other Councils doing the same survey) so it is likely that the results are being impacted by the negative national mood due to Covid-19, cost of living, etc. Nevertheless, the results do reflect residents' attitudes. Council encourages people to have their say by offering a range of easy-to-use techniques. For example, during this period there was a range of major communication and marketing pieces including summer water use, Cyclone Gabrielle, Consulting on Opie Reserve/high ropes/Featherston St/Summerhill Drive, water safety over summer, a busy events season, the rollout of the food waste trial, and the beginning of the annual budget. Across Facebook and Instagram 5.5 million people saw our content, just over 500,000 people actively engaged through comments/likes/shares etc and almost 16,000 people clicked through to our website to learn more. On Tik Tok, our content was viewed just over 3.5 million times and received just under 350,000 likes. Over the past three months our social media across all platforms doubled on the previous quarter as we continue to innovate and try new ways of storytelling. We now have the second largest council tik tok following in the world, after Liverpool and are on track to have a larger following within the next few months. Just under 121,000 people visited our website over this period, 213,000 times – a 16% increase over the same period last year. Two-thirds of people access our website via their mobile phones. The biggest spike on our website was 15 February, with more than 5,000 people seeking information on Cyclone Gabrielle's impact on Palmerston North. The biggest age demographic was 45 to 54-year-olds and 25 to 34-year-olds (both just under 20% of all site visitors). We are still seeing year-on-year growth in users in the 18 to 24-year-old age range (currently 10% of total users). The three main ways people visited our website during this period were from a google/search engine search (66%), coming directly (16%) and via referral – this is clicking on a link from another website (12%). Traffic from social media is typically one of our 3 main drivers. The change this month possibly reflects the quieter summer holiday period.		

Appendix 2 – Activities Operating Net Result

Activities Net Result Statement		2022/23			Variance explanation (10% of YTD budget or 30% of specified sum)	
For the period to 31 March 2023		Year to Date Actual	Bud. Var. \$000's	%	Full Year Revised Budget	Full Year Annual Budget
Operating Result by Activities						
Innovative & Growing City		6,275	5,975	-5%	7,837	7,804
City Growth		3,266	3,001	-9%	3,855	3,843
Economic Development		3,010	2,974	-1%	3,982	3,960
Transport		5,120	5,114	0%	7,382	9,698
Active and Public Transport		1,210	987	-23%	1,425	1,553
Roading		3,910	4,127	5%	5,957	8,145
Creative & Exciting City		13,967	14,689	5%	19,503	19,620
Active Communities		8,911	9,227	3%	12,340	12,457
Arts and Heritage		4,740	5,113	7%	6,694	6,694
City Shaping		316	350	10%	469	469
Connected & Safe Community		12,229	11,933	-2%	15,754	15,788
Connected Communities		11,711	11,210	-4%	14,519	14,592
Safe Communities		518	723	28%	1,236	1,196
Eco-City		5,103	5,630	9%	7,527	6,559
Climate change mitigation and adaption		175	159	-10%	212	212
Environmental sustainability		390	678	42%	889	1,002
Manawatu River		106	107	1%	143	137
Resource Recovery		4,431	4,685	5%	6,282	5,207
Stormwater		1,798	1,634	-10%	2,231	2,057
Wastewater		3,934	4,083	4%	5,411	4,319
Water		4,531	3,727	-22%	5,110	4,567
Driven & Enabling Council		7,505	9,765	23%	13,350	12,184
Governance and Active Citizenship		6,945	7,302	5%	9,643	9,693
Organisational performance		890	2,770	68%	4,193	3,241
Strategic Investments		(330)	(307)	8%	(486)	(751)
Activities Controllable Surplus / (Deficit)		60,462	62,551	3%	84,106	82,595

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Appendix 3 – Operating Programme Reporting

Major operating programmes		2022/23 \$'000s						Variance explanation
For the period to 31 March 2023		Activity	Year to Date Actual	Budget \$'000's	Bud. Var. %	FY Bud		
1572-Enterprise Resource Planning (ERP) System Replacement		Organisational performance	2,228	3,339	1,111 33%	4,400	The Kōtuitia project is favourable as a result of timing of resources being on-boarded later than originally planned. Some costs were also phased as regular monthly expenditure in the budget, but will actually fall due in certain months in the final quarter. The timing of some costs is being continually refined as scope reduces – this will result in an underspend at year end to be carried forward to next FY to complete the implementation post go-live.	
1520-Digital Transformation		Organisational performance	1,545	2,205	660 30%	3,674	Favourable variance mainly due to timing of consultancy costs, the programme is forecasted to accelerate spending in the final quarter of the year and meet budget.	
1506-Community Events		Connected Communities	487	558	71 13%	602	Favourable variance contributed by community events progress slower than planned and savings in the New Year Even event. Forecast the programme will meet full year budget	
2133-Health and Safety Improvement Programme		Organisational performance	96	380	284 75%	500	Favourable variance due to delay of project needs and development from external consultant, forecast likelihood of underspend of the full year budget	
1885-Asset Management Improvement Plan Task Programme		Strategic Investments	206	349	143 41%	466	In the third quarter progress on this programme has slowed significantly due to staff vacancies. Recruitment and engagement of consultants mean that it is anticipated that progress will pick up during the last quarter so that significant projects are completed by the end of the year. However, this may still result in an underspend for the full year.	
1614-Stormwater - Open channels and drains - maintenance		Stormwater	95	230	135 59%	342	Unfavourable weather conditions restricting progress, work will continue through to year end as weather permits.	
1750-Property Development - Summerhays Street Residential Subdivision		City Growth	0	210	210 100%	300	Initial planning and investigations works along with demolition of the old buildings were completed in 2021/22 FY. As this development has just been confirmed for funding through the Better Off Funding Application no further activity has occurred.	
1401-City-wide - Infiltration & Inflow Investigations		Waste water	25	188	163 86%	259	Favourable variance as a result of challenges in recruitment has delayed the start to this work. There will be pressure on delivery time lines for 2022/23.	
1929-Workforce Transformation		Organisational performance	72	207	136 65%	256	Favourable variance due to timing in consultancy costs, full year costs for workforce transformation are expected to match budget.	
2054-Funding Palmy BID group		City Shaping	188	187	(0) 0%	250	Programme is progressing as expected and it is forecast to be on track to deliver by year end.	

Appendix 4 – Capital expenditure by Group of Activities

Group of Activities - Capital Expenditure	2022/23 \$M					
	Year to Date		Variance	% YTD Budget Spent	Full Year Revised Budget	Full Year Annual Budget
For the period to 31 March 2023	Actual	Budget				
Capital New	27.2	47.1	19.9	58%	79.6	64.1
Innovative & Growing City	-	-	-	-	-	-
Creative & Exciting City	4.4	5.1	0.7	86%	10.4	9.0
Connected & Safe Community	5.1	6.9	1.8	74%	10.6	10.3
Eco-City	1.0	1.9	1.0	50%	2.5	2.6
Transport	7.7	19.5	11.9	39%	28.6	25.1
Water	3.5	5.3	1.7	67%	8.5	6.4
Wastewater	3.8	6.1	2.3	62%	11.0	7.1
Stormwater	1.4	1.7	0.3	83%	7.0	2.4
Driven & Enabling Council	0.3	0.5	0.2	62%	1.1	1.1
Capital Renewal	16.4	24.5	8.0	67%	34.1	32.7
Innovative & Growing City	0.4	0.4	(0.1)	117%	0.5	0.5
Creative & Exciting City	2.7	3.5	0.8	77%	6.9	6.6
Connected & Safe Community	1.8	1.9	0.2	91%	3.5	3.5
Eco-City	0.2	0.3	0.2	53%	0.5	0.5
Transport	3.7	5.3	1.6	70%	6.1	6.1
Water	2.8	4.6	1.8	61%	6.1	6.1
Wastewater	2.0	3.9	1.9	51%	5.0	4.3
Stormwater	0.3	0.7	0.5	37%	1.1	0.9
Driven & Enabling Council	2.5	3.7	1.2	67%	4.4	4.2

Appendix 5 – Capital expenditure by Programme (programmes over \$750,000)

Key for appendices 5 and 6:

Description	
Not Started	
On Budget Behind Schedule	
On Track	
Over Budget Behind Schedule	
Over Budget On Schedule	
Under Budget Ahead of Schedule	
Under Budget Behind Schedule	
Under Budget On Schedule	

Activity-Programme Name	YTD Actuals (\$000)	YTD Budget (\$000)	Variance (\$000)	Total Budget (\$000)	Status	Notes
Capital NEW						
Active and Public Transport						
2057-Regional Shared Path Network Improvements	\$231	\$637	\$406	\$1,300	Under Budget On Schedule	Delays through design stages due to complexities and negotiations with land owners. Designs progressing and will be substantially complete this FY.
2121-City-wide - Footpath Improvements	\$95	\$570	\$475	\$1,028	Under Budget Behind Schedule	Limited ability to progress as work requires tree root removal which is on hold pending decisions.
2206-Storm Damage – August 2022 Roadwork	\$252	-	(\$252)	\$1,627	Over Budget On Schedule	Newly created programme to remediate damages from storms earlier in the year. Designs developed for a number of retaining walls with others still in progress. Procurement planned for this FY and construction next.
Active Communities						

Activity-Programme Name	YTD Actuals (\$'000)	YTD Budget (\$'000)	Variance (\$'000)	Total Budget (\$'000)	Status	Notes
1857-Urban Growth - Kakatangita - Kikiwhenua - Reserves - Purchase and Development	\$3	\$1,295	\$1,292	\$1,295	Under Budget On Schedule	Negotiations have stalled with land owner. No immediate development planned so have deferred spend to a future FY.
Arts and Heritage						
902-Property - Seismic Strengthening of Council Properties	\$1,068	\$1,779	\$711	\$5,873	Under Budget On Schedule	Crematorium underway currently and progressing well. CAB deferred as part of budget process.
Climate change mitigation and adaption						
1888-Low Carbon Fund	-	\$541	\$541	\$777	Under Budget On Schedule	This fund is used as an allocation to capital projects to provide marginal capital to enable delivery of lower carbon options. \$592k has been allocated to projects through to the end of March.
Connected Communities						
1743-Social Housing - Papaloa Place Redevelopment - Stage 3	\$2,143	\$2,720	\$577	\$3,771	Under Budget On Schedule	Residential units to be completed by end of April. Community Lounge to be completed early next FY.
1896-Social Housing - Healthy Homes Compliance Items Purchase	\$781	\$653	(\$128)	\$976	On Budget Ahead of Schedule	Equipment purchased ready for installation.
Resource Recovery						
1371-Closed Landfills and Transfer Stations - Safety, Security and Development	\$576	\$687	\$112	\$812	On Track	Programme progressing as planned.
Roading						
167-James Line (Schnell Dr to Kelvin Grove Rd) - Improvements	\$96	\$1,572	\$1,476	\$1,574	Under Budget Behind Schedule	Delay due to detailed design peer review. Construction underway.
279-City-wide - Minor transport improvements	\$645	\$1,285	\$640	\$1,494	Under Budget Behind Schedule	Projects progressing. Minor delays due to contractor capacity / illness.
1440-Cuba Street urban streetscape improvements - Rangitikei to George Street (Stage 2)	\$2,391	\$2,169	(\$222)	\$2,169	On Budget Ahead of Schedule	Construction work completed with only some remedial work to be actioned by contractor.
1695-PNITI – Intersection & bridge improvements	\$341	\$630	\$289	\$914	Under Budget Behind Schedule	Design of bridges and roundabout progressing as planned.

Activity-Programme Name	YTD Actuals (\$'000)	YTD Budget (\$'000)	Variance (\$'000)	Total Budget (\$'000)	Status	Notes
2058-Urban Growth - NEIZ - Transport	\$1,357	\$2,559	\$1,203	\$3,000	Under Budget Behind Schedule	Minor delays may push completion to early next FY.
2059-Urban Transport Improvements - Enabling PNIT	\$1,878	\$2,081	\$203	\$2,722	On Track	Programme progressing as planned.
2119-Road to Zero - Transport Safety Improvements	\$378	\$1,722	\$1,343	\$3,030	Under Budget Behind Schedule	Scope changes and desire to upgrade other services concurrently has delayed designs of Cook Street roundabouts.
2124-Urban Growth - Ashhurst - Transport	\$127	\$2,475	\$2,348	\$3,016	Under Budget On Schedule	Design work to deconflict services underway. Commence construction next FY.
Safe Communities						
1552-Animal Shelter - New Building	\$1,394	\$2,281	\$887	\$4,455	Under Budget Behind Schedule	Minor delays due to inability to do earthworks in wet weather. On track to complete as planned.
Stormwater						
1001-Urban Growth - Whakarongo - Stormwater	\$62	\$230	\$168	\$4,754	Under Budget Ahead of Schedule	Land purchase settled and will reflect in April's financials.
1060-City-wide - Stormwater Network Improvement Works	\$1,126	\$948	(\$177)	\$1,182	On Track	Programme of work progressing well.
Wastewater						
1617-Tolara Road Wastewater Treatment Plant - Biogas System Improvements	\$58	\$487	\$429	\$1,238	Under Budget Behind Schedule	Delayed in detailed design. Designs to be completed this FY as planned.
1619-Tolara Road Wastewater Treatment Plant - Inlet Screens	\$375	\$644	\$269	\$900	Under Budget On Schedule	Currently under construction. Significant savings anticipated.
2128-WWTP - Consent Application	\$2,781	\$3,447	\$666	\$6,188	On Track	Consent lodged as planned. Working through feedback from Horizons.
Water						
1005-Urban Growth - NEIZ - Water Supply	\$880	\$1,559	\$679	\$1,559	Under Budget Behind Schedule	Minor delays may push completion to early next FY.

Activity-Programme Name	YTD Actuals (\$'000)	YTD Budget (\$'000)	Variance (\$'000)	Total Budget (\$'000)	Status	Notes
1697-Turitea WTP - Water Supply Resilience - Upgrades	\$792	\$1,200	\$407	\$2,112	Under Budget Behind Schedule	Programme progressing as planned.
Capital RENEWAL						
Active Communities						
1051-CET Arena - Arena Renewals	\$724	\$1,023	\$299	\$2,393	Under Budget On Schedule	Arena 2 roof is currently under construction and due to be completed this FY as weather has impacted speed of work. Arena 3 roof due to begin construction in June.
1837-Swimming Pools - Pool Renewals	\$161	\$271	\$110	\$840	Under Budget On Schedule	Timing of construction of changing room renewal with winter shutdown will require carrying forward some of this budget.
Arts and Heritage						
213-Cultural Facilities - Renewals	\$447	\$528	\$81	\$768	On Budget Behind Schedule	Minor delays but on track to be completed this FY.
Connected Communities						
188-City Library Replacement and Purchase of Library Materials	\$552	\$589	\$36	\$775	On Track	Programme progressing as planned.
Organisational performance						
281-CAB - Renewals	\$1,093	\$1,218	\$125	\$1,318	On Track	Programme progressing as planned.
Roading						
115-City-wide - Sealed Pavement Renewals (Waka Kotahi Subsidies)	\$914	\$2,004	\$1,091	\$2,010	Under Budget Behind Schedule	Ferguson / Pitt progressing well after initial delays.
139-City-wide - Sealed Road Resurfacing	\$1,568	\$1,917	\$349	\$2,217	On Budget Behind Schedule	Delayed start due to unseasonably cold weather.
Strategic Investments						
1879-Council's Plant and Vehicle - Replacements	\$717	\$1,112	\$395	\$1,112	Under Budget Ahead of Schedule	Timing of some purchases delayed because of need to access new designs.
Wastewater						

Activity-Programme Name	YTD Actuals (\$000)	YTD Budget (\$000)	Variance (\$000)	Total Budget (\$000)	Status	Notes
54-City-wide - Wastewater Pipe Renewal	\$1,297	\$2,556	\$1,259	\$2,833	Under Budget On Schedule	Pioneer Highway currently under construction with other projects to follow.
Water						
199-City-wide - Water Supply Bore and Network Facility Renewals	\$39	\$662	\$623	\$902	Under Budget On Schedule	Work to occur later than originally planned.
218-City-wide - Water Main Renewals	\$1,711	\$2,179	\$468	\$2,448	Under Budget Behind Schedule	Delivery delays due to weather earlier in the year.

Appendix 6 – Capital expenditure by Programme (programmes under \$750,000)

The following table highlights spend against budget of the programmes with budgets less than \$750,000.

Activity-Programme Name	YTD Actuals (\$000)	YTD Budget (\$000)	Variance (\$000)	Total Budget (\$000)	Status
Capital NEW					
Active and Public Transport					
1559-City-wide - Urban Cycle Infrastructure Network improvements	\$181	-	(\$181)	\$625	Over Budget On Schedule
1680-City-wide - Public Transport Infrastructure Improvements	-	\$40	\$40	\$93	Under Budget On Schedule
1803-Neighborhood Streetscape Improvements	\$30	\$246	\$215	\$248	Under Budget Behind Schedule
1925-Urban Growth - Development Contributions - Active Transport	-	\$98	\$98	\$134	Under Budget On Schedule
2026-Active Transport Measurement	\$27	\$145	\$118	\$206	Under Budget Behind Schedule
2056-City-wide - Supporting Cycle Infrastructure Improvements	\$13	\$51	\$37	\$103	Under Budget On Schedule
2120-City-wide - Off Road Shared Path Network Improvements	\$150	\$414	\$264	\$700	Under Budget Behind Schedule
2207-City-wide - Urban Cycle Infrastructure Network improvements	\$3	\$75	\$72	\$300	Under Budget Behind Schedule
2231-City-wide - Transport Choices - Public Transport	\$21	\$75	\$54	\$300	Under Budget Behind Schedule
Active Communities					
111-Local Reserves - Roslyn - Edwards Pit Park Development	\$14	\$36	\$22	\$36	Under Budget On Schedule
165-Outdoor Adventure Reserves - Arapuke Forest Park/Kahuterawa Development	\$2	-	(\$2)	\$7	Over Budget Ahead of Schedule
967-City-wide - Edibles Planting	\$1	-	(\$1)	\$5	Over Budget Behind Schedule
1099-Parks and Reserves - Shade Development	\$42	\$20	(\$21)	\$40	Over Budget Ahead of Schedule
1560-Sportsfields - Bill Brown Park - Additional Carparking	\$23	-	(\$23)	\$35	Over Budget Ahead of Schedule
1763-CET Arena - Property Purchase	-	\$450	\$450	\$450	Under Budget On Schedule
1845-City Growth - City Reserves - Te Marae o Hine - The Square - Capital New	\$131	\$162	\$31	\$162	On Budget Behind Schedule

Activity-Programme Name	YTD Actuals (\$000)	YTD Budget (\$000)	Variance (\$000)	Total Budget (\$000)	Status
1846-City Growth - City Reserves - Walkway Extensions - Capital New	\$96	\$150	\$54	\$429	Under Budget On Schedule
1847-City Growth - City Reserves - Victoria Esplanade - Capital New	\$17	\$19	\$2	\$19	On Budget Behind Schedule
1848-City Growth - City Reserves - Linklater Reserve - Capital New	\$126	\$103	(\$24)	\$125	Over Budget Ahead of Schedule
1850-City Growth - City Reserves - Memorial Park - Capital New	\$10	\$200	\$190	\$225	Under Budget On Schedule
1851-Sportsfield Improvements - Capital New	\$11	\$10	(\$2)	\$12	On Track
1852-Local Reserves - Improvements to existing reserves to close identified level of service gaps	\$113	\$59	(\$54)	\$154	Over Budget Behind Schedule
1853-Local Reserves - Development of Existing Reserves - Capital New	\$6	\$19	\$13	\$27	Under Budget Behind Schedule
1856-Urban Growth - Hokowhitu - Reserves - Purchase and Development	\$82	\$140	\$58	\$444	Under Budget Behind Schedule
1859-Urban Growth - Whakarongo - Reserves Purchase and Development	-	-	-	\$28	Not Started
1884-Local Reserves - Accessibility and Safety Improvements	\$67	\$61	(\$5)	\$102	On Track
2138-Lido Backwash Compliance	\$69	\$155	\$86	\$199	Under Budget On Schedule
City Shaping					
1330-Placemaking Co-created Project (capital)	-	-	-	\$16	Not Started
1473-City Centre Lighting and Projection Demonstration Project	-	-	-	\$89	On Budget Behind Schedule
1476-City Centre Laneways Programme	-	-	-	\$21	Not Started
2122-CBD Streets for People	\$163	\$434	\$271	\$600	Under Budget On Schedule
Climate change mitigation and adaption					
1924-Improving remote monitoring capabilities	\$21	\$21	(\$1)	\$41	On Track
Connected Communities					
161-Public Toilets - New City-wide Toilets	\$423	\$593	\$170	\$596	Under Budget On Schedule
1196-Cemeteries - Kelvin Grove - Renewal of staff facilities	\$67	\$137	\$69	\$252	Under Budget On Schedule
1561-Community Centres - Kelvin Grove Community Centre Carpark	\$238	\$257	\$18	\$305	On Budget Ahead of Schedule
1833-City Growth - Cemeteries - Extensions to burial and ashes areas to meet demand	\$20	\$200	\$181	\$200	Under Budget Behind Schedule
1948-Events and Festival Equipment Purchase	\$3	\$42	\$38	\$42	Under Budget On Schedule
Environmental sustainability					
1077-Citywide - Biodiversity Enhancement Through Native Planting	\$2	-	(\$2)	\$46	Over Budget On Schedule

Activity-Programme Name	YTD Actuals (\$000)	YTD Budget (\$000)	Variance (\$000)	Total Budget (\$000)	Status
1451-Property - LED Lighting Upgrades	\$150	\$167	\$17	\$167	On Budget Ahead of Schedule
Governance and Active Citizenship					
1676-Improve participation in Council and Committee meetings	-	\$56	\$56	\$230	Under Budget On Schedule
Manawatu River					
1892-City Growth - City Reserves - Manawatu River Park - Hokowhitu Lagoon Development Plan	-	-	-	\$10	Not Started
1895-City Growth - City Reserves - Manawatu River Park - Te Motu o Poutoa Development Plan - Implementation	\$29	-	(\$29)	\$60	Over Budget Behind Schedule
Organisational performance					
60-Information Management Strategic Plan Project - New Software Applications	\$20	\$82	\$61	\$109	Under Budget On Schedule
1736-CAB - Rubbish and Recycling Compound	\$62	\$51	(\$11)	\$56	Over Budget Ahead of Schedule
1826-CAB - Workplace Transformation	-	-	-	\$302	Not Started
2047-Property - Furniture transformation	\$75	\$60	(\$15)	\$75	Over Budget Ahead of Schedule
Resource Recovery					
506-City-wide - Public Space Rubbish & Recycling Bins Development	\$6	\$49	\$42	\$66	Under Budget Behind Schedule
657-Urban Growth - Recycling - City-wide Wheelie Bins and Crates	\$67	\$60	(\$6)	\$80	On Track
721-Awapuni Closed Landfill - Landscaping Development	(\$11)	\$20	\$31	\$26	Under Budget Behind Schedule
1373-City-wide - Recycling Drop Off Facilities - Development	\$20	\$72	\$53	\$72	Under Budget On Schedule
1410-Recycling - City-wide Recycling Services to Commercial/orgnisational Properties Development	\$28	\$27	(\$1)	\$41	On Track
1783-Rubbish and Recycling Buildings - Staff Welfare and Health and Safety Improvements	\$84	\$229	\$145	\$254	Under Budget Behind Schedule
1810-City-wide - Diversion of Waste from Landfill - New Materials Development	-	\$70	\$70	\$70	Under Budget On Schedule
2131-Recycling Wheelie Bin Lid Latches purchase and installation	-	-	-	\$0	Not Started
Roading					
201-Urban Growth - Development Contributions - Transport	\$164	\$206	\$43	\$206	Under Budget On Schedule
324-Park Road / Cook Street - Intersection Improvements	-	-	-	\$75	Not Started
684-Longburn Rongotea Road/No. 1 Line - Intersection Safety Upgrade	\$30	\$210	\$180	\$250	Under Budget Behind Schedule
1003-Whakarongo - Intersection Upgrades	\$27	\$358	\$330	\$358	Under Budget Behind Schedule

Activity-Programme Name	YTD Actuals (\$000)	YTD Budget (\$000)	Variance (\$000)	Total Budget (\$000)	Status
1121-Tennent Drive Improvements - Food HQ & Massey	\$0	\$91	\$91	\$131	Under Budget On Schedule
1367-City-wide - Street Light Infill	\$635	\$568	(\$68)	\$720	On Track
1615-City-wide - Parking and Traffic Signs and Marking	\$625	\$32	(\$593)	\$52	Over Budget Behind Schedule
1804-Road drainage improvements	-	\$60	\$60	\$82	Under Budget Behind Schedule
1807-City-wide - Car park infrastructure improvements	\$49	\$226	\$177	\$411	Under Budget Behind Schedule
1808-City-wide - Street amenity improvements	\$115	\$166	\$51	\$282	Under Budget Behind Schedule
2013-PNITI – Strategic Transport Corridor Improvements	\$29	\$175	\$146	\$258	Under Budget Behind Schedule
2111-Kelvin Grove Road - Safety Improvements to intersections	\$152	\$315	\$163	\$619	Under Budget Behind Schedule
2123-Urban Growth - Kakatangiata - Transport	-	\$148	\$148	\$400	Under Budget On Schedule
2142-Physical deterrent (installation of speed humps) at additional locations	-	\$50	\$50	\$50	Under Budget On Schedule
2204-Address Street Racer Issues	\$37	\$100	\$63	\$100	Under Budget Behind Schedule
Stormwater					
51-Urban Growth - Development Contributions - Stormwater	\$18	-	(\$18)	\$207	Over Budget Behind Schedule
1372-City-wide Stormwater Pump Stations Improvement	\$32	\$230	\$198	\$487	Under Budget On Schedule
1706-City-wide - Stormwater Network Resilience	\$211	\$223	\$11	\$223	On Budget Behind Schedule
1708-City-wide - Stormwater Flood Mitigation	\$1	\$113	\$112	\$143	Under Budget Behind Schedule
Strategic Investments					
99-New Vehicles and Plant to enable the delivery of improved Council services	\$120	\$219	\$99	\$296	Under Budget Behind Schedule
Wastewater					
66-Totara Road Wastewater Treatment Plant - Resilience Programme	\$22	\$416	\$395	\$714	Under Budget On Schedule
73-Urban Growth - Development Contributions - Wastewater	-	-	-	\$104	Not Started
210-Urban Growth - NEIZ - Wastewater	\$474	\$674	\$201	\$674	Under Budget Behind Schedule
1000-Urban Growth - Whakarongo - Wastewater	(\$2)	-	\$2	\$217	Under Budget On Schedule

Activity-Programme Name	YTD Actuals (\$000)	YTD Budget (\$000)	Variance (\$000)	Total Budget (\$000)	Status
1074-Totara Road Wastewater Treatment Plant - Earthquake Strengthening of Civil Structures	\$4	\$52	\$48	\$100	Under Budget Behind Schedule
1616-City-wide - Wastewater Pump Station - Capacity Upgrade	\$18	\$258	\$240	\$328	Under Budget Behind Schedule
1618-Totara Road Wastewater Treatment Plant - High Voltage Power resilience upgrades	\$11	\$7	(\$4)	\$218	Over Budget On Schedule
1711-Industrial Growth - Longburn Industrial Park - Wastewater	\$1	\$45	\$44	\$45	Under Budget Behind Schedule
1712-City-wide Wastewater wet weather overflow mitigation	\$12	\$50	\$38	\$200	Under Budget Behind Schedule
1821-City-wide Wastewater Pipeline Realignment of at-risk mains	\$36	\$35	(\$1)	\$50	On Budget Behind Schedule
Water					
124-Turitea WTP - Drinking Water Standards Upgrades	\$109	\$190	\$81	\$600	Under Budget On Schedule
132-City-wide - Water Supply Resilience - Trunk Mains	\$16	\$40	\$24	\$113	Under Budget Behind Schedule
246-Urban Growth - Development Contributions - Water Supply	-	-	-	\$259	Not Started
651-City-wide - Water Supply Resilience - Seismic Strengthening	\$445	\$532	\$87	\$532	On Track
986-Turitea Dams - Aeration Upgrade	\$0	\$61	\$61	\$61	Under Budget On Schedule
1054-Ashhurst - Water Quality Improvements	\$19	\$80	\$61	\$207	Under Budget Behind Schedule
1384-City-wide - Water Supply Resilience - Additional Reservoirs	\$321	\$470	\$149	\$572	Under Budget On Schedule
1388-Palmerston North - District Metering Areas for Water Supply	\$147	\$232	\$85	\$348	Under Budget On Schedule
1389-City-wide - Water Supply Resilience - Security of Supply	\$17	\$253	\$236	\$373	Under Budget Behind Schedule
1607-City-wide - Health & Safety - Water Treatment Chemical Handling	\$2	\$208	\$206	\$317	Under Budget Behind Schedule
1696-City-wide - Drinking Water Standards Upgrades	\$2	\$50	\$48	\$145	Under Budget Behind Schedule
1863-City-wide - Water Supply Resilience - Generators	\$16	\$19	\$3	\$19	On Budget Behind Schedule
1883-Water Operations -Small Plant & Equipment - New	\$10	\$11	\$2	\$16	On Budget Behind Schedule
2048-City-wide - Water Toby and Manifold enhancements	\$205	\$300	\$95	\$576	Under Budget Behind Schedule
2060-City-wide - Commercial Water Meters	-	\$57	\$57	\$157	Under Budget On Schedule

