



PALMERSTON NORTH CITY COUNCIL

AGENDA

PLANNING AND STRATEGY

COMMITTEE

9AM, MONDAY 1 APRIL 2019

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



MEMBERSHIP

Duncan McCann (Chairperson)
Aleisha Rutherford (Deputy Chairperson)
Grant Smith (The Mayor)

Brent Barrett
Susan Baty
Rachel Bowen
Jim Jefferies

Lorna Johnson
Karen Naylor
Bruno Petrenas
Tangi Utikere

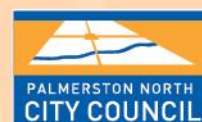
Agenda items, if not attached, can be viewed at:

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

Heather Shotter
Chief Executive, Palmerston North City Council

Palmerston North City Council

W pncc.govt.nz | E info@pncc.govt.nz | P 356 8199
Private Bag 11034, 32 The Square, Palmerston North



PLANNING AND STRATEGY COMMITTEE MEETING

1 April 2019

ORDER OF BUSINESS

NOTE: The Planning and Strategy Committee meeting coincides with the ordinary meeting of the Community Development Committee. The Committees will conduct business in the following order:

- Community Development Committee
- Planning and Strategy Committee

1. Apologies

2. 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.

3. 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.

4. 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.)

5. Submissions - Waste Management and Minimisation Plan 2019 Page 7

6. Confirmation of Minutes Page 11

“That the minutes of the Planning and Strategy Committee meeting of 4 March 2019 Part I Public be confirmed as a true and correct record.”

7. Summary of Submissions to the 2019 Draft Waste Management and Minimisation Plan Page 19

Memorandum, dated 14 March 2019 presented by the Waste Management Manager, Stewart Hay.

8. Draft Wastewater Bylaw 2019 - approval for consultation Page 31

Report, dated 14 March 2019 presented by the Strategy and Policy Manager, Julie MacDonald.

9. Palmerston North Civic and Cultural Precinct Master Plan Page 93

Memorandum, dated 11 March 2019 presented by the City Planning Manager, David Murphy.

10. Emissions Management and Reduction Plan Page 149

Memorandum, dated 15 March 2019 presented by the City Planning Manager, David Murphy.

11. Rural School Bus Safety Page 167

Report, dated 14 March 2019 presented by the Transport & Infrastructure Manager, Robert van Bentum.

12. Conference Opportunity - Institute of Directors: "Board Dynamics" Page 225

13. Committee Work Schedule Page 232

14. 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.

Chief Executive (Heather Shotter), Chief Financial Officer (Grant Elliott), Chief Infrastructure Officer (Tom Williams), General Manager – Strategy and Planning (Sheryl Bryant), General Manager - Community (Debbie Duncan), Chief Customer and Operating Officer (Chris Dyhrberg), General Manager - Marketing and Communications (Sacha Haskell), Sandra King (Executive Officer) because of their knowledge and ability to provide the meeting with advice on matters both from an organisation-wide context (being members of

the Council's Executive Leadership Team) and also from their specific role within the Council.

Legal Counsel (John Annabell), because of his knowledge and ability to provide the meeting with legal and procedural advice.

Committee Administrators (Penny Odell, Rachel Corser and Courtney Kibby), because of their knowledge and ability to provide the meeting with procedural advice and record the proceedings of the meeting.

[Add Council Officers], because of their knowledge and ability to assist the meeting in speaking to their report and answering questions, noting that such officer will be present at the meeting only for the item that relate to their respective report.

[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: Planning and Strategy Committee

MEETING DATE: 1 April 2019

TITLE: Submissions - Waste Management and Minimisation Plan 2019

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE



1. That the Planning and Strategy 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 TO BE HEARD IN SUPPORT OF THEIR SUBMISSION

1.	Wayne Jenkins - Ross Intermediate School & Manawatu Principals Association
2.	Kees van Epenhuijsen
3.	Philip McConkey
4.	Siobhan Lynch-Karaitiana - Tanenuiarangi Manawatū Incorporated
5.	Michelle MacManus – Palmerston North City Environmental Trust
6.	Bruce Miller
7.	Adrienne Scott – Human Aid Focus NZ
8.	Malcolm Frith
9.	Kate Costley
10.	Sally Pearce - Manawatu River Source To Sea
11.	Robert Holdaway – MidCentral District Health Board
12.	Jonathan Hannon – Zero Waste Academy

13.	Laurence Dolan - EnviroWaste Services Limited
14.	Leith and Daniel Morrimire

ATTACHMENTS

1. Submissions (attached separately) 
2. Procedure Sheet [!\[\]\(2c0783baf87a2728b2fe49eb1c34c456_img.jpg\)](#) 



PROCEDURE SHEET

HEARING OF SUBMISSIONS

Presenting your submission

You have indicated a wish to present your submission in person before a committee of Councillors. 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 Planning and Strategy 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 forwarded to you once printed. 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, 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 Planning and Strategy Committee on Wednesday, 5 June 2019. 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 or Council 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 Rachel Corser, Committee Administrator, phone 06 356-8199 or email rachel.corser@pncc.govt.nz .

* * * * *

PALMERSTON NORTH CITY COUNCIL

Minutes of the Planning and Strategy Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 04 March 2019, commencing at 9.02am

Members Present: Councillor Duncan McCann (in the Chair), The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Jim Jefferies, Lorna Johnson, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Non Members: Councillors Adrian Broad, Vaughan Dennison, Lew Findlay QSM and Leonie Hapeta.

Apologies: Councillor Gabrielle Bundy-Cooke

Councillor Lew Findlay left the meeting at 9.30am during the conclusion of clause 2. He entered the meeting again at 9.31am after the conclusion of clause 2. He was not present for clause 2.

Councillor Leonie Hapeta left the meeting at 12.10pm during the conclusion of clause 7. She was present when the meeting resumed at 1.29pm. She was not present for clause 7.

1-19 Apologies

Moved Duncan McCann, seconded Brent Barrett.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 1-19 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

2-19 Public Comment

The following people appeared before the Committee and made public comment:

- Paul Godbaz regarding the CBD dog trial. Mr Godbaz supported allowing dogs into the CBD and he had not encountered any issues during the trial.

- Barbara Thomas regarding the Monrad/Pencarrow/Ronberg intersection. Ms Thomas was concerned about the Council proposal and believed a roundabout was needed.
- Gary Helm regarding the Monrad/Pencarrow/Ronberg intersection. Mr Helm urged Council to have a roundabout at the intersection.

Councillor Lew Findlay left the meeting at 9.30am

Moved Duncan McCann, seconded Brent Barrett.

The COMMITTEE RESOLVED

1. That the public comment be received for information.

Clause 2-19 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Councillor Lew Findlay entered the meeting at 9.31am

3-19 Deputation - Manawatū River Source to Sea

Heike Schiele and Alastair Cole made a Deputation regarding the project "Manawatu River Source to Sea."

Environment Network Manawatu (ENM) were focused on communication, coordination and networking, and the Source to Sea project was the next step in taking collective action. ENM were seeking inclusion of the Manawatu River Source to Sea in Council's strategic planning and policy work to engage with the community and collaborate on leveraging new funding for the city and region. The objectives of the project aligned with the City's vision and goals and there were lots of opportunities including Palmy's Plastic Pollution challenge and Te Apiti UNESCO Geopark.

Moved Duncan McCann, seconded Tangi Utikere.

The COMMITTEE RESOLVED

1. That the Planning and Strategy Committee receive the deputation for information.

Clause 3-19 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

4-19 Presentation - Ben Foster

Ben Foster made a presentation to the Committee regarding a new flag for Palmerston North. The Palmerston North flag was unrecognisable from a distance and a proposed new flag was presented to Elected Members that included the green ranges overlooking the city, the City's two streams and Manawatu River, and the Manawatu plains. A well designed flag improved the civic identity of the City and was a universal symbol of community.

Moved Duncan McCann, seconded Rachel Bowen.

The COMMITTEE RESOLVED

1. That the Planning and Strategy Committee receive the presentation for information.

Clause 4-19 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

5-19 Confirmation of Minutes

Moved Brent Barrett, seconded Leonie Hapeta.

The COMMITTEE RESOLVED

1. That the minutes of the Planning and Strategy Committee meeting of 3 December 2018 Part I Public be confirmed as a true and correct record.

Clause 5-19 above was carried 13 votes to 0, with 1 abstention, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Abstained:

The Mayor (Grant Smith).

6-19 Six month review of trial allowing dogs on-leash into the Central Business District (CBD)

Memorandum, dated 15 January 2019 presented by the Strategy and Policy Manager, Julie MacDonald.

Moved Duncan McCann, seconded Lorna Johnson.

The COMMITTEE RESOLVED

1. That the Planning and Strategy Committee receives the memorandum titled "six-month review of trial allowing dogs on-leash into the Central

Business District (CBD)" dated 15 January 2019.

2. That a report be brought to the 6 May 2019 Planning and Strategy Committee with a recommendation on the dog control status of the CBD.

Clause 6-19 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

7-19

Intersection Improvements Monrad/Pencarrow/Ronberg

Report, dated 4 February 2019 presented by the Transport & Infrastructure Manager, Robert van Bentum.

Elected Members were of the view that option 3 of the report should be implemented rather than option 2 and requested further information regarding priority intersections across the city. It was recommended money from other programmes be used to fund the undergrounding of power cables at the intersection.

Moved Lorna Johnson, seconded Tangi Utikere.

The **COMMITTEE RECOMMENDS**

1. That Council approve implementation of the option 3 safety improvements at the Monrad, Pencarrow and Ronberg intersection, detailed in clause 6.3 of the report titled 'Intersection Improvements Monrad/Pencarrow/Ronberg' dated 4 February 2019.

Clause 7.1 above was carried 13 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Bruno Petrenas and Tangi Utikere.

Against:

Councillor Karen Naylor.

Moved Lorna Johnson, seconded Tangi Utikere.

2. That Council approve investigation of options for installation of active warning signage to address speeding on Monrad Street, for implementation during the 2019/20 financial year as part of the Council's Programme 279 Minor Road Projects.

Clause 7.2 above was carried 12 votes to 2, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor and Tangi Utikere.

Against:

Councillors Brent Barrett and Bruno Petrenas.

Moved Lorna Johnson, seconded Tangi Utikere.

3. That \$200,000 from programme 829 and 713 be used to fund undergrounding of power cables at Monrad/Pencarrow/Ronberg intersection.

Clause 7.3 above was carried 13 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Bruno Petrenas and Tangi Utikere.

Against:

Councillor Karen Naylor.

Councillor Leonie Hapeta left the meeting at 12.10pm

Moved Karen Naylor, seconded Rachel Bowen.

4. That the Committee requests a further report to the Planning and Strategy Committee outlining priority intersections across the city and what safety treatments are planned.

Clause 7.4 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Note: Councillor Lorna Johnson declared an interest in item 7 above.

The meeting adjourned at 12.12pm

The meeting resumed at 1.29pm

When the meeting resumed Councillor Leonie Hapeta was present.

8-19 LGNZ metro sector remit proposals

Memorandum, dated 4 February 2019 presented by the Strategy & Policy Manager, Julie Macdonald.

Moved Vaughan Dennison, seconded Karen Naylor.

The COMMITTEE RECOMMENDS

1. That the Council proposes the following remit at the LGNZ metro sector meeting in May 2019: "LGNZ to advocate to the Government for it to provide financial support for the local government online voting trial".

Clause 8.1 above was carried 11 votes to 3, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Leonie Hapeta, Jim Jefferies, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Against:

Councillors Brent Barrett, Lew Findlay QSM and Lorna Johnson.

Moved Vaughan Dennison, seconded Karen Naylor.

2. That the Council proposes the following remit at the LGNZ metro sector meeting in May 2019: "LGNZ to advocate to the Government to phase out single use polystyrene".

Clause 8.2 above was carried 13 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Against:

Councillor Lew Findlay QSM.

Moved Vaughan Dennison, seconded Karen Naylor.

3. That the Council proposes the following remit at the LGNZ metro sector meeting in May 2019: "LGNZ to advocate to the Government to introduce a mandatory product stewardship programme for e-waste".

Clause 8.3 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

9-19

Housing Steering Group: Scope of the Terms of Reference

Memorandum, dated 20 February 2019 presented by the City Planning Manager, David Murphy.

Elected Members were of the view that further information was needed before the report could be considered.

Moved Grant Smith, seconded Susan Baty.

The COMMITTEE RESOLVED

1. That the item be left to lie on the table until the next Planning and Strategy Committee meeting.

Clause 9-19 above was carried 11 votes to 3, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Duncan McCann, Bruno Petrenas and Tangi Utikere.

Against:

Councillors Rachel Bowen, Lorna Johnson and Karen Naylor.

10-19 Committee Work Schedule

Moved Duncan McCann, seconded Tangi Utikere.

The COMMITTEE RESOLVED

1. That the Planning and Strategy Committee receive its Work Schedule dated March 2019.

Clause 10-19 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

The meeting finished at 1.47pm

Confirmed 1 April 2019

Chairperson

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 1 April 2019

TITLE: Summary of Submissions to the 2019 Draft Waste Management and Minimisation Plan

DATE: 14 March 2019

PRESENTED BY: Stewart Hay, Waste Management Manager, Infrastructure

APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the summary of submissions on the 2019 Draft Waste Management and Minimisation Plan be received.

1. ISSUE

- 1.1 This memorandum presents a summary of the submissions that were received by the Palmerston North City Council in response to its consultation on the 2019 Draft Waste Management and Minimisation Plan.
- 1.2 The Statement of Proposal (which included the 2019 Draft Waste Management and Minimisation Plan) was released to the public for comment on 14 January 2019. Written submissions closed on 1 March 2019. 53 submissions were received, with 17 submitters indicating they wish to speak to their submissions.

2. BACKGROUND

- 2.1 On 19 December 2018, Council approved for public consultation the 2019 Draft Waste Management and Minimisation Plan.
- 2.2 Copies of the Plan were distributed to the Central Library, branch libraries, Youth Space, Awapuni Resource Recovery Park, Ashhurst Transfer Station and Ferguson Street Recycling Centre. It was also placed on the website along with a summary document, submission form and the supporting waste assessment.

2.3 Copies of the consultation document were also provided directly to identified key stakeholders including:

- Rangitāne o Manawatū
- Private Waste Contractors
- Ruahine Kindergarten Association
- Registered Master Builders

2.4 Copies of the summary document were provided directly to:

- Education Sector (schools and early childcare centres)
- Construction Sector

2.5 Other methods to promote the consultation process for the plan included:

- Social media posting
- Radio advertising
- Staff attended some of the movie in parks nights held recently
- Provided an educational poster in both English and Te Reo to Rangitāne o Manawatū and the education sector

This poster was also downloadable on Council's website. Print advertising was placed in the Guardian.

3. OVERVIEW AND SUMMARY OF SUBMISSIONS

3.1 53 written submissions were received. The attached report (Attachment 1) provides a brief summary of the key issues and themes on which submitters have commented. However, the full submissions should be reviewed for context and supporting information.

- 3.2 Summary of the informal interactions through social media, the movie park nights and visits to the consultation page are outlined below.
- 3.3 Social Media posts received a good amount of interaction. There were multiple comments asking for a green waste collection service and suggestions council could do it more affordably than a private collector. The same comments were made about waste, with calls for council to run the rubbish collection. There were also requests for more recycling bins in the CBD.
- 3.4 Just over 500 people visited the consultation page on the council website. The average time spent on the page was four and half minutes, which is quite long. This means they were coming to the website to find information, read the waste assessment or download the submission form.
- 3.5 Staff attended three of the movie park nights, resulting in a total of 14 direct interactions.
- 3.6 Ministry for the Environment staff were advised that the plan was out for consultation – no submission or comment has been received from the MFE.
- 3.7 Deliberations on submissions are scheduled to be held during the June Planning and Strategy Committee meeting. At that meeting, an officer report will be presented outlining recommendations in respect of the submissions received, along with any recommended changes to draft plan. It is anticipated that the Committee will make recommendations to the Council in respect of the plan, for adoption by the Council on 24 June 2019.



4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual. Clause 168	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

PALMERSTON NORTH CITY COUNCIL

Are the recommendations inconsistent with any of Council's policies or plans?		No
The recommendations contribute to Goal 4: An Eco City		
The recommendations contribute to the outcomes of the Eco City Strategy		
The recommendations contribute to the achievement of action/actions in the Waste Plan		
The action is: Review the Waste Management and Minimisation Plan		
Contribution to strategic direction	Contributes to the development of future options to assist with the planning and direction for the Waste Activity	

ATTACHMENTS

- Summary of Submissions  

Attachment 1: Memorandum on Summary of Submissions to the 2019 Draft Waste Management and Minimisation Plan

Issue Raised	Submission numbers	Summary of support/opposition	Submitter arguments/comments
Vision, Goals and Objectives, and Target	4, 19, 31, 46, 48, 49, 53	Generally supportive, some suggested changes	<p>Vision good but seems incomplete, should have additional element of 'maximising the beneficial use of waste as locally as possible'</p> <p>Suggests vision needs to be reframed around a zero waste goal</p> <p>Suggest a long-term goal of achieving zero waste to landfill</p> <p>Suggest goal 3 to include the need to reduce cultural harm</p> <p>Target is modest</p> <p>New target appears to be a regression</p> <p>One overarching target is insufficient, targets need to state how they will be achieved and who will be accountable</p> <p>Plan needs strengthening to support target by adoption of secondary and tertiary targets</p>
2012 WMMP versus 2019 WMMP	42, 48, 49		<p>Queries the difference in previously reported diversion rate in the 2012 plan</p> <p>Queries decrease in target from 75% to 48%</p>
Partnerships and Stakeholders	19, 53		<p>Queries why the 75% target was not achieved</p> <p>Prioritise working with tangata whenua</p> <p>Rangitāne are seeking to be more closely involved with Council on these matters.</p> <p>Rangitāne are seeking a much more targeted strategy to recognise cultural impact of waste</p>

ITEM 7 - ATTACHMENT 1

			For localised initiatives engage effectively with local neighbourhood communities
Waste Assessment	24, 44		Establish regional planning links with other TA's and HRC Comprehensive report
Action Plan – General	4, 42, 46, 53	Generally supportive	Limited data used Supportive of actions proposed There should be intent to act unless preparatory work reveals that it unwise or impossible to do so Why are we only a community that considers, and where appropriate implements? Timeline too long to implement actions/too leisurely Suggest a section in the plan where the 5 R's be used as headings – with all actions and intended actions summarised under each heading Licensing provisions should be implemented
Action Plan – Regulation	22, 23, 46, 50, 53	Generally supportive	<u>Comments in Support</u> Needs to be monitored and action taken – alternative services encouraged/provided by Council to support We need to change our throw away habit Support with public education
R02 – Materials Limit	3, 5, 9, 11, 12, 15, 17, 18, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 45, 46, 47, 48, 51	Approximately 2/3 support and 1/3 oppose	<u>Comments in Opposition</u> Overstep individual's rights, increased work load, increased costs, lack of options for disposal

				Needs more information
R03 – Litter Act Enforcement	45		Generally supportive	More and ongoing education better alternative Enforce penalties for public littering
Action Plan – Data Action	30, 47		Generally supportive	
Action Plan – Education, Engagement and Communications	10, 11, 21, 30, 45, 46, 48, 50, 53		Generally supportive	Support this action area Offer visits to the recycling centre for school groups/clubs Improved education on recycling needed More information on website/Zero waste section More education to the public on topics such as why compostable bags need to be composted For localised initiatives target information for the neighbourhood community Workshops/Seminars on Waste minimisation/Reduction Change E03 from investigate to establish a competitive fund Provide free wheelie bin for general rubbish
Action Plan – Collections	8			
C03 – Kerbside food waste collection service	1, 3, 4, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 50, 51, 52, 53		Views reasonably split, only slightly more submitters in support	<u>Comments in Support</u> Vigorous cost-benefit analysis Climate change impact Suggest green waste bins provided rather than focus on food waste Suggest combined food waste and green waste service, or if not possible, green waste charges set to \$0 at RDOP's

ITEM 7 - ATTACHMENT 1

			<p>Support but Council should encourage alternatives such as home composting</p> <p>Would use as do not home compost/have a veg garden</p> <p><u>Comments in Opposition</u></p> <p>Further investigations, focus on reduction first</p> <p>Cleanliness, increased traffic and processing capability</p> <p>Home composting already undertaken</p> <p>Some won't require this service, consider alternatives – such as community composting or Council drop off</p> <p>Provide homes with compost bins to compost at home</p> <p>Education on how to minimise food waste</p> <p>Too expensive</p>
C04 – Encourage households to make use of existing services for garden waste	48, 53	Generally supported	<p>Good engagement with the private green waste services</p> <p>Does not appear to be successful needs strengthening</p>
C06 – Investigate options for Hazardous Waste Disposal	22, 23, 24, 30, 46, 53	Supported	<p>Removes harmful waste products from the community</p>
C07 – Continue investigations to provide recycling for difficult materials	22, 23, 24, 44, 46, 48, 53	Supported, expand to include other materials	<p><u>Comments in Support</u></p> <p>Include medical waste, tyre</p> <p>Suggests collection days</p>

C09 – Council Support for Schools/ECE	2, 3, 5, 7, 9, 10, 16, 17, 18, 20, 23, 24, 25, 26, 27, 29, 30, 33, 34, 35, 36, 38, 39, 40, 41, 42, 44, 45, 47, 48, 51	Generally supported, some suggestions to provide services for free	Free recycling services/Provide infrastructure – best way to educate families is through children
			Develop education resources/modules to support key messages
			Include all Schools and ECE
			Currently some schools only pay for paper and cardboard – increases options
			<u>Comments in Opposition</u> Not necessary
IN2 – Investigate new northern RDOP	3, 9, 10, 11, 15, 17, 18, 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 33, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 51, 52	Approximately 2/3 support and 1/3 oppose	Encourage onsite processing (e.g. composting)
			<u>Comments in Support</u> Make it easy – expand materials
			Increase recycling, increase accessibility, reduce travel time and vehicle movements. Awapuni site difficult to access.
			Current limited drop off options for green waste
			Infrastructure required to achieve diversion goals
			Support for green waste not recyclables
			<u>Comments in Opposition</u> Suggest kerbside green waste better than a RDOP
			We have enough facilities Duplication of facilities

IN3- Investigate C&D Facility	3, 9, 10, 12, 15, 16, 17, 18, 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 50, 51, 52, 53	Generally supported	<u>Comments in Support</u> Needs to be a higher priority Suggests it needs to be feasibility study, big contributor to landfill Recovered items could be repurposed Preserve natural timbers Should be cost neutral Cost competitive/cheaper than landfill options Engage with private sector when investigating options <u>Comments in Opposition</u> Separation at source/waste plan required for building consents Previous attempts (e.g. Carins Bins)
Action Plan Leadership and Management	46	Support	
LM1 – Advocate Central Government (Product Stewardship)	4, 30, 35, 46	Support	Difficult waste streams – such as e-waste, tyres, hazardous chemicals, lithium ion batteries
Further issues raised by the Submissions			
Plastic Waste	3, 4, 7, 10, 16, 21, 33, 36, 45, 48		More clarity on what plastics can be recycled or not Reduction of plastic waste through alternative processing such as Pyrolysis Introduce the soft plastics scheme Strategy to phase out single use plastics/incentives to reduce single use plastics

			Alternatives to plastic for Councils bag service
			Emphasis of plastic reduction
Reuse Shop	7, 24, 36, 41, 52		PNCC should be looking at banning single-use avoidable plastic across the City Suggests C&D Facility includes a reuse shop
Residual Rubbish	7, 16		Reuse shop or similar Suggests increasing to disincentive waste to landfill
Green Waste	1, 4, 7, 9, 10, 15, 22, 23, 29, 32, 35, 42, 47		All should be sorted/waste to energy plant Suggestions to provide a green waste service, or reduce fees charged for drop off, increased awareness of options
Waterways pollution	19, 48		Plan does not address this issue
Public Rubbish Bins	24, 48		Larger bins requested
			Education on not placing household rubbish in these, and infringements issued to deter people
Waste Hierarchy	44, 46, 47, 49, 50		Plan lacks focus on reduction at source Plan too focussed on end of life rather than on reduction of waste Bring focus on waste reduction

REPORT

TO: Planning and Strategy Committee

MEETING DATE: 1 April 2019

TITLE: Draft Wastewater Bylaw 2019 - approval for consultation

DATE: 14 March 2019

PRESENTED BY: Julie MacDonald, Strategy and Policy Manager, Strategy and Planning

APPROVED BY: Sheryl Bryant, General Manager - Strategy & Planning

RECOMMENDATIONS TO PLANNING AND STRATEGY COMMITTEE

1. That the Committee determines that the form of the draft Wastewater Bylaw 2019 and Administration Manual (contained in attachment 1) is, subject to the outcome of public consultation, considered to be the most appropriate form of bylaw.
2. That the Committee confirms that it has considered the draft Wastewater Bylaw 2019 and Administration Manual and determines that it does not give rise to any implications under the New Zealand Bill of Rights Act 1990.
3. That the Statement of Proposal (including the draft Wastewater Bylaw 2019 and Administration Manual) and Summary of Information, as shown in attachments 1 and 2 be approved for consultation using the Special Consultative Procedure in accordance with S86 of the Local Government Act 2002.
4. That delegated authority is given to the Chairperson and the Deputy Chairperson of the Planning and Strategy Committee for the approval of any minor amendments to the Statement of Proposal prior to publication.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	Proposed changes to the Wastewater Bylaw have been identified to support the development of a policy on Pressure Sewer Systems. These changes are being proposed as part of an early review of the Wastewater Bylaw.
OPTION 1:	Approve the Statement of Proposal, including the draft Wastewater Bylaw and Administration Manual, for public consultation.
Community Views	Key stakeholders were invited to make comment on the current bylaw as part of the review process. Those views have been considered and some additional changes to the draft Bylaw have been proposed as a result.
Benefits	Reviewing the Bylaw to accommodate pressure sewer systems gives the Council more flexibility to develop the public wastewater system to respond to different environments. Reviewing the Bylaw at this point also fulfils Council's obligation to review the Bylaw within five years of its initial adoption. Council will not be required to do a further review of the Bylaw until 2029.
Risks	If there are delays during the public consultation process, a final decision could be delayed until after the Council elections in October. Convention is for the elected members who hear submissions to be those who make the final decision. If the consultation process cannot be completed before October 2019, then the Council may need to re-consult in 2020.
Financial	The cost of consultation as planned can be met within current budgets.
OPTION 2:	Do not approve the Statement of Proposal for public consultation.
Community Views	Communication with key stakeholders has been based on the review of the Bylaw proceeding in 2019. If a decision is made to defer the process, then staff would contact key stakeholders to advise them that the review has been delayed.
Benefits	There are no particular benefits identified.
Risks	If the Bylaw review is delayed or deferred, then Council may lack the tools to mandate the use of pressure sewer systems in those areas where such systems should be mandatory.
Financial	No financial costs have been identified.
The recommendations contribute to Goal 4: An Eco City	
The recommended option contributes to the outcomes of the Eco City Strategy	

The recommended option contributes to the achievement of action/actions in the Three Waters Plan

The action is: Adopt a pressure sewer policy for the City, supported by revisions to the Wastewater Bylaw (by end of 2018/2019)

Contribution to strategic direction	The development of a pressure sewer policy was identified as part of the Three Waters Plan, along with consequent changes to the Wastewater Bylaw to support the implementation of that policy. Conducting consultation on the draft Bylaw and Administration Manual will contribute to the completion of this action in the identified timeframe.
-------------------------------------	--

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 In October 2018 the Planning and Strategy Committee approved the draft Pressure Sewer Systems Policy for consultation. The Council adopted the Policy in December 2018.
- 1.2 Reviewing the Wastewater Bylaw at this time gives Council the opportunity to incorporate changes arising from the development of the Pressure Sewer Systems Policy, to ensure that the policy implementation is supported by appropriate regulation.
- 1.3 By reviewing the Wastewater Bylaw in 2019, the Council has satisfied its obligation to review the Bylaw within five years of its initial adoption. It will not be required to review the Bylaw again until 2029, unless it chooses to do so earlier.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 The Three Waters Plan, adopted in 2018 as part of the Council's Strategic Direction, identified the development of a Pressure Sewer Systems Policy, with consequent changes to the Wastewater Bylaw to support the implementation of that policy.
- 2.2 The Council adopted the Wastewater Bylaw in May 2017. This was a new bylaw, and therefore it is required to be reviewed within five years of adoption, and thereafter every 10 years.
- 2.3 A bylaw review begins with a determination by the Council under section 155 of the Local Government Act 2002. This is a determination that a bylaw is the most appropriate way of addressing the perceived problems. The Planning and Strategy Committee determined at the 5 November 2018 meeting that a bylaw was the most appropriate way of addressing the issues related to the wastewater system, that a

standalone bylaw was the most appropriate form of bylaw, and that a wastewater bylaw was unlikely to give rise to implications under the NZ Bill of Rights Act. These determinations are reviewed in section 4 of this report.

3. DESCRIPTION OF OPTIONS

- 3.1 The first option is to approve the Statement of Proposal (including the draft Wastewater Bylaw and Administration Manual) for public consultation. This would involve sending the consultation documents to the identified stakeholders, publicly advertising the proposal to the general public, and inviting submissions.
- 3.2 The second option is to not approve the Statement of Proposal. Unless the Council provided other instructions, work on the review of the Wastewater Bylaw would stop. This would significantly limit the effectiveness of the Pressure Sewer Systems Policy that Council recently adopted.

4. ANALYSIS OF OPTIONS

- 4.1 The recommended option is to approve the Statement of Proposal for public consultation. The scope of the proposed changes have a clear driver through the development of the Pressure Sewer Systems Policy, which gives the Council greater flexibility to accommodate different types of wastewater systems in different environmental conditions. The early review of the Bylaw provides an opportunity to incorporate these proposed changes alongside a wider review of the Bylaw's operation since adoption. By completing the review in 2019, the Council will not be required to review the Bylaw again until 2029. This will help to stagger the due dates of other bylaw reviews, allowing the workload to be better managed within current resources.
- 4.2 In addition to the changes related to pressure sewer systems, a small number of changes have been made in response to feedback from key stakeholders. One in particular relates to policy changes made to the Subdivision section of the District Plan through Plan Change 15, whereby reticulated network services could be extended to properties in the rural-residential overlay where it is in the economic interest of the City and won't compromise the efficient functioning of the city infrastructure networks. As a result, the draft Bylaw includes a revised clause 5.4 which permits applications for service connections where the property is in the rural residential overlay, and is subject to a subdivision consent on the basis that the property will receive access to the public wastewater system.
- 4.3 Officers do not recommend option two. If the Statement of Proposal is not approved for public consultation, then this effectively stops work on the review of the Wastewater Bylaw. The current Bylaw does not make provision for mandating the use of pressure sewer systems in identified places within the City, which will

significantly limit the effectiveness of the Pressure Sewer Systems Policy which the Council adopted in December 2018.

- 4.4 The Committee determined in December 2018 that a bylaw was the most appropriate way of addressing the perceived problem, that a standalone bylaw is the most appropriate form of bylaw, and that a wastewater bylaw is unlikely to give rise to implications under the NZ Bill of Rights Act. With the preparation of a draft Wastewater Bylaw, officers can confirm that these determinations remain valid. Particularly, the draft Wastewater Bylaw as presented is not likely to give rise to any implications under the NZ Bill of Rights Act. The report includes recommendations that confirm these determinations made in November 2018.

5. CONCLUSION

- 5.1 The recommended course of action is to approve the Statement of Proposal for public consultation. This will enable the community and key stakeholders to provide feedback on the proposed changes.

6. NEXT ACTIONS

- 6.1 If the Statement of Proposal is approved for public consultation then officers will prepare the consultation documents and distribute them to identified key stakeholders and to access points at the Customer Service Centre, the central and branch libraries, and on the website.
- 6.2 The period for written submissions would be from 13 April until 20 May 2019. This is longer than the required one month, allowing for the occurrence of public holidays during the consultation period.

7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 7.1 The following stakeholders have been identified as having a particular interest in the majority of the changes being proposed, given the largely technical nature of those changes:

- Approved service contractors
- Architects
- Engineering consultants
- Property developers
- Surveyors

These identified key stakeholders will be contacted directly and provided with a copy of the consultation document and invited to make a written submission. They will also be offered to opportunity to receive a presentation by Council officers on the proposed changes, and to discuss the impact of those changes.



PALMERSTON NORTH CITY COUNCIL

- 7.2 Officers will also engage with Rangitāne through the bi-monthly engagement meetings. A presentation on the proposed changes will be given, with an opportunity to discuss the impact of those changes. Officers will record any feedback received from this presentation, and will also encourage Rangitāne to make a written submission if they choose to do so.
- 7.3 The consultation document will be made publicly available on the Council website and through the Customer Service Centre and central and branch libraries. A public notice will be placed in the Manawātū Standard and Guardian newspapers to advertise the consultation process, and written submissions sought.
- 7.4 Hearings for oral submissions are planned to be held at the June meeting of the Planning and Strategy Committee. A report outlining officer advice in respect of submissions received, together with a draft Bylaw and Administration Manual for adoption, is planned for the August meeting of the Committee. If adopted by the Council in August, the Bylaw would come into effect on 30 September 2019.

COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual: clause 168.1	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?	Yes
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

ATTACHMENTS

- Statement of Proposal - Draft Wastewater Bylaw 2019 and Administration Manual [↓](#) 
- Summary of Information - Draft Wastewater Bylaw 2019 and Administration Manual [↓](#) 



Palmerston North City Council
Draft Wastewater Bylaw 2019

Statement of Proposal



Introduction

This Statement of Proposal proposes to adopt a replacement Wastewater Bylaw. The current Wastewater Bylaw was adopted in 2017. Since adoption, the Council has developed a policy regarding the use of pressure sewer systems in identified parts of the City. Therefore, the Council has decided to review the Wastewater Bylaw to incorporate new and revised aspects that support the Council's policy on pressure sewer systems.

What are pressure sewer systems?

Most of Council's wastewater systems are called "gravity" sewers, relying on gravity to transport wastewater to wastewater mains. Pressure sewer systems are used in areas where a gravity sewer is not practicable, for instance where liquefaction risk is high. These types of systems use a small pump station on each property in the network, the combined power of which pumps wastewater through the network to a discharge point (a wastewater treatment plant or other wastewater system). This pumping equipment is different to the typical wastewater arrangement for residential properties, and so changes are proposed to the Wastewater Bylaw to accommodate these different types of systems.

The Proposal

The proposed Bylaw and Administration Manual include a number of changes relating to pressure sewer systems. The notable changes include:

- Definitions for new terms such as "on-property pressure sewer equipment", "pressure sewer system", and "pumped sewer system". The definitions for terms such as "boundary kit" and "point of discharge" have also been revised consequently.
- Clause 8 has been revised and split into two new clauses. The existing clause 8 was titled "pressure sewer systems" but related to private wastewater pump stations servicing a single property. This has been retitled "Pumped sewer systems" and is substantially unchanged. A redundant clause 8.4 has been removed, as a non-return valve is a requirement of a boundary kit, which is required by clause 8.5
- A new clause 9 is introduced titled "pressure sewer systems", referring to a system servicing a network of properties each with their own on-property pressure sewer equipment. Clause 9 requires properties within the pressure sewer service areas to connect using on-property pressure sewer equipment. It also provides for other properties to connect using this method if the property is in an area that also meets the criteria for a pressure sewer system set out in Council's Pressure Sewer Systems Policy.
- Sections 4.8 and 4.9 have been added to the Administration Manual, replacing section 4.8. These new sections relate to how the point of discharge is identified

for pumped and pressure sewer systems. New point of discharge diagrams are added at figure 1(g) and (h), to illustrate these situations.

- Figures 2 and 3, which illustrated the isolation valve and the typical boundary kit installations have been replaced by a new figure 2, which provides an updated illustration of the typical on-lot service lateral and boundary kit, in two forms.
- Section 8, which described how Council deals with costs for clearing blockages, has been revised to make clearer the difference in responsibility between gravity sewer connections and pressure sewer connections. New flowcharts are added in appendix 4 to illustrate this process, and show how Council will respond when a gully trap overflows or a pressure sewer system alarm is activated.
- The wastewater service area maps in appendix 1 have been updated to show the current extent of the wastewater service area, and to reflect areas where pressure sewer systems are mandatory. The maps also now show proposed future areas of service, to provide guidance as to where Council will be expanding the network.
- The notes section of the Service Connection Application form (appendix 2), has been expanded with additional information relating to pressure sewer systems.

Some other changes, not related to pressure sewer systems, have also been proposed as part of this review. These include:

- Revising and updating some defined terms, including “Bylaw”, “public wastewater system”, “rising main” and “trunk sewer”. These changes are generally intended to make the Bylaw clearer.
- Amending clause 5.4 to clarify that wastewater service connections may be made where the property is in the rural residential overlay and has been given a subdivision consent on the basis of receiving access to the public wastewater system. This reflects new provisions in the District Plan.
- Adding clause 5.6, prohibiting connections to rising mains. This was previously in the Administration Manual, but more correctly belongs in clause 5 of the Bylaw.
- Removing clause 12, relating to Permits. This clause is deemed redundant, as no permits are issued under this Bylaw, only approvals for service connection. Clauses 11.4(e) and (f) are consequently removed as they also refer to processes for decisions about permits.
- Amending section 2.4(e) of the Administration Manual, relating to registering public sewers as a Memorandum of Encumbrance against the property title when a building is built over the public sewer. This has been amended to reflect a change in process, using instead a Land Covenant registered with Land Information New Zealand to protect access to the public sewer. Consequently, the definition of “Memorandum of Encumbrance” has been removed and replaced with a definition of “Land Covenant”.

- Removing Section 4.1 of the Administration Manual, which overlapped with the definition of the point of discharge. To make this less confusing, the definition of “point of discharge” has been expanded, and section 4.1 of the Administration Manual has been removed.

Some minor changes to dates or typographical errors are included, and marked as changes throughout the draft Bylaw and Administration Manual.

Reason for the Proposal

The main reason for the proposal is that the Council has adopted a new policy regarding the use of pressure sewer systems in identified areas throughout the City. Pressure sewer systems involve a local network of small pump stations on each property, connected to create a pressure sewer system that is then connected to the public wastewater system. These types of systems are used in places where a gravity sewer system is not practical or feasible, perhaps due to risks of liquefaction. Through the Council’s Pressure Sewer Systems Policy, some parts of the City have been identified as being suitable for wastewater servicing only by a pressure sewer system. In some areas where development is occurring, it may be preferable for the developer to provide a pressure sewer system rather than a gravity sewer system. To give effect to this policy, therefore, the Council has identified a number of changes to the Wastewater Bylaw.

The Council is also obliged to review the Wastewater Bylaw within five years of its initial adoption. While the current Bylaw was adopted in 2017, the Council believes that it is appropriate to review the Bylaw early to incorporate the range of changes required to support the use of pressure sewer systems. This will mean that the Council is not required to conduct a further review the Wastewater Bylaw until 2029, though it could choose to conduct a subsequent review earlier if it chose.

S155 Determination

Under S155 of the Local Government Act 2002, the Council is required to determine whether a bylaw is the most appropriate way of addressing the perceived problem. A report on these determinations is required to be included in this Statement of Proposal.

On 5 November 2018, the Planning and Strategy Committee received a report that detailed the perceived problems for wastewater. It also evaluated whether a bylaw was the most appropriate way of addressing the perceived problems, considered whether the form of the bylaw was the most appropriate form, and whether any such bylaws would be likely to give rise to concerns under the Bill of Rights Act 1990.

As a result of that report, the Committee made the following determinations in respect of the wastewater system:

1. "That the Committee determines under section 155(1) of the Local Government Act 2002 that a bylaw is the most appropriate way of addressing the issues relating to:
 - Controlling the quality of wastewater discharges into the wastewater network;
 - Proper identification of the point of discharge for wastewater connections;
 - Managing blockages and access to public wastewater assets on private property;
 - Identifying wastewater servicing areas;
 - Restricting building over wastewater assets;
 - Managing infiltration and inflow from poor connections;
 - Preventing unauthorised connections to the wastewater network; and
 - Protecting wastewater assets.
2. That the Committee determines under section 155(2) of the Local Government Act 2002 that the standalone form of bylaw is the most appropriate form of bylaw.
3. That the Committee determines under section 155(2) of the Local Government Act 2002 that a bylaw addressing wastewater activities is unlikely to give rise to any implications under the NZ Bill of Rights Act 1990.

The report is available on the Council website www.pncc.govt.nz. A full copy of the 5 November 2018 report can be provided on request.

Consultation process

Anyone can make a submission about the proposals described in this document. We encourage anyone with an interest in the issues raised to make a submission.

This Statement of Proposal, a Summary of Information, and the submission form can be found at:

- Palmerston North City Council website
<http://www.pncc.govt.nz/yourcouncil/consultations-initiatives-and-projects/consultations/>
- Customer Service Centre, Palmerston North City Council, The Square, Palmerston North; and
- City Library, The Square, Palmerston North, and the libraries at Ashhurst, Awapuni, Roslyn, Linton and Te Pātikitiki/Highbury.

You are entitled to appear before the Council and speak to your submission. Please indicate on your submission form whether you wish to do this. The Council intends to hear submissions on this proposal at a Committee meeting likely to be held in June

2019. The date and time for hearings will be confirmed in the letter acknowledging your submission, and will also be advertised in the Tribune newspaper.

To get your submission to us, either:

Mail to: Draft Wastewater Bylaw 2019 Submissions, Governance and Support Team Leader, Palmerston North City Council, Private Bag 11034, Palmerston North 4442

Deliver to: Palmerston North City Council Customer Service Centre, 32 The Square, Palmerston North

Email to: submission@pncc.govt.nz (subject "Draft Wastewater Bylaw 2019")

Phone: 06 356 8199

Fax to: 06 355 4115

**The submission period runs from
13 April 2019 to 4pm Monday 20 May 2019.**

Please note that all written submissions, including the contact details on the submission, will be made available to the public and media and on the Council's website, unless you request that your contact details are kept private. For further information on this consultation please phone the Council on 06 356 8199 or email us at info@pncc.govt.nz.



PALMERSTON NORTH WASTEWATER BYLAW

20172019

Contents

PART ONE – INTRODUCTION	3
1. TITLE	3
2. PURPOSE	3
3. COMMENCEMENT	3
4. DEFINITIONS	3
PART TWO – WASTE WATER	12
5. ACCEPTANCE OF DISCHARGE	12
6. APPLICATION TO CONNECT	13
7. WORKING AROUND BURIED SERVICES	13
8. PUMPED SEWER SYSTEMS	14
9. PRESSURE SEWER SYSTEMS	15
10. FEES AND CHARGES	15
PART THREE – ENFORCEMENT	16
11. OFFENCES AND PENALTIES	16
PART FOUR – ADMINISTRATION	17
12. DELEGATIONS	17
SCHEDULE ONE – FEES AND CHARGES	19

PALMERSTON NORTH WASTEWATER BYLAW 2017

PART ONE – INTRODUCTION

1. TITLE

- 1.1 The title of this Bylaw shall be the “Palmerston North ~~City Council~~ Wastewater Bylaw ~~2017~~2019”.

2. PURPOSE

- 2.1 This Palmerston North ~~City Council~~ Wastewater Bylaw ~~2017~~2019 (Bylaw) is made pursuant to sections 145 and 146 of the Local Government Act 2002.
- 2.2 The purpose of this Bylaw is to ensure that wastewater is removed from both domestic and trade premises in an efficient manner that safeguards public health.

3. COMMENCEMENT

- 3.1 This Bylaw will come into force on 1 August 2017~~30 September 2019~~.
- 3.13.2 The Palmerston North Wastewater Bylaw 2017 is repealed when this Bylaw commences.

4. DEFINITIONS

- 4.1 In this Bylaw, unless the context otherwise requires-

Acceptable discharge means a wastewater with physical and chemical characteristics that comply with the requirements of the Bylaw.

Administration Manual means the Administration Manual for the Palmerston North Wastewater Bylaw ~~2017~~2019, as approved by the Council when the Palmerston North Wastewater Bylaw ~~2017~~2019 was made and as amended from time to time by delegated authority under this Bylaw.

Approval means approved in writing by the Council, either by resolution of the Council or by an officer of the Council authorised for that purpose.

Authorised agent/officer	means an officer or an agent appointed by the Council and given powers to perform duties and functions under this Bylaw, and includes an enforcement officer appointed under section 177 of the Local Government Act 2002.
Boundary kit	means the isolation valve and non-return valve installed on an individual properties <u>property's</u> pressure sewer lateral located on the legal boundary and which denotes the point of discharge.
Buried services	means all public sewers, rising mains, trunk sewers and other underground utilities under the responsibility of the Council.
Bylaw	means any operative Council bylaw made under the provisions of any relevant Act or regulation. <u>the Palmerston North Wastewater Bylaw.</u>
Certificate of Title	means a certificate registering the freehold ownership of land available to any owner(s) under the Land Transfer Act 1952.
Characteristic	means any of the physical or chemical characteristics of a wastewater referred to in the Trade Waste Bylaw.
Council	means the Palmerston North City Council, and includes any person or Committee acting under authority duly delegated by the Palmerston North City Council.
Disconnection	means the physical cutting and sealing of any drain/s from premises.

Domestic wastewater	means either that wastewater that is discharged from premises used solely for residential purposes or wastes of the same character discharged from other premises, provided that the characteristics of the wastewater are an acceptable discharge. Such activities include the draining of domestic swimming and spa pools.
Dwelling	includes any house, tent, vehicle or other structure, whether permanent or temporary, and whether attached to the ground or not, used wholly or partly for human habitation, and includes the land accessory to a dwelling.
Engineering Standards for Land Development	<u>means</u> Council's document which details the Engineering Standards required for Land Development which is reviewed from time to time.
Foul water	means the discharge from any sanitary fixtures or sanitary appliances.
Infiltration	means water entering a public sewer or private drain from groundwater through defects such as poor joints, and cracks in pipes or manholes. It does not include inflow.
Inflow	means water discharged into a private drain from non-complying connections or other drainlaying faults. It includes stormwater entering through illegal downpipe connections or from low gully traps.
<u>Land covenant</u>	<u>means a covenant in favour of the Council, enforceable by the Council, registered over the land in question.</u>

Level of service	means the measurable performance standards upon which the Council undertakes to receive wastewater from its customers.
Memorandum of Encumbrance	means an agreement for the payment by any person or persons by yearly or periodical payments or otherwise of any annuity, rent charge, or sum of money other than a debt where land owned by the person or persons is legally defined and used as security should failure to pay occur.
Offence	includes any act or omission for which any person can be punished in relation to a bylaw, either on indictment or by summary process.
<u>On-property pressure sewer equipment</u>	<p><u>means equipment placed on a property to permit the disposal of wastewater from that property to a pressure sewer system, and includes:</u></p> <ul style="list-style-type: none"> <u>(a) A grinder pumping unit within a chamber, both specifically designed for pressure sewer applications; and</u> <u>(b) A property discharge line that connects the pumping unit to the boundary kit; and</u> <u>(c) A control/alarm panel that controls the operation of the pump unit, and contains alarm components, electrical connection to the property and associated circuit breaker; and</u> <u>(d) A remote data connection, such as telemetry (if required).</u>
Person	includes a corporation sole and a body of persons, whether incorporated or not.

Point of discharge

means the point which marks the boundary of responsibility between the public wastewater system and a private drain, and applies irrespective of property boundaries. Typical layouts for the point of discharge are shown in figure 1 in the Administration Manual.~~the boundary between the public wastewater system and a private drain.~~

Premises

means either

- (a) a property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued and in respect to which a building consent has been or may be issued;
- (b) a building that has been defined as individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available;
- (c) land held in public ownership (e.g. reserve) for a particular purpose; or
- (d) individual units in buildings which are separately leased or occupied.

Pressure sewer system

means a sewer system where sewage is conveyed under pressure generated by multiple pump units, each located on an identified private property, to a shared pressure main as part of the public wastewater system.