Activity-Programme Name	YTD Actuals (\$000)	YTD Budget (\$000)	Variance (\$000)	Total Budget (\$000)	Status
2228-City-wide - Water Main Improvement	\$557	-	(\$557)	\$552	Over Budget On Schedule
Capital RENEWAL					
Active and Public Transport					
64-City-wide - Footpath Renewals (Waka Kotahi Subsidies)	\$280	\$518	\$238	\$741	Under Budget Behind Schedule
181-City-wide - Public Transport Infrastructure Renewals	-	\$12	\$12	\$31	Under Budget On Schedule
648-City-wide - Supporting Cycle Infrastructure Renewals	-	\$15	\$15	\$21	Under Budget On Schedule
2110-City-wide - Footpath Renewals (No Subsidy)	-	\$240	\$240	\$327	Under Budget Behind Schedule
Active Communities					
819-Central Energy Trust Arena - Replacement of Equipment	\$42	\$32	(\$10)	\$46	Over Budget On Schedule
1759-CET Arena - Grounds Renewals	\$44	\$20	(\$24)	\$46	Over Budget Ahead of Schedule
1786-Recreational Buildings - Sports Pavilion and Changing Room Renewals	\$72	\$42	(\$30)	\$310	Over Budget Behind Schedule
1827-Local Reserves - Renewals	\$415	\$521	\$107	\$698	Under Budget On Schedule
1829-Sportsfields and Artificial Turfs - Renewals	\$147	\$195	\$48	\$258	Under Budget On Schedule
1830-City Reserves - Memorial Park - Renewals	\$149	\$163	\$14	\$217	On Budget Behind Schedule
1831-City Reserves - Te Marae o Hine - The Square - Renewals	\$1	\$56	\$55	\$73	Under Budget Behind Schedule
1832-City Reserves - Ashhurst Domain - Renewals	\$22	\$24	\$2	\$36	On Track
1834-City Reserves - Walkways - Renewals	\$45	\$79	\$34	\$99	Under Budget Behind Schedule
1835-City Reserves - Linklater Reserve - Renewals	\$60	\$62	\$2	\$62	On Budget Ahead of Schedule
1840-City Reserves - Victoria Esplanade- Renewals	\$307	\$314	\$8	\$332	On Track
1960-Central Energy Trust Arena- Arena 1 Sound System Replacement-oval	-	-	-	\$205	Not Started
1962-Arena Security Card System	-	\$35	\$35	\$51	Under Budget On Schedule
1964-Arena Indoor Stadium Sound System Replacement	-	\$150	\$150	\$304	Under Budget On Schedule
1965-Arena Kitchen Equipment Replacement	\$85	-	(\$85)	\$154	Over Budget On Schedule
Arts and Heritage					
1144-Manawatu Heritage (Archives Digital Repository) Renewal	-	-	-	\$10	Not Started
Connected Communities					

Activity-Programme Name	YTD Actuals (\$000)	YTD Budget (\$000)	Variance (\$000)	Total Budget (\$000)	Status
40-Noise Measuring Equipment for Noise Complaints - Rolling Replacement	-	\$20	\$20	\$20	Under Budget On Schedule
178-City Library (all sites) Replacement of Shelving, Furniture and Equipment	\$0	-	(\$0)	\$37	Over Budget On Schedule
180-Social Housing - Renewals	\$233	\$332	\$100	\$513	Under Budget Behind Schedule
186-Public Toilets - Renewals	\$157	\$189	\$33	\$284	On Track
202-Central Library Interior Design Renewals	\$4	-	(\$4)	\$21	Over Budget On Schedule
203-Community Libraries, Youth Space, Blueprint and Mobile Library Interior Design Renewals	-	-	-	\$52	Not Started
265-Community Centres - Renewals	\$105	\$200	\$95	\$200	Under Budget On Schedule
563-Cemeteries - Kelvin Grove - Crematorium Office reconfiguration to address health and safety issues	-	\$123	\$123	\$266	Under Budget On Schedule
567-Cemeteries - Crematorium Chapel Interior Renewals	-	\$26	\$26	\$66	Under Budget On Schedule
1120-Community Libraries - Renewals	\$2	\$51	\$50	\$51	Under Budget Behind Schedule
1136-CET Wildbase Recovery Centre - Renewals	\$76	\$103	\$26	\$103	Under Budget Behind Schedule
1138-Digital Technology to Support 21st Century Citizens and Service (Renewal)	\$3	-	(\$3)	\$53	Over Budget On Schedule
1269-Bylaw Signage - Replacement	-	\$19	\$19	\$19	Under Budget On Schedule
1452-Community Stage - repair	-	\$11	\$11	\$11	Under Budget On Schedule
1742-Social Housing - Grounds Renewals	\$115	\$113	(\$2)	\$133	On Track
1769-Community Agency Facilities - Renewals	\$117	\$53	(\$63)	\$121	Over Budget Ahead of Schedule
1775-Central Library - Renewals	\$10	\$5	(\$5)	\$103	Over Budget On Schedule
1796-Cemeteries - Building Renewals	\$2	-	(\$2)	\$41	Over Budget On Schedule
1828-Cemeteries - Non-Building Asset Renewals	\$8	\$80	\$71	\$88	Under Budget On Schedule
Economic Development					
251-Conference & Function Centre - Replacement of Equipment	\$16	\$26	\$11	\$37	Under Budget On Schedule
270-Holiday Park - Renewals	\$288	\$215	(\$73)	\$280	Over Budget On Schedule
664-Conference & Function Centre - Renewals	\$77	\$32	(\$45)	\$103	Over Budget Ahead of Schedule
1166-Conference & Function Centre - Equipment Purchases	\$54	\$55	\$1	\$72	On Track
1730-Information Centre - Building Renewals	\$14	\$10	(\$3)	\$10	Over Budget Ahead of Schedule
1943-Information Centre Refurbishment	-	\$45	\$45	\$45	Under Budget On Schedule

Activity-Programme Name	YTD Actuals (\$000)	YTD Budget (\$000)	Variance (\$000)	Total Budget (\$000)	Status
Manawatu River					
1825-City Reserves - Manawatu River Park - Renewals	\$6	\$6	\$0	\$6	On Track
Organisational performance					
53-Computer Replacement - Rolling Replacements	\$236	\$381	\$145	\$508	Under Budget On Schedule
58-Network Additions and Upgrades	\$24	\$43	\$18	\$43	Under Budget On Schedule
68-Aerial Photography	-	-	-	\$42	Not Started
86-Property - Furniture Replacements	\$50	\$50	\$0	\$50	On Budget Ahead of Schedule
221-Print Synergy - Replacement of Print Synergy Machinery	-	\$8	\$8	\$10	Under Budget On Schedule
272-Staff Cafeteria - Replacement of Equipment	\$2	\$6	\$4	\$6	Under Budget On Schedule
318-Telecommunications Replacement - Council Buildings	\$10	\$118	\$108	\$157	Under Budget On Schedule
784-Replacement of Council's Photocopiers/Printers	-	\$65	\$65	\$87	Under Budget On Schedule
1732-Depot - Hard Surfaces Renewals	(\$25)	\$0	\$25	\$4	Under Budget On Schedule
Resource Recovery					
185-Closed Landfills and Transfer Stations - Site Renewals	(\$17)	\$36	\$53	\$36	Under Budget Behind Schedule
612-Recycling - City-wide Wheelie Bin and Crate Renewals	\$70	\$60	(\$9)	\$80	On Track
649-Recycling - Materials Recovery Facility Renewals	\$23	\$105	\$82	\$163	Under Budget On Schedule
1368-City-wide - Public Space Rubbish & Recycling Bins Renewals	\$4	\$34	\$30	\$47	Under Budget Behind Schedule
1374-City-wide - Recycling Drop Off Facilities - Renewals	\$6	\$15	\$9	\$28	Under Budget Behind Schedule
1721-Composting Activity Site Renewals	\$3	\$8	\$5	\$8	Under Budget Behind Schedule
1784-Rubbish and Recycling Buildings - Renewals	\$82	\$65	(\$17)	\$126	Over Budget Behind Schedule
Roading					
74-City-wide - Street Light Renewals	\$521	\$144	(\$377)	\$170	Over Budget Ahead of Schedule
122-City-wide - Road Drainage Renewals	\$417	\$278	(\$139)	\$382	Over Budget Behind Schedule
162-City-wide - Vehicle Crossing Renewals	-	\$77	\$77	\$119	Under Budget Behind Schedule
1805-City-wide - Transport structure component renewal	\$34	\$129	\$95	\$129	Under Budget Behind Schedule

Activity-Programme Name	YTD Actuals (\$000)	YTD Budget (\$000)	Variance (\$000)	Total Budget (\$000)	Status
Safe Communities					
1512-CCTV replacements	\$356	-	(\$356)	\$513	Over Budget On Schedule
1569-Replacement of wearable cameras for parking and animal control officers	\$20	\$20	\$0	\$20	On Track
Stormwater					
20-City-wide - Stormwater Pump Station Renewals	\$157	\$298	\$141	\$413	Under Budget Behind Schedule
1062-City-wide - Stormwater Network Renewal Works	\$107	\$422	\$315	\$642	Under Budget Behind Schedule
Strategic Investments					
80-Council Small Mobile Plant and Equipment - Replacement	\$55	\$231	\$176	\$231	Under Budget Behind Schedule
85-Depot - Buildings and Structures Renewals	\$106	\$118	\$13	\$118	On Budget Ahead of Schedule
1753-Investment Properties - Building Renewals	\$39	\$43	\$5	\$320	On Track
1791-Parks Depot - Building Renewals	\$17	\$95	\$78	\$170	Under Budget Behind Schedule
1970-Gordon Kear Forest Culvert Replacements	\$48	-	(\$48)	\$48	Over Budget On Schedule
2022-Property - Hard Surfaces Renewals	\$116	\$205	\$89	\$205	Under Budget On Schedule
Wastewater					
65-City-wide - Wastewater Pump Station Renewal	\$222	\$388	\$165	\$579	Under Budget Behind Schedule
179-Totara Road Wastewater Treatment Plant - Minor Equipment Renewals	\$161	\$457	\$296	\$595	Under Budget Behind Schedule
1380-Totara Rd WWTP - Biogas Generator Major Overhauls	\$32	\$270	\$238	\$389	Under Budget Behind Schedule
1620-Totara Road Wastewater Treatment Plant - High Voltage Power renewals	\$228	\$12	(\$216)	\$248	Over Budget Behind Schedule
1714-City-wide Wastewater Trunk Mains Renewal	\$37	\$100	\$63	\$200	Under Budget Behind Schedule
1799-Wastewater Treatment Plant - Buildings Renewals	\$77	\$139	\$62	\$139	Under Budget On Schedule
1801-Wastewater Pump Stations - Building Renewals	\$23	\$20	(\$3)	\$20	On Budget Ahead of Schedule
Water					
207-Turitea WTP - Equipment and Facility Renewals	\$251	\$523	\$272	\$725	Under Budget Behind Schedule
214-City-wide - Water Toby and Manifold Renewals	\$569	\$538	(\$31)	\$742	On Track

Activity-Programme Name	YTD Actuals (\$000)	YTD Budget (\$000)	Variance (\$000)	Total Budget (\$000)	Status
1061-City-wide - Water Supply Reservoir Renewals	\$13	\$97	\$85	\$311	Under Budget On Schedule
1700-City-wide - Water Meter Renewals	\$56	\$116	\$60	\$456	Under Budget Behind Schedule
1701-City-wide - Water Supply Valve & Hydrant Renewals	\$111	\$359	\$249	\$362	Under Budget Behind Schedule
1797-Water Treatment Plant - Building Renewals	\$56	\$79	\$23	\$79	Under Budget Ahead of Schedule
1822- Water Pump Stations - Building Renewals	\$10	\$12	\$2	\$12	On Budget Ahead of Schedule
2042-Turitea WTP - Raw Water Main Renewal	-	\$40	\$40	\$40	Under Budget Behind Schedule

Appendix 7 – Financial Statements

Palmerston North City Council
Summary of Financial Performance
For the period to 31 March 2023

	Year to Date			Full Year	
	Actual	Budget	Actual	Revised	Annual
	\$M	\$M	Prior Year \$M	Budget \$M	Budget \$M
OPERATING REVENUE					
Rates revenue	87.1	86.6	82.3	115.4	115.4
Interest and dividends	0.9	0.0	0.2	0.0	0.0
Other revenue	29.0	24.3	22.5	32.1	31.9
Operating subsidies and grants	5.1	4.0	3.4	6.0	5.3
TOTAL OPERATING REVENUE	122.1	114.9	108.4	153.5	152.6
CAPITAL REVENUE					
Capital subsidies and grants	4.0	6.7	7.6	9.2	8.3
Development contributions	6.6	1.9	2.0	2.6	2.6
Vested assets	12.7	1.5	0.0	2.0	2.0
TOTAL CAPITAL REVENUE	23.3	10.1	9.6	13.8	12.9
TOTAL REVENUE	145.4	125.0	118.0	167.3	165.5
EXPENSES					
Employee remuneration	42.4	42.8	38.4	57.3	57.2
Elected member remuneration	0.8	0.8	0.8	1.1	1.1
Depreciation and amortisation	31.3	29.1	28.0	38.9	38.9
Interest	6.0	4.7	3.7	6.7	6.7
Professional service costs	9.8	14.0	7.9	20.2	18.9
Other expenses	35.6	33.3	18.8	43.6	42.6
TOTAL EXPENSES	125.9	124.7	97.6	167.8	165.4
NET SURPLUS/(DEFICIT) BEFORE TAX	19.5	0.3	20.4	(0.5)	0.1

Palmerston North City Council
Statement of Financial Position
For the period to 31 March 2023

	2022/23			As at 30 June 2022
	As at 31 March 2023		Full Year	
	Actual \$M	Budget \$M	Rev Budget \$M	
Current Assets				
Cash & Short Term Deposits	2	2	2	2
Trade and other receivables	19	10	12	12
Inventory	4	2	2	2
Derivative financial instruments	3	1	1	1
Other financial assets	20	25	25	25
Total Current Assets	48	40	42	42
Non-Current Assets				
Property, plant and equipment	2,147	2,167	2,242	2,123
Inventory-Non-current	3	4	3	4
Intangible Assets	1	1	1	1
Biological Assets	2	2	2	2
Investment Properties	5	5	5	5
Investments & Advance	22	16	16	16
Derivative financial instruments	-	-	-	-
Total Non-Current Assets	2,180	2,195	2,269	2,151
Total Assets	2,228	2,235	2,311	2,193
Current Liabilities				
Bank overdraft	-	-	-	-
Trade and other payables	28	22	27	27
Provisions	1	1	1	1
Current Employee Entitlements	7	7	7	7
Current Portion - Term Liab	20	25	25	25
Derivative financial instruments	-	-	-	-
Total Current Liabilities	56	55	60	60
Non-Current Liabilities				
Provisions	-	-	-	-
Term Employee Entitlements	1	1	1	1
Term Liabilities	192	220	245	173
Derivative financial instruments	-	-	-	-
Total Non-Current Liabilities	193	221	246	174
Total Liabilities	249	276	306	234
Assets less Liabilities	1,979	1,959	2,005	1,959
Public Equity				
Retained earnings	1,101	1,081	1,080	1,081
Other reserves	878	878	925	878
Total Public Equity	1,979	1,959	2,005	1,959

Palmerston North City Council
Statement of Cash Flows
For the period to 31 March 2023

	Year to Date		Full Year	
	Actual \$M	Revised Budget \$M	Revised Budget \$M	Annual Budget \$M
Cash Flows From Operating Activities				
Receipts from rates revenues	87.7	87.0	115.4	115.4
Interest received	0.9	-	-	-
Dividends received	-	-	-	-
Operating subsidies and grants	5.1	4.0	6.0	5.3
Receipts from other revenue	17.4	25.5	32.1	31.9
Capital subsidies and grants	4.6	6.9	9.2	8.3
Development contributions	6.6	1.9	2.6	2.6
Receipts from tax losses	-	-	-	-
Interest paid	(6.0)	(4.7)	(6.7)	(6.7)
Payments to suppliers and employees	(95.4)	(104.3)	(137.8)	(130.1)
Goods and Services Tax (net)	0.3	0.4	-	-
Net Cash From Operating Activities	21.2	16.7	20.8	26.7
Cash Flows From Investing Activities				
Proceeds from sale of property	5.0	-	-	-
Proceeds from sale of biological assets	-	-	-	-
Investment in property development	(2.7)	-	-	-
Purchase of property, plant and equipment - new	(23.3)	(47.3)	(85.7)	(68.3)
Purchase of property, plant and equipment - renewal	(14.5)	(16.3)	(17.8)	(18.2)
Net other advances repayment received/(made)	-	-	-	-
Net increase in investments	-	-	-	-
Net Cash From Investing Activities	(35.5)	(63.6)	(103.5)	(86.5)
Cash Flows From Financing Activities				
Short term investments (4-12 months)	5.0	-	-	-
Net borrowing proceeds/(repaid)	9.3	47.0	72.5	54.7
Repayment of borrowings	-	-	-	-
Repayment of leases	-	-	-	-
Net Cash From Financing Activities	14.3	47.0	72.5	54.7
Net Increase/(decrease)	-	0.1	(10.2)	(5.1)
Cash at beginning of year	1.9	1.9	1.3	1.3
Cash at Month End	1.9	2.0	(8.9)	(3.8)

Appendix 8 – Approved variations to Annual Budget

After the Annual Budget 2022/23 was approved, the following changes were authorised by Council for the 2022/23 financial year. These also impacted the debt, or capital expenditure if it relates to capital revenue.

Variations to Annual Budget 2022/23 approved by Council

Profit and Loss	\$000	New in quarter
Annual Budget 2022/23 Net Surplus/(Deficit) Before Tax	131	
Changes authorised by Council:		
Operating programme new carry forward: 2045-Night Shelter - Options, costs and timeframes for a feasibility study	(65)	
Operating programme adjusted carry forward: 1520-Digital Transformation	314	
Operating programme adjusted carry forward: 1572-Enterprise Resource Planning (ERP) System Replacement	45	
Operating budget carry forward: Gordon Kear Forest silviculture	(164)	
Waka Kotahi capital revenue adjustment for associated capital carry forward adjustment	178	
Manawatu Rugby Grant	(40)	
Increase in operating programme budget for 1572-Enterprise Resource Planning (ERP) System Replacement	(1,600)	
Waka Kotahi capital increase for capital programme 1559-City-wide - Urban Cycle Infrastructure Network improvements	562	
Three Water Services Reform Transition	Revenue 825 Expenses (825) Net 0	
Adjustments to operating activities reallocating remuneration and overheads associated with separation of 3 waters	No effect on net surplus/(deficit)	
Changes authorised by Chief Executive (offset in capital expenditure):		
Capital revenue from Horizons Regional Council for capital programmes 1846, 1077 and 1970	112	New
Revised Budget 2022/23 Net Surplus/(Deficit) Before Tax	(527)	

Capital Expenditure	\$000	New in Quarter
Annual Budget 2022/23 Capital Expenditure	96,737	
Changes authorised by Council:		
Adjust budget carry forwards	5,052	
1005-Urban Growth - NEIZ - Water Supply	920	
2128-WWTP - Consent Application	280	
1559-City-wide - Urban Cycle Infrastructure Network improvements	625	
1001-Urban Growth - Whakarongo - Stormwater	4,454	
2128-WWTP - Consent Application	2,745	
2206-Storm Damage – August 2022 Rooding	1,627	
218-City-wide - Water Main Renewals	(552)	New
2207-City-wide - Urban Cycle Infrastructure Network improvements	300	New
2228-City-wide - Water Main Improvement	552	New
2231-City-wide - Transport Choices - Public Transport	300	New
2059-Urban Transport Improvements - Enabling PNITI	633	New
Changes authorised by Chief Executive: (offset by revenue from Horizons Regional Council)		
1077-Citywide - Biodiversity Enhancement Through Native Planting	15	New
1846-City Growth - City Reserves - Walkway Extensions - Capital New	75	New
1970-Gordon Kear Forest Culvert Replacements	22	New
Revised Budget 2022/23 Capital Expenditure	113,785	

Low Carbon Fund

Council approval has been granted separately to enable the Chief Executive to action movements of 100% of the budget attached to Low Carbon Fund. A report will be presented to Council with further details as to how the fund is performing and delivering outcomes.

Below are the allocations approved through to December 2022:

Programme	Project	(\$000s)	New in Quarter
1784-Rubbish and Recycling Buildings - Renewals	Installation of LED lighting the recycling loading bay at the Resource Recovery Facility.	3	
85-Depot - Buildings and Structures Renewals	Upgrade of the heating at the Depot Trades Workshop from gas to electric heaters	12	
85-Depot - Buildings and Structures Renewals	Installation of a electric heat pump in the Depot Admin Building	3	
1451-Property - LED Lighting Upgrades	LED lighting upgrades across 10 separate parks & reserves pavilions, changing rooms etc.	91	
1797-Water Treatment Plant - Building Renewals	Installation of an electric heatpump, electric under bench hotwater unit, and LED lighting upgrades at the water treatment plant offices	11	
1799-Wastewater Treatment Plant - Buildings Renewals	Installation of an electric heatpump, electric under bench hotwater unit, and LED lighting upgrades at the wastewater treatment plant offices	19	
1786-Recreational Buildings - Sports Pavilion and Changing Room Renewals	Installation of an electric hotwater tank, and LED lighting upgrades at the Fitzherbert Park Grandstand Changing Rooms	4	
1051-CET Arena - Arena Renewals	Enable the installation of LED lighting at Arena 3 & 4, including upgrades to emergency lighting.	105	New
Total allocations to other programmes		248	
Projects being managed within the Programme:			
	Installation of motorised pool covers at the Lido	164	New
	Installation of LED Lighting and DALI Light Capture at the Lido	105	New
	EV Fast Chargers	75	New
Total Allocations made		592	

Variations to Annual Budget 2022/23 approved by Chief Executive

The Delegations Manual provides that the Chief Executive may approve transfers of budgets where this will best achieve the outcome intended and savings can be made to offset the authorised increase. Where the amounts authorised cross activities, these are required to be reported quarterly to the Finance and Performance Committee.

Below are the changes approved through the Chief Executive

Activity	Programme	(\$000s)	New in Quarter
Operating			
Operational Performance	2133-Health and Safety Improvement Programme-Enable purchase or safety wear and equipment for Civil Defence	(40)	New
Safe Communities	2133-Health and Safety Improvement Programme - Enable purchase or safety wear and equipment for Civil Defence	40	New
Net movement		0	
Capital New			
Connected Communities	1561-Community Centres - Kelvin Grove Community Centre Carpark	48	New
Strategic Investments	1736-CAB - Rubbish and Recycling Compound	5	New
Strategic Investments	1826-CAB - Workplace Transformation	(5)	New
Active Communities	1846-City Growth - City Reserves - Walkway Extensions - Capital New	30	New
Active Communities	1848-City Growth - City Reserves - Linklater Reserve - Capital New	22	New
Active Communities	2138-Lido Backwash Compliance	(100)	New
Net movement		0	
Capital Renewal			
Economic Development	270-Holiday Park - Renewals	64	New
Active Communities	1051-CET Arena - Arena Renewals	(179)	New
Strategic Investments	1753-Investment Properties - Building Renewals	(64)	New
Resource Recovery	1784-Rubbish and Recycling Buildings - Renewals	50	New
Strategic Investments	1791-Parks Depot - Building Renewals	75	New
Active Communities	1830-City Reserves - Memorial Park - Renewals	54	New
Net movement		0	

Appendix 9 – Budget variation request

A budget adjustment is requested that falls outside of the delegations given to the Chief Executive.

Per the Delegations Manual clause 209(a), the Chief Executive ability to approve budget variations is limited to 30% of the Activity Capital Renewal Budget.

This request is to move 50k from Active Communities (Activity budget 6,141k) to Manawatu River (Activity budget 6k). The reason for this movement is to enable modifications to the Turitea viewing platform to:

- Improve site drainage
- Make the steps safer for the visually impaired
- Provide fencing to protect solar panels

Below is a table outlining the changes with the 2 Capital Renewal Programmes involved:

Programme	Activity	Programme Budget (\$000s)	Requested adjustment (\$000s)	Activity Budget (\$000s)	% of activity
1825-City Reserves - Manawatu River Park - Renewals	Manawatu River	6	+50	6	798%
1051-CET Arena - Arena Renewals	Active Communities	2,393	-50	6,141	1%

MEMORANDUM

TO: Strategy & Finance Committee

MEETING DATE: 10 May 2023

TITLE: Treasury Report - 9 months ending 31 March 2023

PRESENTED BY: Steve Paterson, Strategy Manager - Finance

APPROVED BY: Cameron McKay, Chief Financial Officer

RECOMMENDATION TO STRATEGY & FINANCE COMMITTEE

1. That the Committee note the performance of Council's treasury activity for the 9 months ending 31 March 2023.

1. ISSUE

To provide an update on the Council's treasury activity for the 9 months ending 31 March 2023.

2. BACKGROUND

The Council's Annual Budget 2022/23 forecast additional debt requirements of \$54.7m would need to be raised during the year to fund the \$64.1m of new capital expenditure programmes (including assumed carry forwards from 2021/22). In June 2022 the Council resolved to specifically authorise the raising of up to \$55m of additional debt. In September 2022 the Council approved increasing the new capital expenditure programme for the year by a further \$5m due to a revised assessment of the level of carry forwards from 2021/22. Since then further adjustments to the capital expenditure budget for the year have been approved but there has been no change to the formal resolution approving increased debt levels at this stage.

Council's Financial Strategy (updated version adopted 7 July 2021) contains the following ratios which the Council has determined to be prudent maxima:

- Net debt as a percentage of total assets not exceeding 20%
- Net debt as a percentage of total revenue not exceeding 200%
- Net interest as a percentage of total revenue not exceeding 15%
- Net interest as a percentage of annual rates income not exceeding 20%

An updated version of the Treasury Policy (embracing the Liability Management and Investment Policy), adopted by the Council in August 2020, also contains a number of other criteria regarding debt management.

3. PERFORMANCE

Following the annual review published on 27 April 2022 Council's S&P Global Rating's credit rating remained unchanged at AA / A-1+. The outcomes of the latest annual review are expected soon.

Schedule 1 attached shows the details of Council's debt as at 31 March 2023. Debt levels were within the policy parameters outlined in section 2 of this report.