Private drain	means that section of drain between the premises and the point of discharge to the Council's <u>public</u> wastewater system. This section of pipeline is owned and maintained by the owner.
Prohibited characteristics	means wastewater characteristics that must not be discharged into the <u>public</u> wastewater system, as required by the Trade Waste Bylaw.
<u>Public wastewater system</u>	<u>means the collection, treatment and disposal of sewage and trade wastes, including all sewers, pumping stations, storage tanks, wastewater treatment plants, outfalls, and other related structures operated by the Council and used for the reception, treatment and disposal of wastewater and trade wastes.</u>
<u>Pumped sewer system</u>	<u>means a sewer system that comprises a single wastewater pump station on a property which discharges wastewater into a single gravity main which is part of a public wastewater system.</u>
Registered drainlayer	means a tradesperson certified by the Plumbers, Gasfitters, and Drainlayers Board under the Plumbers, Gasfitters, and Drainlayers Act 1976 and regulations as well as such other certificates that the Council may require.
Rising main	means a sewer through which wastewater is pumped <u>and which connects a single pump station to another part of the public wastewater system but does not include any part of a pressure sewer system.</u>

Road Controlling Authority	A territorial authority or the New Zealand Transport Agency.
Sanitary appliance	means an appliance that is intended to be used for sanitation, and which is not a sanitary fixture. This includes machines for washing dishes and clothes.
Sanitary fixture	means any fixture which is intended to be used for sanitation. "Sanitation" describes activities of washing and/or excreting carried out in a manner or condition such that the effect on health is minimised, by minimising dirt and infection.
Schedule of rates and charges	means the list of items, terms and prices for services associated with the discharge of wastewater or trade waste as approved by the Council.
Service opening	means a manhole, or similar means for gaining access for inspection, cleaning or maintenance, of a public wastewater system.
Sewage	means foul water and may include trade wastes, and has the same meaning as domestic wastewater and domestic <u>sewersewage</u> .
Sewer	means the main public sewer and lateral connections that carry away wastewater from the point of discharge. The public sewer is owned and maintained by the Council.
Stormwater	means all surface water run-off resulting from precipitation, and that contains no discharge of trade waste.

Trade premises

means:

- a) Any premises used or intended to be used for any industrial or trade purpose;
- b) Any premises used or intended to be used for the storage, transfer, treatment, or disposal of waste materials or for other waste management purposes, or used for composting organic materials;
- c) Any other premises from which a contaminant is discharged in connection with any industrial or trade process; or
- d) Any other premises discharging other than domestic sewage; and includes any land or premises wholly or mainly used for agricultural or horticultural purposes, including composting organic materials.
- e) Any premises declared by Council by resolution to be Trade Premises

Trade waste

is any liquid, with or without matter in suspension or solution, that is or may be discharged from a trade premises to the ~~Council's public~~ Wwastewater system in the course of any trade or industrial process or operation, or in the course of any activity or operation of a like nature; and may include condensing or cooling waters; stormwater which cannot be practically separated, or domestic sewage.

Trade Waste Bylaw

means the Palmerston North City Council Trade Waste Bylaw.

Trunk sewer

means a sewer, greater than or equal to 300mm internal diameter, that forms a part of the principal drainage network of the ~~Council's~~ public wastewater system.

Urban area	has the same meaning as contained in section 4 of the operative Palmerston North City District Plan and includes all land zoned residential, business, industrial, institutional, North East industrial, recreation or Caccia Birch.
Waahi tapu	means places sacred to Maori in the traditional, spiritual, religious, ritual or mythological sense and are outlined in the District Plan.
Wastewater	means water or other liquid, including waste matter in solution or suspension, discharged from a premises to a sewer.
Wastewater service area	means the areas shown in the maps in the Palmerston North Wastewater Bylaw Administration Manual <u>2017–2019</u> and includes all properties within the urban area. These areas show the boundaries of the various <u>public</u> wastewater systems, and define the reticulated areas of the City and townships.
Wastewater system	means the collection, treatment and disposal of sewage and trade wastes, including all sewers, pumping stations, storage tanks, wastewater treatment plants, outfalls, and other related structures operated by the Council and used for the reception, treatment and disposal of wastewater and trade wastes.

PART TWO – WASTE WATER

5. ACCEPTANCE OF DISCHARGE

- 5.1 No person may connect to the public wastewater system unless the connection is approved by the Council.
- 5.2 Every owner or occupier of domestic premises is entitled to have wastewater from that domestic premises accepted by the Council if the following requirements are met:
- a) There is availability of capacity in the public wastewater system; and
 - b) The premises are within an area that is served by the wastewater service area; and
 - c) Payment of the appropriate rates and charges in respect of that premises; and
 - d) The requirements of this Bylaw are fulfilled.
- 5.3 All customers of a wastewater connection must comply with, and are subject to, the terms and conditions for supply of the Council's-public wastewater system as set out in the Administration Manual.
- 5.4 Except as specifically provided for in this Bylaw, no new connections will be permitted to properties lying outside the wastewater service areas unless
- a. ~~the property is within the urban area; or~~
 - a.b. the property is within the rural residential overlay and the Council has approved a subdivision consent for the property on the basis that the property will receive access to the public wastewater system.
- 5.45.5 ~~Wastewater pipes, including rising mains,~~ that convey wastewater from one wastewater service area to another, are not considered part of the wastewater service areas and properties adjacent to these pipes are not permitted to connect to them.
- 5.6 Notwithstanding clause 5.5 above, no connections may be allowed to public rising mains under any circumstances.
- 5.55.7 The Council must continue to accept wastewater from domestic premises once an approved connection to the public wastewater system has been made.

6. APPLICATION TO CONNECT

- 6.1 Every application for connection to the public wastewater system must be made in writing using the forms provided, together with the payment of the prescribed fees.
- 6.2 An application must be made even if a pipe has already been laid up to the point of discharge.
- 6.3 No person other than the authorised agents of the Council may make any connection to, or otherwise interfere with, any part of the Council public wastewater system.
- 6.4 Where an application has been accepted by the Council that requires a new wastewater connection to be constructed from the existing public system to the point of discharge, the Customer must pay the charges fixed by the Council for the work.
- 6.5 The Council or an authorised agent must supply and install the public wastewater system up to the point of discharge, except as provided for in clause 6.6.
- 6.6 Where a new public sewer is required as part of a subdivision development, the developer must provide all the drainage works to the design and construction standards approved by the Council and, unless varied, in accordance with the Council's Engineering Standards for Land Development.

7. WORKING AROUND BURIED SERVICES

- 7.1 The Council shall keep and maintain drainage plans of the location of buried services to the extent it has this information.
- 7.2 At least five working days' written notice must be given to the Council before any excavation or physical works close to the Council's public wastewater system commence.
- 7.3 Every person proposing to carry out excavation work must first:
 - a) View the Council's GIS and information on the public wastewater system, and must establish before carrying out the work whether Council services are located in the vicinity of the proposed excavation, and;
 - b) Identify whether the area is listed as waahi tapu under the District Plan.

- 7.4 If a site is listed as waahi tapu or an unknown archaeological site is discovered, the requirements of the Heritage New Zealand Pouhere Taonga Act 2014 must be adhered to.
- 7.5 Council may place reasonable restrictions on the work that it considers necessary to protect ~~its~~ the public wastewater system.
- 7.6 When excavating and working around buried parts of the public wastewater system reasonable care must be taken to ensure that services are not damaged, and that bedding and backfill is reinstated in accordance with Council's Engineering Standards for Land Development.
- 7.7 Excavation within roadways is also subject to the permit process of the appropriate road controlling authority.
- 7.8 Every person who damages the public wastewater system must report the damage to the Council immediately. Repair costs may be recovered by the Council.

8. PRESSURE PUMPED SEWER SYSTEMS

- 8.1 ~~Private wastewater pump stations~~ Where an application to connect proposes to install a private pumped sewer system this will be approved only if Council determines that there are no practical alternatives for gravity flow discharge to the public wastewater system, or where ground conditions are such that a gravity system is not suitable.
- 8.2 The customer must demonstrate that the pump station complies with the New Zealand Building Code when seeking consent under the Resource Management Act 1991 or Building Act 2004.
- 8.3 A private wastewater pump station serving more than one residential dwelling unit requires:
 - a) A "Common Pump Station Agreement" between the parties approved by the Council, including appropriate maintenance of rising mains. The agreement must be registered against the Certificate of Title of each premises that receives the benefit of it.
 - b) The combined rate of discharge to the public wastewater system must not exceed the rate specified by the Council for a single premises.

8.4 A private wastewater pump station must have installed an approved boundary kit ~~an approved non-return valve on the discharge pipe at the point of discharge just prior to entering the public wastewater system or at the premises boundary~~ (refer figure 2 of the Administration Manual).

8.5 ~~Every individual service connection to the wastewater system must have installed an approved boundary it (refer figure 3 of the Administration Manual).~~

9. PRESSURE SEWER SYSTEMS

9.1 An application to connect to the public wastewater system using on-property pressure sewer equipment will be approved only if:

- a) The property is located in a pressure sewer service area as shown on the wastewater service area maps in the Administration Manual; or
- b) If the property is not located in a pressure sewer service area, it is located in an area where the criteria for a pressure sewer system in the Palmerston North Pressure Sewer Systems Policy has been satisfied.

9.2 Notwithstanding clause 9.1, on-property pressure sewer equipment is required to be installed for each property located in a pressure sewer service area, or if the property is in an area approved to be serviced with a pressure sewer system.

9.3 The on-property pressure sewer equipment must comply with all requirements of the Palmerston North Pressure Sewer Systems Policy and the Engineering Standards for Land Development.

9.10. FEES AND CHARGES

9.10.1 The Customer shall be responsible to meet all fees and charges associated with connection and disconnection of their premises to the public wastewater system, and discharge of wastewater from their premises to the public wastewater system.

9.210.2 The Council may set fees and charges for any approval, permission, consent or any other service required by this Bylaw in accordance with section 150 of the Local Government Act 2002. Schedule 1 of the Bylaw contains a list of charges that may be imposed.

9.310.3 The Council may recover rated charges pursuant to sections 57 to 82 of the Local Government (Rating) Act 2002.

PART THREE – ENFORCEMENT

10-11. OFFENCES AND PENALTIES

10-111.1 The Council has the power to enforce penalties relating to the discharging of wastewater under the Building Act 2004, Health Act 1956 (part II), the Local Government Act 1974 and 2002 and the Local Government Rating Act 2002.

10-211.2 Every person who:

a) Fails to comply with any provision of the Bylaw or the conditions of wastewater supply to the premises under this Bylaw; or

b) Fails to comply with a notice served under this Bylaw;

commits an offence under section 239 of the Local Government Act 2002 and is liable to a fine as specified in section 242 of the Local Government Act 2002 or the issue of an infringement notice under section 259 of the Local Government Act 2002.

10-311.3 The Council may issue infringement notices, in such forms and for such amounts, as are authorised in any regulations made under section 259 of the Local Government Act 2002.

10-411.4 In the event of a breach of statutory or other legal requirements, the Council may serve notice on the Customer advising the nature of the breach, the steps required to remedy it, and the specified timeframe.

10-511.5 At any time after the specified period in clause 11.4 has elapsed, the Council may carry out any remedial work required in order to make good the breach, and to recover from the person committing the breach all reasonable costs incurred in connection with the remedial work.

10-611.6 If the breach poses a risk to public health and safety or damage to Council assets, and a delay in repair work is unacceptable, the Council may take immediate action to rectify the defect and recover all reasonable costs as set out in clause 11.5.

PART FOUR – ADMINISTRATION

11.12. DELEGATIONS

11.12.1 The Council has passed a resolution at the same time as making this Bylaw adopting the Administration Manual. All matters over which the Administration Manual defines, regulates, controls or prohibits related to this Bylaw, are matters that this Bylaw leaves to be addressed by resolution of Council under section 151(2) of the Local Government Act 2002.

11.12.2 The Council may by resolution 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.

11.12.3 The following people are authorised delegates under this Bylaw:

- a) the Council by resolution;
- b) the Chief Executive of the Council;
- c) the person holding the office identified in Council's Delegations Manual as responsible for the administration of this Bylaw;
- d) Any other person authorised to exercise a power under this Bylaw, pursuant to the Council's Delegations Manual or resolution of the Council.

11.12.4 Authorised delegated persons 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 other than those expressly required to be by Council resolution. This power includes, without limitation, the power to:

- a) Amend the wastewater service areas as shown on maps in the Administration Manual;
- b) Specify the conditions that apply to the supply of a wastewater connection by the Council contained in the Administration Manual;
- 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 any 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 any decisions regarding suspension, withdrawal or removal of a permit.~~

~~11.5~~12.5 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.

~~11.6~~12.6 Every exercise of a power of delegation under this clause must be ~~publically~~publicly reported at least annually to Council if not exercised by Council by resolution, provided that failure to report does not invalidate the exercise of the delegate's power.

~~12.~~ **PERMITS**

~~12.1~~ Where an activity under this Bylaw requires a permit from the Council, the person seeking a permit must:

a) ~~Complete the required application form;~~

b) ~~Pay the applicable fee; and~~

c) ~~Comply with any requirements set as conditions of that permit.~~

~~12.2~~ A permit may include, in addition to conditions incorporated by this Bylaw, conditions that the Council considers are necessary to manage the effects of the activity, achieve the objectives of this Bylaw, and minimise the risk of nuisance.

~~12.3~~ The Council may grant a permit for an activity that would otherwise contravene this Bylaw.

~~12.4~~ A permit is personal to the applicant and is not transferable.

~~12.5~~12.7 An authorised officer 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 authorised office may consider appropriate in the circumstances.

SCHEDULE ONE – FEES AND CHARGES

The following table displays the categories of charges the Council can levy under this Bylaw:

Category	Description
Connection to <u>public</u> wastewater system (sewer)	Charges apply for connection to the <u>public</u> wastewater system for one or multiple dwellings.



PALMERSTON NORTH CITY

PALMERSTON NORTH WASTEWATER BYLAW

20172019

Administration Manual

CONTENTS

PART 1 – INTRODUCTION	4
PART 2 - CONDITIONS OF WASTEWATER CONNECTION.....	5
1. DISCHARGE FROM PREMISES.....	5
2. WORKS OVER OR NEAR PUBLIC DRAINAGE SYSTEMS	5
3. STORAGE OF HAZARDOUS MATERIAL	7
4. POINT OF DISCHARGE.....	7
5. DISCONNECTION BY CUSTOMER.....	14
6. LEVEL OF SERVICE	14
7. EMERGENCY	14
8. LIABILITY FOR COSTS RELATING TO BLOCKAGES OR OTHER DAMAGE.....	14
9. INFLOW AND INFILTRATION	15
10. SWIMMING POOLS	16
APPENDIX 1 – PALMERSTON NORTH WASTEWATER AREA MAPS	17
APPENDIX 2 – SERVICE CONNECTION APPLICATION FORM (SC1)	20
APPENDIX 3 – SERVICE CONNECTIONS AS-BUILTS FORM	24
APPENDIX 4 – LIABILITY FOR RESOLVING BLOCKAGES IN DRAINS	25

Document Control

Version No.	Reason for Amendment	Date
1.0	Adopted By Council	29 May 2017
2.0	Updating Service Connection Form	28 November 2017

Authorisation

	Name	Signature	Date
Prepared By			
Reviewed By			
Authorised By			

PART 1 – INTRODUCTION

The purpose of this Administration Manual is to provide material complementary to the Wastewater Bylaw. It addresses aspects of wastewater management that could be included in the Bylaw, but are of a technical or administrative nature, or address operational matters. These aspects of wastewater management may be amended before the Bylaw is reviewed and this is appropriately achieved by Council resolution changing this Manual. This will simplify the administration of the Bylaw, allow for administrative and technical processes to be kept up to date, and assist in interpretation of the Bylaw.

The Administration Manual is made under the Wastewater 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 Water and Waste Services manager.~~

PART 2 - CONDITIONS OF WASTEWATER CONNECTION

1. DISCHARGE FROM PREMISES

- 1.1. The instantaneous flow rate discharged to the wastewater system from domestic premises or other premises without a trade waste consent must not exceed 2.0 litres/sec.
- 1.2. The maximum daily flow from domestic premises or other premises without a trade waste consent must not exceed 5,000 litres per day.
- 1.3. Wastewater with prohibited characteristics (as detailed in Schedule 3 of the Palmerston North Trade Waste Bylaw 2015) must not be discharged into the wastewater system.
- 1.4. Domestic wastewater must not exceed the substance limits in Schedule 1 of the Palmerston North Trade Waste Bylaw 2015.
- 1.5. Where part of any domestic premises is used as an office or for a trade related activity from which no trade waste could be produced, and no other persons apart from those living at those premises use the premises, then the premises is treated as a domestic premises.
- 1.6. Any trade activity that produces or has the potential to produce wastewater is treated as being from a trade premises.
- 1.7. The customer must allow the Council, or its agents, access to and about the point of discharge for the purposes of monitoring, testing, and maintenance work between 7.30 am and 6 pm on any day. The Council must give reasonable notice to the customer of the intended entry.
- 1.8. Under emergency conditions the customer must allow the Council free access to and about the point of discharge without notice.
- 1.9. The customer must allow the Council with any necessary equipment, access to any area of the premises for the purposes of ascertaining whether non-complying connections have been made.

2. WORKS OVER OR NEAR PUBLIC DRAINAGE SYSTEMS

- 2.1 The restrictions described in sections 2.2 to 2.8 apply to building, excavation, physical works or loading on or near public wastewater systems.
- 2.2 Alternative restrictions than those listed below may be applied by the Council at its discretion for the protection of the public wastewater system after consideration of proposed work methods, depth of excavation, soil physical properties, and other site-specific factors.
- 2.3 A building must not be built over a public rising main or trunk sewer or closer than the greater of:
 - a) 1.5 metres from the centre of any rising main or sewer;

- b) The depth of the centre line of the sewer, plus the diameter of the sewer, plus 0.2 metres from the centre of that sewer subject to compliance with 3.1 of NZS3604.
- 2.4 Buildings may be built over public sewers (except as per clause 2.3) subject to the building developer doing the following to the satisfaction of the Council:
- a) Carrying out sufficient investigations to accurately determine the sewer's location and depth, and to prove that the sewer is in a condition where it has a remaining life of at least 50 years or carry out remedial work or relaying of the sewer to achieve a 50 year remaining life; and
 - b) Bore piling the building floor slab or foundations to 1.0 metre clear distance either side of the sewer to below the invert level to ensure that no building loads are transferred to the sewer and that it is possible to excavate down to the sewer without threat to the building; and
 - c) Providing two additional service openings into the sewer between 2.0 and 3.0 metres from the edge of the building at the point it enters and leaves the building (unless there is an existing service opening within 10 metres), provided that the sewer lies in a straight line and that there are no connections between the service openings; and
 - d) Carrying out all work on and around the sewer in accordance with Council's Engineering Standards for Land Development; and
 - e) Registering with Land Information New Zealand a Land Covenant as required by Council the public sewer by a Memorandum of Encumbrance and Deed of Covenant against the Certificate of Title for the land in question.
- 2.5 The requirements of sections 2.4 (d) and (e) above may be relaxed for the construction of light weight buildings subject to the approval of Council.
- 2.6 No person may cause the crushing load imposed on a public wastewater system to exceed that which would arise from the soil overburden plus a HN-HO-72 wheel or axle load (as defined by NZ Transport Agency Bridge Manual).
- 2.7 No person may place any permanent additional load of material over or near a public wastewater system without approval.
- 2.8 Service openings must not be covered in any way unless approved by the Council. Removal of any covering material or adjustment of the service opening is at the property owner's expense.
- 2.9 No person may excavate, or carry out piling or physical works without approval from the Council, if it is closer than:
- a) 5 metres from the centre line of any Rising main or Trunk sewer, or
 - b) 2 metres from the centre line of any other Sewer.

Approval may impose conditions on the carrying out of any work near the wastewater system.

3. STORAGE OF HAZARDOUS MATERIAL

3.1 No person may store raw material, products or waste containing corrosive, toxic, biocidal, radioactive, flammable, or explosive materials, or any material which, when mixed with the public wastewater system, may:

- a) generate toxic, flammable, explosive or corrosive materials in hazardous quantities; or
- b) damage the public wastewater system, the environment or adversely affect the health and safety of Council staff and the public

in a manner or location such that there is a more than minor risk of that material entering the public wastewater system.

4. POINT OF DISCHARGE

~~4.1 The point of discharge is the point which marks the boundary of responsibility between the customer and the Council, irrespective of property boundaries. The typical layout at a point of discharge is shown in figure 1.~~

4.24.1 There must only be one point of discharge for each premises. Any private drain must not extend by pipe or any other means to serve other Ppremises unless it is a common private drain that has been sized appropriately to accommodate the additional flows in accordance with Council's Engineering Standards for Land Development. This requirement can be varied in writing by the Council.

4.34.2 Individual lots or premises must not be crossed by more than one private drain regardless of the number of properties served by that private drain.

~~4.4 No connections may be allowed to public rising mains under any circumstances.~~

4.54.3 For single dwelling units the point of discharge must be located at the boundary as shown in fFigure 1 or as close as possible where fences, walls or other permanent structures make it difficult to locate it at the required position. The approval of other positions must be by the Council and recorded on the drainage plan.

4.64.4 Where a private drain discharges into a public wastewater system on that same private property, the point of discharge must be the upstream end of the pipe fitting which forms the junction with the public system. The point of discharge must be in a location accessible for future maintenance as per Council's Engineering Standards for Land Development.

4.74.5 The point of discharge for the different forms of multiple ownership of premises and/or land must be one of the following:

- a) Company share/block scheme (body corporate) as for single ownership; or
- b) Leasehold/tenancy in common scheme (cross lease), strata title, and unit title (body corporate). Where practicable each owner must have an individual drain with the point of discharge determined by agreement with the Council at building consent or resource consent stage. If not practicable there must be a common private drain which must be incorporated as an additional provision in the lease agreement; or

- c) Multiple ownership connections in existence prior to this Bylaw, the point of discharge shall be the arrangement existing at that time.

~~4.84.6~~ Common private drains may serve a maximum of five single dwelling units, and may also have one point of discharge only (in common).

~~4.94.7~~ Common private drains must be covered by a certificate recording the rights of each party which is registered against the Certificate of Title.

~~4.8 For pumped or pressure systems where the on-property equipment is not owned by Council the point of discharge shall be on the upstream side of the boundary kit (shown in Figure 2), and must be located as shown in Figure 1.~~

~~4.9 For pressure sewer systems where the on-property equipment is owned by Council the point of discharge shall be the point of connection between the private drain and the on-property pressure sewer system chamber.~~

~~4.10 For private pumping systems the point of discharge shall be on the downstream side of the isolation valve (shown in figure 2), installed in conjunction with the boundary kit (shown in figure 3), and must be located as shown in figure 1.~~

FIGURE 1 - POINT OF DISCHARGE DIAGRAMS

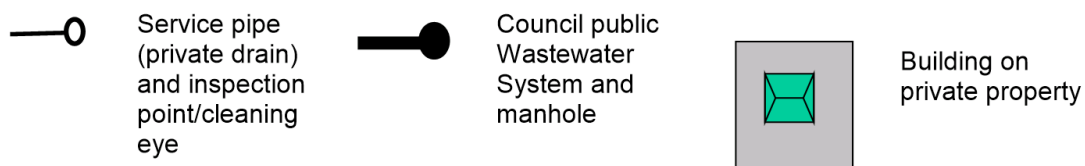


Figure 1(a).

PUBLIC WASTEWATER SYSTEM IN ROAD

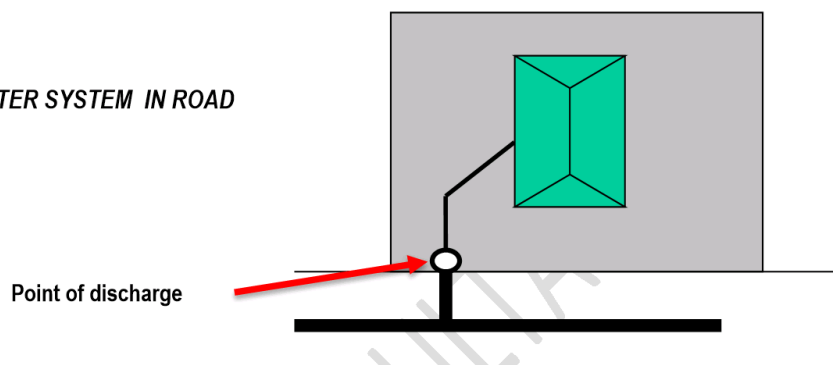


Figure 1(b).