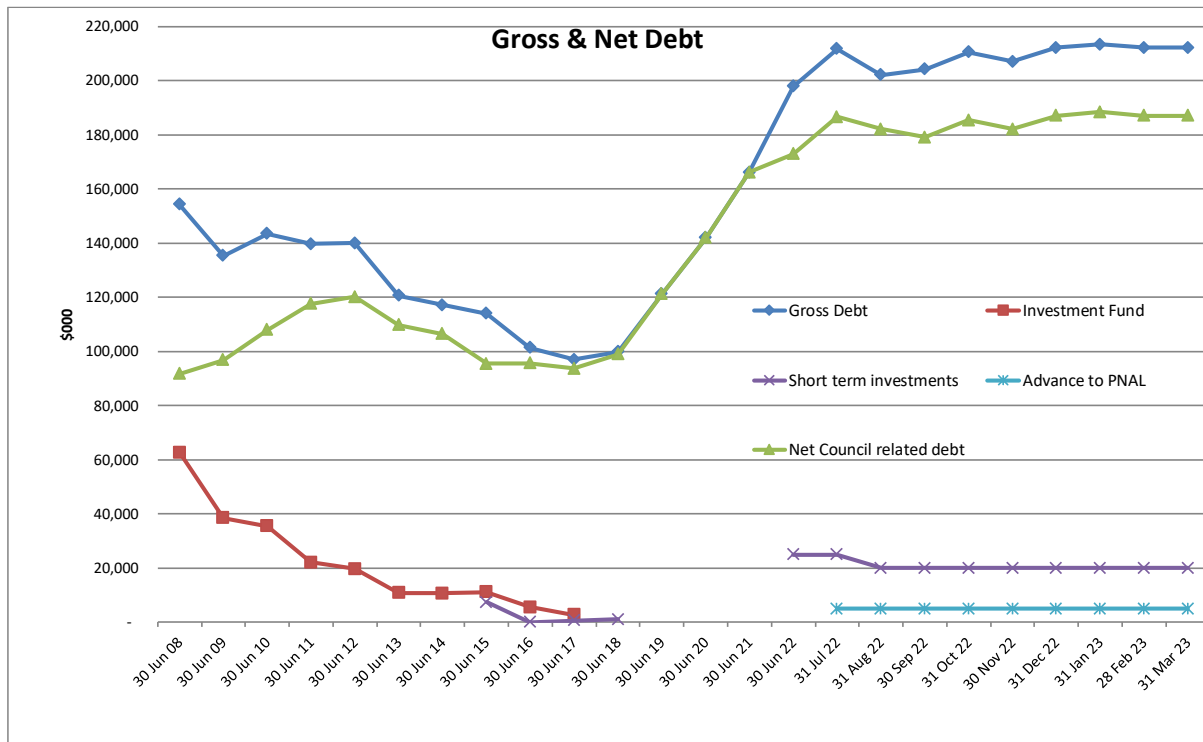
The summarised **term debt** movements are shown in the following table:

	Annual Budget for year (2022/23) \$000	Actual – 3 months (2022/23) \$000	Actual – 6 months (2022/23) \$000	Actual – 9 months (2022/23) \$000
Debt Balance at 1 July 2022	176,000	197,850	197,850	197,850
Plus New Debt #	54,748	15,128	25,128	25,128
Less Debt repayments #		(8,850)	(10,850)	(10,850)
Closing Gross Debt Balance	230,749	204,128	212,128	212,128
<u>Comprising:</u>				
Bank advance (on call)		2,000		
LGFA stock		202,128	212,128	212,128
<u>Less:</u>				
Deposits held for debt repayment		(20,000)	(20,000)	(20,000)
Sum advanced to PN Airport Ltd		(5,000)	(5,000)	(5,000)
Net Council related term debt	230,749	179,128	187,128	187,128

A portion of the Council's debt is drawn on a daily basis – daily drawdowns and repayments are not included in these figures but the net draw or repayment for the year to date is shown as part of new debt or debt repayment as appropriate.

Gross debt at 31 March 2023 was \$212.1m compared with \$197.9m at 1 July 2022. \$25.1m has been raised during the year to date – \$5m of this on behalf of PNAL.

Movements in recent years are shown in the following graph:



Actual finance costs incurred by the Council depend on the actual debt levels and the interest rate. During the 9 months finance costs (including interest, line fees and the effects of payments relating to swaps) amounted to \$6.02m compared with the budget for the full year of \$6.73m. \$654k of this expense relates to \$20m raised on 14 March 2022 to prefund debt maturing on 17 April 2023. This was partially offset by unbudgeted interest income of \$490k received from short term investment of this \$20m. A further \$148k of this expense relates to the \$5m loan raised on behalf of PNAL and this was offset by \$162k received from PNAL for the advance.

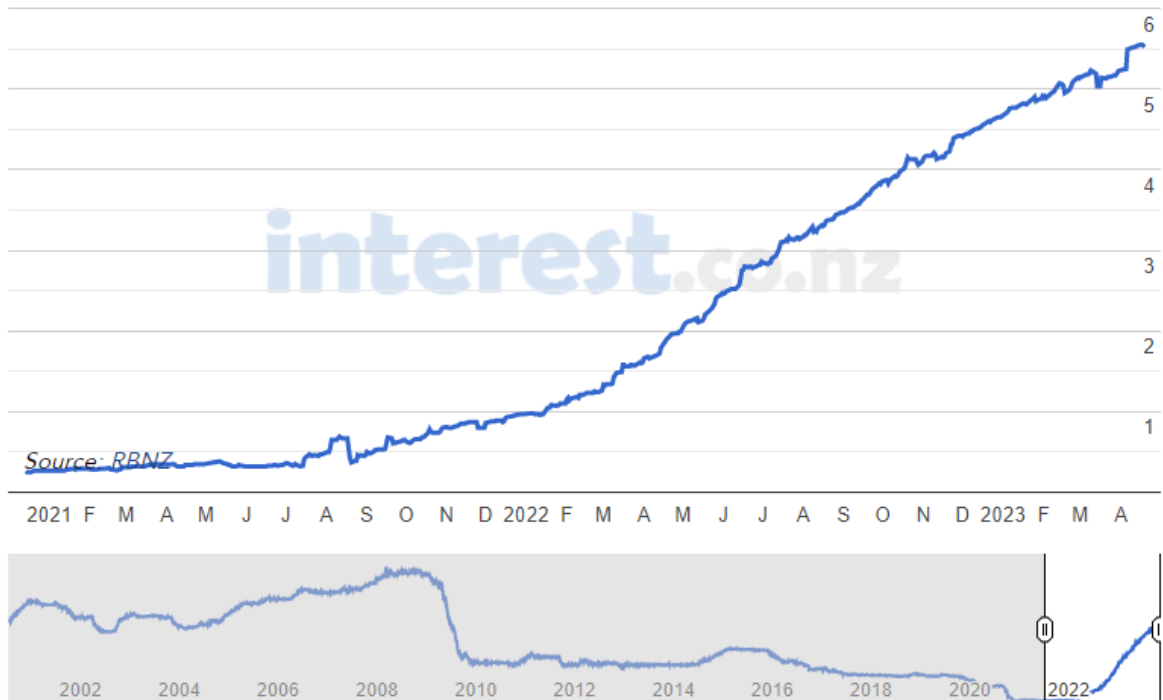
The effective average interest rate for the 9 months was 3.8% compared with the budgetary assumption of 3.4%.

Interest rates have been rising to levels that are higher than previously assumed and, depending on how much debt is actually raised during the year, will likely lead to actual interest costs being higher than budget.

An example of the movement is the 90-day bank bill rate which are used as the basis for setting the interest rate for most of Council's borrowing. These are reset to the latest rate every 90 days. As can be seen on the following graph this rate has increased from 1% in January 2022 to over 5.5% in April 2023.

Bank bill rates

daily - RBNZ series



The Council has entered financial instruments related to its debt portfolio utilising swap trading lines established with Westpac, ANZ and BNZ. The details of these are shown in **Schedule 2** attached.

The value of these instruments is measured in terms of its 'mark-to-market', i.e. the difference between the value at which the interest rate was fixed and the current market value of the transaction. Each of these transactions was valued at the date they were fixed and again at the reporting date. Financial reporting standards require the movement in values to be recorded through the Council's Statement of Comprehensive Income (Profit & Loss Account). They have been revalued as at 31 March 2023. The latest valuation is an asset of \$10m compared with an asset of \$8.3m as at 30 June 2022.

Swaps with a notional value of \$5m matured during the first quarter of the financial year.

The Council's Treasury Policy contains guidelines regarding the measurement of treasury risk as follows:

- Funding and liquidity risk is managed by the Council maintaining a pre-set portion of its debt in a range of maturity periods, e.g. < 3 years, 3 - 7 years, 7 years +.
- Interest rate risk is managed by the Council maintaining the ratio of debt that is subject to floating versus fixed interest rates within pre-set limits.

The position compared to the policy is illustrated in the graphs in **Schedule 3** attached.

The funding and liquidity risk position can be summarised as follows:

- Council's liquid position complies with policy.
- Since 30 June 2022 \$25.1m of term debt has been raised and \$10.85m has been repaid. \$5m was raised on behalf of PNAL and on-lent to them.

The interest rate risk position describes the portion of the overall forecast debt that is fixed versus floating and can be summarised as follows:

- There is significant uncertainty about forecast levels of future debt – this very much depends on a number of factors including future Council decisions on the proposed capital expenditure programme and Government decisions on the future structure of the provision of three waters. The latest Government policy announcement is that the Council will be responsible for three waters debt for two years longer than originally indicated i.e. now until 30 June 2026.
- For the 2022/23 year so far the strategy adopted is to use the forecast debt figures from 2021-31 10 Year Plan, as updated through the 2022/23 Annual Budget but reduce them by 30%. This reduction is a mechanism to ensure the Council's portfolio does not become over-hedged.
- Projected debt levels that exclude debt assigned for three waters programmes is also being considered to make sure the Council is not over-hedged if water related debt is effectively transferred (or paid off) on 30 June 2024. The approach is being reconsidered with the recent announcement of the deferral of the three waters transfer to 30 June 2026.
- With the latest debt forecasts in place additional hedging was required to meet policy minimums. \$20m of additional swaps were entered in to on 8 July 2022.
- Despite this there is a very minor breach of the interest rate risk profile policy as at 31 March. The policy requires that between 20% and 70% of the debt maturing in the 48 to 60-month band should be fixed. The actual was 17%. This is not material given the nature of the assumptions used.

The Treasury Policy also contains requirements in relation to counterparty credit risk – this relates to investments and financial risk management instruments.

The position as at 31 March is shown in **Schedule 4 attached**. As can be seen from the schedule the policy limit for the level of investments at Westpac of \$15m has been exceeded by \$5m. The most recent investment of \$20m was made with Westpac as they offered an interest rate that significantly exceeded what was on offer elsewhere. The limit per counterparty is considered to be very conservative and will be considered for review when the policy is next updated. In the meantime, the Policy requires that counterparties exceeding the limits are required to be reported to the Council. Since 31 March the investment has matured and been repaid to the Council.

As at 31 March 2023 all remaining policy targets had been met.

Council's credit lines with the banks include a \$18m three-year credit facility with Westpac Bank (maturing 31 October 2025) and a revolving \$25m three-year facility with ANZ Bank (maturing 31 March 2025).

4. CONCLUSION AND NEXT STEPS

Gross finance costs for the period (including interest, line fees and the effect of swaps) was \$6.02m compared with budget for the year of \$6.73m. Although this has been offset by \$652k of unbudgeted interest income the net interest expense for the year is forecast to exceed the original budget and the amount of this will be dependent on the levels of capital expenditure (and therefore debt requirement) in the final quarter.

In conjunction with Council's treasury advisors hedging instruments are regularly reviewed in an effort to ensure the instruments are being utilised to best advantage as market conditions change. The level of hedging cover is also reviewed as the forecasts of future debt levels are revised.

Council's borrowing strategy is continually reviewed, in conjunction with Council's treasury advisors, to ensure best advantage is taken of Council's quality credit rating. The latest annual credit rating review outcome is awaited.

The approach to debt management will be reassessed in the light of the recent government announcement of the deferral of the three waters changes.

A further performance report will be provided after the June 2023 quarter.

5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?		Yes
Are the decisions significant?		No
If they are significant do they affect land or a body of water?		No
Can this decision only be made through a 10 Year Plan?		No
Does this decision require consultation through the Special Consultative procedure?		No
Is there funding in the current Annual Plan for these actions?		Yes
Are the recommendations inconsistent with any of Council's policies or plans?		No
The recommendations contribute to Goal 5: A Driven & Enabling Council		
This report outlines the outcomes of a fundamental administrative activity of the Council.		
Contribution to strategic direction and to social, economic,	Managing the Council's treasury activity is a fundamental component of day to day administration of the Council.	

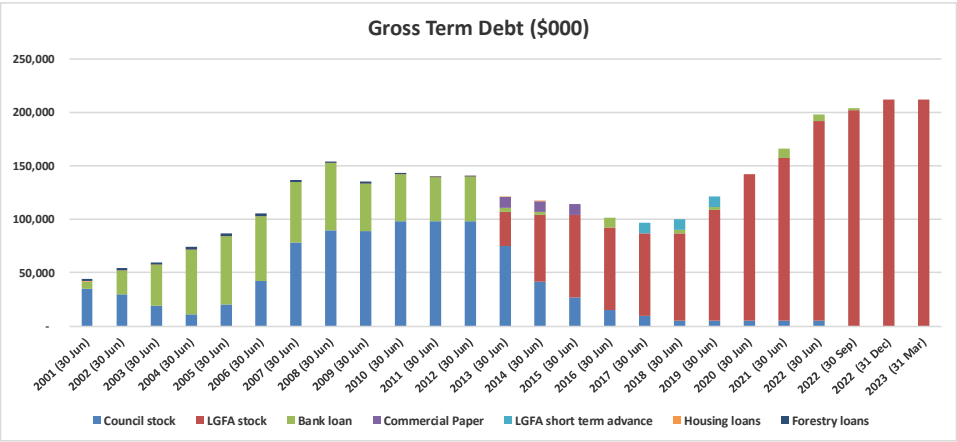
environmental and cultural well- being	
----------------------------------------------	--

ATTACHMENTS

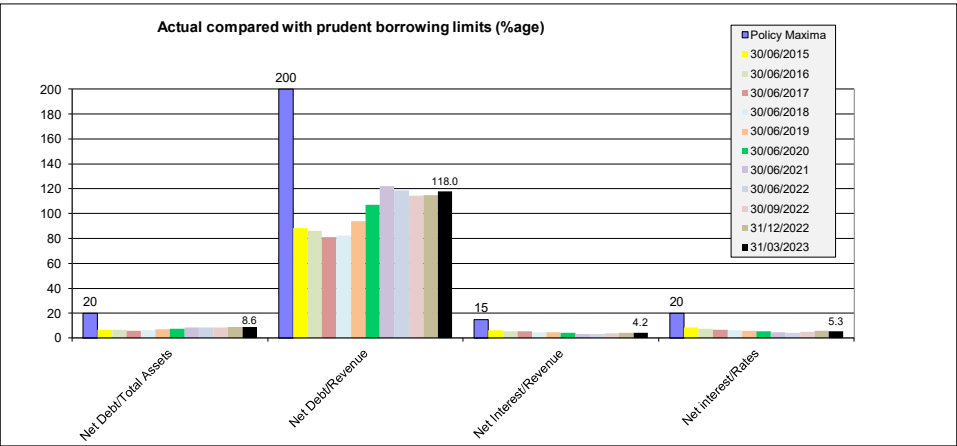
1. Schedules 1 to 4 [!\[\]\(aca6fcc8bd95e8255b9ea1b1d08ef300_img.jpg\)](#) 

Schedule 1 - Debt levels & Prudent Borrowing Ratios

Palmerston North City Council								
Term Debt as at 31 March 2023								
						Current		
Issue Date	Term	Principal	Margin over BKBM	Interest Rate	Maturity Date	as at 31/03/2023	Interest Rate	Reset Date
1. Loan Stock on Issue - Borrowed from LGFA								
LGFA 18 Aug 14	9	10,000,000	0.6325%	5.4525%	17-Apr-2023	10,000,000	Floating Qtrly	17-Apr-23
LGFA 15 Apr 20	3	10,000,000	0.7350%	5.5550%	17-Apr-2023	10,000,000	Floating Qtrly	17-Apr-23
LGFA 23 Jul 18	6	15,000,000	0.5525%	5.3725%	15-Apr-2024		Floating Qtrly	17-Apr-23
LGFA 15 Apr 20	4	5,000,000	0.7850%	5.6050%	15-Apr-2024		Floating Qtrly	17-Apr-23
LGFA 6 Sep 17	7	6,000,000	0.6000%	5.6850%	15-Sep-2024		Floating Qtrly	15-Jun-23
LGFA 6 Sep 17	8	6,000,000	0.6600%	5.4800%	15-Apr-2025		Floating Qtrly	17-Apr-23
LGFA 28 Jan 20	5	8,000,000	0.5400%	5.3600%	15-Apr-2025		Floating Qtrly	17-Apr-23
LGFA 13 Jul 20	5	5,000,000	0.6700%	5.4900%	15-Apr-2025		Floating Qtrly	17-Apr-23
LGFA 22 Mar 18	8	5,000,000	0.7250%	5.5450%	15-Apr-2026		Floating Qtrly	17-Apr-23
LGFA 17 Jun 19	7	7,000,000	0.6525%	5.4725%	15-Apr-2026		Floating Qtrly	17-Apr-23
LGFA 11 May 20	6	5,000,000	0.6600%	5.4800%	15-Apr-2026		Floating Qtrly	17-Apr-23
LGFA 13 Jul 20	6	5,000,000	0.7225%	5.5425%	15-Apr-2026		Floating Qtrly	17-Apr-23
LGFA 16 Mar 15	12	5,000,000	0.4575%	5.2775%	15-Apr-2027		Floating Qtrly	17-Apr-23
LGFA 8 Jun 15	12	5,000,000	0.4525%	5.2725%	15-Apr-2027		Floating Qtrly	17-Apr-23
LGFA 11 Aug 20	7	10,000,000		1.1200%	15-Apr-2027		Fixed	
LGFA 9 Feb 21	6	5,000,000		1.3579%	15-Apr-2027		Fixed	
LGFA 28 Jul 22	5	5,000,000	0.5000%	5.3200%	15-Oct-2027		Floating Qtrly	17-Apr-23
LGFA 17 Dec 18	10	5,000,000	0.7875%	5.6075%	18-Apr-2028		Floating Qtrly	17-Apr-23
LGFA 7 Oct 19	9	5,000,000	0.7100%	5.5300%	18-Apr-2028		Floating Qtrly	17-Apr-23
LGFA 11 Aug 20	8	10,000,000	0.8300%	5.6500%	18-Apr-2028		Floating Qtrly	17-Apr-23
LGFA 28 Jul 22	6	5,000,000	0.5500%	5.3700%	15-Oct-2028		Floating Qtrly	17-Apr-23
LGFA 14 Nov 22	6	5,000,000	0.6170%	5.4370%	15-Oct-2028		Floating Qtrly	17-Apr-23
LGFA 17 Dec 18	11	10,000,000	0.8225%	5.6425%	15-Apr-2029		Floating Qtrly	17-Apr-23
LGFA 12 Jul 21	8	10,000,000	0.3950%	5.2200%	20-Apr-2029		Floating Qtrly	20-Apr-23
LGFA 19 Dec 22	7	5,000,000	0.6590%	5.4790%	15-Oct-2029		Floating Qtrly	17-Apr-23
LGFA 12 Jul 21	9	10,000,000	0.4350%	5.2550%	15-Apr-2030		Floating Qtrly	17-Apr-23
LGFA 18 Oct 21	9	5,000,000	0.4590%	5.2790%	15-Apr-2030		Floating Qtrly	17-Apr-23
LGFA 14 Mar 22	9	10,000,000	0.5700%	5.6300%	15-May-2031		Floating Qtrly	15-May-23
LGFA 14 Mar 22	9	10,000,000	0.5950%	5.4150%	15-Oct-2031		Floating Qtrly	17-Apr-23
		207,000,000						
2. Loan Stock on Issue - Borrowed from LGFA to on-lend to PNAL								
LGFA 11 Jul 22	5	5,128,205		4.1100%	15-Apr-2027		Fixed	
3. Bank facilities								
ANZ (\$25m)		-			31-Mar-2025		Reset at any time	
Westpac (\$18m)	On call			* plus line fee of 0.22%	31-Oct-2025		Reset at any time	
				* plus line fee of 0.3%				
4. Short term facility from LGFA								
		-						
Total as at 31 March 2023		212,128,205				20,000,000		

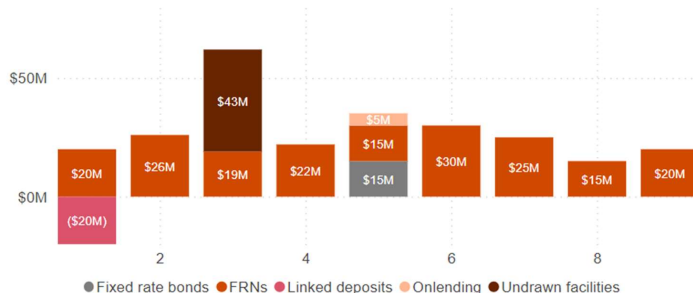


The Financial Strategy contains a series of ratios that the Council has determined to be prudent maxima. The chart below shows the actual results for since 2014/15 compared to those ratios.



Schedule 2 – Interest Rate Swaps

Palmerston North City Council									
Interest Rate Swaps as at 31 March 2023									
Council pays fixed & receives floating on a quarterly basis							Current		Value at
Bank	Trade Date	Deal No	Amount \$m	Start Date	Maturity	Fixed Interest rate	Floating rate	Reset date	31-Mar-23
ANZ	28-Nov-14	10730910	5.0	15-Dec-17	15-Jun-24	4.500%	5.085%	15-Jun-23	44,918
ANZ	28-Nov-14	10730993	5.0	10-Apr-18	10-Oct-24	4.515%	4.770%	11-Apr-23	50,942
BNZ	10-Jul-19	384538896	5.0	31-Jul-19	21-Jul-22	1.345%		matured 21 Jul 22	
ANZ	29-Nov-18	18984011	5.0	6-Dec-19	6-Sep-23	2.555%	5.17625%	6-Jun-23	65,934
ANZ	29-Nov-18	18984258	2.0	6-Mar-20	6-Mar-29	3.095%	5.17625%	6-Jun-23	131,669
Westpac	25-Feb-15	4218128	5.0	7-Sep-20	9-Sep-24	3.990%	5.175%	7-Jun-23	87,283
ANZ	25-Feb-15	11281075	3.0	16-Nov-20	15-Nov-24	3.990%	5.060%	15-May-23	57,161
Westpac	18-Jan-16	4910927	5.0	9-Dec-20	9-Jun-25	3.970%	5.225%	9-Jun-23	102,089
Westpac	25-Feb-15	4218131	5.0	8-Jun-21	10-Jun-24	3.990%	5.190%	8-Jun-23	77,146
ANZ	20-Jun-14	25213652	5.0	15-Dec-21	15-Jun-29	3.425%	5.085%	15-Jun-23	269,113
Westpac	16-Nov-21	9251755	7.0	8-Dec-21	8-Dec-28	3.190%	5.190%	8-Jun-23	413,982
Westpac	16-Nov-21	9251762	6.0	29-Dec-21	28-Sep-29	3.410%	5.185%	29-Jun-23	308,472
Westpac	16-Nov-21	9251772	5.0	10-Jan-22	10-Jan-30	3.380%	4.770%	11-Apr-23	287,483
Westpac	26-Feb-16	5013577	5.0	11-Apr-22	12-Jan-26	3.635%	4.770%	11-Apr-23	157,356
ANZ	13-Oct-20	22956802	10.0	15-Apr-22	15-Apr-28	0.4025%	4.820%	17-Apr-23	1,875,594
Westpac	25-Jun-21	9002142	10.0	15-Jun-22	15-Jun-28	1.8200%	5.085%	15-Jun-23	1,190,392
Westpac	25-Jun-21	9002154	10.0	15-Sep-22	15-Sep-28	1.9000%	5.085%	15-Jun-23	1,195,156
BNZ	27-Feb-20	384575543	7.0	8-Dec-22	8-Dec-28	1.3375%	5.19%	8-Jun-23	1,068,424
Westpac	25-Jun-21	9002127	10.0	15-Mar-23	15-Mar-28	1.9400%	5.085%	15-Jun-23	1,094,595
Active total at 31 Mar 23			110.0						8,477,709
ANZ	27-Nov-17	17029213	5.0	15-Jun-23	15-Jun-27	3.7675%		15-Jun-23	120,516
ANZ	27-Nov-17	17029223	6.0	29-Sep-23	29-Jun-27	3.7875%		29-Sep-23	113,832
ANZ	27-Mar-18	17670250	5.0	15-Jun-24	15-Jun-29	3.840%		15-Jun-24	49,158
ANZ	27-Mar-18	17670276	5.0	10-Oct-24	10-Jan-31	3.920%		10-Oct-24	31,437
ANZ	27-Mar-18	17670295	5.0	10-Jun-24	10-Jun-32	3.935%		10-Jun-24	51,304
Westpac	25-Jun-21	9002104	10.0	15-Jun-23	15-Sep-27	1.9325%		15-Jun-23	938,589
Westpac	8-Jul-22	9735255	10.0	15-Apr-25	15-Apr-30	3.775%		15-Apr-25	89,144
Westpac	8-Jul-22	9735291	10.0	15-Jan-25	15-Sep-30	3.790%		15-Jan-25	100,628
Forward start total at 31 Mar 23			56.0						1,494,608
								Total value	9,972,317

Schedule 3 - Risk Exposure Position**Funding & Liquidity Risk Position – proportions of debt within pre-set maturity bands****Funding and liquidity risk timeline****Funding summary**

Bucket (years)	Policy	Actual
0 - 3	15% - 60%	37%
3 - 7	25% - 85%	48%
7 - 15	0% - 60%	15%
Total		100%

Liquidity RatioPolicy: $\geq 110\%$

Actual at 31 Mar 2023 122%

Gross external debt at 31 Mar 2023:	\$212,128,205
(Net debt i.e. Gross debt less pre-funding)	\$192,128,205)
(Net debt less PNAL related debt)	\$187,000,000)

Undrawn bank facilities at 31 Mar 2023: \$43,000,000

Interest Rate Risk Position – proportions of forecast debt subject to floating versus fixed interest rates within pre-set policy limits**As at 31 Mar 2023**

Current fixed rate hedging
65%

Total fixed rate instruments
\$125,000,000

Weighted average fixed rate of fixed rate instruments
2.52%

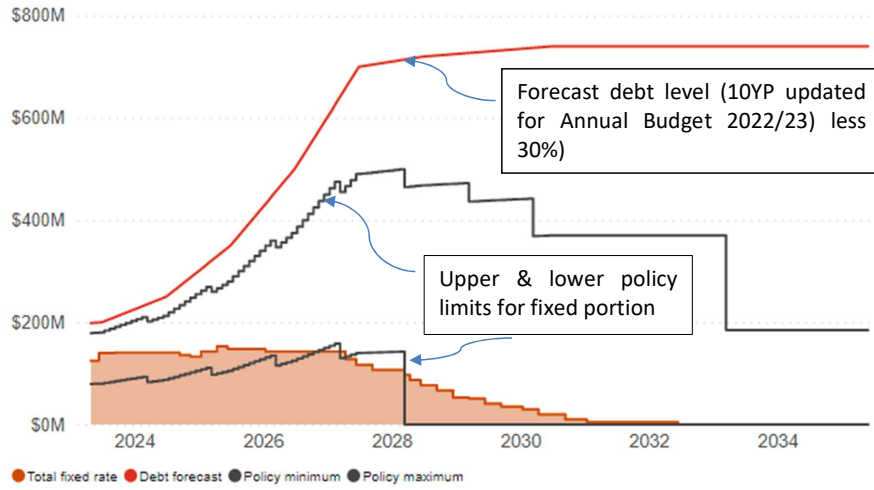
Weighted average term of fixed rate instruments
5.0 years

Fixed proportions each year compared with policy – based on 10YP debt forecast – updated via 2022/23 Annual Budget (with 30% haircut)

Interest rate summary

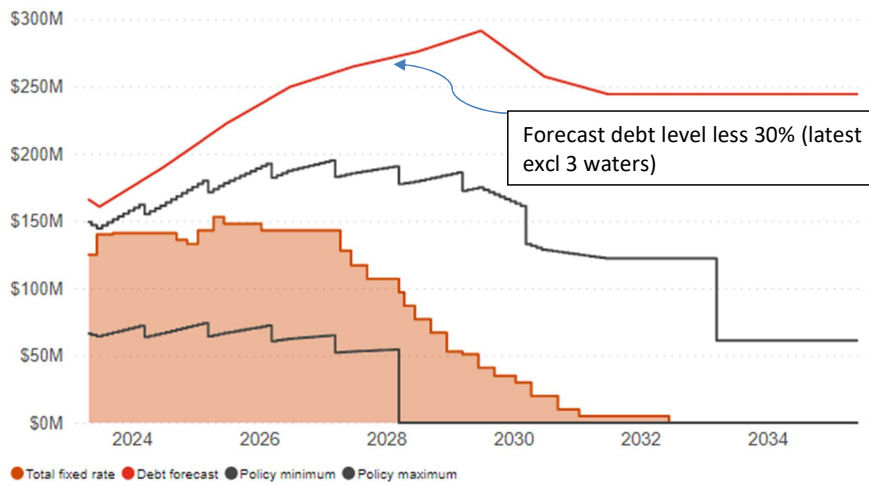
#	Bucket	Min	Max	Actual
1	0 - 12	40%	90%	65%
2	12 - 24	35%	85%	51%
3	24 - 36	30%	80%	39%
4	36 - 48	25%	75%	27%
5	48 - 60	20%	70%	17%
6	60 - 72	0%	65%	10%
7	72 - 84	0%	60%	5%
8	84 - 96	0%	50%	2%
9	96 - 108	0%	50%	1%
10	108 - 120	0%	50%	0%

Interest rate risk timeline



The shaded portion reflects the fixed portion of the forecast debt based on 10YP (updated as per Annual budget 2022/23) with 30% haircut

Interest rate risk timeline



The shaded portion reflects the fixed portion of the forecast debt (excluding three waters) based on 10YP (updated as per Annual Budget 2022/23) with 30% haircut

Schedule 4 – Counterparty credit limits**Counterparty credit limits**

Counterparty	Investments exposure	Investment limit	Derivatives exposure	Derivatives limit	Total exposure	Total limit	Compliant?
Westpac	\$20,000,000	\$15,000,000	\$14,903,162	\$20,000,000	\$34,903,162	\$35,000,000	✗
BNZ	\$0	\$15,000,000	\$1,195,318	\$20,000,000	\$1,195,318	\$35,000,000	✓
ANZ	\$0	\$15,000,000	\$8,296,920	\$20,000,000	\$8,296,920	\$35,000,000	✓

✗ A term deposit of \$20m maturing 17 April 2023 is held to fund debt maturing that day – this has matured at the date of writing this report

MEMORANDUM

TO: Strategy & Finance Committee

MEETING DATE: 10 May 2023

TITLE: Railway Land Reserve: Proposal to grant a Licence to Tekton Limited - Deliberations Report

PRESENTED BY: Bryce Hosking, Acting Chief Infrastructure Officer

APPROVED BY: Cameron McKay, Chief Financial Officer

RECOMMENDATIONS TO STRATEGY & FINANCE COMMITTEE

1. That the Committee grant a licence for part of the land at Railway Land Reserve, Palmerston North to Tekton Limited in accordance with Section 54 of the Reserves Act 1997.
 2. That the Committee note that the area affected by the licence to Tekton Limited is described as part of Lot DP 78518.
-

1. ISSUE

- 1.1 Tekton Limited have held a licence agreement for part of the land at Railway Land Reserve since 2018.
- 1.2 The current licence agreement is due to expire on 16 August 2023.
- 1.3 Tekton Limited have requested a new licence so they can continue to proceed with their intention to reopen.
- 1.4 Council consulted the community on a proposal to grant a licence to Tekton Limited for part of Railway Land Reserve for the purpose of a high ropes course.
- 1.5 In addition, the Strategy & Finance Committee also requested the licensee provide a business plan, along with the proposed terms of a new licence to support decision making on the matter.
- 1.6 This report considers the above and requests approval to grant a licence to Tekton Limited in accordance with Section 54 of the Reserves Act 1977.