CROSS-LEASE OR UNIT TITLES WITH SEPARATE SERVICES

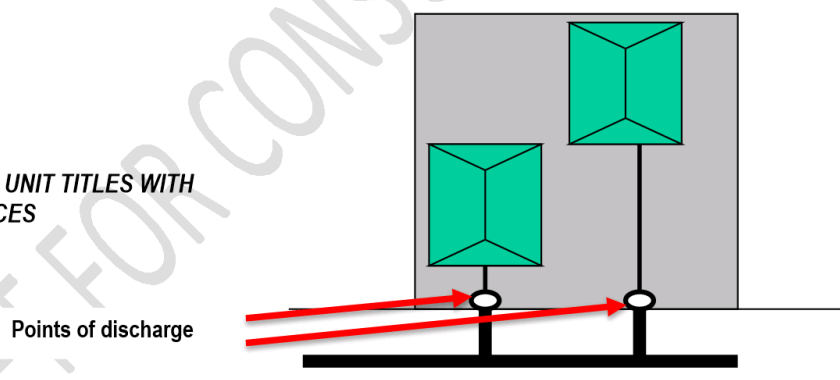


Figure 1(c).

NO COUNCIL EASEMENT OVER ROW TO REAR PROPERTIES

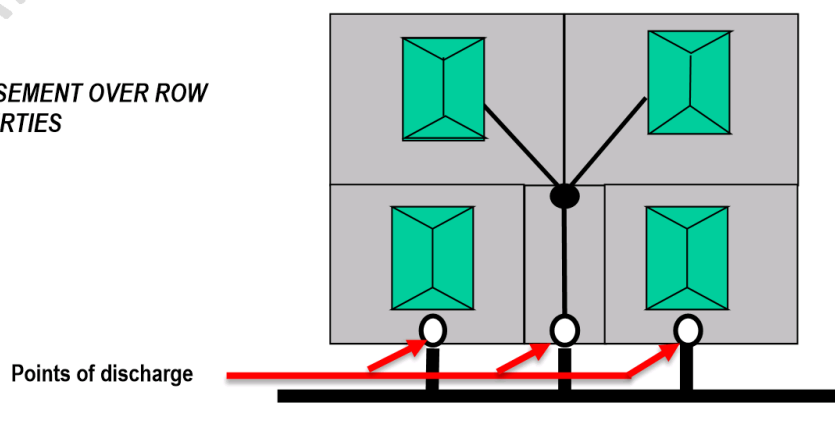


Figure 1(d).

CROSS-LEASE OR UNIT TITLE
PROPERTIES SHARING ONE SERVICE

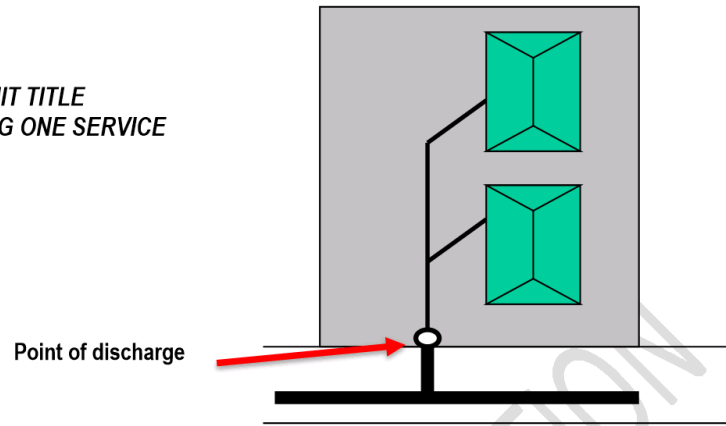


Figure 1(e).

PUBLIC WASTEWATER SYSTEM
PASSING THROUGH PRIVATE PROPERTY

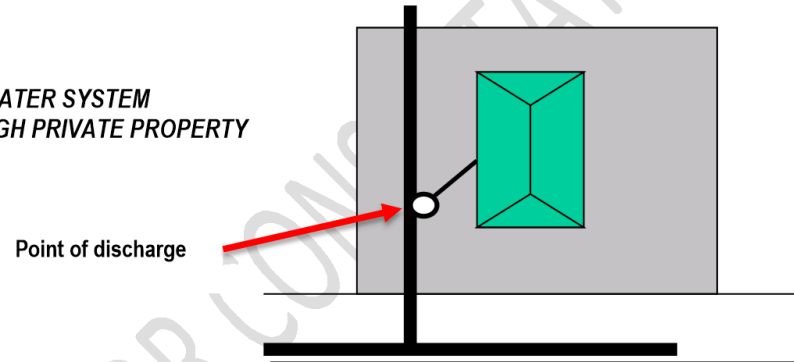


Figure 1(f).

COUNCIL EASEMENT OVER
RIGHT OF WAY TO REAR
PROPERTIES

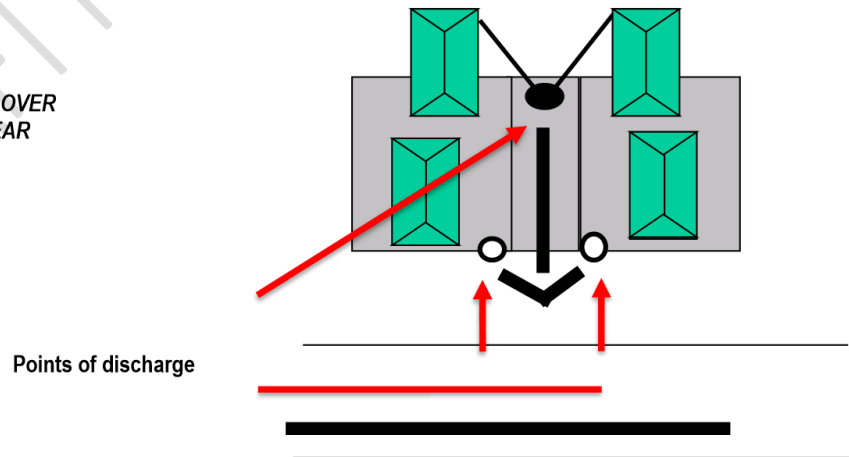


Figure 1(g).

**PRESSURE SEWER SYSTEM - PUBLIC
WASTEWATER SYSTEM ANY LOCATION**
(on-property pressure sewer equipment
privately owned)

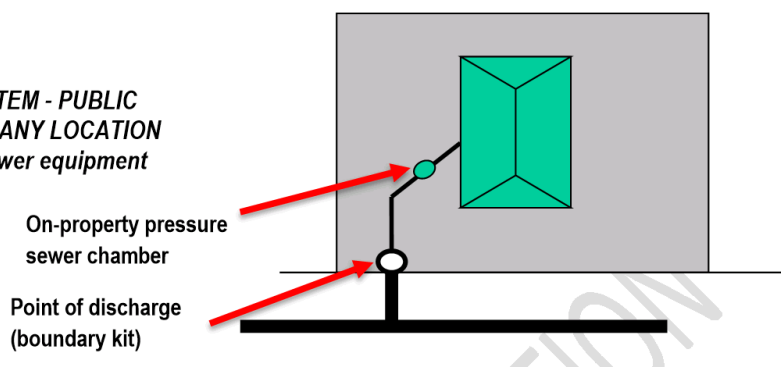


Figure 1(h).

**PRESSURE SEWER SYSTEM -
PUBLIC WASTEWATER ANY
LOCATION** (on-property pressure
sewer equipment Council owned)

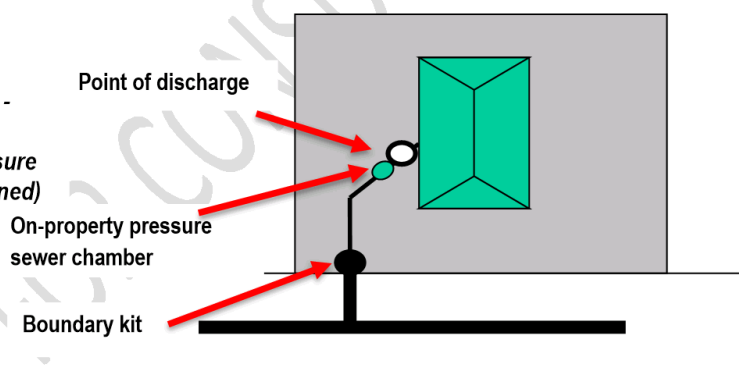
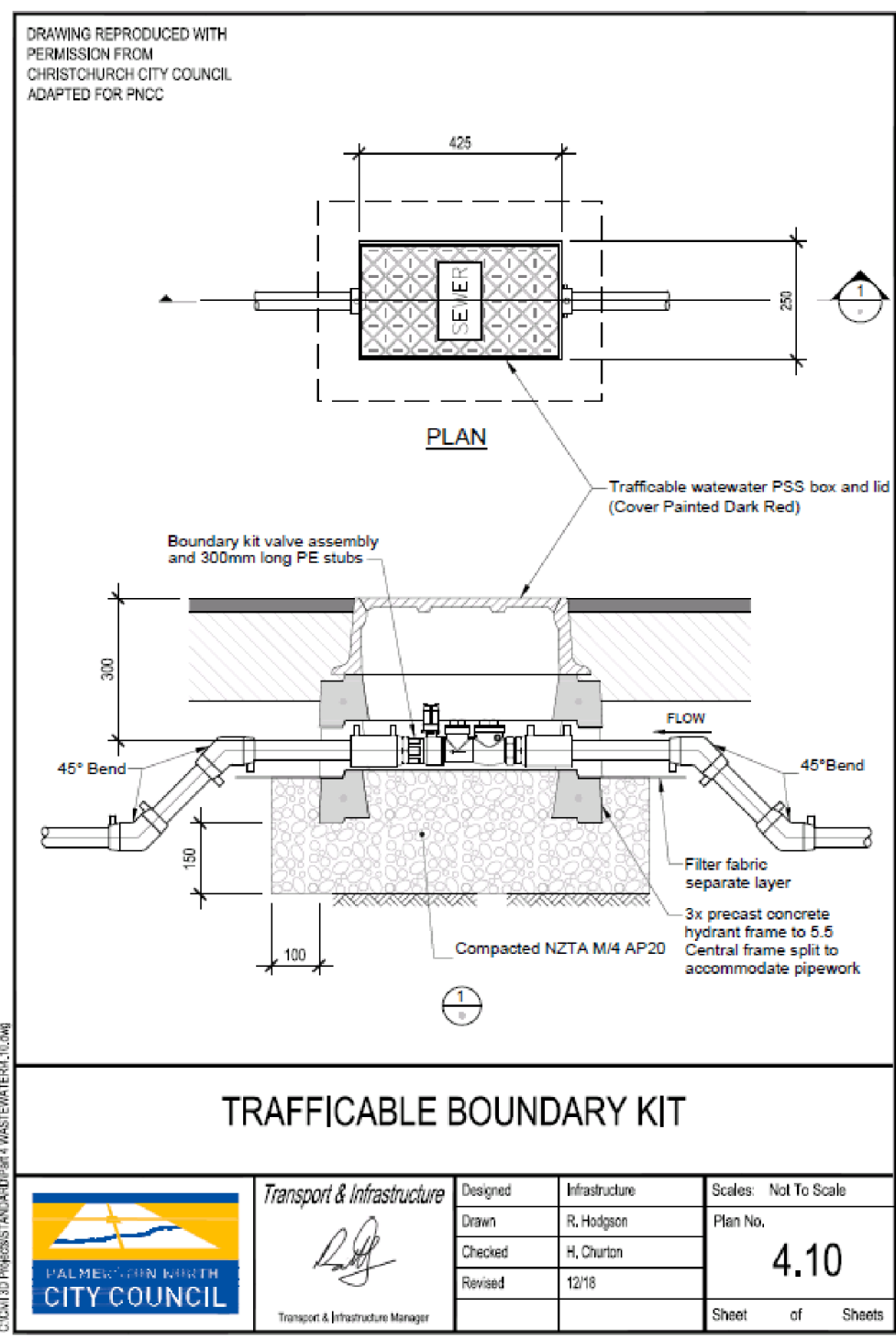
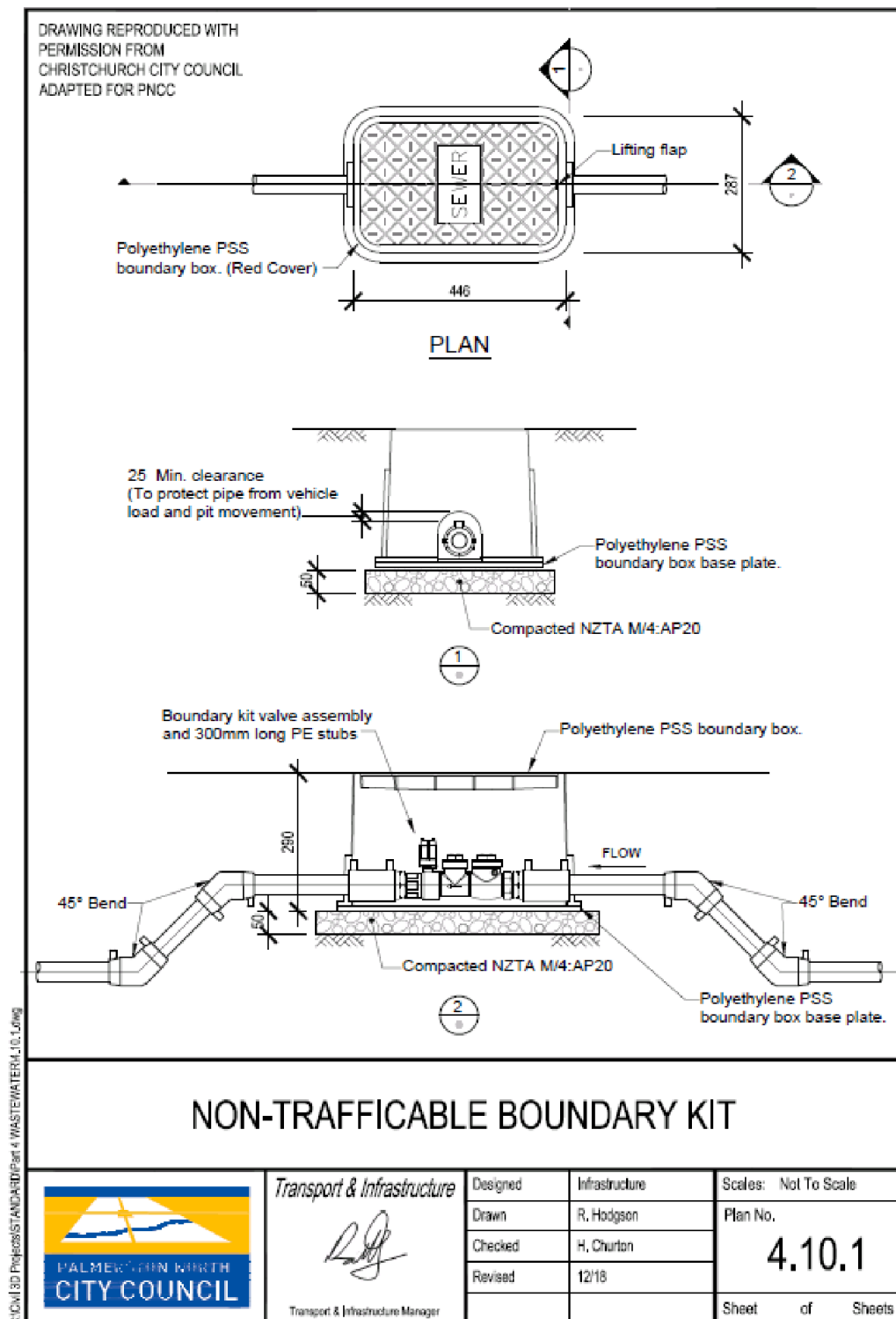


FIGURE 2 - TYPICAL ON-LOT SERVICE LATERAL AND BOUNDARY KIT ISOLATION VALVE DIAGRAM





5. DISCONNECTION BY CUSTOMER

- 5.1. A Customer must give 15 working days' notice in writing of their intention to demolish or remove a building connected to the wastewater system.
- 5.2. Demolition or removal must not commence until the property has been disconnected from the wastewater system by the Council or an authorised agent.
- 5.3. A customer must give 15 working days' notice in writing to the Council of their requirement for disconnection of the discharge connections if relaying of the private drain is required.

6. LEVEL OF SERVICE

- 6.1. The Council shall provide wastewater services in accordance with the level of service contained in the Long Term Plan of the Council.
- 6.2. The Council does not guarantee an uninterrupted wastewater service, but shall make every reasonable attempt to provide continuity of service.
- 6.3. Where physical works are planned which will substantially affect an existing wastewater service, the Council shall give reasonable notice to those who are known to be affected.
- 6.4. Where it is not practical to provide notification of a maintenance interruption to the point of discharge before work commences, the Council may shutdown the point of discharge without notice, and notification will be provided as soon as possible.
- 6.5. The Council is not liable for any costs, expenses damages or losses of any character and from any cause arising from loss of a wastewater service.

7. EMERGENCY

- 7.1. Natural hazards or accidents beyond the control of the Council that result in disruptions to the ability of the Council to receive wastewater will be deemed an emergency.
- 7.2. During an emergency the Council may restrict or prohibit the discharge of wastewater for any specified purpose, for any specified period, and for any or all of its customers.
- 7.3. The decision to make and lift restrictions shall be made by the Council, or where immediate action is required by an authorised officer of the Council.

8. LIABILITY FOR COSTS RELATING TO BLOCKAGES OR OTHER DAMAGEBLOCKAGES

- 8.1. If a customer's gully-trap is overflowing or if a customer has other reasons to suspect a blockage, the customer must first call a registered drainlayer to clear and remove any blockage in their private drain.
 - 8.1.1. If the registered drainlayer finds that the blockage is within the private drain on the customer's side of the point of discharge, then the customer is responsible for any costs incurred in paying the registered drainlayer to identify and/or clear the blockage.

8.1.2. If the registered drainlayer finds that the blockage is within the public wastewater system, then the registered drainlayer must contact the Council who must clear and remove the blockage and clean up all affected areas.

8.1.3. Where the blockage occurs in the public wastewater system, the Council shall reimburse the customer for actual and reasonable costs incurred in paying the registered drainlayer to identify the location of the blockage, provided that:

- a) The blockage has not been forced downstream into the public system in the act of clearing it from the private drain; and
- b) The customer has not been negligent in discharging a non-acceptable wastewater; and
- c) The blockage has not been caused by roots coming from a tree within the customer's property or neighbour's property.

8.1.4. If subsequently, the blockage is found to be the fault of the customer, the Council may choose to recover the costs of the unblocking work from the customer.

8.2. If an on-property pressure sewer equipment alarm is activated, the customer must first follow the homeowner's guide to rectify the problem. If the alarm continues to sound, the customer must notify the Council.

8.2.1. If the Council finds that the alarm activation was caused by the negligent discharge of wastewater with prohibited characteristics, then the Council may choose to recover any costs in reinstating the on-property pressure sewer equipment or any drain damaged by the discharge.

8.3. The flowcharts in appendix 4 of the Administration Manual illustrate this process in identifying liability for resolving blockages in drains.

~~8.2. For private pumping systems the boundary kit remains the property of the landowner. The landowner is responsible for maintenance and repair.~~

9. INFLOW AND INFILTRATION

9.1. Stormwater must be excluded from the wastewater system by ensuring that:

- a) There is no direct connection of any stormwater pipe or drain to the wastewater system - unless the wastewater system has been specifically designed as a combined wastewater/stormwater system; and
- b) Gully trap surrounds are set above stormwater ponding levels (refer New Zealand Building Code G13), or secondary overland flow path flood levels; and
- c) Inspection covers are in place and are appropriately sealed; and

- d) New drainage is constructed in accordance with Council's Engineering Standards for Land Development.
- 9.2. For large impervious areas (e.g. stock yards or truck washing facilities), specific provision must be made for a permanent barrier that will prevent water from the impervious area from entering the wastewater system.
- 9.3. Private drains must be kept and maintained in a state which is free from cracks and other defects that may allow infiltration.
- 9.4. If stormwater runoff is found to be entering the system by way of private drains, then it is the owner's or occupier's responsibility to immediately fix, repair or replace the said pipe or pipes to a standard acceptable to Council.
- 9.5. If the owner or occupier fails to carry out required repair works, the Council will carry out the works under sections 186 and 187 of the Local Government Act 2002 and will recover the cost of the repair works from the customer.

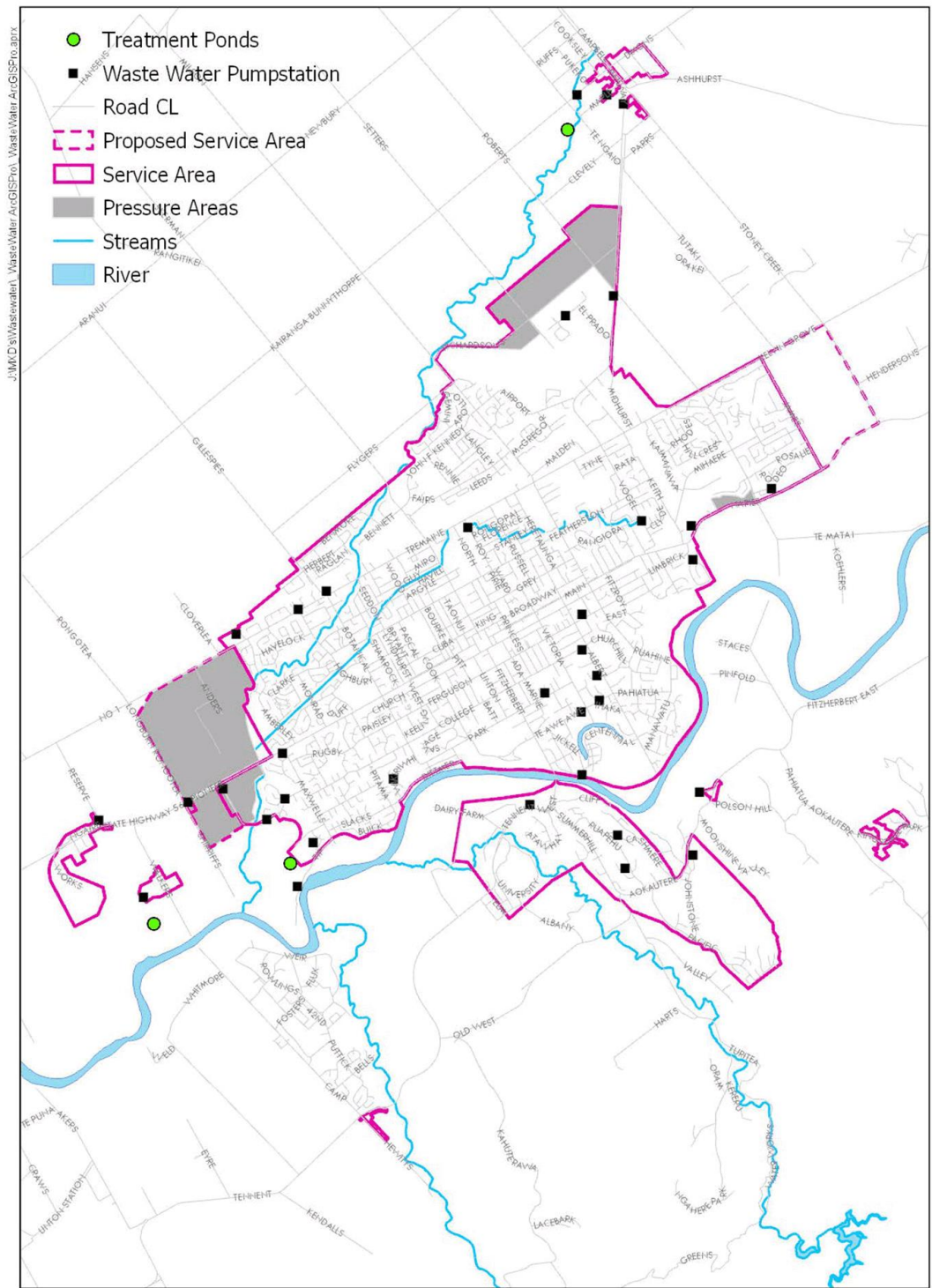
10. SWIMMING POOLS

- 10.1. Customers with swimming or spa pools must demonstrate that the pool drain has been fitted with a flow-limiting device to ensure the discharge does not exceed the maximum instantaneous flow requirement of 2.0 litres per second.

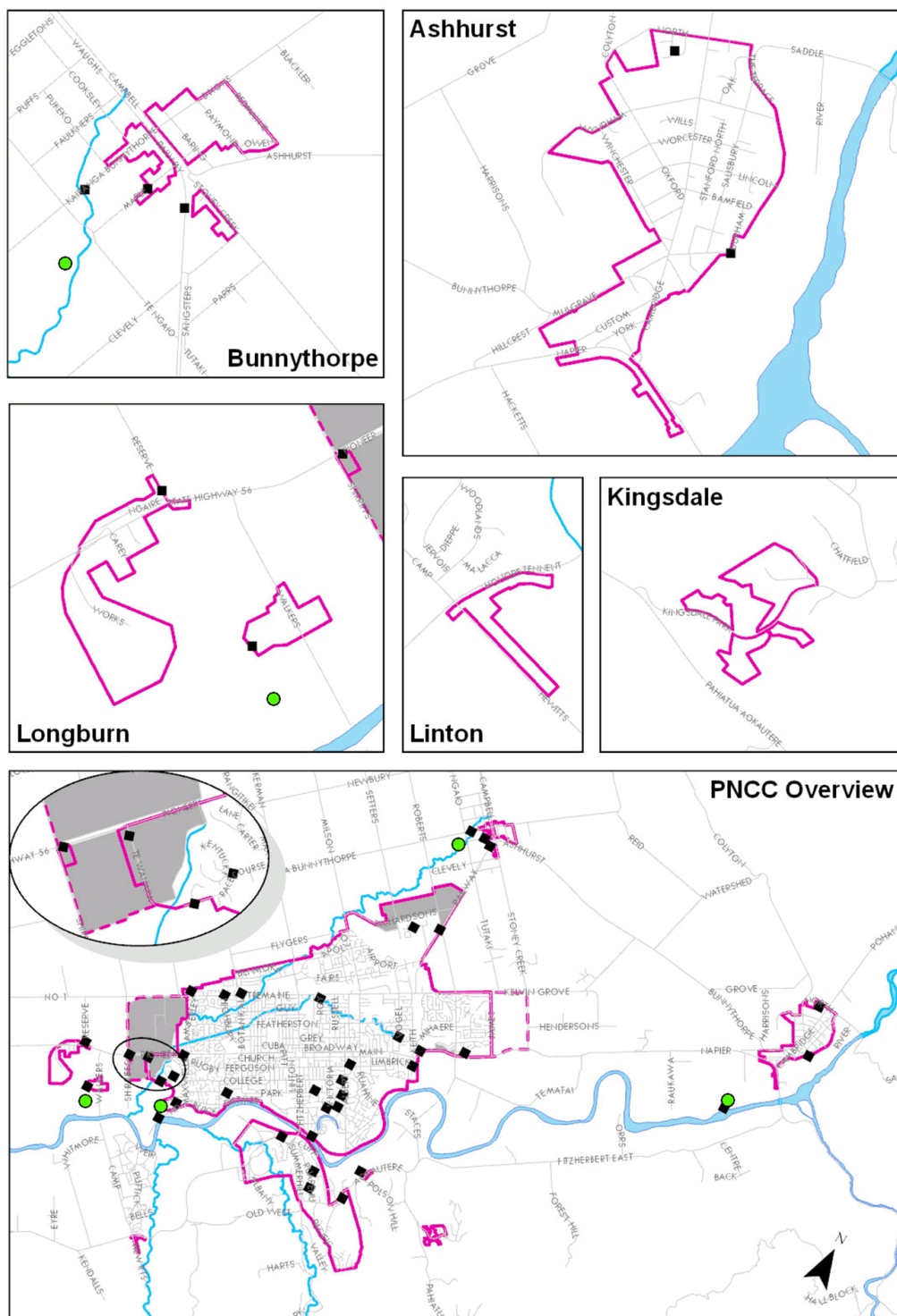
APPENDIX 1 - PALMERSTON NORTH WASTEWATER AREA MAPS

Note: the following maps indicate the current wastewater service areas. These maps will be updated to reflect changes to the Council's wastewater service area.

DRAFT FOR CONSULTATION



Sheet 1 of 2 **Palmerston North Wastewater Service Area** January 2019 scale 1:70,000



Sheet 2 of 2

Palmerston North Wastewater Service Area

January 2019

APPENDIX 2**SERVICE CONNECTION APPLICATION FORM (SC1)****CN:** _____

Use this application form to get connected to Palmerston North city's water supply, wastewater and stormwater systems. Refer to the application notes at the end of the form for guidance if required.

(Approval of this Service Connection maybe subject to payment of Development Contributions)

APPLICANT DETAILS Name: Mailing Address: Phone: Email: Would you prefer your approved application sent by email or posted? Email <input type="checkbox"/> Posted <input type="checkbox"/>	CONTACT DETAILS (If different) Name: Mailing Address: Phone: Email:
--	--

PROJECT LOCATION

Site Address:

Legal Description (From certificate of title or rates):

Does this water/sewer/stormwater service application relate to a Resource or Building Consent for the development of the property?

Yes ☐ No ☐

If yes, please provide the Resource/Building Consent Number:.....

Also, if known, the Consent type and Description:.....

TYPE OF PROJECT
(Tick as Required)

Subdivision ☐ Existing Building ☐ New Building ☐ Residential ☐ Commercial ☐

CONNECTIONS REQUIRED AND SIZE OF CONNECTIONS
(Tick as Required)

Sewer ☐ Stormwater to Kerb ☐ Stormwater to Main ☐ Water ☐

Sewer diameter:_____ Stormwater diameter:_____ Water diameter:_____

Special Requirements:

.....

If you are applying for a water connection please fill out the backflow assessment.

Backflow Assessment

You may need a backflow preventer device to protect the city's water supply. This assessment will help Council determine what type of backflow prevention device you will need. Please tick all boxes that apply. Residential applicants, start at section 2.

1. High Hazard

Medical/Dentist/Vet Clinic	<input type="checkbox"/>	Commercial laundry	<input type="checkbox"/>
Sewage Pump Station/Sump ejectors	<input type="checkbox"/>	Vehicle Wash Station	<input type="checkbox"/>
Food preparation facilities	<input type="checkbox"/>	Airport, pier or dock	<input type="checkbox"/>
Photography labs/x-ray facilities	<input type="checkbox"/>	Mortuary	<input type="checkbox"/>
Agriculture	<input type="checkbox"/>	Pest Control	<input type="checkbox"/>
School/University with laboratories	<input type="checkbox"/>	Beauty/Hair salon	<input type="checkbox"/>
Horticultural or commercial garden			<input type="checkbox"/>
Commercial building (e.g. direct heat exchanger, fire sprinkler systems, separate building hydrant systems)			<input type="checkbox"/>
Fire/cooling systems with chemicals (e.g. antifreeze, biocides)			<input type="checkbox"/>
Water treatment facilities (e.g. chlorinators, auxiliary supplies, demineralising equipment etc)			<input type="checkbox"/>
Industrial and Trade Waste (e.g. boiler, chiller, make up tower, stripping tanks)			<input type="checkbox"/>
Use of hydrants for purging of flammable/explosive gases			<input type="checkbox"/>
Rural water supply (e.g. livestock water supply without added chemicals)			<input type="checkbox"/>

2. Medium Hazard

Recirculated water system	<input type="checkbox"/>	Rain water collection	<input type="checkbox"/>
Pools or spas	<input type="checkbox"/>		
Water treatment system (e.g. deionised water, reverse osmosis units, equipment cooling without chemicals)			<input type="checkbox"/>

3. Low Hazard

Childcare facility	<input type="checkbox"/>	Residential premises with hose tap	<input type="checkbox"/>
Drinking fountains			<input type="checkbox"/>
Cafe/Restaurant (Drink dispensers with carbonators, coffee machines, dishwashers, ice maker, etc.)			<input type="checkbox"/>
Commercial premises with potential change of use (Domestic sanitary fixtures only)			<input type="checkbox"/>

APPROVED CONTRACTOR

Only fill out this if you have already entered into an agreement with an Approved Contractor.

Name of Approved Services Contractor:

.....

A list of approved contractors and their contact details can be found on the PNCC website.

Do not begin work until you receive approval from the Council with any conditions and specifications and you have notified the Council who your approved contractor is.

The contractor must carry out all associated work. The contractor will need a copy of the permit with any conditions and the approved site plan with them on site.

Please attach the site drainage plans

Site drainage plans should indicate:

- Layout and details of stormwater drains, subsoil drains, sumps and ancillary work.
- Layout and details of wastewater drains and ancillary work.
- Layout and details of water mains and ancillary work.
- Floor level heights to official Council datum (not assumed datum).
- Diameters of pipe connections (stormwater, water and sewer).
- Trees
- The position of the proposed connections together with marked distances to the nearest boundaries.

Note:

A detailed site plan showing property boundaries, existing services, and the proposed works must be attached to this application. The application cannot be approved without a plan.

The plan must show the preferred position of the connection, or the location of the connection to be removed, together with marked distances/measurements to the nearest boundaries (if a corner site, nominate street from which connection is to be taken).

Name:

Position:.....

Signature:.....

Date:/...../.....

Palmerston North City Council Service Connection Application Notes

Legal Description: This will be completed by the Council Officer receiving the application or can be obtained from the rates demand for the property to be serviced by the customer.

Wastewater - Special Requirements: ~~This will usually relate to commercial or industrial property.~~ Some businesses may need a trade waste consent. ~~Some~~ Some may require grease traps or oil interceptors on their wastewater connection or require a manhole. An on-property pressure sewer system is required to be installed in some areas. For more information please refer to the Engineering Standards for Land Development sections 4.12 (wastewater drainage), 6.13 (stormwater drainage), the Pressure Sewer Design Standards and the Trade Waste Bylaw on the PNCC website.

If you are applying by post: Send the completed form and accompanying information with the application fee to: Development Services, Palmerston North City Council, Private Bag 11034, Palmerston North.

Backflow Prevention Device: All properties connecting to the water supply will require an appropriate backflow prevention device. The type of device will depend on the level of risk. Properties are classified into three degrees of risk and this will determine the type of backflow device required. High risks will require a reduced pressure backflow device, medium risks will require a testable double check valve backflow device and low risks will require either a registered air gap, a hose connection vacuum breaker or an approved manifold with backflow prevention function. Examples of high, medium and low risks are given on the PNCC website.

Site Drainage Plans:

- The builder/contractor will be able to complete the floor level heights to official Council datum. Alternatively, a suitable reference point may be able to be obtained from Council on enquiry.
- Trees must be indicated on site drainage plans according to the Vegetation Framework for Palmerston North:
The removal of trees on Council land is discouraged, where removal is simply to provide for new accesses for infill subdivision or house removal. All alternative options should be explored before removal is considered. Council's preference is to retain trees, especially healthy specimens. Removal will be at the discretion of Council.

Please be aware:

- Council may require aged connections to be removed which will be at the developer's/applicant's expense.
- Some commercial and residential properties may require a stormwater backflow prevention device. The Council is not liable for any backflow associated costs.
- Any backflow prevention device and/or water meter installed will be at the developer's/applicant's expense.
- Position of the approved service connections must not be altered on site without specific written approval.

Further Information:

If you have any questions or require further information please contact Palmerston North City Council.

Phone: 06 356 8199

Web: www.pncc.govt.nz

APPENDIX 3 - SERVICE CONNECTIONS AS-BUILTS FORM

Service Connections As-Builts (SC4) CN: _____

Site Address: _____

Contractor: _____

Date: _____

Signed: _____



Manifold MAN	Water Meter WTR	Gate-Valve GVL	Back Flow Presenter BFP
WATER As-Built			
BDY	"Road Reserve"		MAIN
"Property"		LATERIAL	MAIN
BDY		Pipe size: _____	Depth at Main
NORTH POINT		Pipe Material: _____	Pipe Size
BDY		Joint Type: _____	Pipe Material
BDY		Tpe of Connection at Main	
BDY		Depth at BDY: _____	

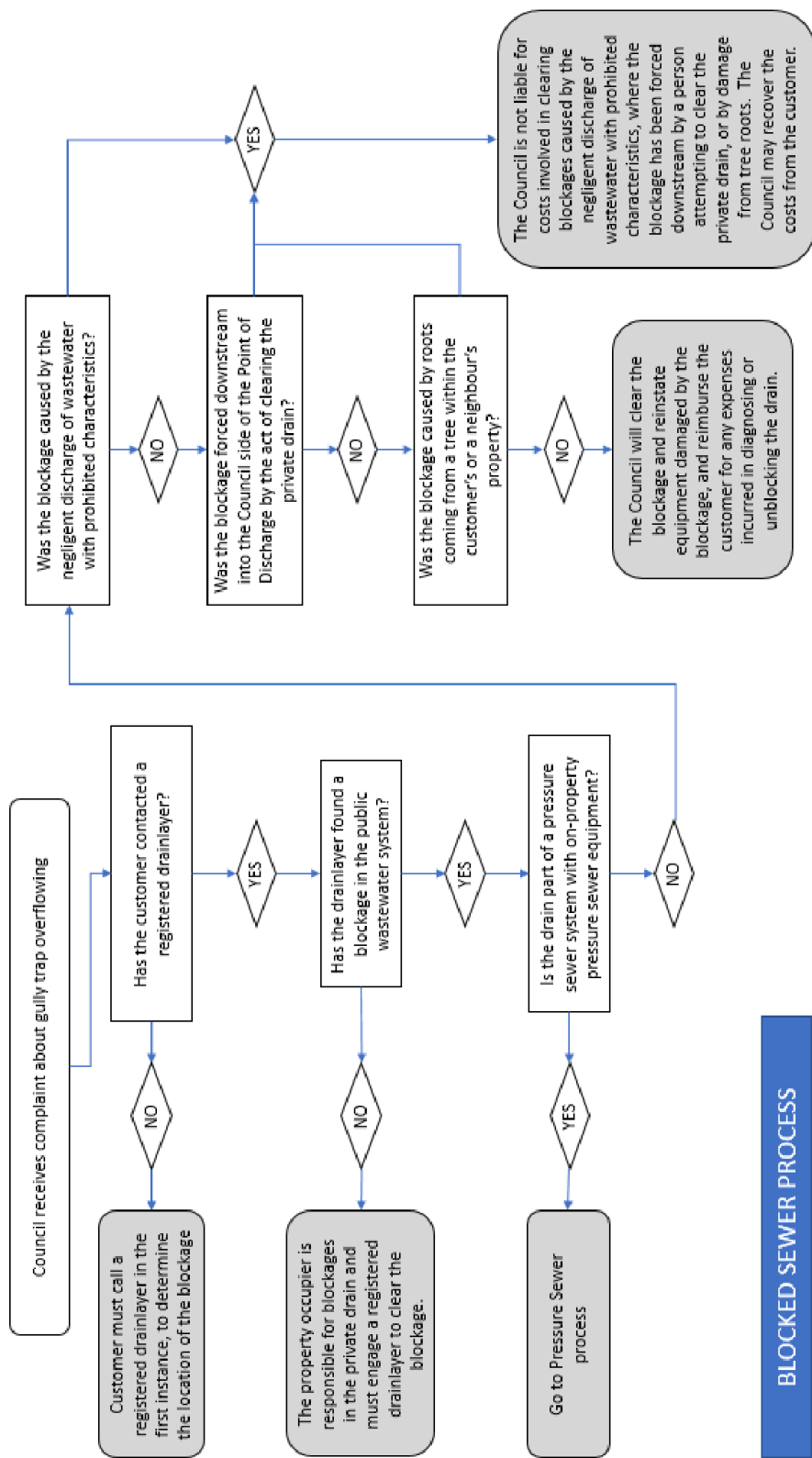
STORMWATER As-Built			
BDY	"Road Reserve"		MAIN
"Property"		LATERIAL	MAIN
BDY		Pipe size: _____	Depth at Main
NORTH POINT		Pipe Material: _____	Pipe Size
BDY		Joint Type: _____	Pipe Material
BDY		Tpe of Connection at Main	
BDY		Depth at BDY: _____	

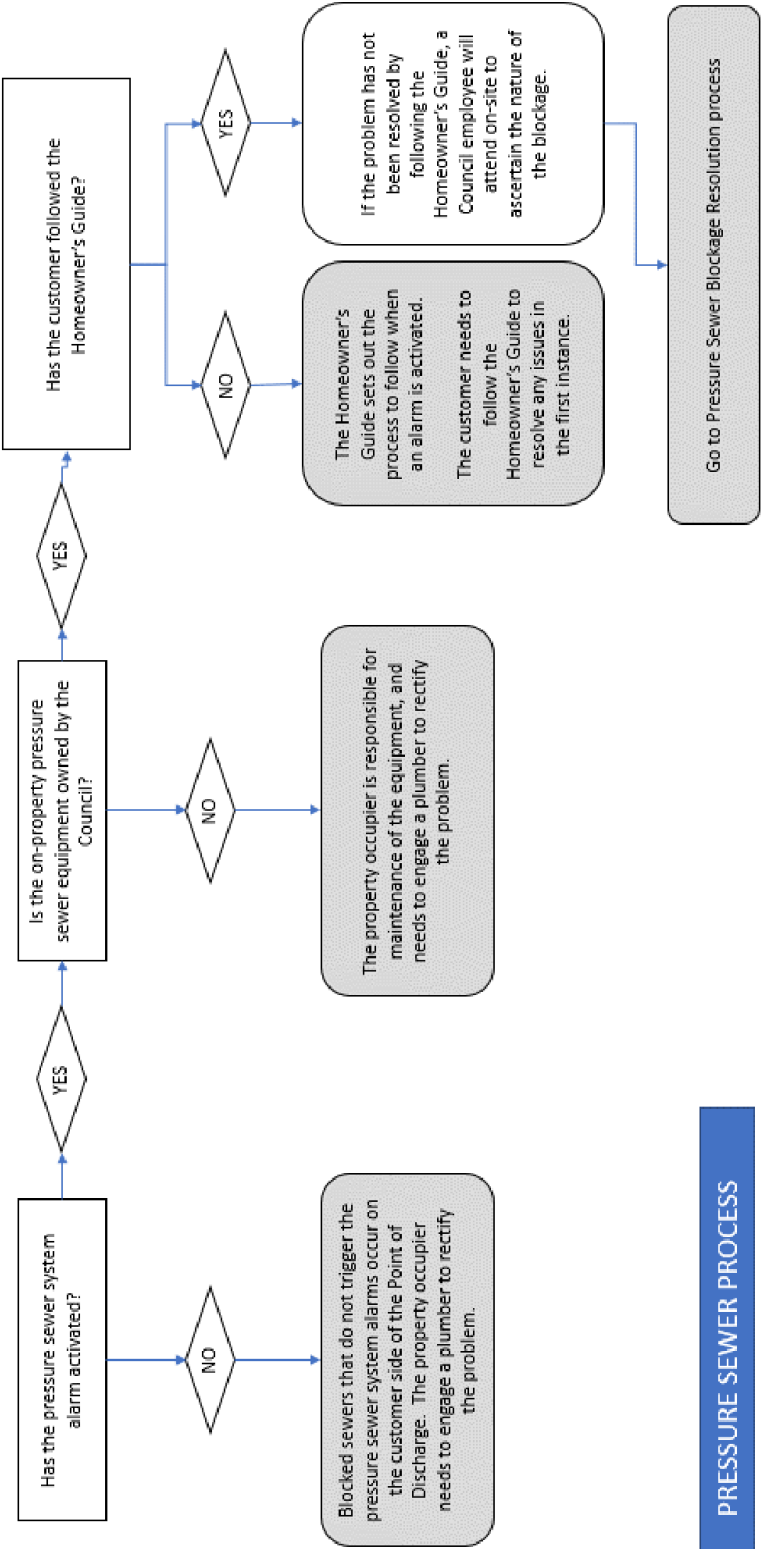
WASTEWATER As-Built			
BDY	"Road Reserve"		MAIN
"Property"		LATERIAL	MAIN
BDY		Pipe size: _____	Depth at Main
NORTH POINT		Pipe Material: _____	Pipe Size
BDY		Joint Type: _____	Pipe Material
BDY		Tpe of Connection at Main	
BDY		Depth at BDY: _____	

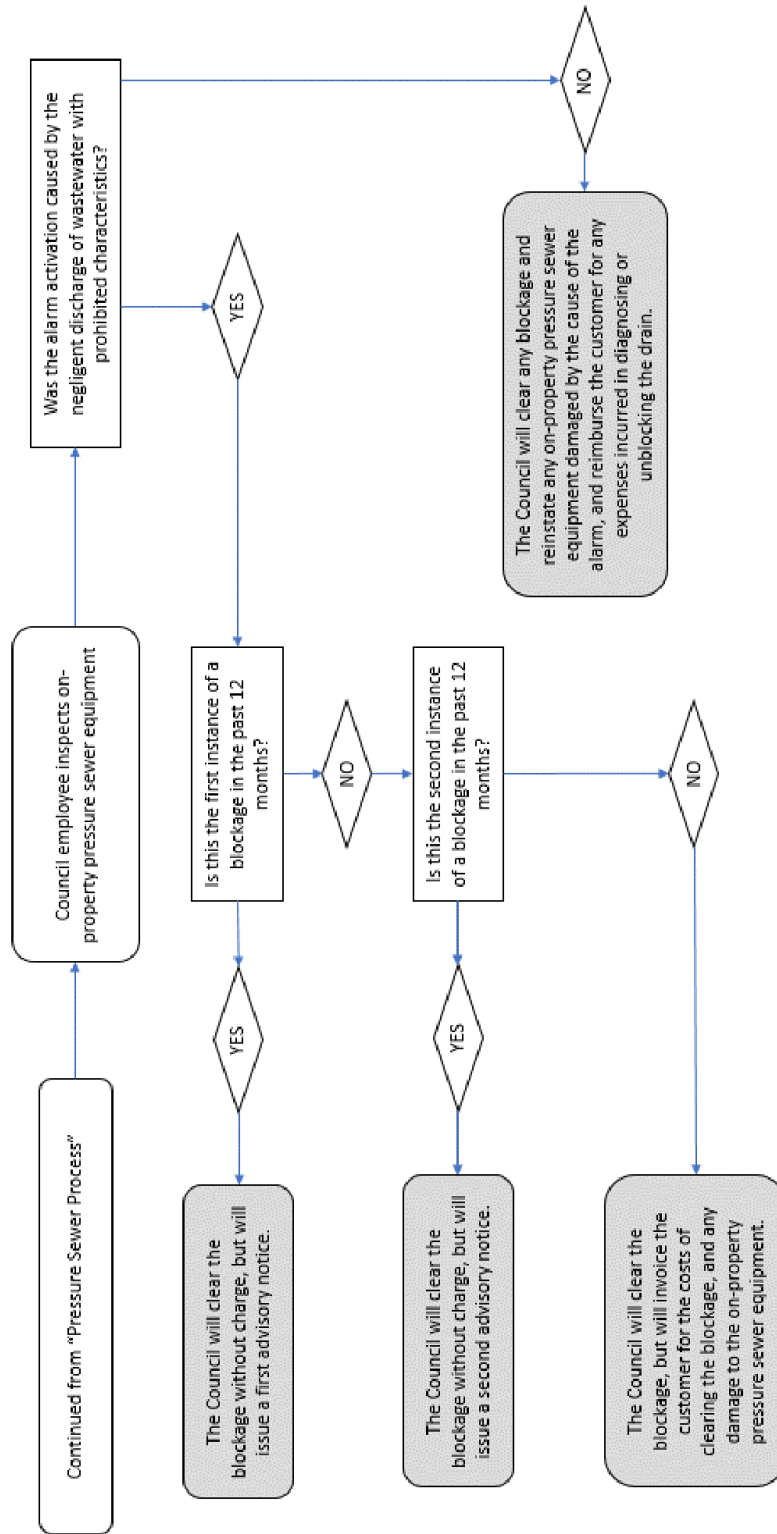
APPENDIX 4 – LIABILITY FOR RESOLVING BLOCKAGES IN DRAINS

The following flowcharts describe how Council staff will resolve blockages in drains, and who will be liable for the costs of clearing those blockages and any damage arising as a result. These flowcharts should be read in conjunction with section 8 of the Administration Manual.