2. BACKGROUND

- 2.1 The report titled 'Proposal to grant a licence on the Railway Land Reserve to Tekton Limited' was presented to Council on 7 December 2022 (please refer to this report for additional background on the licence and situation). This report recommended that public consultation be undertaken of Council's

intention to enter a new licence with Tekton, however, the recommendation to enter a new licence was not passed by Council.

- 2.2 Subsequently, a Notice of Motion to Council was then passed on 14 December 2022 to reconsider the proposal. Council resolved:

That Council reconsider the following recommendation:

- a) *That Council approve notifying the public of the intention to grant a licence at Railway Land Reserve to Tekton Limited for a high ropes course operated as a commercial activity, in accordance with Section 54 of the Reserves Act 1977.*
- b) *That Council note that the land affected by the licence to Tekton Limited is described as part of Lot 1 DP 78518.*

That Council resolve:

- c) *To approve a temporary extension to the licence to Tekton Limited for a further 6 months from 15 February 2023 until 15 August 2023, in order to give time for the public notification process and further Council decision making.*
- 2.3 Public consultation was undertaken in January and February 2023. Community views were expressed during the consultation and hearings. 23 submitters supported the proposal and six were against the proposal.
- 2.4 The Strategy & Finance Committee received the report titled 'Proposal to grant a licence to Tekton Limited - Summary of Submissions' on 22 March which provided a summary of the submissions received (please refer to this report for detail on the submissions received).
- 2.5 In addition, at the same meeting, the Committee held a hearing for submitters that wished to be heard in person.
- 2.6 The Reserves Act requires Council to consider any objections raised in public submissions regarding the proposal before deciding. Appendix 1 lists the matters raised in submissions and Officer comments.

3. BUSINESS PLAN – OFFICER COMMENT

- 3.1 The business case provided from the licensee is attached as Appendix 2.
- 3.2 To support the business case, Council Officers provide the following comment:
- The business plan articulates a clear vision and goals for the business and a strategy for the next five years to deliver on these. This is an important step in the restart process as it provides a clear foundation that the licensee can anchor itself to moving forward.

- The business plan addresses the concerns and information gaps that were raised from Elected Members in December 2022. This includes financial overview, proposed service price points, marketing strategy, and how the business will deliver on community outcomes.

Alignment to Council's goals

- The business plan articulates how the business aligns to Council's goals and plans and how they will positively contribute towards this.

Financial

- The plan provides restart and ongoing operational costs which expands into price points for the service to not only breakeven but also to create a financially viable service. Officers believe this supports the request for a lower initial rental whilst they re-establish themselves.

Community Good

- The section of the plan on community good focuses on the benefits of outdoor activities, as opposed to explicitly outlining what the business will do in this space. That said, Officers acknowledge that community good is often difficult to quantify and articulate.

Marketing

- The plan articulates the marketing and advertising approach to be taken to attract new and returning customers. Officers suggest that whilst this cover multiple advertising mediums, this section could be strengthened further by establishing target markets and customer groups which could be targeted more specifically.

4. LICENCE TERMS

4.1 Tekton Limited and Council Officers have been negotiating the terms of the licence. Below is a summary of the key terms:

1. Commencement: 17 August 2023.
2. Term: Five (5) Years with no right of renewals.
3. Final Expiry: 16 August 2028.
4. Proposed Annual Licence Fees:
 - a. \$2,500 + GST for the first year,
 - b. \$3,000 + GST for the second year; and
 - c. Annual review thereafter being CPI adjustment.
5. That Tekton Limited will provide performance reporting to Council Officers upon request.

5. CONCLUSION

- 5.1 Council have been supporting Tekton Limited through granting a licence at Railway Land Reserve since 2017.
- 5.2 The high ropes course aligns with Goal 2 of Council's strategic direction, by providing accessible and well-maintained play, active recreation, and sport facilities. There is no similar recreational activity within the community.
- 5.3 Tekton Limited has provided a comprehensive and thorough business case, that has addressed concerns raised through the December 2022 meeting and from the public consultation process.
- 5.4 Tekton Limited have also articulated the investment they are willing to make into the business and site to re-establish themselves which demonstrates their confidence in having a viable business model.
- 5.5 Given that 23 of the 29 submissions were in support of the proposed licence, and the requirements of the Reserves Act have been met, it is recommended that Council continue to support Tekton Limited and proceed with granting a new licence to Tekton Limited.

6. NEXT STEPS

- 6.1 Advise submitters of the outcome.
- 6.2 That a new licence is executed between Palmerston North City Council and Tekton Limited.

7. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
If Yes quote relevant clause(s) from Delegations Manual	
Are the decisions significant?	No
If they are significant do, they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Active Communities	
The action is: Council supports a variety of clubs and organisations through consistent and transparent lease arrangements at parks and reserves and	

community centres.	
Contribution to strategic direction and to social, economic, environmental, and cultural well-being	The recommendation is in line with Council's Support and Funding policy, which seeks to support community groups to deliver benefits responding to cultural, economic, environmental, and social wellbeing of the city.

ATTACHMENTS

1. Matters Raised in Submissions [↓](#) 
2. Business Plan [↓](#) 

MATTERS RAISED IN SUBMISSIONS

The Reserves Act requires Council to consider any feedback raised to the proposal to grant a Licence on Reserve Land before deciding

Table One lists the matters raised in submissions and Officer comments.

Matters Raised	Total	Officer Comments
No advertisement of company – lack of contact information and general advertisement	1	<p>Tekton Limited has provided confidence with an intended advertising and promotion plan.</p> <p>Tekton limited have been unable to advertise while being a deregistered recreation activity.</p> <p>Tekton limited have been restricted to temporary advertisement while operating however, the proposed licence has lifted some restrictions.</p>
Never seen the high ropes course being used during the licence term	6	<p>This concern has been addressed in previous council meetings as to Tekton Limited's constraints as to why this occurred.</p> <p>Tekton Limited has provide assurance that if the Licence is renewed the high ropes course will be seen to be used.</p> <p>Tekton Limited has provided information that he has be contacted by groups for bookings in future.</p>
Against - Opportunity for other alternative activities to occupy site	3	<p>This is a Licence not a Lease agreement, Tekton Limited does not have exclusive rights to the land. The public can walk freely through the site.</p> <p>Council Officers are unaware of any other groups interested in occupying the site.</p> <p>If an alternative activity is proposed requirements of the Reserves Act will need to be met.</p>
The licence and course do not currently provide community benefits	2	<p>The course is not operating, and it has been noted in previous council meetings that the course was only operational for a short period.</p> <p>Tekton limited has provided confidence that if the proposed</p>

		Licence is to proceed, the course will provide a community good.
The structure of the course is not attractive	2	The structure is simple and has been designed to lessen any impact to the green space. The structure is intended to blend in with the trees.
During the licence term the course has not operated effectively	3	<p>Constraints have been highlighted in previous council meetings as to reasoning for not operating during the duration of the Licence term.</p> <p>Tekton Limited have provide assurance in a business plan with the intention that the high ropes course will operate effectively.</p>
Security concerns	2	There have been no security issues that officers are aware of during the current licence term.
Railway Land should be freely accessible, the land should be returned to its original state and not be occupied	2	The high ropes course is considerate of this concern and has been designed to not impact the aesthetic of the land.

BUSINESS PLAN
High Ropes Course Deed of License Review
2023

Prepared by Todd Karipa

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BUSINESS PLAN

High Ropes Course Deed of License Review

EXECUTIVE SUMMARY

After the high ropes course became operational on the Railway Land in July of 2019, during the next 8 months the business employed 2 contract and 1 full time staff member, it experienced the steady growth of a start up, servicing schools, tertiary education providers, corporate clients and community groups, church, youth groups and sports teams.

In March 2020 the country entered the first stages of a national emergency in response to the global COVID pandemic, this led to 2 lock downs and 21 months of physical distancing restrictions, resulting in a significant impact on New Zealand business particularly for the tourism, hospitality and recreation sectors.

Grouped in the recreation industry the high ropes course was, inevitably, affected over this period, twice staff were recruited, and lost, bookings were cancelled and operations cut back. With the uncertainty of the outcome of the deed of licence review for the ropes course, Tekton was forced to voluntarily suspend WorkSafe safety certification as an adventure activity operator, and consequently, operation from July 2022.

Now that the year deed of licence on the Railway Land Reserve is due for review, Tekton is seeking renewal of the licence from the Palmerston North City Council.

To assist this process, this document is presented to provide a high level business plan to the elected members, that outlines why the Deed of License should be extended for the High Ropes Course on the Railway land reserve for another 5 years by demonstrating an intent to restart and develop the business.

This case is presented in seven parts,

1. Background of the business and its purpose
2. Providing a financial overview of re starting and maintaining the business
3. Marketing considerations
4. Community outcomes
5. Is the high ropes course a growing business?
6. Conclusion
7. Other considerations

BACKGROUND

The main reasons for building the ropes course in the Palmerston North CBD has been to;

- provide an easily accessible and unique urban outdoor recreation experience, to people who reside in Papaioea-Palmerston North and
- to offer an exciting activity to visitors to the region
- operate a socially conscious business model that is able to contribute to the community
- Incorporating Kaitiakitanga concepts into business values and practice

Business Vision

The business vision is to provide positive adventure-based learning experiences that customers can apply to other aspects of their lives.

This will be achieved through people:

- having Fun
- learning through doing
- overcoming challenge
- developing personal and social development (being and experiencing with others)
- self-reflection and self-actualisation
- interacting with the environment

Goal and Objectives

The key driver and overarching performance indicator for the ropes course, will be for the deed of licence on the Railway Land to be renewed each time it's due for review.

This goal is an ongoing commitment to maintaining the following objectives

1. Providing a valued service to the Palmerston North community
2. Upholding the faith placed in the operation by the Palmerston North City Council
3. Demonstrating that the business is financially feasible

Strategy

The key steps, and jobs to do to achieve this goal and the objectives

- Renewing the lease agreement for a further 5 years from 2023
- Securing and maintaining a sufficient number of competent staff to operate the ropes course
- Providing a total service package that meets the needs and expectations of customers
- Increase opening days to 5 days per week within 3 years
- Introduce another product within 2 years
- Over time, meeting PNCC expectations of a fair lease price
- Working toward defined financial goals

FINANCIAL OVERVIEW

Restart costs

Due to the challenges following COVID the business has seen nil return over the last 2 years.

If the licence is renewed, recommencing trading will require a complete business restart, including recruiting and training staff, reinstating administrative systems, rebranding, meeting legislative requirements and replacing equipment.

For a detailed breakdown of the cost to restart please see [appendix a](#)

The estimated cost to restart the ropes course is;

\$35,300.00

The cost to operate

Because of the need for the ropes course to be WorkSafe NZ registered, it's subject to high compliance and maintenance costs (of the structure and equipment), while the requirement for staff to be competent to national standards and available in sufficient numbers to meet recommended safe operating ratios, means that staff training and remuneration are also major expenses.

The approximate annual operating expenses to run the course totals;

\$31,985.00

For a detailed breakdown please see [appendix b](#)

5 Year Financial Goals

FINANCIAL GOALS	
Year 1	<ul style="list-style-type: none"> - Break even cover costs - Optimise product and service pricing - Better management of cash flow
Year 2	<ul style="list-style-type: none"> - Increase ropes course sales revenue by 10% - Diversify income streams - Reduce compliance costs
Year 3	<ul style="list-style-type: none"> - Increase profit margins by 55% - Reduce debt
Year 4	<ul style="list-style-type: none"> - Reduce debt
Year 5	<ul style="list-style-type: none"> - Save for the future - Diversify income streams again

MARKETING CONSIDERATIONS

Tekton's business values align with the Kaitiakitanga and societal marketing concept that businesses have a greater social responsibility than simply satisfying customers and providing them with a high value product or service. Instead, marketing and business activities should benefit society's overall well-being

Advertising and promotion

Questions have been asked about how the Ropes Course would be advertised and promoted, although there are some barriers to having a physical presence at the Railway land site, building a profile and advertising services can be achieved successfully through the use of traditional methods, social media and building a trusted brand.

Advertising will be via

- A business website
- Google - search engine optimisation
- Social media (facebook, and instagram primarily)
- Cold and warm calling
- Online customer reviews - Trip advisor
- Local advertising through the PN i-site.

Promotion

- Taking part in and organising events that raise the course's profile
- Piggyback on local events
- Public relations for example, collaboration with Sport Manawatu in their 'Everyone Active' programme, continuing with free 'have a go' days
- Being a people focussed business
- Tekton intends to rebrand if the lease is renewed.

In 2016, concerns were raised about onsite advertising on the Railway Land, specifically erecting permanent signs, and lighting that would negatively impact on the space and surrounding area.

The current deed allows for signage, with the consent and at the discretion of PNCC, to date, this has been restricted to a sign written trailer. Respecting public submissions and council concerns, Tekton agrees with keeping with the natural aesthetics of the Railway Land Reserve and doesn't see the need to press for permanent signage. Part of the appeal of the structure is that it isn't fully realised until close approach.

Product pricing

This section discusses the considerations for how the pricing of High ropes activities will be determined.

Price Comparison

To provide some context of product pricing, the information below gives an indication of what other operators in the sector are charging for similar or like, ropes course activities

- Rock n Ropes \$70.00 per person
- Adventureworx \$90.00 per person
- Captivate Adventures \$100.00 per person
- Adrenalin Forest \$47.00 per person (operationally this product differs significantly from the ropes course, this is reflected in the price).

A note on price comparison and penetration pricing strategies, the outdoor industry is a small sector that supports each other. Because of this, Tekton doesn't intend to implement a pricing strategy that unfairly undercuts other businesses in the local outdoor community.

Cost of Sales

In the current environment, with operating overheads [as outlined in appendix b], the cost to deliver a one day activity for a group of eight participants is;

Min \$805.00 GST incl

Break even point

In order to break even, in normal circumstances, the ropes course would need to charge a per person rate of;

\$100. 00 GST incl

Value based pricing

For the high ropes course to be viable, the cost to provide the service is a key consideration, but, it's also acknowledged that there's a need to balance price, against what participants are prepared to, and can afford to pay.

To make the activity accessible and cost acceptable for client groups (schools, high needs groups, etc), they may need to be charged below the cost of sales price, to ensure viability this cost must be offset by other high end product offerings, and subsidised sources of revenue, for example funding grants.

To address questions about cost of the activity per person, experience shows that school/ community groups aren't prepared to pay more than \$45.00 per participant. It's acknowledged that this should be the maximum base rate for the school community group customer base. For other client groups, price will be bespoke to the groups/ individual needs, goals and objectives.

COMMUNITY OUTCOMES

What Community Good does the ropes course provide?

Although there's ample research available [see [appendix d](#)] on the intrinsic benefits of outdoor recreation and adventure type experiences for individuals and groups, this section will focus on those factors specific to this case.

What are the advantages of having a high ropes course on the Railway Land Reserve?

- Easy access to a unique outdoor recreation resource that Palmerston North residents and visitors may not otherwise take opportunity to try
- A readily available and affordable outdoor education medium for schools and community groups
- The course makes use of and pays an annual lease fee for a section of the Railway land that was previously unused and dilapidated. The cost of the lease to PNCC and the ratepayer is minimal
- Like all local businesses Tekton contributes to the local economy through employment, purchasing products locally and customer spending at other business in close proximity - food, beverages etc
- The course adds to 'the things to do in the city' for visitors to the region, as well as for locals.

How does the ropes course align with PNCC's strategic direction?

This activity contributes to meeting many of the key goals, objectives and strategic policies of the following documents

- the [PNCC Play Policy \(2021\)](#) -
- the [PNCC Active Communities Plan 2021 - 2031](#)
- the [City Centre framework 2013](#).

Please see [appendix c](#) for examples of alignment with the above documents.

As a member of the Papaioea community, how does Tekton intend to contribute as a socially conscious business?

- Creates jobs and developing a versatile skill set
- Use the living wage as a starting pay rate
- Be a good employer
- Continue to enable schools to utilise the course at a discounted rate
- Continue to offer partnership schools free access
- Allocate a portion of annual profit to the Mental Health Foundation
- Collaborate with a local Maori Community Health Service to partner on health development programmes
- Donate a portion of takings to Zilch.

IS THE HIGH ROPES COURSE A GROWING BUSINESS?

A high ropes course has an endless product lifecycle, so long as it continues to service its core customers base well, in this case the local community, but in order to grow, the course is dependent on the development of the city and its ability to attract new residents and visitors to the Manawatū.

The PNCC [Tourism sector profile 2022](#) shows promise, forecasting tourism as being a continuing contributor to the strong economic growth that the region has experienced over the last decade, stating an emphasis on being able to offer access to outdoor recreation activities and events to enhance the visitor experience. It can't be overstated that the ropes course has the capability to add to the Cities outdoor activity attractions.

Looking optimistically, the ropes course is a springboard to offer a variety of other outdoor experiences throughout the Manawatū district;

- Guided walks
- White water activities
- Caving
- Eco and educational tours

There are opportunities available in providing vocational and tertiary training, but these fit within a 10 year strategic plan and aren't well placed here for discussion.

CONCLUSION

This document has aimed to present viable reasons for PNCC to renew the deed of Licence for the ropes course to remain on the Railway Land Reserve for another 5 years.

The main focus of the document has concentrated on explaining the financial and operational position of the business post pandemic, with a small opportunity to discuss the benefits of having a unique resource available to the Palmerston North community and visitors.

From a societal perspective this activity aligns directly with the council's goals to be a creative and exciting city to live in and to provide accessible and well maintained play, active recreation facilities.

But, broadening the lens beyond the Railway Land Reserve, the outdoor recreation aspect of the ropes course compliments Arapuke, the Awapuni Mountain bike Park, Sledge track the river and the walking and cycling trails through the city and provides an opportunity to grow Papaioea's recreation offerings.

He iti rā, he iti pounamu

OTHER CONSIDERATIONS

The time taken to work through the lease review process and business restart, means that if the lease is renewed, the course won't be operational until the winter months of 2023, missing the busiest summer and Autumn seasons, not only does this have financial implications, but it also impacts on the public profile of the course where it is again, seen as not being in use.

While waiting for this process, the potential to piggyback on the following events and fulfil bookings have been missed;

- Stock car teams champs
- Christmas parade
- Gypsy fair
- UB40 concert
- Juicy fest Concert
- Wellington Phoenix vs Perth Glory Football game
- Festival of cultures
- Ford club swap meet
- Rural Games
- Field days

Upcoming

- Monster truck and FMX spectacular
- Manawatu madness.

Bookings have been turned down for

- X 2 high school groups
- NZ ARMY
- NZ Air Force
- Massey University

Appendix a

Cost to Restart the Ropes Course

<u>ITEM</u>	<u>COSTS</u>
Compliance	
Adventure activity Audit	\$4,500.00
Structural Inspection	\$1,700.00
Safety Plan development	\$500.00
Safety Technical expert	\$300.00
Promotion	
Website	\$500.00
Uniforms	\$750.00
Rebranding	\$2,500.00
Staffing	
Training (x 6 sessions x 2 staff)	\$3,500.00
Qualifications (first aid/ High ropes)	\$3,500.00
Tech	
Laptop	\$1,500.00
Phones	\$1,000.00
Professional Services	
Insurance	\$3,000.00
Accountant	\$1,500.00
Lawyer	\$1,500.00
Safety Consultant	\$1,500.00
Standards update	\$1,000.00
Equipment	
Rope replacement	\$4,000.00
Guide harness replacement	\$2,000.00
Free fall device inspection	\$200.00
Vehicle	
Trailer WOF	\$50.00
Trailer registration	\$100.00
Services	
Internet	
Admin/ Clerical	
EFTPOS set up	\$200.00
TOTAL	\$35,300.00

Summary

- This information provided here outlines the foreseeable and estimated costs required to restart the high ropes course to be operational
- This information does not account for incidental, unforeseeable costs i.e increase in audit costs, replacement of damaged structural work

Appendix b**Cost to operate the Ropes Course****ANNUAL OVERHEADS - High Ropes Course**

ITEM	12 Months
Lease	\$2,500.00
Bank Loan	\$600.00
Insurance	\$1,200.00
Bank fees	\$60.00
Capital Investment loan	
VEHICLES & TRAILER	
Vehicle insurance	\$160.00
vehicle registration	\$275.44
WOF	\$20.00
Servicing	\$1,000.00
general maintenance	\$500.00
Trailer WOF	\$50.00
Trailer rego	\$100.00
Trailer insurance	\$275.00
General maintenance	\$250.00
Servicing	
PLANT	
Equipment replacement	\$2,500.00
Equipment maintenance	\$1,000.00
Quickflight inspection	\$200.00
STRUCTURE	
Inspection	\$1,700.00
Maintenance	\$1,200.00
ADMIN & CLERICAL	
Computer	\$150.00
Eft pos terminals	\$804.00
Accounting programme	\$910.80
Office materials	\$200.00
SERVICES	
Telephone	\$300.00
Internet	\$420.00
Office space	\$2,400.00
Storage	\$1,500.00
Electricity	\$120.00
MARKETING & PROMOTION	
Website	\$50.00
webSite maintenance	\$500.00
Staff Uniform	\$750.00
COMPLIANCE	
Audit	\$4,000.00
SAFETY	
Staff PPE	\$2,100.00

Safety audit programme	\$220.00
PROFESSIONAL SERVICES	
Lawyer	\$1,500.00
Accountant	\$1,500.00
Adventure Activity SME	\$900.00
<u>Company registration</u>	<u>\$70.00</u>
TOTAL	\$31,985.24

SUMMARY

- The information provided here outlines the overheads and outgoings required to operate the high ropes course over a 12 months period
- Tax, staff pay, ACC levies have not been included in this cost estimate

Appendix c

Community Outcomes

This section uses a table to identify how the Ropes Course aligns with PNCC commitment to achieving community outcomes.

Palmerston North: Small city benefits, big city ambition
Papaioea: He iti rā, he iti pounamu

PNCC Strategic Documents	Reference	What parts of the PNCC strategic documents are relevant to the Ropes Course?
PNCC Play Policy (2021)	Aratohu 1	Advocate for and actively promote play.
	Aratohu 3	Support community play champions and initiatives to access external funding for play resources in communities that need more assistance to play and be active.
	Aratohu 4	Work with other organisations to achieve better play outcomes.
	Aratohu 7	Grow a network of play champions in the community and support them to lead local play opportunities.
	Aratohu 13	Provide play spaces for a wide range of play types that challenge, allow for discovery, creative expression and movement, and offer an element of surprise
PNCC Active Communities Plan 2021 - 2031	Purpose of the plan	<ul style="list-style-type: none"> - Provide a wide range of accessible and well- maintained play, active recreation and sports facilities to increase levels of physical activity and participation in sport and active recreation and meet a diverse range of local communities. (Note: these facilities are city reserves, suburb reserves, local reserves, sports fields, the Central Energy Trust Arena, walkways and shared paths, and swimming pools) - Work in partnership with external recreation organisations, and facility providers, to help increase levels of participation in play, active recreation and sport
	Ngā tino Priorities	Develop a national reputation as an exciting city with plenty to do at night and on weekends
	He aha ngā hiahia hei whakatutuki	Be one of the most active communities in New Zealand
		The community is increasingly active
	What do we want to achieve	Facilities are multi-purpose, where possible
		City reserves reflect their special character and values
		Reserve Management Plans or Master Plans guide the management and development of all City reserves
		Council supports a variety of clubs, and organisations through consistent and transparent lease arrangements at parks and reserves and community centres

PNCC Strategic Documents	Reference	What parts of the PNCC strategic documents are relevant to the Ropes Course?
City Centre framework 2013	The sensory experience	Building a city that caters to people is the most efficient and low cost investment a city can make to meet four goals – a lively, safe, healthy and sustainable city.
	Urban design strategy - Driver Public realm	Creating a vibrant city centre
	KD7 - Play in the city	Provide a fun, welcoming, safe and stimulating environment for all ages <ul style="list-style-type: none"> - Play Interventions - Arena Manawatu - Railway Land - The Square

Appendix d

Research on the benefits of participating in outdoor recreation and adventure activities

Link	Title
https://www.stuff.co.nz/environment/climate-news/131675759/how-outdoor-adventure-is-a-key-tool-for-tackling-our-mental-health-crisis	How outdoor adventure is a key for tackling our mental health crisis
Meaningful Involvement Opportunities in Ropes Course ...https://www.nrpa.org/journals/jlr/volume-38	Meaningful Involvement Opportunities in Ropes Course Programs
https://tigerprints.clemson.edu/cgi/viewcontent.cgi?article=3087&context=all_theses	The effect of utilizing high elements ropes courses as a treatment intervention on self efficacy
http://iuptrr.asp.radford.edu/Volume_1/Challenge_Course_Effectiveness.pdf	Challenge Course Effectiveness-The Impact on Leadership Efficacy and Work Efficacy among College Students
https://digitalcommons.calpoly.edu/cgi/viewcontent.cgi?referer=&httpsredir=1&article=1021&context=rptasp	The Impact of Therapeutic Recreation Through Ropes Courses and Team Building Activities
https://www.maineoutdoorpublications.net/what-is-the-purpose-of-outdoor-and-adventurous-activities	What is the purpose of outdoor and adventurous activities?
https://www3.uwsp.edu/cnr-ap/leaf/school-ground/documents/outdoor%20education%20research%20for%20school%20Grounds.pdf	Outdoor Education summary

MEMORANDUM

TO: Strategy & Finance Committee

MEETING DATE: 10 May 2023

TITLE: Amendment to the Palmerston North Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions) - Deliberations Report

PRESENTED BY: Stacey Solomon, Policy Analyst

APPROVED BY: David Murphy, Chief Planning Officer

RECOMMENDATION TO STRATEGY & FINANCE COMMITTEE

1. That the Committee confirm:
 - a. the amendment to the Bylaw is the most appropriate means of addressing the perceived problem; and
 - b. the form of the Bylaw is the most appropriate form of bylaw; and
 - c. the Bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990.

RECOMMENDATION TO COUNCIL

2. That Council adopt the proposed amendment for Light Motor Vehicle Prohibitions to the Palmerston North Traffic and Parking Bylaw 2018 and Palmerston North Traffic and Parking Bylaw 2018 Administration Manual, (Attachments 2 and 3 of the memorandum).
-

1. ISSUE

In October 2022 Palmerston North City Council (Council) resolved to consult with the public on its proposed amendment to the Palmerston North Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions).

Public consultation was completed, and those who wished to speak in support of their submissions were heard by the Strategy & Finance Committee at their regular meeting on 22 March 2023.

This memorandum provides advice on the submissions received during consultation to inform the Committee's deliberations on the proposed amendment.

2. SUMMARY OF OPTIONS FOR THE PROPOSED AMENDMENT TO THE TRAFFIC AND PARKING BYLAW

Problem or opportunity	Council has consulted with the community on the proposed amendment to the Bylaw. The Committee can now consider the feedback received and recommend final changes to the amendment before it is adopted by Council.
OPTION 1	Adopt the proposed amendment to the Bylaw and the Administration Manual. <i>This option is recommended.</i>
Community Views	Community views are known. The Council completed consultation on the proposed amendment to the Bylaw and received 296 submissions in response. Most of the submissions were supportive, or supportive in part, of the proposal.
Benefits	Adopting the proposed amendment will allow the Police to issue infringement notices to people who are operating light motor vehicles in contravention of the prohibition. It will also enable the Council to add roads to the schedule of prohibitions in future.
Risk	There is a risk that identifying streets where light motor vehicles will be prohibited at specific times, will encourage street racers to move their activities to other areas of the city. In this instance, the issue will not have been mitigated, but instead moved to an area of the city where no prohibition exists.
Financial	There is an ongoing financial component to the proposed amendment. If adopted by the Council, signage will need to be installed at the locations described in the Administration Manual. Signage is critical to the enforcement of the Bylaw.
OPTION 2	Not adopt the proposed amendment to the Bylaw and the Administration Manual. <i>This option is not recommended.</i>
Community Views	Community views are known. A number of submissions received did not support the proposed amendment.
Benefits	There are no identified benefits to this option.
Risk	There is a missed opportunity for the Council to assist the Police to prevent issues related to street racing from

	<p>occurring.</p> <p>There is likely to be dissatisfaction from the community who have already voiced their concerns about the issue.</p>
Financial	<p>Council will not need to install additional signage, resulting in a small saving.</p>

3. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

In October of 2021 a deputation of community members from Longburn gave a presentation to the Planning and Strategy Committee describing the issues they were experiencing with street racers at Works Road. The Police provided a further perspective to the Committee, confirming that the issues with street racers seen at Works Road were also experienced elsewhere in the city.

The Council considered a number of options available to respond to the issue and chose to amend the Traffic and Parking Bylaw to prohibit light motor vehicles from being operated on specified roads between certain hours of the day.

The Council approved the proposed amendment to the Bylaw for consultation with the community. Consultation was carried out and completed in October and November of 2022. The Committee heard those who wished to speak in support of their submissions at its regular meeting in March 2023.

The Committee is now in a position to deliberate, and to make recommendations to the Council on the proposed amendment.

Previous Committee and Council reports

Relevant reports and memoranda received by the Committee and the Council as part of the Bylaw amendment process are listed below for reference:

Committee	Report / Memorandum received
Planning & Strategy - March 2022	<p><i>Options to address 'street racer' issues</i></p> <p>Agenda of Planning & Strategy Committee - Wednesday, 9 March 2022 (infocouncil.biz)</p>
Planning & Strategy - May 2022	<p><i>Options for Road Closure</i></p> <p>Agenda of Planning & Strategy Committee - Wednesday, 11 May 2022 (infocouncil.biz)</p>
Council - October 2022	<p><i>Amendment to the Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions) – Approval for Consultation</i></p> <p>Agenda of Council - Wednesday, 5 October 2022 (infocouncil.biz)</p>

Strategy & Finance - March 2023	<p><i>Hearing of Submissions: Amendment to the Traffic and Parking Bylaw 2018(Light Motor Vehicle Prohibitions)</i></p> <p><i>Amendment to the Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions) Summary of Submissions</i></p> <p>Agenda of Strategy & Finance Committee - Wednesday, 22 March 2023 (infocouncil.biz)</p>
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4. THE PROPOSED AMENDMENT TO THE BYLAW

The Council proposed to amend the Bylaw to include a new control which prohibits light motor vehicles (vehicles weighing less than 3,500kg) from being operated on specified roads in Palmerston North between the hours of 10:00pm and 4:00am, every day of the week. The amendment is proposed to apply to the following roads:

- Bennett Street
- Birch Way
- El Prado Drive
- Makomako Road
- Malden Street
- Valor Drive
- Works Road

The rationale for the proposed amendment was to promote road safety, protect the environment from damage and pollution, and mitigate nuisance to the community caused by street racer activity by preventing street racers from being able to gather. By making the amendment, Council proposed enabling the New Zealand Police to issue infringement notices to those operating light motor vehicles in contravention of the bylaw control. In addition to the enforcement tools already available to the Police, Council considers that receiving an instant infringement notice will deter street racers from driving their vehicles in nuisance-causing ways. The amendment does not apply to:

- those who own property or live on the restricted streets; or
- visitors of those who own property or live on the restricted streets; or
- those who are on the road with legitimate reason (such as a maintenance service, taxi or Uber); or
- emergency vehicles; or
- medical professionals on the occasion where they are rendering medical aid; or
- those who have received a prior exemption from Council.

In future, Council may choose to add or delete prohibited roads as necessary, following an appropriate engagement process.

5. CONSULTATION

Council notified consultation on the proposed amendment on 17 October 2022, and submissions were accepted through to 21 November 2022. Notification occurred via [public notice](#) in the Manawatū Standard and was supported by radio interviews and

advertising, posters put up around the city, a social media campaign, media release, and direct notification.

A Statement of Proposal was made available at all Council offices and libraries, [online via the Participate Palmy page on the Council website](#), and on request.

Community members, businesses or organisations, other stakeholders, and partners identified as being directly impacted by the proposed amendment were contacted via email or letter with the details of how they might expect to be impacted by the proposal.

Staff took an agenda item to the November 2022 Te Whiri Kōkō hui. The forum was updated and members provided their thoughts and feedback on the proposal. While generally supportive of the proposed amendment, concerns were raised about how those who needed to use the roads to get to their place of employment, or who were using the roads with no intention of participating in street racing, would be identified and excluded from any fine or infringement. There was also a general discussion about the relationship between Māori and the Police.

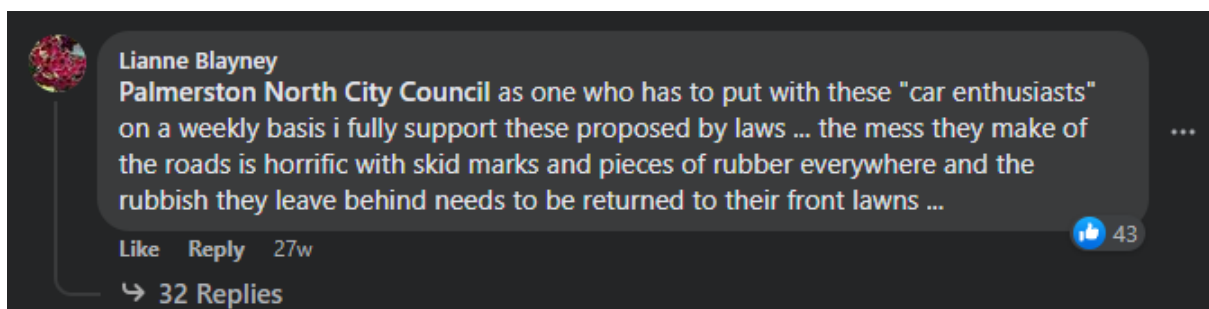
Social media engagement


The social media campaign for this consultation attracted a good amount of engagement from the community.

The initial Facebook post ([posted on 19 October 2022](#)) attracted over 1,100 comments, 774 reactions, and 83 shares.

A second Facebook post ([posted on 14 November 2022](#)) attracted over 100 comments, 63 reactions, and 7 shares.

Generally, the comments and conversations had via the social media posts closely resembled the responses given through the formal submissions being considered by the Council – both in the content of the comments, and in the overall support or opposition to the proposed amendment. A small representation of the Facebook comments is included here for reference (the Facebook posts in their entirety are linked above):






Paul Finnen
I remember watching something about this (link below). In America they had the same issue and the police found funding to make it cheap and easy to go on a racetrack one night a week. We have Manfeild so close and it isn't used that often. Maybe **Palmerston North City Council** and the police could sort something for them rather than living in hope they will disappear if you fine them. Because you know as long as cars have existed people try do silly things in them and a \$150 fine probably won't change that at all.

Like Reply 27w Edited

👍❤️ 122


↳ 34 Replies



Amy Cousins Larsen
Great way to shift the problem elsewhere.... I don't actually know all those streets but aren't some industrial areas where they are less of a nuisance to residents so a better choice to let them do their thing away from others? They need somewhere to go... P.S. giving them fines they won't pay that turn into massive debt isn't great either.

Like Reply 27w Edited


👍 5



Lance Rowe
1st offence, impound the car. Don't worry about the fine, most never pay it.

Like Reply 27w

👍 36




David Cooper
Every Friday night they gather at Bunnings car park,. Then they all leave ,. Then we can hear them doing burnouts from our house, it goes on for hours,. But we keep getting told we don't have a boy racer problem in Palmerston North,. The law need more power than just a smack on the hand,. Instant impound,. No warnings,. Sustained loss of traction,. Impound.

Like Reply 27w Edited

👍 38

↳ 17 Replies




Catherine Necia Loach
So you telling me we all have to remember every street that we can't drive down and if we drive down it your going to give us fine. Way to make people hate the palmy council.

Like Reply 23w

👍 3

↳ 1 Reply



Lisa Sae
The problem still remains that policing it is the issue. They are already breaking the law and could be pulled up for a number of things including dangerous driving, speeding, losing traction. But the Police can't catch them because it is deemed unsafe so what's going to change that. Nothing.

Like Reply 23w

👍 4

Across the posts, around 100 comments were removed for violating Facebook community guidelines e.g. the comments made were considered racist or otherwise objectionable.

6. SUMMARY OF SUBMISSIONS

Submissions made by the community have provided important information for deliberation. The Council received 296 submissions on its proposal, the majority of which are supportive or supportive in part of the proposed amendment. A large number of respondents do not support the proposal (for a variety of reasons discussed and considered in Attachment 1).

Table 1 below gives this summary.

Number of submissions that support the proposal	140
Number of submissions that support the proposal in part	55
Number of submissions that do not support the proposal	100
Number of submissions that did not state their support (or it is not clear for staff to determine)	1
Total number of submissions received on the proposal	296

Table 1: Overall summary of submissions

There were nine submitters who spoke in support of their submissions at the hearing on 22 March 2023.

All 296 submissions received are available in full as part of the [Strategy and Finance Committee Agenda 22 March 2023](#).

7. ANALYSIS OF OPTIONS

Attachment 1 to this memorandum provides advice for the Committee to consider in its response to the submissions received.

The conclusions made in Attachment 1 are summarised in the options below.

Option 1 – Adopt the proposed amendment

This option is recommended.

There are advantages to adopting the proposed amendment to the Bylaw. The significant advantage is the Council, by adopting the proposed amendment, will enable the Police to issue notices of infringement to people operating vehicles in contravention of the proposed bylaw control.

There are 140 submissions that support the proposed amendment. Many of the 55 submissions that support the proposal in part do so in principle, but express concerns about how the control will be applied, and the expected effectiveness of the control.

Recommended changes

It is recommended that the following changes be made to the proposed amendment. The changes identified are made to improve the interpretation of the proposed clause, and do not result in a significant deviation from the original proposal. The recommended changes are:

- To add the following definition for 'Gathering' to section 5 'Definitions':
"Gathering: Means an assembly, meeting or congregation of two or more, including one held for a specific purpose".
- To amend the definition of 'Light Motor Vehicle' to:
 "Means a motor vehicle with a gross mass ~~less than~~ **not exceeding** 3,500 kilograms"
- To improve the interpretation of the Bylaw, change the wording in clause 10.1 so it reads:
 "10.1 To promote ~~public road~~ safety and protect the environment from adverse effects **or nuisance** associated with the ~~congregation~~ **gathering** of light motor vehicles on public roads, Council may by resolution prohibit vehicles with a gross motor vehicle mass ~~less than~~ **not exceeding** 3,500kg from being operated on any road or part of that road.
- To clarify the intended effect of the exclusions in proposed clause 10.4 (a), and to who the exclusions apply, change the clause so that it reads:
 "10.4. No person may operate a motor vehicle in contravention of a resolution made by Council under clause 10.1 unless:
 - (a) that motor vehicle is conveying an owner or occupier of a property **or business** with a frontage **or accessway** to a road specified in the resolution or the owner or occupiers' bona fide visitors or **employees**;
 - (b) that motor vehicle is a trade or service vehicle being operated for the provision or maintenance of a utility on the road or on property having a frontage **or accessway** to the road; or
 - (c) that motor vehicle is being used as a passenger service vehicle or as a security service vehicle being operated in the execution of duty; or
 - (d) that vehicle is owned by Council **or emergency services** and being operated in the execution of duty; or
 - (e) prior written permission from Council has been obtained."
- To improve readability and consistency in the proposed amendment, change the wording in clause 10.6 so it reads:

"10.6 Signage will be installed by Council on any road described in a resolution made under **clause** 10.1 to advise:

- (a) the times and days of the prohibition made in the resolution, and
- (b) that the prohibition applies to vehicles with a gross motor vehicle mass ~~less than~~ **not exceeding 3,500kg.**"

The Bylaw shown as Attachment 2 to this memorandum has these changes incorporated in **BLUE**.

Option 2 – Do not adopt the proposed amendment

This option is not recommended.

Not adopting the proposed amendment to the Bylaw does not have identified advantages.

The proposed amendment offers the Police an additional tool for addressing the issues occurring because of street racers around the city. Council previously determined that a primarily preventative bylaw intervention was the most appropriate way to support the Police to manage the nuisance activity of street racers.

There are 100 submissions that do not support the proposed amendment to the Bylaw. This equates to roughly one third of all the submission responses received.

The reasons given by these submitters for not supporting the proposal vary. Common themes include not wanting the problem to move elsewhere in the city, not believing the amendment will successfully resolve the problem, and not wanting access to roads in the city unduly or unlawfully restricted.

The advantages of adopting the proposed amendment outweigh the disadvantages. It is therefore recommended that the proposed amendment be adopted.

Previous s.155 determination

The Council considered the report *Amendment to the Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions) – Approval for Consultation* at its meeting on 5 October 2022. As part of the decisions that were made at that meeting, the Council made an assessment and determined under s.155 of the [Local Government Act 2002 \(LGA\)](#) that:

- The Bylaw was the most appropriate way of addressing the perceived problem;
- That a standalone Bylaw was the most appropriate form of bylaw; and
- That the Bylaw did not give rise to any implications under the [New Zealand Bill of Rights Act 1990 \(NZBORA\)](#).

No changes have been further proposed to the Bylaw that would alter the initial assessment made. It is recommended that the Council confirm these determinations before adopting the Bylaw amendment.

Attachments 2 and 3 to this memorandum contain the proposed amendment to the Bylaw in full.

The original amendment that was consulted on with the community is tracked through the marked up document in **RED**. Further changes made to the proposed amendment as a result of consultation with the community are tracked through the marked-up document in **BLUE**.

8. LEGAL ADVICE

Staff obtained legal advice as part of the process to amend the Bylaw.

Prior to consultation

Prior to the Council approving the proposed amendment for consultation in October of 2022, the legal opinion confirmed the ability of the Council to make the amendment as legal and reasonable.

Prior to deliberations

Submissions made by the community during consultation expressed concern about the legal ability of the Council to make the proposed amendment to the Bylaw under clause 22AB(zk). This clause enables the Council to regulate road related matters, including (but not limited to) enhancing or promoting road safety or providing protection for the environment.

Further legal advice confirmed the ability of the Council to make the proposed control under clause 22AB(zk) of the Land Transport Act 1998, for the purposes of enhancing and promoting road safety.

9. CONCLUSION

Staff recommend the Committee to recommend the Council adopt the proposed amendments to the Traffic and Parking Bylaw and the Administration Manual, as presented in Attachments 2 and 3 of this memorandum.

10. NEXT ACTIONS

If adopted, the Bylaw will be brought into effect in August 2023. Signage will need to be installed before the clauses of the Bylaw are enforceable.




All submitters will be contacted and notified of the outcome of this process, as will those who reside at an address on an identified road or a surrounding road, those who own property or operate a business on an identified road, impacted stakeholders and partners, as well as the community more widely.

Staff will also raise awareness about the proposed restrictions through its various communications channels.

11. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the achievement of action/actions in Safe Communities	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	<p>The recommendations contribute to Priority 4 in the Connected Communities Strategy: Be a city where people feel safe and are safe.</p> <p>The perception of safety impacts the way people feel and interact with one another in their communities. Council has committed to working with communities, businesses, local government, government agencies and other to promote safety.</p> <p>The Actions in this plan also contribute to the achievement of the Connected Communities Plan. Council recognises that the issues that underpin safety concerns can be attributed to a lack of community connectedness, and opportunities available to encourage this connection.</p>

ATTACHMENTS

1. Detailed Analysis of Submissions - proposed amendment to the Traffic and Parking Bylaw 2018 [↓](#) 
2. Palmerston North Traffic and Parking Bylaw 2018 (incorporating amendment 2023) [↓](#) 
3. Palmerston North Traffic and Parking Bylaw 2018 Administration Manual (incorporating amendment 2023) [↓](#) 

Analysis of Submissions

Proposed amendment to the Palmerston North Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions)

May 2023

Purpose of this document

This document provides analysis of the issues raised by submitters to the proposed amendment to the Palmerston North Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions). The purpose of the analysis is to provide the Committee with advice to inform their deliberations on the proposed amendment.

This analysis should be read in conjunction with the proposed amendments to the Bylaw, and the full text of each submission, which are available in the [Strategy and Finance Committee Agenda March 2023](#).

Summary of consultation response

A total of 296 submissions were received to the proposal.

Number of submissions that support the proposal	140 submissions
Number of submissions that support the proposal in part	55 submissions
Number of submissions that do not support the proposal	100 submissions
Number of submissions that did not state their support (or it is not clear for staff to determine)	1 submission
Total number of submissions received on the proposal	296 submissions

Issues raised by submitters

The following section identifies the issues raised by submitters on the proposals included in the consultation document, with analysis of those issues and the staff response recommendation for each issue.

The issues are arranged broadly by theme.

Issue raised	Staff response	Submission number/s	Recommendation
On the ability of the Police to issue infringement notices to vehicles congregating on restricted roads to discourage street racing.			
Suggest harsher fines	<p>Determining the amount of the fine is out of scope. Council does not have the ability to set the amount of the fine that is issued.</p> <p>The decision to issue a fine, and the amount of that fine, is at the discretion of the Police through their powers under the Land Transport (Offences and Penalties) Regulations 1999.</p>	29, 32, 33, 44, 87, 94, 101, 110, 134, 147, 156, 19, 202, 227, 259	No further change to the bylaw is recommended.

Support improved road safety for the community.			
Not feeling safe as pedestrians, or driving on roads at the same time as street racers.	<p>The areas currently identified for the proposed restrictions are mostly in industrial areas, where pedestrian activity would be less than what could be expected in residential areas. Comments provided through the submissions let us know that those people in the community who are directly affected by the activity of street racers feel intimidated by large numbers of vehicles congregating on roads, or close to their homes and residences.</p> <p>The proposed amendment to the Bylaw is intended to be preventative in the first instance. By preventing congregation of street racers, flow-on nuisance issues should be avoided, and road safety promoted and enhanced.</p>	3, 10, 16, 19, 97, 103, 131, 135, 141, 144, 160, 172, 178, 187, 202, 216, 217, 221, 228, 236, 257, 259, 268, 281, 283, 285, 292	No further change to the bylaw is recommended.
Concern for the safety of the street racers themselves.	<p>This is a common theme often coupled with commentary that a safer alternative for street racers would be to provide a suitable location where the activity could be carried out in a controlled environment, a "skid pad" or similar facility.</p> <p>While this suggestion has merit, it is beyond the scope of the Bylaw amendment.</p>		
Commented on suggested roads.			
Support the inclusion of the roads proposed.	The comments of this type are mostly from submitters that are not directly affected by street racing activity. Other streets suggested are collated with commentary provided later in this report.	6, 12, 13, 20, 30, 34, 41, 48, 59, 76, 81, 121, 126, 134, 145, 149, 172,	No further change to the bylaw is recommended.
Agree in principle that the proposed roads are appropriate to include but do not support proposed roads as they use those roads in their day-to-day routine ie: own businesses on the identified streets that employee a number of staff.	The concerns raised are noted. Changes are recommended to the bylaw to provide clarity on the exclusions in proposed clause 10.4 (a).	193, 230, 238, 241, 244, 254, 255, 263, 281, 282, 285	Clarification of exclusions in proposed clause 10.4 are recommended.
Suggest a 'blanket ban' across large areas of the city, instead of a road-by-road approach.	The proposed was not prepared with the intention effecting a 'blanket-ban' across large community areas. It is unlikely that an approach such as this would be considered reasonable under the Bylaws Act 1910.		No further change to the bylaw is recommended.

Disagree with the public not being able to use or to access public roads.			
Doubt the legality of the bylaw control	Legal opinion has been sought and confirms the legality of the proposed amendment to the Bylaw under clause 22AB(zk) of the Land Transport Act 1998. Council can make a bylaw under section 22AB(1)(zk) for the purpose of regulating any road-related matters so as to enhance or promote road safety.	7, 84, 93, 159, 161, 222, 248, 260, 267, 270, 294	Clarification of exclusions in proposed clause 10.4 are recommended.
Public roads should be universally accessible to the public. Feel that the restrictions are unfair given that they may be using the roads but are not participating in street racing.	<p>The proposed amendment is not intended to negatively impact road users who are not congregating for the purposes of street racing. As the Council does not enforce the proposed amendment, it is the responsibility of the Police to make an accurate and informed determination of road users who are congregating to street race and cause nuisance.</p> <p>The concerns of road users who are not intending to participate in street racing and their ability to access the prohibited roads are valid. Changes are recommended to proposed Bylaw amendment.</p>		
The proposed restrictions will not be effective.			
Do not believe the proposed restrictions are going to be effective. Usually related to previous unsuccessful attempts of the Police to address the issue, the mobile nature of the activity, and the potential for the implementation of the proposed restrictions to have the opposite of the intended effect and result in encouraging more nuisance street racing behaviour.	<p>The proposed amendment provides the Police with an enforcement tool additional to those already at their disposal. This is achieved by enabling the Police to issue infringement notices to vehicles that are congregating for the purposes of street racing in contravention of the proposed amendment to the Bylaw.</p> <p>The proposed amendment alone will likely not be effective to prevent the activity from occurring. The Council previously installed physical deterrents, including speed bumps, in areas where issues related to street racing are experienced.</p>	49, 51, 52, 57, 63, 75, 95, 115, 130, 137, 152, 186, 226, 257, 274	No further change to the bylaw is recommended.
The proposed restrictions will mean that the street racers take their activity to other areas of the city where there are no controls.			
This comment was often made in consideration of supporting the principle and intent of the proposed change, but doubting whether it would be an effective solution.	<p>This concern is valid. The Police are aware that this is likely to occur.</p> <p>The Council has the ability to add and delete roads to the schedule of restrictions following a suitable engagement process with affected people through clause 10.1 of the proposed amendment.</p>	1, 2, 5, 8, 9, 11, 14, 44, 50, 53, 61, 67, 74, 77, 93, 95, 97, 98, 99, 115, 116, 124, 125,	No further change to the bylaw is recommended.

		126, 130, 137, 151, 158, 163, 176, 182, 183, 184, 186, 187, 194, 195, 222, 225, 226, 228, 243, 246, 253, 256, 266, 268, 273, 274, 277, 282, 288	
Ongoing nuisance associated with street racing activity.			
Includes nuisance noise late at night or early morning that is generally negatively affecting quality of life, experiencing damage to property or destruction of the environment (eg: destroying roads by pouring oil or diesel on them), excessive litter (alcohol bottles or cans, general litter, shredded tires), inability to access property as driveways or roads are obstructed by large numbers of vehicles, feeling harassed or intimidated by people street racing.	<p>The behaviour of groups of street racers causes disruption for residents and the public, it also costs ratepayers a significant amount to repair and clean up the damage and debris they leave behind.</p> <p>The proposed amendment to the Bylaw will promote road safety, protect the environment from damage, and prevent nuisance to the community caused by the congregation of light motor vehicles for the purposes of street racing.</p> <p>The reason we're proposing to amend the Traffic and Parking Bylaw is to give the police a way to deal more effectively with this behaviour.</p> <p>People are also able to contact the Police in situations where they feel unsafe, or where they feel unsafe driving activity is going to occur, or is occurring. The proposed amendment does not replace the need for the Police to provide an appropriate response to issues related to road safety generally.</p>	6, 10, 11, 12, 13, 15, 20, 21, 27, 29, 30, 37, 41, 48, 55, 56, 70, 76, 87, 88, 90, 106, 112, 117, 119, 120, 121, 123, 127, 133, 134, 135, 139, 140, 141, 144, 147, 149, 162, 164, 168, 171, 191, 192, 197, 198, 208, 211, 214, 219, 228, 230, 232, 234, 235, 238, 239, 240, 241, 244, 249, 250, 254, 261, 265, 269, 274, 279, 280, 282, 283, 286, 287, 292, 295, 296	No further change to the bylaw is recommended.
Culture of street racing, skids, and motorsport in Palmerston North			
Submitters associated with or involved in street racing culture (now or previously) note that Palmerston North has a long history of being somewhere that street racing occurs.	There is a history of street racing in Palmerston North. The scale frequency of the activity has increased in recent years, prompting the proposed response of the Council to amend the Bylaw in the way that it has.	1, 7, 17, 22, 28, 52, 150, 195, 207, 269, 271, 274, 275, 296	No further change to the bylaw is recommended.

Further note that part of the identity of the city is associated with motorsports more broadly, we see this with events like Teams Champs and being located closely to Manfeild Park in the Manawatu district.	Manfeild has previously hosted open track sessions where drivers are able to make use of the track in a controlled environment (noting Manfeild is located outside of Palmerston North, in the Manawatu District).		
Some people are participating in the activity for the strong social aspect of it, and are there for the connection with people who have a similar interest in cars, rather than for the nuisance activity or antisocial behaviour that occurs alongside.	Noted. This is not a matter for the proposed amendment.		
Concerns about how the restrictions will be applied to road users who are not street racers.			
Motorists who use roads identified for this bylaw control to get from one place to another but are not there with the intent to participate in street racing activity query how the restrictions will be applied.	The concerns raised are important and valid. Changes are recommended to the bylaw. Proposed clause 10.4 to the Bylaw lists a number of exceptions to the control. The wording in the bylaw could be clarified to provide the assurance requested in these submissions.	3, 32, 33, 39, 42, 60, 124, 129, 135, 146, 154, 155, 157, 159, 165, 174, 185, 188, 212, 214, 246, 248, 262, 263, 282, 282, 294	Clarification of exclusions in proposed clause 10.4 are recommended.
Businesses with large workforces or that requires 24/7 delivery capability seek assurance that the restrictions will not affect their business or their employees.	The Bylaw otherwise already excludes a number of vehicles and persons (mostly emergency vehicles and those responding to emergencies) from any control in the Bylaw.		
Query the cost and resources required to enforce the restrictions.			
The effort and ratepayer funding used to ensure the effectiveness of the proposed bylaw is not a good use of time or money.	There will be a cost associated with the installation of the signage necessary for the Bylaw to be enforceable. The effectiveness of the Bylaw is dependent on the resources and ability of the Police to enforce it. There have been successes in other districts and cities that have implemented a similar Bylaw control.	18, 45, 51, 53, 57, 74, 82, 116, 117, 157, 170, 202, 203, 220, 227, 243, 247, 252, 253, 260	No further change to the bylaw is recommended.
Suggest extending the prohibited times			
The time the restrictions proposed (10:00pm to 4:00am) be extended to: <ul style="list-style-type: none"> all hours of the day 9:30pm to 4:30am 	This was not a common submission theme. The times which have been proposed are intended to provide a control during hours when the street racing activity is more likely to cause nuisance, or pose a more significant risk to safety, and to avoid (for the most part) inconvenience to residents and businesses.	2, 134	No further change to the bylaw is recommended.