DRAFT FOR CONSULTATION







PRESSURE SEWER BLOCKAGE RESOLUTION PROCESS



Summary of Information

Draft Palmerston North Wastewater Bylaw 2019

Reason for the proposal

The Council is proposing to adopt the Palmerston North Wastewater Bylaw 2019, replacing the current Bylaw which was adopted in 2017. Since adoption, the Council has developed a policy regarding the use of pressure sewer systems in identified parts of the City. Therefore, the Council has decided to review the Wastewater Bylaw to incorporate new and revised aspects that support the Council's Policy on pressure sewer systems.

What are pressure sewer systems?

Most of Council's wastewater systems are called "gravity" sewers, relying on gravity to transport wastewater to wastewater mains. Pressure sewer systems are used in areas where a gravity sewer is not practicable, for instance where liquefaction risk is high. These types of systems use a small pump station on each property in the network, which pump wastewater into a gravity main sewer. This pumping equipment is different to the typical wastewater arrangement for residential properties, and so changes are proposed to the Wastewater Bylaw to accommodate these different types of systems.

What changes are proposed?

Most of the changes relate to pressure sewer systems. The following is a brief summary of the type of changes being proposed.

- New and revised definitions for key terms.
- Two new clauses 8 and 9 describing requirements for pressure and pumped sewer systems.
- New sections 4.8 and 4.9 in the Administration Manual, describing the point of discharge for pressure and pumped sewer systems, along with new diagrams at figure 1(g) and (h) to illustrate the point of discharge location.
- Revised section 8 of the Administration Manual, describing how Council will deal with the cost of clearing blockages in different types of systems, along with new flowcharts in appendix 4.
- New figure 2, replacing figures 2 and 3, illustrating the typical on-lot service lateral and boundary kit.
- Revised wastewater service area maps.

In addition to changes relating to pressure sewer systems, the following is a summary of other changes being proposed:

- Amending clause 5.4 of the Bylaw to align with new policy in the District Plan, addressing when reticulated network services may be extended in the rural-residential overlay.
- New clause 5.6 prohibiting connections to rising mains.
- Removing clause 12 relating to permits, and clauses 11.4(e) and (f) which are redundant provisions.
- Amending section 2.4(e) of the Administration Manual, changing the term from Memorandum of Encumbrance to Land Covenant.

Please see the full Statement of Proposal for more details about these proposed changes.

Section 155 determinations

On 5 November 2018, the Planning and Strategy Committee received a report that detailed the evaluation of whether a bylaw was the most appropriate means to address the perceived problems. Consideration was also given to whether the Bylaw was likely to give rise to concerns under the Bill of Rights Act 1990.

As a result of that report, the Council determined that a bylaw was the most appropriate means of addressing issues relating to waste management and minimisation. More information on the analysis provided under S155 of the Local Government Act 2002 can be found in the report to the Planning and Strategy Committee. The report is available on the Council website www.pncc.govt.nz. A copy can be supplied on request.

Consultation Process

Anyone can make a submission about the proposals described in this document. We encourage anyone with an interest in the issues raised in this proposal to make a submission.

This Statement of Proposal, a Summary of Information, and the submission form can be found at:

- Palmerston North City Council website
<http://www.pncc.govt.nz/yourcouncil/consultations-initiatives-and-projects/consultations/>
- Customer Service Centre, Palmerston North City Council, The Square, Palmerston North; and
- City Library, The Square, Palmerston North, and the libraries at Ashhurst, Awapuni, Roslyn, Linton and Te Pātikitiki/Highbury.

You are also entitled to appear before the Council and speak to your submission. Please indicate on your submission form whether you wish to do this. The Council intends to hear submissions on this proposal at the Planning and Strategy Committee meeting, scheduled for June 2019. The date and time for hearings will be confirmed in the letter acknowledging your submission, and will also be advertised in the Tribune newspaper.

To get your submission to us, either:

Mail to: Draft Wastewater Bylaw 2019 Submissions, Governance and Support Team Leader, Palmerston North City Council, Private Bag 11034, Palmerston North 4442

Deliver to: Palmerston North City Council Customer Service Centre, 32 The Square, Palmerston North

Email to: submission@pncc.govt.nz (write Draft Wastewater Bylaw 2019 Submissions in the subject)

Phone: 06 356 8199

Fax: 06 355 4115

**The submission period runs from
13 April 2019 to 4pm on Monday 20 May 2019**

Please note that all written submissions, including the contact details on the submission, will be made available to the public and media and on the Council's website, unless you specifically request that your contact details are kept private. For further information on this consultation please phone the Council on 06 356 8199 or email us at info@pncc.govt.nz.

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 1 April 2019

TITLE: Palmerston North Civic and Cultural Precinct Master Plan

DATE: 11 March 2019

PRESENTED BY: David Murphy, City Planning Manager, Strategy and Planning

APPROVED BY: Sheryl Bryant, General Manager - Strategy & Planning

RECOMMENDATION(S) TO COUNCIL

1. That the Palmerston North Civic and Cultural Precinct Masterplan is endorsed to inform future Council decision making, in particular the 2021 Long Term Plan process.
2. That it be noted that an addendum or further testing of the Palmerston North Civic and Cultural Precinct Masterplan may be required in the event that:
 - a) The Council determines that alternative locations for the Palmerston North Central Library building should be assessed as part of the options analysis for addressing the seismic performance of the building.
 - b) A spatial needs analysis of the Te Manawa 2025 project identifies the need for a larger building than that assumed within the Masterplan.
3. That it be noted that future decision making processes, including the 2021 Long Term Plan, will enable further public consultation and direct engagement with key stakeholders on the Palmerston North Civic and Cultural Precinct Masterplan.
4. That the Chairperson and Deputy Chairperson of the Planning and Strategy Committee be authorised to make minor amendments to the Palmerston North Civic and Cultural Precinct Masterplan.

1. ISSUE

A Civic and Cultural Precinct Masterplan (CCPM) has been prepared to provide direction to private development interests, the Te Manawa 2025 project, earthquake prone building issues and Council's aspiration to be an arts powerhouse.

Endorsing the CCPM allows it to be used to inform future Council decision making, in particular the 2021 Long Term Plan, and direct engagement with interested stakeholders.

A copy of the CCPM is attached as Appendix A.

2. BACKGROUND

The executive summary of the CCPM describes the project as *a new plan for Palmerston North's Cultural Precinct is proposed that aligns with broader Council strategy and delivers an aspirational, vibrant and attractive civic and cultural destination for the city.*

Te Manawa 2025

The Te Manawa 2025 proposition was presented to Council in March 2018 and subsequently resulted in a \$15M (2018 Long Term Plan, excluding inflation) contribution being included in the 2018 Long Term Plan. Further work is now occurring on a business case and spatial needs analysis to determine the size of building that is required.

As noted in the recommendations, an addendum or further testing of the CCPM may be required in the event that a spatial needs analysis of the Te Manawa 2025 project identifies the need for a larger building than that assumed within the Masterplan.

Private Development Interests

There have been private development interests in Council owned land in the CCPM area. It is important there is a guiding Masterplan to inform future negotiations. The CCPM will also be useful for informing resource consent processes.

Palmerston North Central Library

While the Palmerston North Central Library is within the CCPM area, the intention was that this was more about how the Library connects with the wider Civic and Cultural Precinct. The seismic performance issues of the Library building emerged late in the development of the CCPM.

As noted in the recommendations, an addendum or further testing of the CCPM may be required in the event that the Council determines that alternative locations for the Palmerston North Central Library building should be assessed as part of the options analysis for addressing the seismic performance of the building.

Earthquake Prone Buildings

There are a series of Council owned earthquake prone buildings within the CCPM area that will require investment in the future, including the Civic Administration Building, Council Chambers and Te-Manawa building.

Arts Powerhouse

Priority 3 of the Creative and Liveable Strategy is to develop the City into an arts powerhouse with a national reputation for creativity and the arts. The CCPM is a catalyst project in that regard.

Housing Development

The City Development Strategy signals the intention of Council to invest to address housing supply issues. The initial focus is the Council owned land in the Whakarongo Residential Area. The CCPM provides further long term opportunities to partner with external parties to deliver residential development opportunities in the city centre.

Methodology

The CCPM has been prepared by an experienced multi-disciplinary team comprising Council officers and consultants. The methodology follows best-practice for the development of a masterplan and includes extensive information and analysis on understanding the place before developing the response.

Consultation

The majority of the land affected by the CCPM is Council owned. While there has been no broad public consultation, direct engagement has occurred with key stakeholders including Rangitane, Te Manawa, the Globe and internal Council stakeholders at the Library and Venues.

As noted in the recommendations, future decision making processes, including the 2021 Long Term Plan, will enable further public consultation and direct engagement with key stakeholders on the Palmerston North Civic and Cultural Precinct Masterplan.

In time, Council will engage with private landowners and private development interests to discuss potential opportunities presented within the CCPM. The CCPM provides clear expectations to the market regarding Council's expectations in the precinct.

Costs

Detailed costs for delivering the CCPM have not been prepared. The CCPM will need to be delivered over a long time period through a variety of funding sources. The CCPM projects will also need to be carefully weighed up by Council against other competing priorities as part of future Long Term Plans. Detailed costs will need to be prepared to inform future decision making.

Options

The alternative option to that recommended is to respond to the various initiatives detailed in the CCPM on a case-by-case basis. This option is unlikely to secure the broader aspirational outcomes the Council is seeking for the civic and cultural precinct.

3. NEXT STEPS

The CCPM describes the following phases:

Early Phase

- The Council endorses the Civic and Cultural Precinct Masterplan.
- Council connect with affected and interested private interests.
- Complete Spatial Needs Assessment of Te-Manawa.
- Assess whether the results of the Spatial Needs Assessment of Te-Manawa requires further testing of the Civic and Cultural Precinct Plan Masterplan.
- Determine priorities to inform 2021 Long Term Plan process.
- Incorporate priorities into Asset Management Plans.
- Confirm priorities within 2021 Long Term Plan process.

Medium Phase

- Conference and Function Centre.
- Te Manawa.
- Rangitāne Cultural Centre.
- Streetscapes as required.

Longer Phase


- Mixed Use and Residential.
- Hotel.
- Streetscapes as required.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
If Yes quote relevant clause(s) from Delegations Manual <Enter clause>	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 2: A Creative and Exciting City	
The recommendations contribute to the outcomes of the Creative and Liveable Strategy and City Development Strategy.	
The recommendations contribute to the achievement of action/actions in the Arts Plan, Urban Design Plan, Housing and Future Development Plan and City Centre Plan.	
<p>The actions are:</p> <ul style="list-style-type: none"> • Provide a resilient and cutting edge space(s) for Te Manawa that is fit for the purpose of housing and displaying arts, heritage, Toi Māori and treasures, and science public assets. • Develop part of the city as an arts precinct or centre for the arts. • Provide Urban Design support to Council officers on Council-led projects. • Increased mixed-use development incorporating new forms of housing. • The city centre contributes positively to the perception of Palmerston North 	
Contribution to strategic direction	<p>Priority 3 of the Creative and Liveable Strategy is to develop the City into an arts powerhouse with a national reputation for creativity and the arts. The CCPM is a catalyst project in that regard.</p> <p>Priority 1 of the City Development Strategy is to create and enable opportunities for employment and growth.</p>

ATTACHMENTS

1. Palmerston North Civic and Cultural Precinct Masterplan [↓](#) 



Palmerston North

Civic & Cultural Precinct Masterplan

FOR PALMERSTON NORTH CITY COUNCIL

Prepared for
Palmerston North City Council

Prepared by
Local Landscape Architecture Collective
McIndoe Urban
Herriot Melhuish O'Neill Architects
Urban Kin

Document Issue
Revision 1 - 14.3.2019

Contents

	Executive Summary	5
Part 1	Introduction	6
	Purpose and Outcomes	
Part 2	Setting the scene	8
	Project Background and Scope	
	Previous Strategies and Studies	
Part 3	Understanding the Place	10
	Regulatory Context	
	City-wide Context	
	Culture and Creativity	
	Streets and Spaces	
	Vegetation and Ecology	
	Urban Form and Spatial Structure	
	Building Stock	
	Transport and Connections	
	Parking	
	Heritage	
	Views Structure	
	Land Use and Ownership	
Part 4	The Cultural Precinct Plan	28
	Design Principles	
	The Preferred Plan	
	Te Ahikaea	
	The Public Realm - Streets & Spaces	
	Te Manawa	
	Conference & Function Centre	
	Grand Hotel	
	Palmerston North City Council	
	Rangitāne Cultural Centre	
	Mixed Use & Residential	
Part 5	Moving Forward	50
	Project Priorities and Phasing	



4 / PALMERSTON NORTH CULTURAL PRECINCT

Executive Summary

A new plan for Palmerston North's Cultural Precinct is proposed that aligns with broader council strategy and delivers an aspirational, vibrant and attractive civic and cultural destination for the city.

Palmerston North City Council strategies and District Plan provisions anticipate a transformation in urban quality for the city centre. Initiatives are underway through Te Manawa 2025 and the City Centre Streetscape Plan, underpinned by the council's Creative and Liveable Strategy (2018) and supporting Arts Plan. Within this context, the Cultural Precinct is emerging as a key component of the vision: 'small city benefits, big city ambition'.

The Cultural Precinct Plan sets out a new spatial and development structure for a 7Ha area in the heart of the city that is concentrated around Te Manawa as a cultural hub and supported by new convention centre and hotel facilities and

enriched by a legible and attractive network of streets, lanes and open spaces.

Cultural heritage is embodied through a state of the art Rangitāne Cultural Centre representing local iwi and that forms a connected system of civic and cultural activities including The Globe and dramatically improved council civic administration buildings. Completing the picture for a vibrant city centre are a range of opportunity sites for new mixed use residential/commercial activity that will extend the activity period for the city centre and provide quality built edges to Main, Pitt and Church Streets, ensuring a coordinated townscape emerges for the heart of Palmerston North.

1

Introduction

The Cultural Precinct Masterplan establishes a comprehensive plan for the coordinated development and design of the city block between the Railway Land and the Te Marae o Hine / The Square, including other sites along Main Street. It reflects stakeholder aspirations for a future cultural hub, helping to guide development, build consensus and provide clarity to private interests and public sector bodies. Specifically, it recommends a design direction for development supportive of the various Council Strategies, Plans and Vision and delivers one of the Council's Major Projects (Te Manawa 2025) including Strategic Development Site[s] 5 and 6. The principal stakeholders are listed below.

Te Manawa

Museum, art gallery and science centre.

Conference & Function Centre

Museum, art gallery and science centre.

Palmerston North City Council

Facilities and public interface.

The Globe

The city's home of the performing arts.

Palmerston North City Library

The living room of the city.

Rangitāne o Manawatū

Purpose & outcomes

The Masterplan takes forward a range of Council initiatives and planning intentions described in Section 2. It fundamentally addresses the perceived lack of urban quality across the study area and the Council's expectations.

The Masterplan updates the Council's aspirations for those parts of the area identified as sites 5 and 6 of the Strategic Development Sites document (2013) and provides spatial design development of Te Manawa 2025.





In summary, the Masterplan:

- Defines the development and design context for the Cultural Precinct and expresses the desired spatial form and structure of the area;
- Acts as a frame of reference for both public and private sector that can inform consent negotiations;
- Is underpinned by the range of PNCC policy and strategy documents;
- Identifies the important functional elements and scope for project briefs across the area;
- Records the key analysis - issues and constraints to development;
- Provides overarching Design Principles to guide the growth of the area and assist in assessing any departures from the Masterplan.
- Provides conceptual design proposals for civic, cultural and residential developments to ensure the potential of the area is captured and managed;
- Assists PNCC to: identify potential housing growth areas; co-ordinate development pressure; assess development proposals; and, identify public realm improvements;
- Presents potential phasing of individual projects, budget costings, and sequencing of wider development strategy works; and,
- Informs any future District Plan Change for the area including a potential Structure Plan and Guidelines.

2

Setting the scene

Project background & scope

A number of development proposals are being considered within the Precinct. Most notably, Te Manawa 2025. Further investment is also planned in the Palmerston North Library. There are also opportunities to better coordinate further private investment in the area and improve the quality of the streetscape.

Te Manawa 2025

Te Manawa is run by Te Manawa Museums Trust. The trust has a proposal to redevelop the facility. This would expand Te Manawa's regional and national profile through enhanced visitor experiences, including blockbuster exhibitions with greater accessibility to collections and the use of more exciting technologies.

Library of the Future

Council originally consulted on a concept plan for a library of the future to understand the community's aspirations. This project included a wide range of improvements, including a new entrance via a café directly from The Square, more focus on digital technologies, an upgraded children's section, and having more community activity in the library.

Private Development

While the District Plan is in place to direct future private development, the preparation of a Precinct Plan provides the opportunity to engage with key landowners in the area to explore how redevelopment could support a more successful precinct.

Project Objectives

The objectives of the Masterplan are to:

Direct public and private development in the precinct in a manner consistent with Council's strategic direction.

Establish a vision for the area based on strong urban design principles that will be implemented by a range of stakeholders.

Connect the various civic and cultural activities within the Precinct Plan, particularly the connection between George Street / the Library and the activities at Main Street.

Build a strong sense of commitment to the Precinct Plan by all key city partners and stakeholders.



Previous strategies & studies

The study area has been subject to a number of plans since the removal of the railway through central Palmerston North in the 1960s. The City Centre Framework 2013 is the most recent strategy relevant to the area.

The Christchurch earthquakes and changes to building codes, then subsequent assessment and earthquake prone building (EPB) ratings of Council facilities as well as private development interests are the trigger for this masterplan.

In mid 2017 Te Manawa responded to low EPB ratings (in addition to lack of

functionality) of its facility by embarking on the Te Manawa 2025 project (TM2025). This project consisted of two stages. Stage 1 was an initial assessment for the complex and early concepts for consolidation of the site.

Stage 2, in March 2018, included spatial planning for TM2025 as well as the identification and integration of Rangitāne aspirations for the project. Both stages informed PNCC's Long Term Plan 2018-2028 consultation. PNCC committed to a detailed business case and partial funding for the project.



10 / PALMERSTON NORTH CULTURAL PRECINCT

3

**‘A place is
space with
meaning’**

Sue Clifford 1997

Understanding the place

The elements of a place can be understood in four categories: city life, space and networks, buildings, and culture and creativity. Mapping relevant information within these categories allows a systematic analysis of a place (a diagnosis).

The cultural precinct is of central importance to the city centre as the most established of four or five emerging precincts around Te Marae o Hine / The Square. In contrast to other precincts the Council is an active developer and has substantial land ownership. The precinct is also important to the image that residents and visitors form about Palmerston North through its contribution to peoples' experience of the whole city centre.

The presence of many cultural and civic assets in the precinct means many cultural experiences, and events happen in the precinct. The cultural assets attract cafés, independent retail, and creative businesses. Therefore, how this place works and its form has a large impact on people's experience

and how they feel and think about the City. Both the physical aspects and the meaning of a place change over time. The cultural and civic precinct has many parts that have developed over more than 120 years. For example, the area was home to Palmerston North's first commercial area and bank. The cultural and civic meaning of the precinct is relatively recent (since the late 1970s). After the removal of the railway through the centre of Palmerston North huge areas of developable land were created and new uses moved in. More recently the city library created the 'Living room of the city' concept and a cafe scene has developed on George Street. In the last decade Little Cuba and Cuba Street began connecting the cultural precinct to the Arena.

Now that a critical mass of cultural assets need reinvention, the critical question is "How might we maximise the value of the precinct for Palmerston North?" This section informs a strategy and principles of what the place could 'do' for the City given its opportunities and constraints.

Regulatory context

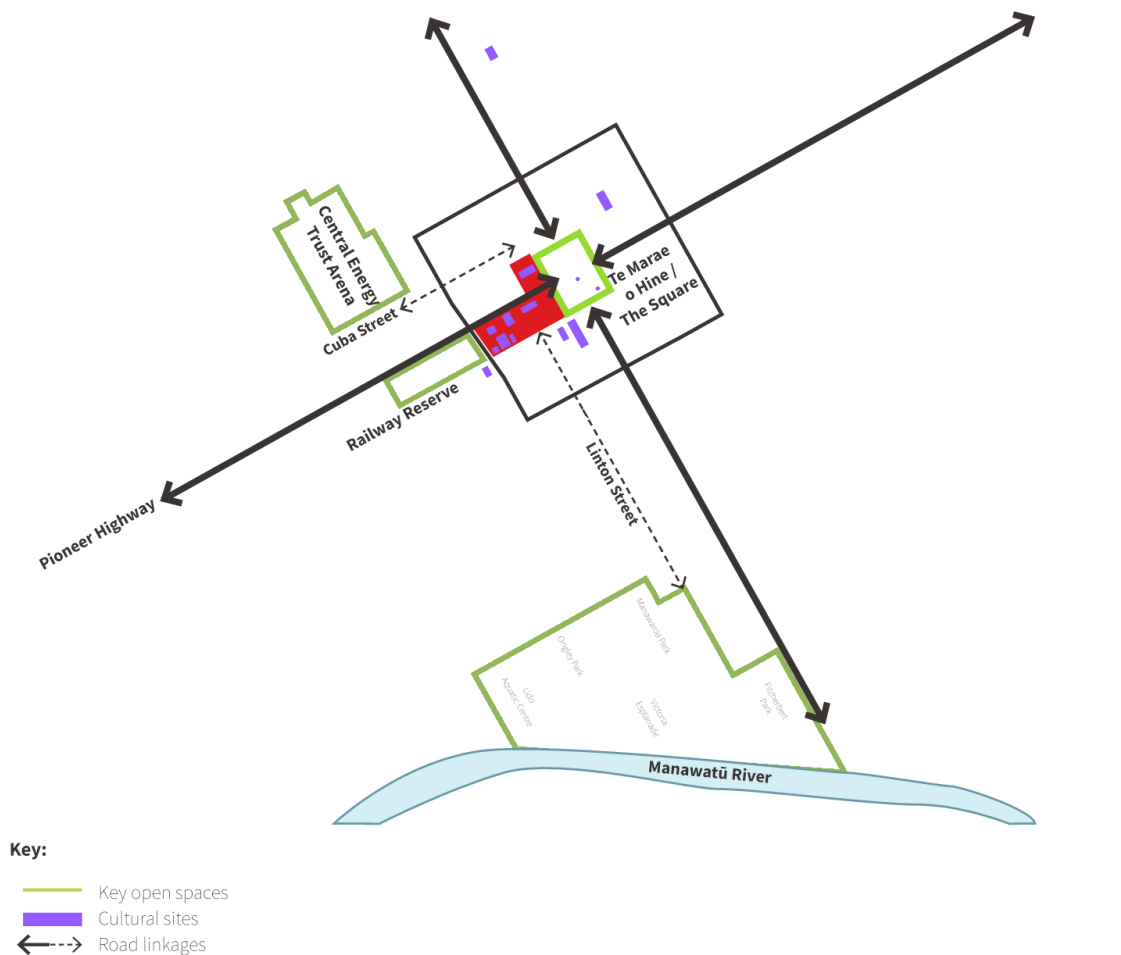
A range of District Plan provisions and city-wide Strategies and Plans set the scene for the regeneration and future development of the Cultural Precinct area.

The Council's strategic direction identifies the vision for Palmerston North: Small city benefits, big city ambition that is supported by five strategies. Of these the Creative and Liveable Strategy is highly relevant and specifically Priority 3: Develop the city into an arts powerhouse with a national reputation for creativity and the arts. The Cultural Precinct is identified as a Strategic Development Site (Site 5) with a focus on Te Manawa (Arts Plan). The Inner Business Zoning of the area provides a reasonably permissive regulatory framework and in addition to commercial and cultural activity encourages housing intensification for the centre. Key documents are listed below.

- CITY CENTRE FRAMEWORK (SEE KD 6)
- CREATIVE AND LIVEABLE STRATEGY (PRIORITY 3)
- CITY DEVELOPMENT STRATEGY
- STRATEGIC DEVELOPMENT SITES (SEE SITE 5)
- CITY CENTRE STREETScape PLAN
- ARTS PLAN
- URBAN DESIGN PLAN
- CULTURE AND HERITAGE PLAN
- HOUSING AND FUTURE DEVELOPMENT PLAN
- STREET DESIGN MANUAL
- DISTRICT PLAN: INNER BUSINESS ZONE
- DISTRICT PLAN: CITY VIEW OBJECTIVES

Council planning provisions are geared towards transforming the city centre into a vibrant and attractive place. The Cultural Precinct is a Major Project contributing to this outcome.