Suggest additional engineering or security solutions be considered.		
Include installation of gates	<p>The Planning and Strategy Committee received the report "Options for Road Closure" in May 2022 that provided information on various options to manage nuisance issues caused by street racers, particularly the ability of the Council to temporarily close roads (install gates).</p> <p>The advice received on achieving temporary road closure through the use of gates was that:</p> <ul style="list-style-type: none"> • Temporary road closures achieved through the use of gates has merit; • Using gates is unlikely to be legally reliable as a permanent solution to the identified problem of mitigating nuisance issues from street racers and protecting and promoting road and community safety. <p>Because the roads identified are public roads, the control of any gate cannot be delegated by Council as the road controlling authority, or handed over to a private party. Any mechanism or gate installed would require ongoing Council support to manage access, including on-call response for fire and emergency and contact from legitimate users unable to gain access.</p> <p>The cost of installing gates is likely to be in excess of \$50,000 per gate.</p> <p>The installation of gates has significant costs, resourcing implications and other challenges to achieving safe and effective access to the site/s while gates are in place.</p> <p>Installation of gates is not recommended.</p>	<p>13, 14, 79, 86, 94, 99, 106, 153, 184, 193, 213, 253, 257, 262, 273, 288</p> <p>No further change to the bylaw is recommended.</p>
Special surfacing for roads	<p>High friction surfacing is a layer applied to the top of the road surface to give it extra friction, making it more difficult for drivers to lose traction and skid their vehicles along roads. The increased friction experienced when vehicles are skidding means that tyres break down more quickly (become shredded).</p> <p>The surface does not affect vehicles being driven normally.</p> <p>High friction surfacing is a short-term solution and deterrent, and is not meant to be a long-term correction.</p> <p>High friction surfacing is expensive and may be cost prohibitive if it were to be required on extensive stretches of road.</p>	
Better street lighting	<p>This is out of scope of the Bylaw and no changes to the bylaw are being recommended.</p>	

		<p>However, as the road controlling authority, the Council is responsible for the operation, maintenance and improvement of road infrastructure in the district. The Council may from time-to-time consider additional physical deterrents, as and when required or if it is appropriate to do so.</p> <p>This is out of scope of the Bylaw and no changes to the bylaw are being recommended.</p> <p>However, as the road controlling authority, the Council is responsible for the operation, maintenance and improvement of road infrastructure in the district. The Council may from time-to-time consider additional physical deterrents, as and when required or if it is appropriate to do so.</p>	
More no-parking zones			
Judder bars or speed bumps		<p>This is out of scope of the Bylaw and no changes to the bylaw are being recommended.</p> <p>However, as the road controlling authority, the Council is responsible for the operation, maintenance and improvement of road infrastructure in the district. The Council may from time-to-time consider additional physical deterrents, as and when required or if it is appropriate to do so.</p> <p>Council has the authority to install speed bumps and judder bars. These may be able to be used in combination with the bylaw restrictions to achieve a desirable outcome.</p> <p>Asphaltic concrete (AC) humps are not typically installed in industrial areas because of their potential impact on load-stability for heavy vehicles. This impact can lead to increased pavement damage (and therefore higher maintenance costs), damage of the goods carried, damage to vehicles, and potentially adverse effects on property access. The applicability of this option to other areas can only be determined following site assessment. AC humps are not practical in residential areas, on bus routes or cycle routes.</p> <p>The installation of AC humps may deter street racer activity, however there may be adverse effects on access to the Road for other users (cyclists, buses etc).</p>	
CCTV or speed cameras to make areas less attractive for street racers and skidding.		<p>This is out of scope of the Bylaw and no changes to the bylaw are being recommended.</p> <p>Installation of CCTV cameras would be a significant cost. It is a matter for the Police to consider if and where speed cameras would be placed around the city.</p>	

Suggest immediate seizure, impounding or crushing of street racer vehicles.			
If the Bylaw is breached, the police should immediately seize and impound vehicles.	<p>This is out of scope of the Bylaw controls. Council does not have the ability to seize vehicles and no change to the proposed amendment can be made to achieve this. It is entirely up to the Police to make a decision to impound a vehicle at their discretion.</p> <p>S. 96 of the Land Transport Act 1998 (LTA) details the circumstances in which the police may seize a vehicle. Such a circumstance includes a situation where a driver operates a vehicle in a manner that breaches a qualifying bylaw.</p> <p>If the proposed amendment is adopted by the Council, the Palmerston North Traffic and Parking Bylaw 2018 would be a qualifying bylaw under this section of the LTA.</p> <p>The New Zealand Police will be advised of the submissions received through the consultation that relate specifically to their ability to seize, impound, or destroy vehicles.</p>	33, 72, 80, 87, 90, 101, 107, 126, 171, 202, 216, 229, 265, 277	No further change to the bylaw is recommended.
Council consider providing a ski pad (or similar facility) for street racing to take place safely in a controlled environment.			
That Council identify a suitable location and provide a skid pad for light motor vehicles to use recreationally.	<p>Those who made submissions in support of the proposed bylaw amendment as well as those who made submissions against the proposed amendment suggested the provision by Council of a skid pad as a solution to the identified issue of street racers causing nuisance.</p> <p>The suggestion was frequently made in response to concern that the proposed controls would move the problem, rather than resolve it.</p> <p>Unless otherwise instructed by the Council, no work will be conducted to assess the feasibility or potential location for a skid pad in Palmerston North.</p>	4, 11, 17, 18, 28, 38, 43, 44, 45, 46, 50, 51, 52, 57, 58, 60, 61, 62, 63, 65, 68, 69, 71, 73, 74, 82, 84, 93, 95, 98, 102, 115, 116, 129, 137, 146, 148, 152, 154, 155, 159, 163, 165, 167, 170, 177, 182, 183, 186, 189, 194, 196, 199, 203, 207, 210, 222, 225, 228, 230, 243, 244, 246, 261, 264, 267, 268, 269, 271, 273, 274, 275, 296.	No further change to the bylaw is recommended.
That the Council administer and facilitate the acquisition and operation of any skid pad.	<p>This is out of scope of the proposed bylaw amendment.</p> <p>The Council would need to consider a number of significant risks and issues with a facility like a skid pad. The Council would need to consider:</p> <ul style="list-style-type: none"> • The cost of acquiring the land for the facility. • The operational considerations (health and safety, nuisance noise). • Wider public support for the facility. • Ongoing costs. 		

That providing a skid pad would give the street racing community, as well as the community at large, a suitable and safe alternative to using street and roads around the city.	Advice from the police is that providing a skid pad or other facility to street races will not prevent further issues from occurring. Rather, it is likely to encourage greater numbers of people to the areas, who are not likely to contain the activity to the skid pad.	
The users of the skid pad be charged a fee to supplement the operating costs of the facility.	Many of the "nuisance" issues, such as noise from large gatherings of people, are unlikely to be solved through this solution. Unless otherwise instructed by the Council, no work will be conducted to assess the feasibility or potential location for a skid pad in Palmerston North.	

Additional roads suggested for inclusion by submitters

Council identified seven streets to be covered through the proposed Bylaw controls. Submitters suggested additional roads for consideration. These roads are listed below. In many instances, the road suggested is not one that Council is the road controlling authority for (ie: it is a state highway), or the proposed restriction would not be suitable for the road suggested (eg: it is a main thoroughfare and the restriction will not be able to be effectively applied).

NOTE: the proposed amendments to the Bylaw give Council the ability to add or delete roads to the list of controlled areas by resolution, following suitable community consultation.

Road proposed	Could be considered in future for inclusion in the Bylaw	Reason
Airport Drive	Not under the current clause.	Long stretches of road that carry a large amount of traffic like Airport Drive (which comes off of JFK Drive) won't see any real benefit from being added to this Bylaw, which works primarily on cul-de-sac's or short roads between intersections.
Alderson Drive	Yes	Alderson Drive is in the same industrial area as Valor Drive and El Prado Drive.
All of Pioneer Highway	Not under the current clause.	Pioneer Highway is a significant thoroughfare for Palmerston North. The restriction proposed through the Bylaw is unlikely to be effective on a road like Pioneer Highway. The issues seen on Pioneer Highway fit more closely with the definition of 'cruising', which the proposed amendment does not control. The Police are able to intervene in circumstance of excessive speed, sustained loss of traction, and unsafe driving without a bylaw control.
Amberly Avenue	Not under the current clause.	Amberly Avenue is a significant thoroughfare in the Highbury Community, with intersections at Pioneer Highway and Tremaine Avenue at either end. The proposed amendment would not be effective for a stretch of road as long as Amberly Avenue.

Botanical Road	Not under the current clause.	For the same reasons as explained for Airport Drive and Pioneer Highway, Botanical road has a significant traffic flow and the proposed amendment is not likely to be effective.
BP service station on Rangitikei Street	No	The proposed clause does not apply to privately owned carparks.
Broad areas of Highbury	Not under the current clause.	The proposed clause has not been prepared with the intention of effecting a 'blanket-ban' across large community areas. In future, if specific roads in Highbury are identified as being places where light motor vehicles are congregating for the purposes of street racing and are causing nuisance and damage, those specific streets can be considered for inclusion in the proposed Bylaw control.
Broad areas of Kelvin Grove	Not under the current clause.	The proposed clause has not been prepared with the intention of effecting a 'blanket-ban' across large community areas. In future, if specific roads in Kelvin Grove are identified as being places where light motor vehicles are congregating for the purposes of street racing and are causing nuisance and damage, those specific streets can be considered for inclusion in the proposed Bylaw control.
Broad areas of Summerhill	Not under the current clause.	The proposed clause has not been prepared with the intention of effecting a 'blanket-ban' across large community areas. In future, if specific roads in Summerhill are identified as being places where light motor vehicles are congregating for the purposes of street racing and are causing nuisance and damage, those specific streets can be considered for inclusion in the proposed Bylaw control.
Broad areas of Terrace End	Not under the current clause.	The proposed clause has not been prepared with the intention of effecting a 'blanket-ban' across large community areas. In future, if specific roads in Terrace End are identified as being places where light motor vehicles are congregating for the purposes of street racing and are causing nuisance and damage, those specific streets can be considered for inclusion in the proposed Bylaw control.
Buick Crescent	Possibly – further work would need to be done.	No, this is a long road that intersects several smaller residential streets.
Bunnings carpark (multiple submissions)	No	The proposed clause does not apply to privately owned carparks.
Carparks on Dittmer Drive	No	Uncertain of the exact location meant here - believe this is in reference to the carparks at the Ruha Street entrance to the River Pathway and Te Ara Kotahi.
Cook Street	Not under the current clause.	Would likely be more suitable for a control that prohibited 'cruising'.
Corner of Rangitikei Street and Tremaine Avenue	Not under the current clause.	Would likely be more suitable for a control that prohibited 'cruising'.
Fitzherbert Ave	Not under the current clause.	Would likely be more suitable for a control that prohibited 'cruising'.
Gillespies Line	Not under the current clause.	Would likely be more suitable for a control that prohibited 'cruising'.

Haydon Street	Possibly – further work would need to be done.	Short street between with intersections at Vogel and Keith Streets. Jarret Crescent and Lancewood Lane entrances off of Haydon Street.
Hulme Street	Possibly – further work would need to be done.	Hulme Reserve to be considered.
JFK Drive (multiple submissions)	Not under the current clause.	Long stretches of road that carry a large amount of traffic like JFK Drive (which links to Airport Drive) wouldn't see any real benefit from being added to this Bylaw, which works primarily on cul-de-sacs or short roads between intersections. The issues seen on JFK Drive fit more closely with the definition of 'cruising', which the proposed amendment does not control. The Police are able to intervene in circumstance of excessive speed, sustained loss of traction, and unsafe driving without a bylaw control.
Karina Terrace	Possibly – further work would need to be done.	Long, straight street, no exit street.
Keith Street	Not under the current clause.	Long street with a number of roads intersecting it. Would likely be more suitable for a control that prohibited 'cruising'.
Limbrick Street	Not under the current clause.	Long street with a number of roads intersecting it. Would likely be more suitable for a control that prohibited 'cruising'.
Lyndale Place	Possibly – further work would need to be done.	Short road with a cul-de-sac at the end, in a residential area.
Main Street	Not under the current clause.	This is a main thoroughfare for the city, it carries large numbers of vehicles through residential areas, then into the city centre. Would likely be more suitable for a control that prohibited 'cruising'.
Maxwells Line	Not under the current clause.	Would likely be more suitable for a control that prohibited 'cruising'.
Napier Road at Ashurst (multiple submissions)	No	Council is not the Road Controlling Authority (RCA) for this intersection.
Newry Drive	Yes	Newry Drive is in the same industrial area as Valor Drive and El Prado Drive.
Old West Road (SH 57) intersection with Kahuterawa Road (multiple submissions)	No	Council is not the Road Controlling Authority (RCA) for state highways – Waka Kotahi is the RCA for these. Council cannot make a Bylaw prohibition for SH57.
Pahiataua Street	Not under the current clause.	Would likely be more suitable for a control that prohibited 'cruising'.
Pinfold Road	Possibly – further work would need to be done.	This is a rural, no exit road. Would need to understand if there are currently issues with it.
Rangiora Avenue	Not under the current clause.	Would likely be more suitable for a control that prohibited 'cruising'.

Rangitikei Street	No	Rangitikei Street is a significant thoroughfare for Palmerston North. The restriction proposed through the Bylaw is unlikely to be effective on a road like this. The issues here fit more closely with the definition of 'cruising', which the proposed amendment does not control. The Police are able to intervene in circumstance of excessive speed, sustained loss of traction, and unsafe driving without a bylaw control.
Rhodes Drive/Hillcrest Junction	Not under the current clause.	A 'cruising' prohibition would be better suited to a location like this.
Richardson Line and Roberts Line junction	Not under the current clause.	A 'cruising' prohibition would be better suited to a location like this.
Several areas in Rongotea	No	Out of district, Council is not the Road Controlling Authority (RCA) for this area.
SH6 in Longburn	No	Council is not the Road Controlling Authority (RCA) for state highways – Waka Kotahi is the RCA for these.
Shelley Street	Not under the current clause.	Roslyn School has a boundary with this road; there is a mixture of businesses and residential property along the road. Would likely be more suitable for a control that prohibited 'cruising'.
Staces Road	Possibly – further work would need to be done.	This is a rural, no exit road. Would need to understand if there are currently issues with it.
Tennent Drive	No	Council is not the Road Controlling Authority (RCA) for Tennent Drive, and therefore cannot make a prohibition to apply to the road.
The Square	No	We do not have information at this time to suggest that The Square is a location where street racers frequently congregate.
The whole of Bennett Street	Possibly – further work would need to be done.	Currently only part of Bennett Street is proposed to have a control. A 'cruising' prohibition would be better suited in the instance where a road like Bennett Street were going to be included as a whole.
Whitmore Road, at the intersection with SH 57	Possibly – further work would need to be done.	Multiple submissions were received on this location. Whitmore Road is a rural road just south of Linton Camp with an intersection at two points along SH57. The road can be driven in a long loop in either direction from along Camp Road, turning onto Whitmore Road to the intersection with SH57, then back down to the intersection with Camp Road.
Wood Street	Not under the current clause.	Street racing activity primarily takes place on the State Highway portion of the intersection with Whitmore Road. Council is not the Road Controlling Authority (RCA) for state highways – Waka Kotahi is the RCA for these.
		A 'cruising' prohibition would be better suited to a location like this.

PALMERSTON NORTH TRAFFIC AND PARKING BYLAW 2018



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PALMERSTON NORTH TRAFFIC AND PARKING BYLAW 2018

Palmerston North Traffic and Parking Bylaw 2018**PART ONE - INTRODUCTION****1. TITLE**

- 1.1. The title of this Bylaw is the “Palmerston North City Council Traffic and Parking Bylaw 2018”.

2. PURPOSE

- 2.1. This Palmerston North City Council Traffic and Parking Bylaw 2018 (the Bylaw) is made pursuant to section 22AB of the Land Transport Act 1998.
- 2.2. The purpose of this Bylaw is to place controls on and specify the method of signifying controls on the use, stopping, standing and parking of vehicles on roads and Council controlled places in Palmerston North for the convenience of the public and to achieve the safe, equitable and efficient allocation of public parking.

3. COMMENCEMENT

- 3.1. This Bylaw commences on 25 June 2018.

4. REPEAL

- 4.1. The Palmerston North Traffic and Parking Bylaw 2011 is repealed when this Bylaw commences.

5. DEFINITIONS

- 5.1. In this Bylaw:

Authorised delegate	Means a person given delegated authority by the Council to perform duties and functions under this Bylaw.
Berm and Grass Verge	Means any grassed area on a road separated from the roadway by channelling or kerbing, but does not include a grassed area immediately adjoining the roadway.
Council	Means the Palmerston North City Council and includes any person with delegated authority and authorised to act on its behalf.

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District	Means the area within the territorial boundaries of the Palmerston North City Council.
Eligible Resident	Means a person who resides in a dwelling, apartment or other building which has its only or principal access to the road that forms part of a resident's parking area or which has access in the immediate vicinity of that road.
Footpath	Means as much of any road or Council controlled place that is laid out or constructed by the Council for pedestrian use, and includes footways and walkways.
Gathering	Means an assembly, meeting or congregation of two or more, including one held for a specific purpose.
Heavy Motor Vehicle	Means a motor vehicle with a gross vehicle mass exceeding 3,500 kilograms but it excludes passenger service vehicles.
Light Motor Vehicle	Means a motor vehicle with a gross vehicle mass not exceeding 3,500 kilograms.
Mobility Parking Permit	Means a permit or concession card issued by CCS Disability Action or Sommerville Disability Support Services to a person with a physical disability.
Mobility Parking Space	Means a parking space set aside by signs or markings by the Council for exclusive use by holders of a mobility parking permit.
Network Utility Operator	Means a person who — <ul style="list-style-type: none"> (a) undertakes or proposes to undertake the distribution or transmission by pipeline of natural or manufactured gas, petroleum, biofuel, or geothermal energy; or (b) operates or proposes to operate a network for the purpose of— <ul style="list-style-type: none"> (i) telecommunication as defined in section 5 of the Telecommunications Act 2001; or

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- (ii) radiocommunication as defined in section 2(1) of the Radiocommunications Act 1989; or
- (c) is an electricity operator or electricity distributor as defined in section 2 of the Electricity Act 1992 for the purpose of line function services as defined in that section; or
- (d) undertakes or proposes to undertake the distribution of water for supply (including irrigation); or
- (e) undertakes or proposes to undertake a drainage or sewerage system; or
- (f) constructs, operates, or proposes to construct or operate, a road or railway line; or
- (g) is an airport authority as defined by the Airport Authorities Act 1966 for the purposes of operating an airport as defined by that Act; or
- (h) is a provider of any approach control service within the meaning of the Civil Aviation Act 1990; or
- (i) undertakes or proposes to undertake a project or work prescribed as a network utility operation for the purposes of this definition by regulations made under this Act,—

and the words network utility operation have a corresponding meaning.

Parking

Means, —

- (a) In relation to a portion of a road where parking is for the time being governed by the location of parking machines, the stopping or standing of a vehicle on that portion of the road for any period exceeding five minutes.
- (b) In relation to any other portion of a road, the stopping or standing of a vehicle

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(other than a vehicle picking up or setting down passengers in a loading zone or reserved parking area, and entitled to do so) on that portion of the road.

- (c) For enforcement purposes, once a vehicle has parked in accordance with the above requirements, it shall be deemed as remaining parked until the vehicle has been fully removed from the parking space.

Parking Fee	Means the fee payable for use of a parking space for a period of time at the rate specified by the parking meter controlling the parking space.
Parking Place	Means a place (including a building) where vehicles, or any class of vehicles, may park.
Parking Space	Means a space or section of a parking place, road or other public place marked out and defined by painted lines for the accommodation of a vehicle.
Passenger Service Vehicle	Means a vehicle used or available for use in a passenger service for the carriage of passengers.
Residents' Exemption Area	Means any road, or portion of a road, or a Council controlled place identified by signs or markings as a restricted parking area in which eligible residents may park contrary to time restrictions of that area in accordance with this Bylaw.
Residents' Only Area	Means any road, or portion of a road, or a Council controlled place identified by signs or markings as a restricted parking area reserved for parking by eligible residents in accordance with this Bylaw.
Residents' Parking Area	Means a residents' exemption area or a residents' only area.
Residents' Parking Permit	Means a permit issued by the Council under this Bylaw for parking in a residents' parking area.
Road	Includes —

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- (a) A street; and
- (b) A motorway; and
- (c) A beach; and
- (d) A place to which the public have access, whether as of right or not; and
- (e) All bridges, culverts, ferries, and fords forming part of a road or street or motorway, or a place referred to in paragraph (d); and
- (f) All sites at which vehicles may be weighed for the purposes of the Land Transport Act 1998 or any other enactment.

Roadway

Means that portion of the road used or reasonably usable for the time being for vehicular traffic in general.

Special Vehicle Lane

Means a lane defined by signs or markings and restricted to a specified class or classes of vehicle; and includes a bus lane, a transit lane, a cycle lane, and a light-rail vehicle lane.

Urban Area

Means any land zoned residential in the District Plan.

Vehicle

means a contrivance equipped with wheels, tracks, or revolving runners on which it moves or is moved; and includes a hovercraft, a skateboard, in-line skates, and roller skates; but does not include—

- (a) a perambulator or pushchair:
- (b) a shopping or sporting trundler not propelled by mechanical power:
- (c) a wheelbarrow or hand-trolley:
- (d) a pedestrian-controlled lawnmower:
- (e) a pedestrian-controlled agricultural machine not propelled by mechanical power:
- (f) an article of furniture:

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- (g) a wheelchair not propelled by mechanical power:
 - (h) any other contrivance specified by rules made under the Land Transport Act 1998 not to be a vehicle for the purposes of this definition:
 - (i) any rail vehicle.
- 5.2. Any undefined words, phrases or expressions used in this Bylaw have the same meaning as in the Land Transport Act 1998 unless the context plainly requires a different meaning. The Interpretation Act 1999 applies to the interpretation of this Bylaw as if it was an enactment.

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PART TWO - PARKING**6. PARKING RESTRICTIONS****6.1. The Council may:**

- (a) Prohibit or restrict the stopping, standing or parking of vehicles on any road.
- (b) Limit the stopping, standing or parking of vehicles on any road to vehicles of any specified class or description of vehicle.
- (c) Limit the period of time that vehicles may park on any part of the road where parking is limited to such vehicles.
- (d) Provide that a vehicle used for a specified purpose be treated for the purpose of this Bylaw to be of another specified purpose or class of vehicle.
- (e) Prohibit or restrict the parking of heavy motor vehicles, or any specific class or description of heavy motor vehicle, on any specified road during specified hours for a period that exceeds a specified period.

6.2. In respect of any parking place or transport station, the Council may:

- (a) Specify the vehicles or classes of vehicle that may be entitled to use any parking place or transport station;
- (b) Reserve any specified parking place or transport station for use, either generally or at specified times, only by members of the judiciary, medical practitioners, members of the diplomatic corps or consular corps, or disabled persons as defined in section 2 of the Disabled Person Community Welfare Act 1975;
- (c) Reserve specified parking places or transport stations for use by persons who hold a Residents' Parking Permit for that area, either generally or at specified times;
- (d) Prohibit or restrict parking on specified roads or parts of roads in residential areas by specified classes of vehicles, either generally or at specified times where the Council believes the parking is likely to cause a nuisance or danger;
- (e) Prescribe the conditions under which any parking place or transport station may be used;
- (f) Prescribe the charges to be paid for the use of any parking place or transport station, as measured by parking meters or by way of a fee for a permit to use the parking place or transport station, or by any other prescribed method of time measurement or payment.

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- 6.3. Where required by the Land Transport Act 1998 or any regulations or rules made under that Act the Council will identify parking restrictions by erecting the prescribed signs or making the prescribed road markings.
- 6.4. Every person who stops, stands or parks a vehicle on a road, or uses a parking place or transport station must comply with the terms and conditions contained in the Administration Manual.

7. PARKING TRIALS

- 7.1. The Council may establish new parking restrictions, suspend specific existing parking restrictions, or otherwise amend or alter specific existing parking restrictions, including any parking fees or charges, as a parking trial for a specified period of time.
- 7.2. Before making any such decision under clause 7.1, the Council must consult appropriately with any person or organisation it reasonably believes may have an interest in the proposed parking trial, and have regard to any views submitted to it as a result of that consultation.
- 7.3. The maximum duration of any parking trial established under clause 7.1 is 12 months. A parking trial may be renewed by repeating the process required by clauses 7.1 and 7.2, provided that the renewed parking trial shall have a maximum duration of 12 months.
- 7.4. For the duration of the parking trial created under clause 7.1, any parking restrictions, fees or charges that are contradicted by the parking trial are suspended and have no effect until the parking trial ends.

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PART THREE - FOOTPATHS AND ROADS

8. USE OF FOOTPATHS FOR DELIVERY

- 8.1. No person may drive a motor vehicle, including a moped or motorcycle, along the footpath to deliver newspapers, mail or printed material to letter boxes unless the Council has issued a permit authorising the activity to that person or to the organisation employing that person.

9. ONE-WAY ROADS

- 9.1. The Council may identify roads where, subject to the erection of the prescribed signs, vehicles must travel in one specified direction only.
- 9.2. No person may drive a vehicle or ride any horse or bicycle along the roads or parts of roads listed as a "one-way road" in Part 3 of the Administration Manual, other than in the direction specified.

10. LIGHT MOTOR VEHICLE PROHIBITIONS

- 10.1. To promote public road safety and protect the environment from adverse effects or nuisance associated with the congregation-gathering of light motor vehicles on public roads, Council may by resolution prohibit vehicles with a gross motor vehicle mass less than not exceeding 3,500kg from being operated on any road or part of that road.
- 10.2. The road or part of the road and days and times where a resolution made by Council under clause 10.1 applies will be recorded in the Light Motor Vehicles Prohibitions Register in the Administration Manual.
- 10.3. Clause 10.1 will apply between the hours of 10.00pm and 4.00am every day of the week unless specified otherwise in the Light Motor Vehicles Prohibitions Register in the Administration Manual.
- 10.4. No person may operate a motor vehicle in contravention of a resolution made by Council under clause 10.1 unless:
- (a) that motor vehicle is conveying an owner or occupier of a property or business with a frontage or accessway to a road specified in the resolution or the owner or occupiers' bona fide visitors or employees; or
 - (b) that motor vehicle is a trade or service vehicle being operated for the provision or maintenance of a utility on the road or on property having a frontage or accessway to the road; or
 - (c) that motor vehicle is being used as a passenger service vehicle or as a security service vehicle being operated in the execution of duty; or

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- (d) that vehicle is owned by Council or emergency services and being operated in the execution of duty; or
 - (e) prior written permission from Council has been obtained.
- 10.5. No person may use a light motor vehicle on any specified section of road or roads in contravention of a control, prohibition or restriction made by Council and recorded in the Light Motor Vehicle Prohibitions Register in the Administration Manual.
- 10.6. Signage will be installed by Council on any road described in a resolution made under clause 10.1 to advise:
- (a) the times and days of the prohibition made in the resolution, and
 - (b) that the prohibition applies to vehicles with a gross motor vehicle mass ~~less than~~ not exceeding 3,500kg.

11. HEAVY VEHICLE PROHIBITIONS

- 11.1. The Council may prohibit or restrict, absolutely or conditionally, any specified class of traffic or any specified motor vehicles or class of motor vehicle that, by reason of its size or nature or the nature of the goods carried, is unsuitable for use on any road or roads.

12. TRANSPORTING AND DROVING STOCK

- 12.1. No person may drove stock along or across any road in the urban area of the district.
- 12.2. Notwithstanding clause 12.1, stock may be driven along or across any road in any other part of the district only if the person driving the stock holds a permit issued by the Council, and complies with the conditions of that permit.
- 12.3. No stock may be transported in heavy motor vehicles over the routes specified in part 4 of the Administration Manual.
- 12.4. A person driving a vehicle transporting stock must not allow effluent to discharge from the vehicle onto the roadway.

13. TURNING RESTRICTIONS

- 13.1. The Council may prohibit, subject to the erection of the prescribed signs, vehicles on a roadway turning from facing or travelling in one direction to facing or travelling in the opposite direction (commonly known as a "u-turn"), or prohibiting vehicles on a road, other than vehicles of a specified class, from turning to the right or to the left.
- 13.2. No person may drive a vehicle in contravention of a turning restriction made under clause 13.1 of this Bylaw.

PALMERSTON NORTH TRAFFIC AND PARKING BYLAW 2018**14. SPECIAL VEHICLE LANES**

- 14.1. The Council may prescribe, subject to the marking of lanes on the roadway, that on any road any traffic lane may be used or any turning movement may be made only by buses, taxis, or other passenger service vehicles, or vehicles of other specified classes or vehicles carrying specified classes of loads or no fewer than a specified number of occupants.
- 14.2. No person may drive a vehicle in contravention of a special vehicle lane restriction made under clause 14.1 of this Bylaw.

15. ENGINE BRAKING

- 15.1. The Council may prohibit or restrict, subject to the erection of the prescribed signs, engine braking in any area where the permanent speed limit does not exceed 70 kilometres per hour.
- 15.2. No person may use a vehicle in contravention of an engine braking restriction made under clause 15.1 of this Bylaw.

16. ACCESS TO UNFORMED LEGAL ROADS

- 16.1. The Council may restrict the use of motor vehicles on unformed legal roads for the purposes of protecting the environment, the road and adjoining land, and the safety of road users.
- 16.2. No person may use a motor vehicle on an unformed legal road in contravention of a restriction made under clause 16.1 of this Bylaw.

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PART FOUR – ADMINISTRATION**17. ADMINISTRATION MANUAL AND DELEGATIONS**

- 17.1. The Council has passed a resolution at the same time as making this Bylaw adopting the Administration Manual. The Administration Manual records the restrictions and conditions established under this Bylaw, and will be updated from time to time as those restrictions and conditions are amended.
- 17.2. The Council may amend the Administration Manual. Before amending the Administration Manual the Council will consult in accordance with the decision-making requirements of section 82 of the Local Government Act 2002.
- 17.3. The following people are authorised delegates under this Bylaw:
- (a) The Chief Executive of the Council;
 - (b) The person holding the office identified in the Council's Delegations Manual as responsible for the administration of this Bylaw;
 - (c) Any other person authorised to exercise a power under this Bylaw, pursuant to the Council's Delegations Manual or resolution of the Council.
- 17.4. An authorised delegate may exercise any power, function or duty under this Bylaw, or carry out any act in order to achieve its effective administration, on behalf of the Council including the following:
- (a) Amend the Administration Manual;
 - (b) Establish any restriction, limitation or condition under this Bylaw;
 - (c) Specify forms and procedures for the effective administration of the Bylaw;
 - (d) Make any decision or determination required in this Bylaw in order to administer it;
 - (e) Make decisions regarding whether or not a permit should be granted, and the terms and conditions of that permit including standard conditions and variations;
 - (f) Make decisions regarding suspension, withdrawal or removal of a permit.
- 17.5. Notwithstanding clause 17.4, an authorised delegate may not:
- (a) Prescribe, alter or repeal any fees or charges that might be set under this Bylaw;

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- (b) Approve any parking trial created under clause 7 which alters or repeals any parking fees or charges set under this Bylaw for the duration or purposes of the trial.
- 17.6. All forms, specifications, conditions or methods for this Bylaw must be in writing and kept in the Administration Manual and shall be available to the public.

18. PERMITS

- 18.1. Where a person requires a permit from the Council under this Bylaw, the person seeking a permit must:
 - (a) Complete the required application form.
 - (b) Pay the applicable fee.
 - (c) Comply with any requirements set as conditions of that permit.
- 18.2. A permit may include, in addition to conditions incorporated in this Bylaw, conditions that the Council considers are reasonably necessary to manage the effects of the activity, achieve the objectives of this Bylaw; and minimise the risk of nuisance.
- 18.3. For the avoidance of doubt and only in exceptional circumstances, the Council may grant a permit for an activity that would otherwise contravene this Bylaw.
- 18.4. A permit is personal to the applicant and is not transferable.
- 18.5. An authorised delegate may limit the number of residents' parking permits issued to a single household under this Bylaw to ensure that the allocation of on-street parking in a residents' parking area is equitable for all residents covered by that residents' parking area.
- 18.6. The Council may revoke or suspend any permit issued under this Bylaw at any time, or suspend for such periods of time, on such terms and conditions as the Council may consider appropriate in the circumstances to protect public health and safety, to minimise nuisance, or to avoid offensive behaviour.

19. FEES FOR PERMITS

- 19.1. The Council may charge a fee for receiving and processing an application and issuing a permit.
- 19.2. The Council must prescribe a fee for any permit issued under this Bylaw in accordance with the Local Government Act 2002.
- 19.3. A permit may be cancelled by the Council at any time.

PALMERSTON NORTH TRAFFIC AND PARKING BYLAW 2018**20. WAIVER OF FEES**

- 20.1. Pursuant to section 150 of the Local Government Act 2002 the Council may by resolution determine situations when fees may be remitted, refunded or waived under this Bylaw.

21. TRANSITIONAL PROVISIONS

- 21.1. Every prohibition, restriction, limitation, condition or permit in existence at the time of the commencement of this Bylaw and that comply with this Bylaw's requirements for signage and marking will continue to apply as if made under this Bylaw.
- 21.2. Every fee or charge that applies at the commencement of this Bylaw will continue to apply as if made under this Bylaw until changed in accordance with this Bylaw.

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PART FIVE - ENFORCEMENT**22. OFFENCES AND PENALTIES**

- 22.1. A breach of any prohibition, restriction, limitation, or condition made under this bylaw is an offence and is subject to the penalty set out in the Land Transport (Offences and Penalties) Regulations 1999 or any such equivalent regulations that may replace it.
- 22.2. Notwithstanding anything in this clause, the Council may remove vehicles from parking places or transport stations or roads where those vehicles are using those places or stations in breach of this Bylaw, and require the payment of the reasonable cost of such removal.

23. DEFENCES

- 23.1. A person is not in breach of this Bylaw if that person proves that the act or omission complained of:
- (a) Complied with the directions of an enforcement officer, a parking warden or a traffic control device; or
 - (b) Was performed by an enforcement officer or a parking warden and was necessary in the execution of that person's duty.

24. EXEMPTED VEHICLES

- 24.1. No restriction in this Bylaw applies to emergency vehicles being used when their use is necessary in the execution of the driver's duty.
- 24.2. The restrictions of Part 2 of this Bylaw shall not apply to medical practitioners such as doctors, district nurses and midwives who are attending an emergency.



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2018

Administration Manual

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Document Control

Version No.	Reason for Amendment	Date
1.0	Adopted by Council	28 May 2018
2.0	Amended by Council (Part Five – Light Motor Vehicle Register inserted)	XX Month 2023

Authorisation

	Name	Signature	Date
Prepared By			
Reviewed By			
Authorised By			

PART ONE – INTRODUCTION

The purpose of this Administration Manual is to provide material complementary to the Traffic and Parking Bylaw. It identifies specific terms and conditions relating to parking restrictions, and identifies specific controls and restrictions such as one-way roads and heavy traffic prohibitions. It may also include administrative tools such as permit application forms.

The Administration Manual is made under the Traffic and Parking Bylaw, and it will govern the implementation and operation of the Bylaw. The Administration Manual is a public document and will be made available on the Council's website alongside the bylaws. A hard copy can be provided on request.

This Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up-to-date and reflects current practice. Amendments to this document will be authorised either by the General Manager for City Networks or the Roading Manager.

PART TWO – PARKING TERMS AND CONDITIONS

The following terms and conditions apply to any person who stops, stands or parks a vehicle on a road, or uses a parking place or transport station.

1. OCCUPANCY

- 1.1. A parked vehicle must occupy only one parking space unless it is necessary for a vehicle to extend onto an adjoining and unoccupied parking space by reason of the size of the vehicle. In such a case the requirements for use of each parking space must be met.
- 1.2. No person may park any vehicle in a parking space that is already occupied by another vehicle. However more than one motorcycle (but no other vehicle) may occupy any parking space at the same time provided that:
 - 1.2.1. All motorcycles in that parking space are parked at right angles to the kerb.
 - 1.2.2. Any fee payable for the use of that parking space has been paid for the duration that any motorcycle continues to occupy that parking space.

2. SAFETY

- 2.1. Except with the prior written permission of the Council no person shall park a vehicle on a road or Council-controlled place for any period exceeding seven days, if that vehicle cannot be moved on at the request of the Council.
- 2.2. No person may park or place any machinery, equipment, materials, waste disposal bins or freight containers on any road or public place except with the permission of the Council and in accordance with any conditions that may be required.
 - 2.2.1. This condition does not apply to containers that are used solely for the purpose of a domestic refuse or recycling collection service and which are placed off the roadway, provided that such containers are not left on any road or public place for a period exceeding 48 hours.
- 2.3. No person may repair, alter or add to a vehicle which the vehicle is on the road, unless necessary to enable the vehicle to be removed from the road.
- 2.4. No person may stop, stand or park a vehicle on a berm or grass verge or any cultivated land adjacent to, or forming part of, a road in an urban traffic area.
- 2.5. No person may park a vehicle on or overhanging any footpath or any special vehicle lane, including a cycle lane.
- 2.6. No person may park a vehicle in a parking space when a sign, meter hood or permit identifies it as a discontinued parking space.

3. DURATION

- 3.1. Every person who parks a vehicle in a parking space must comply with the time restrictions shown on the sign or the meter controlling the parking space.

4. PARKING FEES

- 4.1. Where a parking space is controlled by a parking meter, a vehicle must not be allowed to remain in, or occupy, that parking space unless:
 - 4.1.1. The required fee is paid for the period the parking space is to be occupied; and
 - 4.1.2. The parking meter controlling the parking space is activated in accordance with the instructions on the parking meter or signs.
 - 4.1.3. The vehicle displays a valid permit issued under the Bylaw that exempts the user of that vehicle from paying the applicable parking fee.
- 4.2. If a parking meter or sign controlling a parking space requires the user of that parking place to display a receipt or other document on the dashboard of the vehicle parked in the parking place, then the receipt or other document must be prominently displayed on the dashboard at the front of the vehicle in a manner that enables the date and expiry time or date to be seen from outside the vehicle.

5. CURRENCY

- 5.1. Only New Zealand legal tender currency may be used to pay parking fees.

6. INTERFERENCE WITH PARKING METERS

- 6.1. No person may interfere, tamper or attempt to tamper with any parking meter.
- 6.2. No person may, without Council permission, affix or attempt to affix anything, or paint or write upon, or disfigure any parking meter.

7. MOBILITY PARKING

- 7.1. Every person who parks in a parking space which has been designated and marked as a mobility parking space must prominently display a mobility parking permit at the front of the vehicle in a manner which will allow the permit to be seen from outside the vehicle.
- 7.2. A mobility parking permit may only be displayed on a vehicle if the vehicle is being used by the permit holder, either as a driver of or passenger in that vehicle.

8. RESIDENTS' PARKING

- 8.1. Only eligible residents displaying a valid residents' parking permit may park their vehicle in a residents' exemption area for a longer period than the posted time restriction for that area.
- 8.2. No person may park a vehicle in a residents' only area except for:
 - 8.2.1. Eligible residents displaying a valid residents' parking permit;
 - 8.2.2. Vehicles operated by the Council or for the Council and being used in the conduct of Council business.
 - 8.2.3. Vehicles operated by network utility operators if necessary for the provision of, or maintenance of, a network utility operation;
 - 8.2.4. Vehicles used to pick up or deliver goods to, or in connection with maintenance of, the property of an eligible resident.

6

- 8.3. Where a residents' parking permit is required to be displayed for parking in a residents' exemption area or a residents' only area:
- 8.3.1. The permit must be prominently displayed so as to be seen from outside the vehicle;
 - 8.3.2. The permit must identify the vehicle to which it relates and is only valid to be used for that vehicle;
 - 8.3.3. The vehicle is in the residents' parking area referred to in the permit and is valid only during the time period specified on the permit.
 - 8.3.4. The permit must be returned to the Council immediately after the resident ceases to be an eligible resident.

9. VEHICLES PARKED FOR SALE

- 9.1. No person may park a motor vehicle in a public place for the purpose of sale without a permit from the Council.
- 9.2. For the purposes of this section, "**the purpose of sale**" means a vehicle that contains advertising or other messages designed to solicit offers to purchase the vehicle, and which are displayed in such a way that the vehicle is not capable of being legally or safely driven without first remove that advertising. Vehicles which are advertised for sale incidental to their day-to-day use, and which contain minimal advertising that does not substantially obscure any of the vehicle's windows, are not considered under this section to be parked for the purpose of sale.
- 9.3. The Council has set aside a section of the carpark of Memorial Park as an appropriate place for the private sale of motor vehicles. Council may issue permits to park vehicles for sale in this location, and reserves the right to decline applications for permit to park vehicles for sale in any other location.

PART THREE – ONE WAY ROADS

Road	Section/Part	Permitted direction of travel
Coleman Place	All	East to west, from intersection with The Square to intersection with George Street.
King Street	All	East to west, from intersection with Princess Street to intersection with Rangitikei Street.
Berrymans Lane	All	From Princess Street entry to "T" junction From "T" junction to exit on Broadway Avenue. From "T" junction to exit on Main Street
Palm Drive	All	From north-east intersection with Victoria Esplanade Drive to west intersection with Victoria Esplanade Drive Bicycles are permitted to travel in either direction on Palm Drive

PART FOUR – HEAVY TRAFFIC PROHIBITIONS FOR THE CBD

Subject to the provisions of clause 12 of the Bylaw, the following roads are prohibited to heavy vehicles transporting livestock at all times:

Andrew Young Street
 Ashley Street
 Broadway Avenue between Rangitikei Street and Princess Street
 Campbell Street between Walding Street and Cuba Street
 Church Street between Pitt Street and Princess Street
 Coleman Place
 Cross Street
 Cuba Street between Pitt Street and Rangitikei Street
 Donnington Street
 Fitzherbert Avenue between The Square and Ferguson Street
 George Street
 King Street
 Linton Street between Church and Ferguson Street
 Lombard Street between Walding Street and Cuba Street
 Main Street between The Square and Pitt Street
 Main Street between The Square and Princess Street
 Queen Street
 Rangitikei Street between Grey Street and Broadway Avenue
 Taonui Street between Walding Street and Cuba Street
 The Square perimeter

For additional clarity, the roads listed above are all within the area bounded by the ring road:
 Princess Street-Ferguson Street-Pitt Street-Bourke Street-Walding Street-Grey Street

PART FIVE – LIGHT MOTOR VEHICLE PROHIBITIONS REGISTER

Subject to the provisions of clause 10 of the Bylaw, the following roads are prohibited to vehicles having a gross mass less than 3,500kg.

ROAD	HOURS and DAYS	DESCRIPTION
Bennett Street	10.00pm – 4.00am everyday of the week.	The entirety of the street from SH3, including the intersection with Benmore Avenue and Bisley Street.
Birch Way	10.00pm – 4.00am everyday of the week.	The entirety of Birch Way, either side of the intersection with Kahuterawa Road.
El Prado Drive	10.00pm – 4.00am everyday of the week.	The entirety of El Prado Drive from the intersection with Railway Road to the Intersection of Alderson Drive.
Makomako Road	10.00pm – 4.00am everyday of the week.	The entirety of Makomako Road from the intersection with Mihaere Drive.
Malden Street	10.00pm – 4.00am everyday of the week	The entirety of Malden Street from the intersection with Tremaine Avenue to the intersection with Milson Line.
Valor Drive	10.00pm – 4.00am everyday of the week.	The entirety of Valor Drive from the intersection of Alderson Drive.
Works Road	10.00pm – 4.00am everyday of the week.	The entirety of Works Road, from the intersection with SH56.

MEMORANDUM

TO: Strategy & Finance Committee

MEETING DATE: 10 May 2023

TITLE: Review of the Palmerston North Dog Control Policy 2018 and the Palmerston North Dog Control Bylaw 2018

PRESENTED BY: Stacey Solomon, Policy Analyst

APPROVED BY: David Murphy, Chief Planning Officer

RECOMMENDATION TO STRATEGY & FINANCE COMMITTEE

1. That the Committee receive the memorandum titled 'Review of the Palmerston North Dog Control Policy 2018 and the Palmerston North Dog Control Bylaw 2018' presented to the Strategy & Finance Committee on 10 May 2023.
-

1. ISSUE

This memorandum advises the Council that work on the review of the Palmerston North Dog Control Policy 2018 (the Policy) will start so that the Palmerston North Dog Control Bylaw 2018 (the Bylaw) can be replaced before it expires in August of 2025.

The [Policy](#) and the [Bylaw](#) are available to view on the Council website.

2. BACKGROUND

The Council regularly reviews its policies and bylaws. These reviews ensure that the policy or regulatory approach implemented by the Council continues to be fit for purpose and meets the needs and expectations of the community.

There are currently 9,565 dogs registered to 7,143 owners in Palmerston North and the Council delivers a regulatory response to the community for the management of these dogs. Part of this regulatory response requires the Council to adopt a policy for dog control, and a bylaw which operationalises that policy.

The Dog Control Bylaw, like all other bylaws of the Council made under the [Local Government Act 2002](#) (LGA), requires review within five years. If it is not reviewed before this date, it automatically revokes on the date seven years after it was made.

The Council last completed a full review of the Policy and the Bylaw in 2018. At that time, the Council began a trial for the on-leash dog area to be extended into the city centre. The Policy and the Bylaw were then amended in 2019 following the success of the trial, and the CBD was made a permanent on-leash area for dogs.

It is necessary to complete a review of the Policy so the Bylaw can be replaced.

When making a policy and bylaw for the dog control activity, the Council has regard to the requirements of s.10(4) of the [Dog Control Act 1996](#) (DCA), which are:

- Minimising danger, distress, and nuisance to the community;
- Avoiding the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults;
- Enabling the public (to the extent that it is practicable) to use streets and public amenities without fear of attack or intimidation by dogs; and
- The exercise and recreation needs of dogs and their owners.

Other information

Council reports annually on its administration of the Policy and the Bylaw, as required by s.10A of the DCA. The [Dog Control Report for the year 2021/2022](#) is available for reference on the Council website.

3. LEGISLATIVE CONSIDERATIONS

The relationship between the DCA, the Policy, and the Bylaw is unique and is explained in *Figure 1* (below).

To summarise, the DCA manages the inherent risk of harm, injury and nuisance associated with dog ownership in the community. This is done (in part) by allocating the responsibility and obligations for managing and mitigating this risk to the Council.

The Council fulfils its obligation to manage and mitigate risk under the DCA by developing and adopting a policy that expresses the way in which it has chosen to approach the management of dogs in the community. S.10(1) of the DCA makes it a requirement for all territorial authorities to have this policy, and to adopt it in accordance with s.83 of the LGA – special consultative procedure.

The Council operationalises the approach to dog control that it has established in the Policy by making and adopting a Bylaw (s.20 DCA).

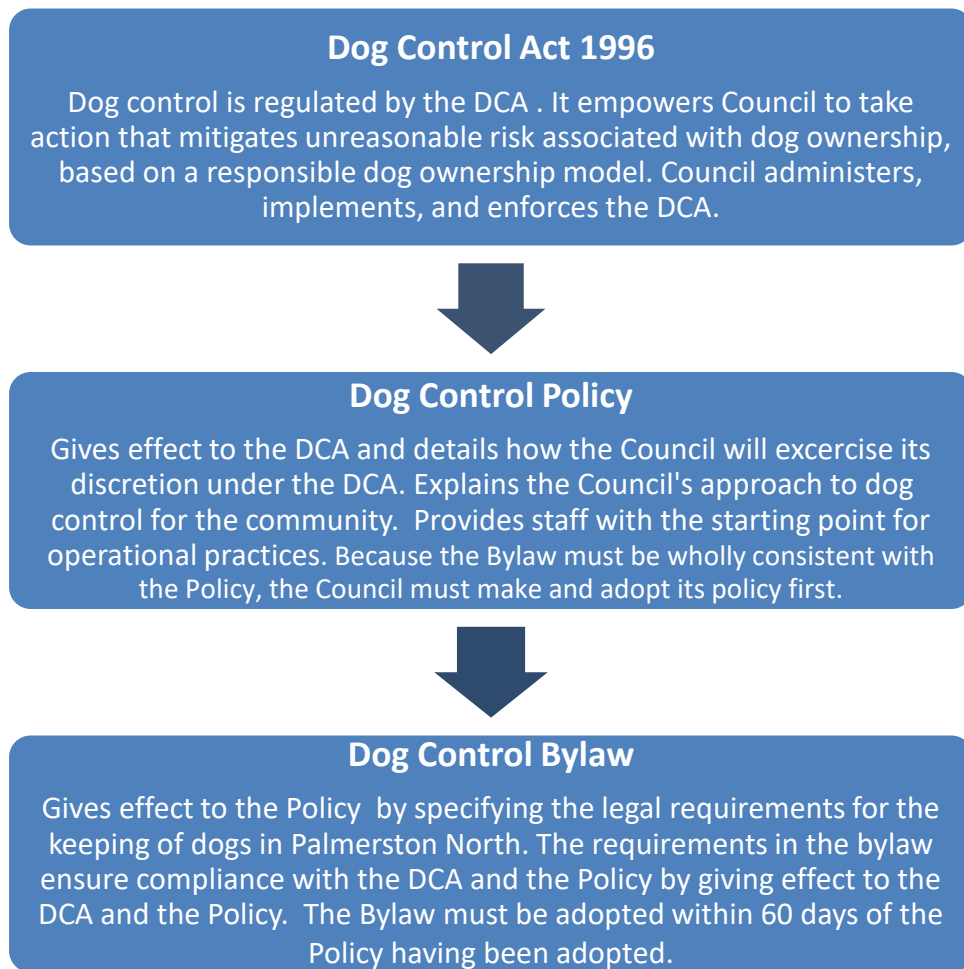


Figure 1: Summary of legal requirements for Dog Control

Purpose of the Dog Control Policy

The Policy explains the Council's approach to dog control in Palmerston North and indicates how the Council chooses to exercise its discretionary functions under the DCA. It has a number of content requirements from the legislation; it must:

- Specify the nature and application of any bylaw made under the DCA;
- Identify areas where dogs are prohibited, where dogs are required to be on-leash, where dogs are able to be off-leash, and dog exercise areas;
- Whether dogs classified as menacing (by this Council or any other), or dogs not kept under proper control, are to be neutered;
- Provide information for proposed fees related to dogs, owner education programmes, and dog obedience programmes;
- Provide information for the classification and disqualification of owners;
- Provide information on issuing of infringement notices.

The purpose of the Policy is:

...to express how Palmerston North City Council will fulfil its responsibilities under the Dog Control Act 1996.

The Policy identifies areas where dogs are prohibited, where dogs must be controlled on a leash, areas where dogs can be exercised without being controlled on a leash, and where dogs are not prohibited or required to be controlled on a leash.

The Policy also outlines the obligations and responsibilities of dog owners.

Responsibilities of dog owners outlined in the Policy include:

- Registration of dogs (including details of microchipping and neutering) and the responsibility of owners to inform the Council of changes to these registration details;
- The responsibility of owners to ensure their dog/s are receiving adequate care and attention (including sustenance, shelter, and exercise);
- The responsibility of owners to ensure that their dog/s aren't causing nuisance;
- The responsibility of owners to ensure their dog/s aren't endangering or distressing people, or other animals and wildlife;
- The responsibility of owners to ensure they are familiar and complying with requirements of the DCA, the Policy, and the Bylaw.

Purpose of the Dog Control Bylaw

The Bylaw provides the regulatory mechanism for control of dogs in public places, as well as requirements for the keeping of dogs on private properties. The purpose of the Bylaw is:

...to give effect to the Palmerston North Dog Control Policy 2018 by specifying the requirements for the keeping of dogs in Palmerston North. The requirements are deemed necessary to ensure compliance with the Dog Control Act 1996 and the Palmerston North Dog Control Policy 2018, and to give effect to the objectives of that Act and that Policy.

Related to the regulation of dogs in public spaces, the Bylaw has controls that include:

- Exempting certain types of dogs from the specified control areas (working dogs, disability assistance dogs);
- Where dogs are prohibited from being in public spaces;
- Where dogs are allowed to be on-leash in public spaces;
- The areas designated as being off-leash or dog exercise areas;
- The seizure of dogs that are in contravention of the bylaw in a public place.

Related to the regulation of dogs on private properties, the Bylaw has controls that include:

- Limiting the numbers of dogs which may be kept on private premises and the occasions on which a reduction of dog numbers on a property may be required;
- Setting the requirements for housing of dogs a minimum distance from adjoining property boundaries;
- Requiring owners to provide adequate exercise, shelter, and nutrition for their dogs;
- Confining dogs with infectious diseases or conditions, as well as confining in-season bitches;
- The occasions where a dog may be required to be neutered.

4. TIMING CONSIDERATIONS FOR THE REVIEW

Because the Bylaw which Council adopts must be wholly consistent with the Policy, for the Council to correctly replace its Bylaw it needs to review the Policy first (s.10(7) DCA).

Once the Policy is reviewed and adopted by the Council, there is a 60 day legislated timeframe where the Council must then adopt the Bylaw.

By reviewing and adopting the Policy the Council satisfies the requirements of sections 86, 155, and 156(1) of the LGA, which are the determinations that the Council would usually make relating to the bylaw being the most appropriate way of addressing the identified issue. The Council does not need to consult on its bylaw if it has already consulted on its policy (s.10(8A) DCA).

The sequence of the review is:

- I. A review of the Policy and the Bylaw is initiated by staff. Elected Members are advised this work is starting;
- II. Staff carry out early engagement activities with Elected Members, interested parties, key stakeholders, and the community on possible issues that should be considered as part of the review. Staff prepare amendments to the Policy.
- III. The Committee considers proposed amendments to the Policy;
- IV. The Committee approves consultation with the community on the proposed amendments to the Policy;
- V. The Committee considers feedback received on the proposed amendments to the Policy. If necessary and based on feedback received, the Committee may propose further changes to the Policy;
- VI. The Committee recommends the Council adopts the Policy;
- VII. Council adopts the reviewed Policy;

VIII. Council adopt a new Bylaw within 60 days of the Policy being adopted; the previous Bylaw is repealed and replaced.

IX. The review is completed. The Policy and the Bylaw are implemented.

5. SCOPE OF THE POLICY AND BYLAW REVIEW

An initial assessment of the Policy and the Bylaw has indicated that there are changes which can be made to improve both documents.

The review will generally include:

- Improvements to the Policy to increase interpretation and readability.
- Reviewing complaints and service requests received since the last review of the Policy to identify possible issues that can be addressed through the policy or bylaw.

Possible changes identified as part of the initial assessment which require further consideration are:

- Reviewing the areas which are currently prohibited to dogs, are on-leash areas for dogs, and are off-leash areas for dogs, as well as dog exercise areas;
- Owners obligations and expectations for the care and management of their dogs.

Other changes may be identified as the review progresses. Partners and stakeholders, interested parties and the community will be engaged, and their input invited as part of pre-consultation activities.

6. RISK

Both the Policy and the Bylaw are legislatively compliant at this time. However, there are risks if the proposed review process does not occur:

- The Bylaw will reach its five-year review date in August 2023 and there is insufficient time to complete the review of the Bylaw legislated in the LGA before then. This means that without review, the Bylaw will automatically expire in August of 2025.

The Council's enforcement approach for the Bylaw includes seizure for dogs in public places that are in contravention of the Bylaw, as well as issuing penalties for other offences. Dog owners who are issued infringements under the Bylaw may incur a \$300 fine (the amount set under Schedule 1 (20)(5) DCA). The enforcement of the controls in the Bylaw is in addition to the general enforcement powers under the DCA. Without a bylaw, the Council would be limited in its dog control enforcement abilities.

- Using a different sequence for the review of dog control could create inconsistencies between the Policy and Bylaw. The Council will have created a legislative non-compliance which risks the legal enforceability of the Bylaw.

Mitigation of risk identified

Initiating the review of the Policy mitigates the identified risks and means that the Council can ensure that the Policy and the Bylaw are consistent, and that the Bylaw can be replaced before it expires.

7. NEXT STEPS

The review process for the Policy, and therefore the Bylaw, will be started by staff. Early engagement and pre-consultation activities will be completed.