City-wide context

The cultural precinct sits within Palmerston North's City Centre to the east of Te Marae O Hine / The Square. Retail and hospitality within central Palmerston North have predominantly concentrated along Broadway Ave, around Te Marae o Hine / The Square and more recently within the Plaza. George Street offers boutique shops and is anchored by the City Library.

When arriving via Pioneer Highway (SH56) a shift in road alignment helps form a gateway to the city centre that could be reinforced by the precinct. With the removal of the railway from city centre the area was developed in the 1970's and The Railway Reserve to the East of the site was created.

At a broader scale, the cultural precinct should consider links to the Manawātū River, and the parks and facilities located at the southern end of Linton Street.



Culture & Creativity

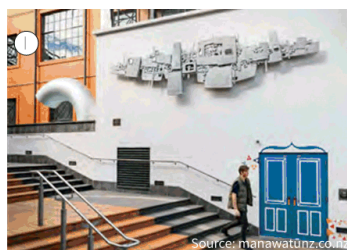
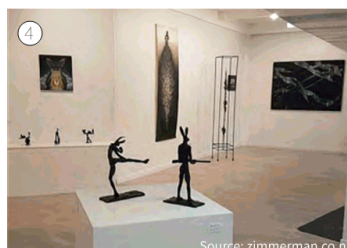
Palmerston North has invested in growing its creative assets and transforming its culture. The results of this incremental development are shown in the map above. While the large cultural assets dominate the quarter there is a surprising amount of diversity with the precinct.

The notable attributes of the precinct are:

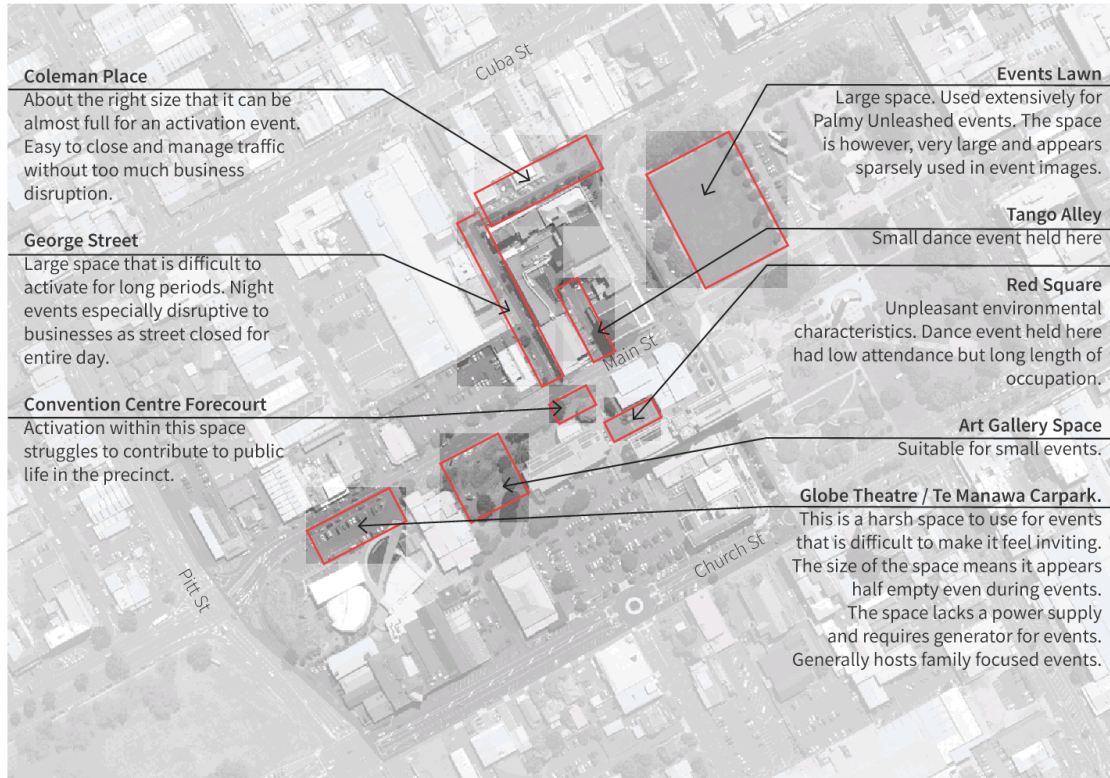
- 1)** The 'anchor' civic and art assets in a north-south and east-west configuration.
- 2)** The concentration of public sculptures and street art.
- 3)** The growing number of galleries, creative businesses, and other 'third places' such as the Youth Space and cafés.
- 4)** The absence of successful markets or events that operate on a consistent schedule to animate the precinct.

Key:

- Civic**
 - 1. PNCC Council Building
 - 2. Conference Centre
 - 3. Palmerston North Library (DIC building)
- Arts**
 - 4. Zimmerman Art Gallery
 - 5. Te Manawa Art Gallery
 - 6. Te Manawa Museum and remnant building
 - 7. Totaranui
 - 8. The Dark Room Theatre
 - 9. Globe Theatre
 - 10. Centrepoint Theatre
 - 11. Square Edge Arts Centre
 - 12. Taylor-Jensen Fine Arts
 - 13. U.S Studio
- Community**
 - 14. All Saint's Anglican Church
 - 15. Theosophical Hall
 - 16. Palmerston North Senior Citizens Club
 - 17. Youth Space
- Sculptures**
 - A. Numbers (Anton Parsons)
 - B. Body Language - Spirit of Place (Terry Stringer)
 - C. United Divided (Phil Price)
 - D. Pacific Monarch (Paul Dibble)
 - E. Nga Huruuru Rangatira (Robert Jahnke)
 - F. Te Manawa Sign
 - G. Giants Among Us (Kon Dimopolous)
 - H. All Creatures Great (Paul Dibble)
 - I. Cityscape (Guy Ngan)
 - J. Returning Column (Greg Johns)
 - K. Batocera Longhorns and Goliath (Elizabeth Thomas)
 - L. CJ Monro (Sonny Hawkins)
 - M. Ghost of the Huia (Paul Dibble)
 - N. Te Marae o Hine (John Bevan Ford)
 - O. Ghost Tower (Louise Pervis)
- Monuments**
 - P. Te Pahi Te Awe Awe Memorial
 - Q. Coronation Memorial Fountain
 - R. World War 1 Memorial
- Street Art / Murals**



In summary, the cultural and creative diversity within the precinct is not reflected in the vitality of the place. Place facilitators have recently addressed this through the Palmy Unleashed project. Through 'activations' they have discovered the limitations of public spaces in the precinct.



Streets & spaces

The cultural precinct is centred on Main Street West, George Street, and Square West. All of these streets have reasonable amenity, but are vehicle focused in design. Coleman Place to the North connects George Street to Te Marae o Hine / The Square and is of a different character (narrow, short, low speed, generous pedestrian space) to other streets in the city centre. To the South of the precinct is Church Street which is one of Palmerston North's most connected streets and feeds people into and through the city centre. Church Street and Main Street

are connections to the Plaza precinct - the busiest area of the central city. Open spaces in the precinct have poor spatial qualities. Most important are the lack of active frontages, and poor physical definition at the edges. Spaces bleed into one another and create a poor (and unsafe) walking environment. In addition, the precinct's spaces have no identity, and lack meaningful names. Open space is dominated by either car parks or lawn, and there is no hard open space (i.e. plaza) suitable for year-round activation.

Vegetation & ecology

The precinct has a strong semi mature collection of vegetation across a number of distinct areas, most of this planting was introduced with the removal of the rail lines and construction of Palmerston North Civic Administration Building and adjacent facilities in the late 1970's and early 1980's.

The western edge of Te Marae O Hine / The Square is lined by a variety of trees including large Pohutukawa and Elm, with smaller evergreen Magnolia trees following the road centre.

The western section of Main St bisecting the site has no regular street trees, however rows of mature Platanus outside the Convention Centre and along the Harvey Norman car park contribute to the character of the street.

Mature Cherry and Gleditsia street trees line George St, establishing hierarchy and creating a strong sense of place.

The garden beds around the Globe theatre and Te Manawa museum entrance were replanted approximately 5 years ago with completion of the Globe extension – the area generally comprises of Carex grasses.

Between Te Manawa and the Conference & Function Centre, an area of undulating lawn is interspersed with native and native trees including Pohutukawa, Oak, Elm, Ash and Birch.

Many mature trees are located within the Church Street car park, including large Ash, Elm, Titoki and a notable Northern Rata.



Key:

- Garden Beds
- Lawn
- Mature Trees
- Pohutukawa
- Northern Rata





Urban form & spatial structure

The diagram above presents a clear picture of the fragmented townscape across the Civic and Cultural Precinct study area. Unlike Te Marae o Hine/ The Square or Cuba Street (shown above), Main Street exhibits poorly defined street edges to both sides in the vicinity of the site. Church Street (north side) also displays (in part) large gaps in built form that erode any consistency in overall urban form.

Within the site the prevalence of buildings as stand alone 'pavilion' type structures

results in a poorly legible environment where building fronts and backs are equally exposed to the public realm thus diluting emphasis on the street and creating inactive and unsafe areas in the city centre.

Whilst a cultural precinct might be expected to present a distinctive townscape, this can readily be achieved through uniquely designed buildings and spaces without compromising the principles of good city form.



Building activity & frontages

The above diagram describes the condition of ground floor frontages across the precinct. These have been rated using a simple three-tier system of 'Active', 'Semi-active' and 'Blank'. The rating takes into account: ground floor activity, its function and distribution of functions and the ability for passers-by to interact with the building and its activities, including impact of opening days and hours.

The majority of ground level frontages along George Street are active and this contributes to a general perception of vibrancy and

mitigates the experience of lower quality buildings where these occur.

However, the majority of civic and cultural facilities have a significant number of 'blank' façades and active edges are generally limited to the front doors of these buildings. This creates a negative experience for users of the public realm, although this is mitigated in some locations through semi mature vegetation.

Transport & Connections

Palmerston North City Council's Street Design Manual (2013) establishes the future role and character of streets adjoining the site. Of further relevance is the Council's City Centre Streetscape Plan that sets the design concept for streets around Te Marae o Hine / The Square and helpfully points to general approaches for streetscape upgrade, parking redistribution, pedestrian crossings and street tree planting.

Main Street is designated as a 'Place Street' - i.e. that has pedestrian priority in movement terms (traffic calmed with low vehicle volumes and speeds), a high level of pedestrian amenity and vibrant, active built edges to the street. It is clear that these outcomes are poorly presented along Main Street in its current condition, but are to be delivered through the Civic and Cultural Precinct Masterplan. Square West is currently designed as a Place Street and has already undergone streetscape renewal, however the adjoining built form at the civic administration buildings fails to support high pedestrian amenity.

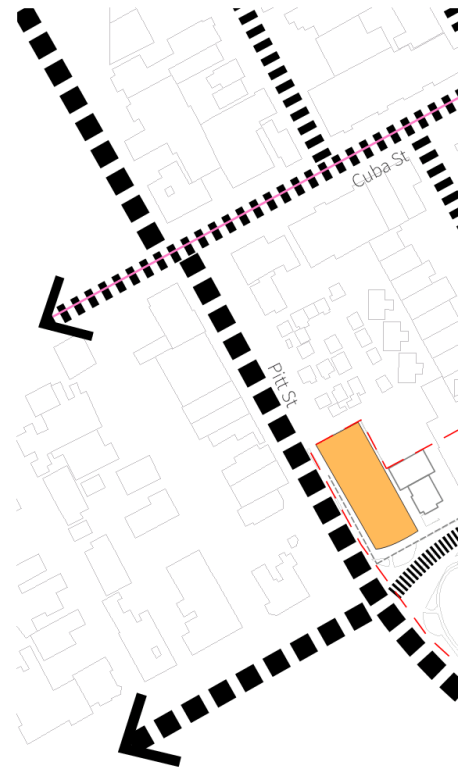
Church Street is to be a 'Movement / Place Street' - such a street is to deliver on the amenity outcomes of a Place Street but also facilitate high vehicle volumes and support connections into other such streets.

Public transport (local and regional buses) are easily accessible within Te Marae o Hine / The Square and on Main Street east supporting walkable movement patterns to the site.

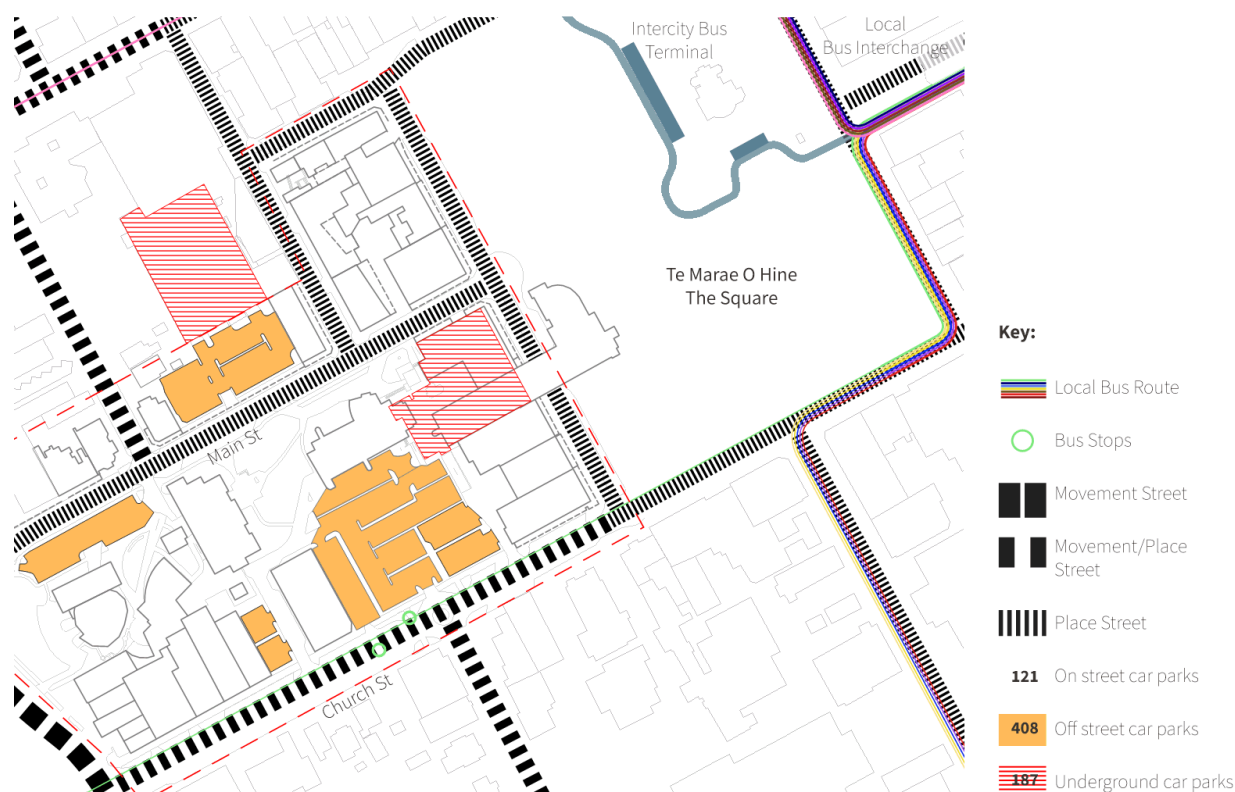
The presence of large surface parking areas and the high level of on-street parking surrenders Main Street to the vehicle and isolates the Cultural Precinct block from the Square and George Street.

Key issues for the Masterplan are:

- Rebalance street space to support high levels of pedestrian connectivity east-west (Railway lands to Te Marae o Hine / The Square) and to encourage north-south crossing movements;
- Create more permeable / finer grain block sizes by extending George and Andrew Young Street through the site;
- Develop surface parking areas into productive, relevant uses with more efficient structured parking provision;
- Redevelop street edges as vibrant, finer grained structures that provide continuity of form and quality facing onto and activating adjoining streets;
- Ensure Main and Church Streets are upgraded with consistency of design language set out in PNCC's Streetscape Plan, however Main Street should be distinctive and include unique feature that signal its role at the heart of the Cultural Precinct.



Parking



As with the wider city and the findings of the City Centre Streetscape Plan there is a prevalence of on-street, parallel and angled parking within the precinct. In addition to this there are large areas of the site off Church Street and Main Street given over to surface car parks. There is also basement parking under the council buildings and Harvey Norman building.

Prices vary from 50¢ to \$1.50 per hour and is free on Sundays, Saturdays after 3.30pm and weekdays after 5.30pm. Several short term

free car parks are also provided along the edge of Te Marae o Hine / The Square and on Andrew Young St. Off street car parking identified is generally operated by PNCC and charges are similar to on street parking. The quantity and pricing of parking generally encourages longer stays in the area.

As identified in the City Centre Streetscape Plan the following opportunities and constraints around parking need to be considered, these include.

Parking Constraints

There are competing demands for space in the city and a balance must be achieved to ensure parking and open space support economic sustainability and growth. i.e. we need to ensure that the lack / over supply of parking availability does not discourage visitors.

Parking Opportunities

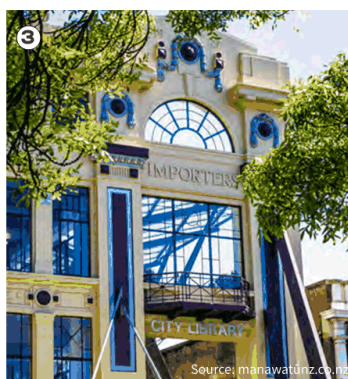
Redistribution of parking would better allow facilities to share parking spaces / allowance.



Heritage

The Grand Hotel Building (shown above) is a Category 1 Listed structure and sits within the study site on the corner of Te Marae o Hine / The Square (west) and Church Street. Whilst other buildings comprise memorable /notable structures (e.g. The Globe, Te Manawa, Civic Administration Building) these are not heritage protected and present the Masterplan with a reasonable degree of latitude in considering the future of the principal Main Street / Church Street block.

Notwithstanding the non-designation heritage status of many buildings, it is important to convey continuity and respect for aspects of the study area and to recognise the contribution they make to the history of development in the centre. Parts of the council's buildings, The Globe and some commercial spaces offer richness and a sense of history that are to be considered in future spatial planning of the precinct. Listed buildings to the far north of the study site are also identified and contribute to the more coherent, successful parts of the precinct.



Key:

Heritage Class 1

- 1. All Saints' Church (Anglican)
- 2. Grand Hotel Building (Former)
- 3. Square Edge Building

Heritage Class 2

- 4. DIC Building (now Palmerston North City Library)
- 5. Hitching Post
- 6. Te Peeti Te Awe Awe Memorial
- 7. Coronation Memorial Fountain
- 8. Chief Post Office (Former)
- 9. Soldiers Club Building (Former)

- 10. Ward Brothers Building
- 11. Former Hepworth Building
- 12. Former O'Connor and Tydeman Building

Heritage Value Identified by PNCC

- 13. Heritage House
- 14. Heritage House
- 15. Theosophical Hall
- 16. Former ANZ Bank
- 17. Norfolk House
- 18. 4 Coleman Pl
- 19. Andrews Building
- 20. Nash Building

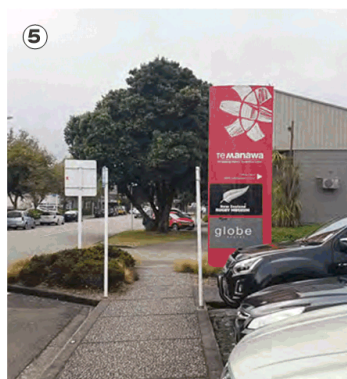
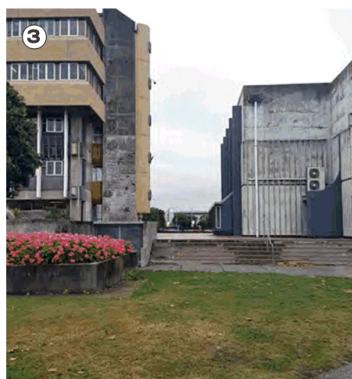
- 21. 54 George St
- 22. World War 1 Memorial
- 23. 3 Coleman Mall
- 24. 268-270 Cuba St
- 25. 256 Cuba St
- 26. Cosmopolitan Club Building
- 27. 203-205 Cuba St
- 28. Carlton Hotel



View Structure

- Key:**
- Positive Views
 - Potential / Enhanced Views
 - Unremarkable Views

The appreciation of the precinct is gained not only through the individual building qualities but also through the compositions framed by particular views. A number of positive views exist both internally, and looking in/out of the precinct. A key component of these views is the connection with Te Marae o Hine / The Square which could be enhanced further back creating a key landmark from the Pitt Street and Main St intersection and beyond.



Numerous opportunities to capitalise on the existing views present themselves. Including improving the relationship with George Street and the Library and capitalising on the vistas across to the Railway Reserve and to the smaller grain of building and vegetation along Church street



Land Use & Ownership

Land ownership presents a reasonably simple and helpful background position on which to consider the future Precinct Masterplan. The majority of the study area is in council (public) ownership indicating a high degree of control is possible and flexible implementation mechanisms are likely to be available to deliver the plan. The use of publicly owned land to create value-generating development, and potentially new residential or commercial space will be important to help deliver new civic, cultural and public realm projects. Nevertheless, key

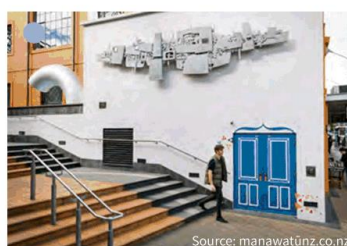
sites remain in private ownership (fronting Church Street) and will present constraints on development, especially where new infrastructure (e.g. streets) may be desired.

Land use patterns are predominantly cultural within the main study block though commercial uses tend to front Te Marae o Hine / The Square and the north side of Main Street. No residential uses exist and therefore the activity period of the precinct is short.

Key:

- Vacant
- Retail
- Cultural
- Offices
- Residential
- Cafés & Restaurants
- Bars
- Community

- Site owned by PNCC
- Site privately owned



4

The Plan



The Civic and Cultural Precinct Plan in Context

The antecedents for the Cultural Precinct Plan are clearly established by Palmerston North City Council. As described earlier in Part 3, the Arts Plan (2018), Strategic Development Sites (2013) and Te Manawa 2025 call for an augmented cultural hub focused around Te Manawa while the Creative and Liveable Strategy (see Priority 3) Urban Design Plan, and Housing and Future Development Plan seek increased city life and city centre vibrancy, supported with increased inner city living

In light of the significant change anticipated by council strategies and plans, and the planned streetscape upgrades adjoining

the site, this Plan sets out to guide future transformation of the Cultural Precinct as a key part of the city centre. Whilst the Plan describes a range of interventions, it is nevertheless intended to be flexible and to guide third party investment in those areas identified for commercial or residential development.

The plan is underpinned by robust analysis and stakeholder engagement that establishes the current conditions in and around the site and which informed the development of the Plan principles. Implementation is considered in Part 5 which explores broadly how the proposals in this plan can be delivered.

Lastly, links with the statutory planning process may be established if the Council endorses the Plan as a non-statutory planning document, or if aspects of the Plan, such as specific projects, are taken forward as a Guidance or Structure Plans.



The Civic and Cultural Precinct Plan

An illustrative version of the overall Plan is provided at page 32-33. The Plan is then described including all key individual development projects. Importantly, the Plan provides a long-term vision for the Civic and Cultural Precinct and adjoining areas to ensure that key opportunities are not overlooked. For example, the opportunity to connect the precinct with Te Marae o Hine / The Square via a new landscape spine along Main Street, or to establish new mid-block links or comprehensive new housing intensification to deliver the Council's agenda for inner city living could easily be undermined if provisions for it are not reflected in future consent applications.

The Plan at page 32-33 describes future land uses and specific development activity that has been determined to best support a successful Cultural Precinct, however it is acknowledged that the Inner Business Zone supports a wide range of permitted activities.