Information obtained during pre-consultation will be reported back through the Committee, and a draft policy prepared for approval to consult with the community in late 2023.

8. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the achievement of action/actions in Safe Communities	
The action is:	
<ul style="list-style-type: none"> • Provide regulatory services, including... Implement the Dog Control Policy and Bylaw. • Review the Dog Control Policy and Bylaw. 	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	<p>The Council recognises that there are many benefits for people associated with the ownership of dogs. The Council also recognises that there is a need to balance these benefits with the inherent risk that comes with allowing dogs to be in public spaces, and to be kept on private properties.</p> <p>Reviewing the Dog Control Policy and the Dog Control Bylaw ensures that the Council is able to continue to meet its roles and responsibilities which are prescribed in legislation.</p> <p>Further, regular review of these documents allows the Council to ensure that the compliance and educational tools it has</p>

	available to it are appropriate for the community.
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ATTACHMENTS

NIL

REPORT

TO: Strategy & Finance Committee

MEETING DATE: 10 May 2023

TITLE: 117 Vogel Street - Proposal to continue supporting Te Kōhanga Reo National Trust Board (Te Āwhina Kōhanga Reo) by notifying the intention to grant community occupancy via a lease of Council land

PRESENTED BY: Bryce Hosking, Acting Chief Infrastructure Officer

APPROVED BY: Cameron McKay, Chief Financial Officer

RECOMMENDATIONS TO STRATEGY & FINANCE COMMITTEE

1. That the Committee continue to support Te Kōhanga Reo National Trust Board, by notifying the public of its intention to grant community occupancy of Council land, via a lease at 117 Vogel Street, Palmerston North, in accordance with the Support and Funding Policy 2022 (Option 1).
2. That the Committee note the land affected by the community occupancy lease to Te Kōhanga Reo National Trust Board is described as Lot 1 DP 78520.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	<p>The Te Kōhanga Reo National Trust Board has requested further support from Council by granting community occupancy of Council land via a new lease agreement.</p> <p>Under the Council's Support and Funding Policy 2022 if a for-purpose organisation requests a new lease for the occupancy of Council land at the end of their agreed term the proposal is to be publicly advertised to seek feedback from the public.</p>
OPTION 1: (Preferred Option)	Notify the public of Council's intention to continue supporting the Trust by granting occupancy via a lease under the Support and Funding Policy 2022 of the existing site at 117 Vogel Street.
Community Views	<ul style="list-style-type: none"> Community views will be sought during the public notification period.
Benefits	<ul style="list-style-type: none"> The community views, along with any objections received (as required under the Support and Funding Policy 2022) will be considered to inform the decision. Council can continue supporting and developing the relationship with the Trust. This enables the Trust to continue its activities.
Risks	<ul style="list-style-type: none"> No risks are identified.
Financial	<ul style="list-style-type: none"> The costs of public notification will be minor. Council will continue to receive the annual rent of \$150 plus GST.
OPTION 2:	Do not notify the public of the preferred option (intention to support the Trust through a lease) that would effectively discontinue the Trust's occupancy of Council land.
Community Views	<ul style="list-style-type: none"> Community views to inform the Council's decision on the proposed occupancy will not be sought.
Benefits	<ul style="list-style-type: none"> Should the lease end, and the Trust be requested to vacate the premise, Council Officers will explore options for the continued use of the land prior to potentially seeking alternative community occupancy options. This process is a requirement under the Support and Funding Policy and gives the opportunity to investigate alternative use of the land when a leasing arrangement ends. Under the current lease terms, at the expiration of the lease Council has the option to purchase the Trust's buildings and improvements within three months of the date of expiration at a price agreed between both

	parties.
Risks	<ul style="list-style-type: none"> • Council may be perceived as not supporting the early childhood education activities of the Trust. • If Council wish to proceed with this option, the Trust will be required to vacate the land and unless agreed otherwise, remove all assets, and return the land to its original state.
Financial	<ul style="list-style-type: none"> • Council would no longer receive the annual rent of \$150 plus GST. • Council staff time would be required to assist with the process of requiring the removal of their improvements.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 The Te Kōhanga Reo National Trust Board has been occupying Council land at 117 Vogel Street, Palmerston North since April 1999.
- 1.2 Their lease is due to expire on 31 May 2023 and they have requested a new lease so they can continue to operate from the site.
- 1.3 This report seeks the Committee's approval to commence the public notification process for the preferred option (Option 1) in accordance with the Support and Funding Policy.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 The Trust Board is an 'umbrella organisation' for Te Āwhina Kōhanga Reo and has a key role in providing funding and additional support needed by Te Āwhina Kōhanga Reo.
- 2.2 The focus of Te Kōhanga Reo National Trust Board is to promote, support and encourage the kaupapa of Te Kōhanga Reo and the goal of total immersion in Te Reo Māori. The Trust continue to establish and maintain Te Kōhanga Reo within New Zealand.
- 2.3 There are currently over 480 Kōhanga Reo through New Zealand including Te Āwhina Kōhanga Reo at 117 Vogel Street, Palmerston North.
- 2.4 Council has supported the activities of Te Āwhina Kōhanga Reo since 1999, providing the Kōhanga Reo tenure of Council land at community rental rates.
- 2.5 Te Āwhina Kōhanga Reo has over time added significant value to the area. The Kōhanga Reo has made significant investments to improve its facilities; the total value of their assets for 2022 is \$257,340.

- 2.6 Te Āwhina Kōhanga Reo is well established providing benefits to their Māori whānau, their hapū, iwi and communities.
- 2.7 The current lease for 2,173m² of land, granted 1 June 2013, was for a term of five (5) years with one right of renewal of five years, and is due to expire 31 May 2023.
- 2.8 The Trust wish to enter a new Deed of Lease with Council to continue their early childhood activities.

3. THE PROPOSAL

- 3.1 The proposed lease area sought by the Trust is approximately 2,173m² and situated at 117 Vogel Street, Palmerston North outlined in red.
- 3.2 If the land-only lease is granted, the proposed annual rent is \$150 plus GST, consistent with the rental framework in Council's Support and Funding Policy 2022.
- 3.3 The proposed term would be five (5) years, with a right of renewal for a further five (5) years. The proposed use of the site will remain the same.



4. ASSESSMENT OF PROPOSAL UNDER THE SUPPORT AND FUNDING POLICY

- 4.1 The Support and Funding Policy provides a framework for how Council will deliver support and funding to groups, organisations, and individuals to achieve the vision of the city.
- 4.2 A form of support within the policy is to enable for-purpose groups to occupy Council-owned property for the operation of sporting, recreational and

community/social services along with early childhood educational purposes, at community rental rates.

- 4.3 All for-purpose groups expressing an interest in occupying Council-owned property, either for a new occupancy or renewal of an existing occupancy, must make an application. The application is then assessed by Council Officers to ensure that firstly they meet the policy's eligibility criteria before proceeding any further. The Trust meets the eligibility criteria of a for-purpose organisation as a Charitable Trust.
- 4.4 The application from the Te Kōhanga Reo National Trust Board is attached to the report as Appendix 1.
- 4.5 Further assessment considerations are outlined in the policy. In broad terms, the assessment covers three main areas:
 - a) The Policy for the Use of Public Space – guidelines relevant to the application.
 - b) Reserves Act 1977 – including consideration of the values and purpose of the reserve and the impacts on the public use of the reserve. This is not a consideration of this application as the land does not have reserve status.
 - c) Impact on the locality and park operations.

A copy of the assessment is attached as Appendix 2.

- 4.6 In summary, following the assessment against the policy, Council Officers conclude that the Trust meets all criteria required.

5. LAND STATUS

- 5.1 A summary of the land status information is:

Title	Reserve Status	Zoning
Lot 1 DP 78520	No Reserve Status	Residential Zoning

6. DESCRIPTION AND ANALYSIS OF OPTIONS

OPTION 1: Notify the public of Council's intention to continue supporting the Trust by granting occupancy via a lease under the Support and Funding Policy 2022 of the existing site at 117 Vogel Street.

- 6.1 This is the preferred option.
- 6.2 The Trust contribute to the community and show strong alignment with Council's strategic direction. The Trust is a partner involved in supporting and strengthening Māori community networks and agencies as they work to address issues of opportunity and concern.

- 6.3 Council will seek feedback on continuing to support the Trust through the process outlined in the Support and Funding Policy 2022.
- 6.4 Council must give people the opportunity to submit on the proposal, and be heard, before deciding to grant a lease as per the Support and Funding Policy.
- 6.5 After considering feedback, Council can then decide to enter a formal lease with the Trust.

OPTION 2: Do not notify the public of the preferred option (intention to support the Trust through a lease) that would effectively cause the discontinuation of the Trust's occupancy of Council land.

- 6.6 The impact of this option would mean that the opportunity to seek community feedback on the Trust's continued occupancy of the site would not occur.
- 6.7 In turn, this would mean that the lease would cease, and Council would follow the process outlined in the Support and Funding Policy to determine the future use of the land (refer 5.5.1 b). The first step in this process is to carry out a strategic options review.
- 6.8 The implication of this option on the Trust would mean that they would not be able to continue leasing the site. Under the lease's provisions a decision would then need to be made regarding the improvements owned by the Trust.
- 6.9 The risk with this option is that the Council will be perceived as not supporting the activities of the Trust that have occupied the site since 1999.

7. CONCLUSION

- 7.1 The proposal is consistent with the requirements of the Support and Funding Policy. Continued occupancy will allow the Trust to offer early childhood activities to the community.
- 7.2 Public notification on the continuing support will provide opportunities for submissions and objections to be made before a decision is made fulfilling the requirements of the Support and Funding Policy 2022.
- 7.3 It is recommended the Committee proceed with Option 1. The Trust's activities contribute to outcomes to achieve Goal 3 of Council's strategic direction. The Trust enhance the uniqueness of the space.

8. NEXT ACTIONS

- 8.1 Officers will publicly notify Council's intention to grant the lease, and seek submissions and objections.

- 8.2 Provide the opportunity for any submitters that wish to be heard to speak to the Committee.
- 8.3 Consider the objections and submissions and provide advice to the Committee on whether to accept, modify or decline the lease proposal.

9. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 9.1 The proposed consultation process meets the public notification requirements of the Support and Funding Policy 2022.
- 9.2 This process includes a one month period advertised in the Manawātū Standard and Dominion Post and an information and submission form on the Council website.

COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	Yes
Are the decisions significant?	No
If they are significant do, they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the achievement of action/actions in Connected Communities The action is: Support and strengthen Māori community networks and agencies as they work to address issues of opportunity and concern.	
Contribution to strategic direction and to social, economic, environmental, and cultural well-being	The recommendation is in line with Council's Support and Funding Policy which supports community groups to deliver benefits contributing to the cultural, economic, environmental and social wellbeing of the city.

ATTACHMENTS

1. Application for Occupancy of Council Land [↓](#) 
2. Assessment of Application [↓](#) 

Request for Occupancy/lease of Council Land/Building 22/23

Application form

Application No. 0005 From Siobhan Karaitiana
Form Submitted 17 Apr 2023, 11:15am NZST

About Your Group

* indicates a required field

Organisation registration details

Organisation Name

Te Kohanga Reo National Trust Board on behalf of Te Awhina Kohanga Reo

NZ Charity Registration Number (CRN)

CC11324

New Zealand Charities Register Information

Reg Number	CC11324
Legal Name	Te Kohanga Reo National Trust Board
Other Names	
Reg Status	Registered
Charity's Street Address	67 Hankey Street Mount Cook Wellington 6011
Charity's Postal Address	PO Box 38741 Wellington Mail Centre Lower Hutt 5045
Telephone	(04)3818750
Fax	(04)3818777
Email	info@kohanga.ac.nz
Website	http://www.kohanga.ac.nz
Reg Date	12:00am on 10 Oct 2007

Information retrieved at 11:05am yesterday

Must be formatted correctly.

Current Address

117 Vogel St
Roslyn Palmerston North 4414 New Zealand

Primary Phone Number

06 356 7348

Must be a New Zealand phone number.

Primary Website

<https://www.kohanga.ac.nz/en/>

Must be a URL.

Contact Details

Primary Contact

Mrs Siobhan Karaitiana

Primary Contact Email

siobhan.karaitiana@gmail.com

Must be an email address.

Request for Occupancy/lease of Council Land/Building 22/23 Application form

Application No. 0005 From Siobhan Karaitiana

Form Submitted 17 Apr 2023, 11:15am NZST

Primary Contact Phone Number

027 342 8400

Must be a New Zealand phone number.

Secondary Contact Name

Genevieve Doube

Secondary Contact Phone Number

027 213 3152

Must be a New Zealand phone number.

Secondary Contact Email

gendoube@hotmail.com

Must be an email address.

Secondary Contact Phone Number

Must be a New Zealand phone number.

Applying for: Please tick which relates to your application

- ☐ Occupying/leasing a (previously unoccupied) council-owned property
- ☐ Constructing a new community building on council-owned land
- ☒ Renewing an occupancy/lease

What is the Vision of the organisation, what are you wanting to achieve?

Te Kōhanga Reo is about whānau working together to revitalise and strengthen te reo Māori me ōna tikanga.

Te Kōhanga Reo remains critical to the revitalisation of the Māori nation. As we look to the future for ways to sustain Te Aō Māori, Kōhanga Reo is an exciting and ever-evolving way to grow our future generations.

How are the major decisions in your organisation taken? (e.g. Trust Board, Management Committee) *

Te Kōhanga Reo is a movement which works to build rich language and cultural spaces alongside whānau. Whānau are involved in their children's learning and the operations of the Kōhanga Reo.

While there is a formal Management Committee at Te Awhina Kohanga Reo who are responsible for organisation, however decision making is made by whānau as a whole.

Who are the current members of the major decision-making group? *

Co-Chairs

- Hapai Shelby-Law and Mareana Te Raukura Tume-McGuckin

Secretary

- Zara Christensen and Teri Ayres

Treasurer

- Jordan Kerr

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Are staff employed or is all work carried out voluntarily? *

Te Awhina Kohanga Reo employs between 7 and 10 paid staff at any one time, they do not operate volunteer teaching roles.

Some work is carried out voluntarily by whānau such as lawn mowing, repairs and maintenance

If staff are employed, what is the source (s) of funding used to pay them? *

Key sources of funding are as follows

- Whānau pay fees weekly for their tamariki to attend Te Awhina
- Te Awhina Kohanga Reo receives funding from Te Kohanga Reo National Trust Board
- Work and Income NZ pays a childcare subsidy for some whānau to attend Te Awhina

What are the key positions in the organisation (paid and/or voluntary) ?

Current paid staff at Te Awhina include

- x1 kaiako matua/head teacher,
- x3 kaiako/teachers,
- x 2 kaiawhina/support staff, and
- x2 kairiwhi/relief teachers

What in general terms are the roles of these positions?

Te Kōhanga Reo means 'the language nest' where kaiako care and nurture our young (birth to 6 years of age) in a warm and secure environment alongside the whānau. Tamariki in Kōhanga are totally immersed in the Māori language, customs and values.

Who currently holds these positions? Please give names and brief resumes.

Tracey Anne Poutu- kaiako matua

Waiwhakaata Christina Morehu Teohaere- kaiako

Te Aroha o Korokoro Whakapono MacDonald- Kaiako

Bayley Awerangi Mataira- Kaiaki

Reremoana Marie Hokianga- Kaiawhina

Marrie Reawyn Toreka Collins- kaiawhina

Leiana Carol Hagley- Kairiwhi

Keisha Matete- Kairiwhi

Please summarise your organisation's achievements since its establishment?

The first Kōhanga Reo, Pukeatua, opened on the 13 April 1982 and since then over 50,000 children have attended a Kōhanga Reo. Many of those children are now parents of the second generation of Kōhanga Reo children.

Te Awhina kohanga reo has been operating since the 80s as part of this movement.

Additional information

No files have been uploaded

Please upload any additional information to support your application

Intended Use

Request for Occupancy/lease of Council Land/Building 22/23 Application form

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What is the intended use of the property?

- ☐ Sport and Recreation
- ☐ Community or social service
- ☒ Education
- ☐ Other:

What service is to be provided from the property? Please give a full description

Care of children/tamariki between the ages of 6 months and 6 years old.

What are the objectives of the service or activity ?

To revitalise and strengthen te reo Māori me ōna tikanga in a safe and secure environment for our tamariki and future generations.

Who is expected to benefit from the service/project? (i.e. who will be the end users or client group) ?

Our Māori whānau, their hapū, iwi and communities

What geographic catchment will the project serve?

Our whānau come from across Te Papaioea and beyond including Tokomaru, Foxton, and Ashurst.

What is the demographic profile of those who are expected to benefit from the service / project?

We take care of tamariki whoever our services benefit whānau as a whole.

How many people are expected to use the service/project on an annual basis?

We currently have 30 tamariki enrolled in Te Awhina which provides care for tamariki of 24 whānau.

How was this need identified ?

For many years leading up to the 1980s, there had been growing concern among Māori that their language was endangered, in particular because too few young people were fluent speakers. The essence of Te Kōhanga Reo was to bring the elders who were fluent speakers together with their mokopuna, the preschool generation, and the parents, following the Māori model of whānau development.

Kohanga reo are critical to the success of Māori as Māori.

Which organisations in the City are providing services for a similar target group? (i.e. similar geographic location, demographic profile)

There are a number of other kohanga reo in Te Papaioea servicing our large and growing Māori community. We currently have 5 pēpi (babies) on our waitlist and 1 nohinohi (toddler) demonstrating an ongoing need for our services.

In what way does your service/activity differ from that supplied by these other organisations?

Te Awhina Kohanga Reo is part of a network of kohanga across Te Papaioea servicing our large and growing local Māori population.

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What evidence do you have that the service/activity will meet the need identified?

30+ years of success growing Māori tamariki, te reo me ōna tikanga including tamariki who are now parents of the next generation.

Has the service/project been pilot tested for effectiveness? If so, please give details of pilot test and results.

The first Kōhanga Reo, Pukeatua, opened on the 13 April 1982 and since then over 50,000 children have attended a Kōhanga Reo. Te Awhina has been operating for nearly as long and are now parents of the next generation.

Has the service/project previously been operated in Palmerston North or anywhere else in New Zealand? If yes, please give details.

Today there are over 480 kohanga reo in New Zealand.

How will you measure the level of success of this service/project?

Through strong ongoing enrolment numbers.

Readiness

What are the costs involved in establishing this activity/service? Please give the main categories of cost and as close an estimate as you can manage for each category.

N/A- This is an already established service.

How do you anticipate funding these costs? (e.g. funds in hand, grants, fund raising) Please specify which funds have already been secured and which are subject to further work/decisions.

Funding primarily comes through

- Whānau fees
- Work and Income childcare subsidies
- Funding from the Kohanga Reo National Trust

Further details in Annual Account Audit

What are the estimated costs of operating the service/project on each year?

Costs of operating are approximately 430-450k per year

How do you anticipate funding these costs?

As above

Have you prepared a business plan for the service/project? If yes, please supply a copy.

N/A

Upload Business Plan

No files have been uploaded

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Please supply a copy of your most recent audited accounts.

Filename: 2022-09e030 Annual Account.pdf

File size: 3.8 MB

Filename: 2022-09e030 Management report.pdf

File size: 7.2 MB

If you are lease a property, what is the timeline for making the service/project operational?

N/A- we are already operational

Please specify plans for resourcing (equipment, services, people, tools etc.)

N/A

Have you prepared any conceptual and technical plans? Please Upload

No files have been uploaded

Fit with Council Direction

Policy on Use of Public Spaces 2019

Support and Funding Policy - Occupancy of council-owned Property by for Purpose groups

Purpose: The purpose of this support is to provide to allow for-purpose groups to occupy and operate out of, Council owned property for sporting, recreational, community/social services and educational purposes, at community rental rates.

Support Priorities: For-purpose groups that contribute to outcomes to achieve goals 2, 3, and/or 4 of Council's strategic direction. For- purpose organisations who are jointly seeking a shared space within a Council-owned building; and their presence fits with the identified space and will maintain or enhance the uniqueness of the space.

Policy on Use of Public Spaces 2019^[1]

In considering an application to use public space, and particularly where there are competing applications for the use of public space or high demand for a public space, the Council will consider whether the activity:

- supports the achievement of the Council's goals
- adds to the variety of events or activities available in Palmerston North
- enhances any precinct identities (e.g. Broadway as a hospitality precinct)
- provides an experience (rather than a simple commercial exchange)
- does not significantly limit the availability of space for general community use.

Council may also consider:

- whether the event or activity is inclusive of and accessible to the wider community
- iwi feedback on the proposed event or activity
- the opportunity to enhance or celebrate the heritage values of the public space
- the opportunity to enhance or celebrate the natural environment of the public space

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- the opportunity to contribute to preparedness for emergency response, disaster response, or national security concerns
- potential impact on existing city businesses. Council may require applications to be subject to public consultation where an application is likely to be controversial, or where it is unclear if the proposal is consistent with the overall intent of the policy.

Note that none of the criteria or considerations provided for in this policy outweigh the freedoms guaranteed under the Bill of Rights Act.

[1] <https://www.pncc.govt.nz/council-city/official-documents/policies/policy-for-the-use-of-public-space/>

Palmerston North Strategic Direction

Goal 1: An Innovative and growing city

Goal 2: A creative and exciting city

Goal 3: A connected and safe community

Goal 4: An eco-city

[Strategic direction | Palmerston North City Council \(pncc.govt.nz\)](https://www.pncc.govt.nz/council-city/official-documents/policies/policy-for-the-use-of-public-space/)

Please explain how your proposed lease will contribute to one or more goals of Council (it is not necessary to contribute to more than one goal):

We contribute to the goal of being a connected and safe community where our Māori whānau feel valued for the culture and contributions. We are contributing to protecting and uplifting the cities cultural wellbeing.

Is the need which this project/service aims to address identified in any other City Council plans or research? If so please indicate the report and relevant sections.

The connected communities strategy identified the number of Māori speakers in Te Papaioea as a measure of success which we are contributing directly towards.

Type of Property (new requests only)

35. Does your group require a building or land only?

36. Please describe the type of property you require? Size, type, what attributes must it have etc.

37. Does the property need to be located in a particular area of the City? If so, where?

38. Is this location essential or desirable? Please bear in mind that if you mark essential and the Council does not have suitable property in that location then no property at all may be offered.

☐ Desirable

☐ Essential

39. Do you have a location or Council property in mind? If so where?

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40. Approximately how long do you anticipate requiring Council property for?

41. Please attach any other information you wish to supply as part of your application

No files have been uploaded

Declaration

You must agree to the below statements before submitting your application:

New Question

- ☒ I confirm that all information given or written is true, complete and accurate.
- ☒ I give authority for Council to use the information provided publicly, such as in a report to the Council, to assess our proposal.

Assessment of Lease Proposal – Support and Funding Policy

In considering an application of a for purpose organisation to use public space, and particularly where there are competing applications for the use of public space or high demand for a public space, the Council will assess the applications against the criteria set out in both policies.

Date: 17 April 2023

Group Name: Te Kohanga Reo National Trust Board (Te Āwhina Kōhanga Reo)

Proposed Lease Location: 117 Vogel Street, Roslyn, Palmerston North

Use of Public Space Policy

Criteria	Assessment
Supports the achievement of the Council's goals	Activities of the Trust are consistent with goals two and three of Council's strategic direction.
Is accessible to the wider community	The Trusts activities seek and support the Palmerston North community.
Adds to the variety of events or activities available in Palmerston North	The Trust provides opportunities to promote confidence and create connections within the community.
Enhances any precinct identities (e.g. Broadway as a hospitality precinct)	The Trust supports and enhances 117 Vogel Street by the activities provided to the community.
Provides an experience (rather than a simple commercial exchange)	The Trusts are focused on personal development and community engagement.
Does not significantly limit the availability of space for general community use	The lease does not affect the availability of the space for general community use.
Rangitāne o Manawatu feedback on the proposed activity	Rangitāne o Manawatu representatives have considered the proposal and have no comment.
Potential impact of the occupancy and proposed activities	The Trusts has been occupying in this location since 1999. The lease has no negative impact on the public's benefit and enjoyment of the land. The lease will not affect the availability of space for the general community use or other for-purpose groups, as it is an existing use.

Reserves Act 1977 Considerations

This lease is not subject to the Reserves Act as the affected land does not hold a Reserve Status.

Impact on the locality and Park operations

Criteria	Assessment
Aesthetics	The Trusts currently occupies the site. There are no additional impacts from the continuing occupation of the site.
Security	The Trust will be responsible for security of their buildings and assets.
Cleaning and Offensive litter	The Trust is responsible for managing litter within its leased area.
Vegetation	No trees or shrubs would be required to be removed
Carparking	Existing car parking is available. No new effects are created in approving a new lease
Affected Parties	Parties identified include: <ul style="list-style-type: none"> - Tamariki and their Whānau - Neighbouring residents and tenants - Local Community - Users of the Lancewood Reserve - Rangitane o Manawatu

COMMITTEE WORK SCHEDULE

TO: Strategy & Finance Committee

MEETING DATE: 10 May 2023

TITLE: Committee Work Schedule

RECOMMENDATION TO STRATEGY & FINANCE COMMITTEE

1. That the Strategy & Finance Committee receive its Work Schedule dated May 2023.

COMMITTEE WORK SCHEDULE – MAY 2023					
Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Clause number
1.	May 2023	Hearing of submissions: Proposed change in reserve classification – Opie Reserve	Chief Infrastructure Officer		Terms of Reference
2.	May 2023	Proposal to grant a licence to Tekton Limited – deliberations report	Chief Infrastructure Officer		Terms of Reference
3.	May 2023	Amendment to the Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions) – deliberations report	Chief Planning Officer		Planning & Strategy 11 May 2022 Clause 24
4.	May 2023	Quarterly Performance &	Chief Financial		Terms of

		Financial Report (quarter 3 ending 31 March 2023)	Officer		Reference
5.	May 2023	Treasury Report (Quarter 3)	Chief Financial Officer		Treasury Policy
6.	May 2023	Resources and actions required to achieve the KPI of sufficient zoned land for three years' worth of commercial and residential development	Chief Planning Officer	To be included in Annual Budget deliberations report	22 March 2023 Clause 16
7.	May August 2023	Information relating to the description, timing and quantum of the infrastructure work programmes to enable growth in Aokautere	Chief Infrastructure Officer	Deferred due to resourcing	9 March 2022 Clause 11.4
8.	August 2023	Proposed change in reserve classification - Opie Reserve - deliberations report	Chief Infrastructure Officer		Terms of Reference
9.	August 2023	Draft Interim Speed Management Plan - Hearing of submissions	Chief Planning Officer		Council 5 April 2023 Clause 46
10.	May September 2023	Waka Kotahi Recreation Pathways Fund Associated with Te Ahu a Turanga	Chief Infrastructure Officer	Deferred to September as application is being worked	27 April 2022 Clause 30

		Highway - report on the outcome of the funding application, including any financial implications for consideration as part of the draft 2023/24 Annual Budget process		through with Waka Kotahi	
11.	September 2023	Quarterly Performance & Financial Report (quarter 4 ending 30 June 2023)	Chief Financial Officer	Present to Council	Terms of Reference
12.	September 2023	Treasury Report (Quarter 4)	Chief Financial Officer	Present to Council	Treasury Policy
13.	September 2023	Treasury Policy Review	Chief Financial Officer		Treasury Policy
14.	September 2023	Draft Interim Speed Management Plan - deliberations report	Chief Planning Officer		Council 5 April 2023 Clause 46
15.	November 2023	Amendment of Palmerston North Animals and Bees Bylaw 2018	Chief Planning Officer		22 March 2023 Clause 9
16.	November 2023	Quarterly Performance & Financial Report (quarter 1 ending 30 September 2023)	Chief Financial Officer		Terms of Reference
17.	November 2023	Treasury Report (Quarter 1)	Chief Financial Officer		Treasury Policy
18.	August 2023	Hearing of submissions: Part	Chief Infrastructure		22 March 2023

		Waterloo Park - Proposal to exchange land	Officer		Clause 19
19.	August 2023	Rates review	Chief Financial Officer		Terms of Reference
20.	September 2023	Part Waterloo Park - Proposal to exchange land - deliberations report	Chief Infrastructure Officer		Terms of Reference
21.	November 2023	Vegetation Framework to include a Tree Policy focused on Council administered streets and public spaces	Chief Planning Officer		Committee of Council 9 June 2021 Clause 31.8
22.	August 2024	Draft Waste Management and Minimisation Bylaw – Approval for Consultation	Chief Planning Officer		11 August 2021 Clause 21

ATTACHMENTS

NIL