Whilst the Plan directs new development towards specific areas, the retention of certain buildings is proposed, including The Globe, the main tower structure of the civic administration facility and other commercial / hotel / civic buildings within the Main/ Church Street block and the northeast block between George Street and Square West.

The Civic and Cultural Precinct Plan reinforces a cultural and civic hub focused around Te Manawa as part of the council's wider strategy to foster an attractive and vibrant city centre.

Civic and Cultural Precinct Plan Proposals

The Plan includes a palette of individual projects, designed in a coordinated manner to ensure a comprehensive 'whole place' Plan will emerge. Each project is fully described in this report and can inform future Development Briefs to assist project delivery.

Plan-wide infrastructure projects include the creation of a new east-west landscape spine (Te Ahikaea) along the southern side of Main Street connecting Railway land to Te Marae o Hine / The Square, new north-south mid-block streets (extensions to George and Andrew Young Streets), a new east-west laneway and new public open spaces. Integration with the future streetscape renewal of Main and Church Streets is anticipated.

Key development projects identified in the Plan include new civic and cultural facilities along with a series of third party commercial/residential opportunities. These include:

- PNCC civic administration facilities
- Te Manawa complex
- Rangitāne Cultural Centre
- Conference and Function Centre
- Grand Hotel
- Mixed use and residential living

Design principles

The principles are defined according to a set of high level issues supported by a series of sub-topics that set out the design principles established for the Masterplan.

These principles emerged through: 1) an assessment of the issues facing the area; 2) an awareness of the future requirements of the civic and cultural precinct; and, 3) consultation with regulatory officers and other stakeholders. It is not intended that these principles replace current District Plan assessment criteria but rather provide a design-led and bespoke frame of reference for development within the civic and cultural precinct area.

Strategic Direction

Create a world-leading cultural destination that provides a vibrant and active city block comprising diverse and overlapping functions.

World Leading

- Create an animated, fun destination that contributes to the spirit of Palmerston North.
- Reinforce and celebrate a collection of world leading facilities.
- Look outward and respond to both global trends and community desires.

Affordable

- Infrastructure and public open space are affordable and feasible.

Adaptable

- Provide a flexible framework that allow development and change over time.

Diverse

- Create a diverse and inclusive city block that fosters living learning and discovery.
- Strengthen activity and street presence of all buildings.

Structure

A precinct that complements the city centre, enhancing and creating legible connections between activities and promoting growth and development of adjoining areas.

Culture & Heritage

- Respect and reflect the region's rich heritage including matters and sites of mana whenua significance.

The relationship with city centre

- Complement but not compete with the existing City Centre.
- Promote growth in neighbouring blocks and the wider region.

Connections

- Optimise connections between attractions, facilities and venues.
- Reduce dominance of cars and roads over pedestrians.
- Create clear wayfinding for visitors.
- Provide effective parking that works for all venues.

Open Space

Reinforce the precinct as a distinctive and unique location within the city through its street and open space patterns. Provide new spaces offering active and engaging recreational spaces for residents and visitors.

Open Space Network

- Draw upon the positive qualities of surrounding streets such as George Street.
- Develop a logical and coherent interconnected network of streets and movement links.
- Offer a clear sense of spatial hierarchy and focus.
- Develop streets as attractive 'primary' open space network.

Ecological Sustainability

- Showcase green technology and lead the way in water sensitive design and sustainable development.
- Open spaces will provide both recreational and ecological outcomes for the neighbourhood.

Recreational Amenity

- Provide amenities for all Palmerston North residents and visitors.
- Ensure public accessibility and safety.
- Encourage people to walk or bike.

Built Form

New buildings should create a point of difference within the city centre and create a positive relational scale with the surrounding area. Buildings and open spaces should be designed as a single entity.

Building Activity

- Building should actively engage with the public realm.

Distinctive Identity

- Built form should promote the integration of buildings and their use into the city.
- Present a point of difference from adjoining areas that ensures the precinct is intuitively legible.
- Scale and form of new buildings should complement the surrounding buildings and heritage.





Events and Civic

The space should help foster civic events enabling Te Marae o Hine / The Square to directly connect with the cultural facilities and providing space for street-based events such as processions and markets to occur without the necessity of road closures.

Play and Experimentation

In line with the TM2025 vision there is an opportunity for Te Ahikaea to become A fun, inspiring and playful landscape that interacts and blurs the boundary between Te Manawa, The Library of the Future, The Globe, and Te Ahikaea.

Display and Performance

Te Ahikaea will become the largest gallery spaces in the city, featuring temporary and permanent exhibits. The public space will provide for varying sized events and activities, from markets to stand-up performances and demonstrations.



Public realm: Te Ahikaea

The former rail land and street pattern of Main Street provides a unique opportunity within the city to provide a cultural spine that links Te Marae o Hine / The Square, and the city's cultural facilities.

This new linear space named Te Ahikaea will provide an exciting new public open space that provides opportunities for the city and its people to showcase their culture, heritage and relationship to the land.

Working alongside Rangitāne and other cultural groups Te Ahikaea will introduce a strong cultural presence to the city centre. This should be developed to ensure events and civic uses are supported, play and experimentation is incorporated and display and performance encouraged.



To ensure Te Ahikaea is a success it should:

- Work with the adjacent building to ensure spatial definition and ground floor activation along the space to encourage activity and occupation of the space.
- Help minimise stormwater impacts of the wider development through the use of water sensitive urban design (WSUD).
- Showcase a commitment to the environment, by increasing biodiversity

and urban ecologies.

- Use of vertical elements and structures to create a sense of place and diversity along the linear space.
- Existing trees should be retained wherever possible.
- Use of high-quality streetscape materials from PNCC's Streetscape Plan (p142-143). Bespoke elements will highlight the distinct creative and cultural character of the precinct.





Public realm: streets

The upgrades to the streets and spaces within the civic and cultural precinct should provide a backdrop to the precinct activity supporting access, movement and pedestrian occupation. This will then readdress the balance between vehicles and pedestrians by improving crossing points, vegetation and materials in line with the City Centre Streetscape Plan.

The footpaths should provide a safe and attractive environment with street furniture providing amenity and zones allocated for

adjacent businesses or cultural facilities to visually and physically spill out where space permits. Materials and vegetation should be carefully chosen to reinforce the city centres character, and ensure long term robustness as set out in the City Centre Streetscape Plan.

Alongside Main Street, Te Ahikaea will provide a significant public space while the existing carriageway will be improved to ensure improved pedestrian crossings, traffic calming and additional parking.

George Street



George street provides a uniquely intimate environment within Palmerston North, due to its reduced width, contained length and building scale/uses.

These existing qualities of will be extended into 'New' George Street which together with the Andrew Young Street extension will provide a strong structure to the cultural precinct that provides for much needed cross block permeability. New buildings addressing these streets should be designed to ensure active ground floor uses, and the rhythm and scale of tenancy units carefully considered to ensure viability while reinforcing the areas 'boutique' character.

Andrew Young Street



Whilst it is not envisioned that Andrew Young Street will have the same level of activity as George Street the extension of and introduction of residential dwellings into the area will enable this street to become a peaceful and calm inner-city residential street. The inclusion of well-proportioned deciduous street trees will help soften the environment while allowing summer shade and winter sun to access the adjacent homes.

The extension to Andrew Young Street offers an important placemaking opportunity with potential for a new street name that reinforces the Te Ahikaea concept.

The Laneway



Providing for building access and creating a urban link the laneway connects the existing alley adjacent to the council building to the railway reserve, where a future pedestrian crossing should be considered. It is important that the adjacent buildings positively address the lane and lighting and art along the will help ensure this is a special place with its own character.

Option 1



Te Manawa



Option 1 GFA 10,000 m²

Gross site area: 4,100 m²
Building footprint: 4,000 m²
No. storeys: 4



Option 2 GFA 9,500 m²

Gross site area: 4,100 m²
Building footprint: 2,800 m² + Te
Manawa Art Museum.
No. storeys: 4

Option 2



Option 1



Option 2



Option Two sees the existing Te Manawa Art Gallery retained and the size of the new building reduced. The retention of this building weakens the continuity of Te Ahikaea both physically and visually as illustrated above.

The proposed Te Manawa Complex is the signature development and focal point of the civic and cultural precinct. It is critical in establishing Main Street as the principal precinct spine and generates a destination for the George St extension. Key outcomes of the proposal are:

- A landmark building of high quality;
- A defining relationship for the new Te Ahikaea open space E-W link;
- A new pedestrian link through the central atrium to the E-W laneway;
- A scale appropriate to the adjacent council building creating active edges to Main and George Streets;
- A main entrance visually oriented towards Main and George Streets;
- The art gallery integrated into main museum building;
- A bridge connection to conference centre above the E-W laneway;
- Service access from the E-W laneway;
- Direct access from the new underground carpark to the south.

Rangitāne Cultural Centre



Building GFA 1,950 m²

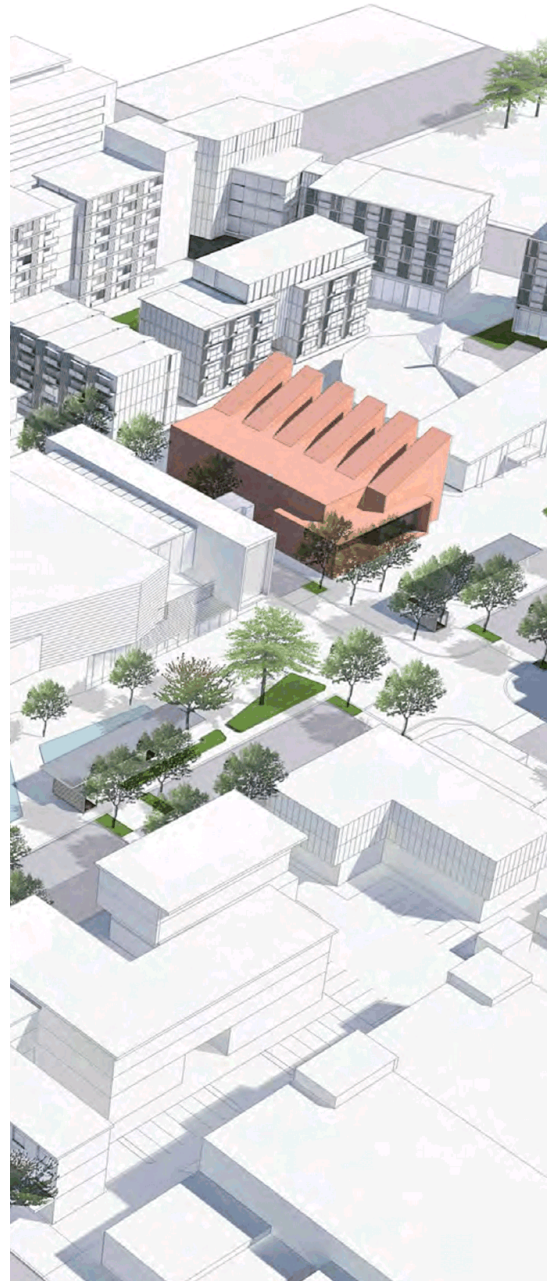
Gross site area: 1,350 m²
Building footprint: 980 m²
No. storeys: 2

The proposed Rangitāne Cultural Centre offers the opportunity for home iwi to have stronger cultural expression and a clearer presence in the city centre.

The location of this new building has the benefit of providing a meaningful cultural destination at the western end of Main Street, activating and reinforcing the Te Ahikaea open space spine. The proposed building also frames the entrance and connection across Main Street onto the proposed Andrew Young Street extension.

Key outcomes of the proposal are:

- Provision of a new Cultural Centre for Rangitāne o Manawātū;
- Provision of an urban marae atea facing onto Te Ahikaea;
- Strong physical, visual and cultural connections to Te Manawa, Te Ahikaea and Te Marae o Hine;
- Creation of new workshops space for a range of activities;
- Provision of a new gallery venue to exhibit Rangitāne culture;
- Potential for culture-related retail that benefits from excellent visibility and footfall.





Source: tepuia.com



Conference & Function Centre



Building GFA
6,000 m²

Gross site area: 2,488 m²
Building footprint: 2,000 m²
No. storeys: 3



The proposed Conference and Function Centre is a critical component in enabling the extension of George Street south to Church Street and to facilitate the new Te Manawa Complex. Key outcomes of the proposal are:

- A landmark design of high quality.
- An appropriately scaled, active edge is created to the George Street extension and corner of Church Street;
- A new underground carpark is created

- with direct access off Church St;
- Utilising the south side of block due to lack of requirement for sunlight but good daylight;
- Located in close proximity to the proposed Hotel extension;
- Can include a bridge connection to Te Manawa that would help to create east-west laneway character;
- Service access via the E-W laneway;
- Provision of a quality pedestrian link from the Te Manawa atrium and laneway to Church Street.

Option 1



Palmerston North City Council



Option 1 GFA 3,485 m²

Gross site area: 2,700 m²
Building footprint: 1,950 m²
No. storeys: 3 (max)

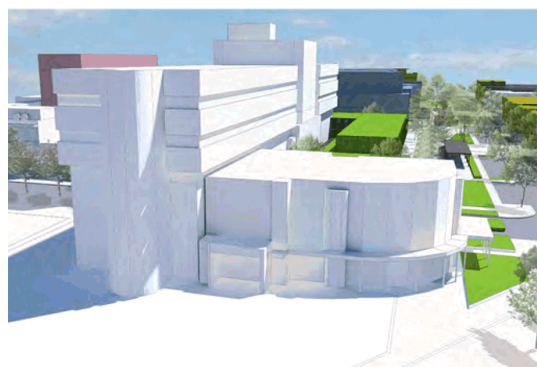


Option 2 GFA 4,0150 m²

Gross site area: 2,700 m²
Building footprint: 2,330 m²
No. storeys: 3 (max)

Reconfiguration of the Palmerston North City Council building creates an opportunity for a more inviting and coherent public interface, and a stronger relationship to surrounding streets and public spaces. The proposed addition on the corners of George and Main Street creates a new main entrance into an atrium space that connects the new building to the old. This lower floor will house public services and facilities with opportunity for activity to spill into outdoor spaces. This addition to the building would retain the existing lift access and a slightly reduced underground carpark.

The illustration (right - top) demonstrates how the existing council chambers present a blockage to the link and flow between Te Marae O Hine / The Square and Te Ahikaea. It is recommended that the chambers are therefore removed and replaced by a new state of the art facility. In locating a new Council Chamber, two potential options are seen below.



Option 1:

This option (right - middle) reinstates the new Council Chamber within Te Marae O Hine / The Square, retaining a strong connection to this space while opening up the link with Te Ahikaea.

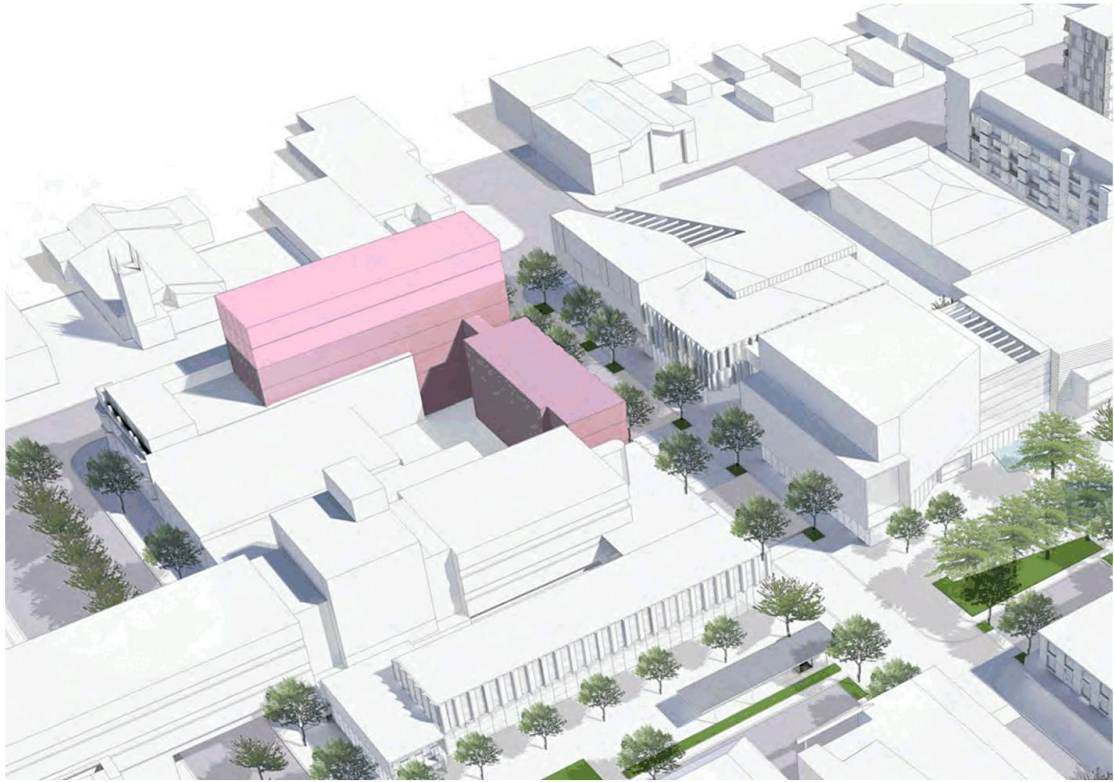
A publicly accessible ground floor would continue operate as an café or restaurant helping activate this important space. The chamber would be easily identifiable from the surrounding public spaces and afford view into the surrounding public spaces and back into the chamber if desired.



Option 2:

This option (right - bottom) sees the construction of a new Council Chamber on the corner of George and Main Streets. This has a strong connection to Te Ahikaea, the new and existing George Street, and the broader civic and cultural precinct. The scale of the chamber balances that of the adjacent Te Manawa building and the new volume will be easily identified, with surrounding public spaces and streets providing views into the chamber. A lower key replacement of the existing chamber building would continue to activate the ground floor of the council building and soften it's landing while providing strong links between Te Marae O Hine / The Square and Te Ahikaea.





Grand Hotel



Option 1 (5 Storeys)
GFA 4,270 m²

Gross site area: 1,110 m²
Building footprint: 1,700 m²
No. rooms 145



Option 2 (7 Storeys)
GFA 5,450 m²

Gross site area: 1,110 m²
Building footprint: 1,700 m²
No. rooms 179



The Grand Hotel was built in 1906 for Martin Craven, to replace the Provincial Hotel which was gutted by fire. Over the years it has been host to visiting dignitaries to Palmerston North, including Royalty in 1927 and 1954.

The renovation and extension of this iconic hotel provides a unique opportunity for a high-quality 'boutique' hotel within the city centre. While not proposed to be directly linked to the conference centre the hotel location directly opposite will provide the synergies required to encourage visitors and conferences/ events. 2 options for the hotel are proposed, allowing flexibility for the GFA / room numbers to be refined to meet the market and investment feasibility .



Source: ccc.govt.nz



Source: hotel-lacloche.com



Mixed Use & Residential

The Plan proposes a series of mixed use developments across the precinct area as indicated on the image above.

The locations selected for development are brownfield sites that currently include poor quality or poorly utilised land use outcomes or that fail to generate successful townscape responses. The proposals (opposite) include four locations of sites varying in size and complexity. The District Plan standards have been applied to generate proposals and adjusted to account for local site

conditions. In general the 15m ht limit for the zone has been applied, however in the case of the land fronting Pitt St and opposite the Railway land a taller development is considered appropriate.

Overall the combined development proposals would provide some 3,880sq.m of commercial space (GFA) at ground and some 26,540sq.m of residential.



1. Fronting Pitt, Church Streets & Andrew Young St extension



Commercial **GFA 1,390 m²**
Residential **GFA 19,400 m²**

Gross site area: 7,320 m²
Building footprint: 3,880 m²
No. storeys: 4-7 (breaches 15m ht limit)

240 apartments

A predominantly residential development with some commercial uses (office/retail at ground facing Pitt St). Residential dwellings comprise apartments types with basement parking/servicing, balconies and patio gardens. Vehicle access off Pitt St, Church St and Andrew Young St extension with internal pedestrian priority laneway system.



2. Corner Pitt/Main Streets:

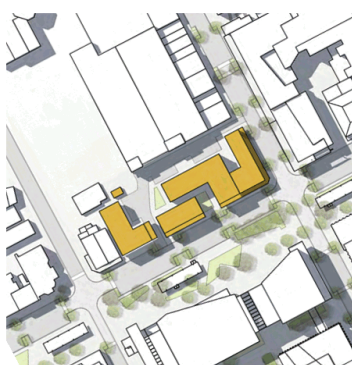


Commercial **GFA 860 m²**
Residential **GFA 3,880 m²**

Gross site area: 3,600 m²
Building footprint: 2,464 m²
No. storeys: 2-4 (max 15m ht limit)

34 apartments
8 houses

A primarily residential scheme with commercial at ground onto Main St. Residential dwellings comprise apartments and terraced townhouse types with integral garages, balconies and patio gardens. Vehicle access off Pitt St and Selwyn Ct with internal private street.



3. Fronting Main Street:



Commercial **GFA 1,630 m²**
Residential **GFA 3,260 m²**

Gross site area: 2,380 m²
Building footprint: 1,460 m²
No. storeys: 3 (max 15m ht limit)

41 apartments

A mix of residential and commercial uses (office/retail at ground). Residential dwellings comprise apartments to upper levels only. Development to facilitate quality pedestrian access to Harvey Norman retail beyond and vehicle access off Main and George Streets.

5

Moving Forward

Project priorities & phasing



This implementation section is designed to support delivery of the masterplan. Whilst this is not a detailed strategy for individual projects, it distinguishes between development likely to be procured through active intervention, that dependent on District Plan controls, and projects that will come forward via third party applications.

Clearly it is neither possible nor desirable to achieve everything proposed at once, and therefore a phased approach is suggested and set out below.

Early phase projects will:

- Deliver 'quick wins' that are within Council control or have minimal dependencies;
- Require public funds that need to be

identified in the Council's Long Term Plan (LTP);

- Have the highest positive impact on the viability and benefits of later phases;

Medium phase projects will:

- Depend on the successful completion of early phase development;
- Require public funds that need to be identified in the Council's LTP;
- Require third party momentum and interest on residential / mixed use sites;

Longer phase projects will:

- Require a change in market conditions (e.g. viability of inner city housing and higher density types)

- Require public funding that either needs to be bid for or is not covered in the current LTP and thus cannot be relied upon.

The ownership of sites is key the strategy for implementation. When development initiatives cause Council-owned sites to increase in value, the sale of land can capture this increment and raise funds for improvements to the public realm. Because a large proportion of the area is in Council-ownership this source of revenue is likely to assist in meeting the cost of the works identified.

Delivery Constraints and Opportunities

The main delivery opportunities/strengths are:

- The significant Council ownership across the area allows a high degree of control over project sequencing;
- The potential to transform the range of cultural facilities and level of amenity in the city centre;
- The potential to deliver new quality inner city housing and to capture value to help fund public projects;
- The opportunity to leverage public space and streetscape improvements off known PNCC initiatives and subsequent upgrade of Main Street.

The main delivery constraints/uncertainties are:

- Funding for public realm and other capital works may not be deliverable solely through an increase in the value of Council-owned sites;
- Partnership with or reliance on third parties for site assembly, delivery including for new mid-block links;
- Uncertainty over the increase in land value that would be required for projects to become viable or deliver the value needed to cross-fund;
- Improvements to Main Street and new mid-block streets are not yet identified in the Long Term Plan (LTP).

Council Ownership

PNCC owned sites (e.g. Residential and Mixed Use Site 1) could be used as a kickstart scheme to help fund early public works. PNCC may take the lead in preparing design proposals, finding potential partners and packaging the site for a comprehensive development.

Private Sites

On privately owned sites the Council will have less direct influence but can work to demonstrate to the land owners the potential of the site within the masterplan. This may extend to assisting in the preparation of development briefs (for example on Site 1).

A pro-active council role can help to achieve the optimum sequence of development for the masterplan. Council assistance with private development can also generate resources for other works which are not self-funding or that the private sector may not readily identify.

Delivering the Public Realm

An increase in site value can be used to generate funds for the public realm improvements identified in the masterplan. Otherwise implementation of these works is dependent on PNCC capital budgets.

Key issues to review are:

- Priority – Are some public realm works more important than others? Prioritise the public realm projects so early investment can target the most beneficial developments.
- Scope – The masterplan identifies public realm works that affect privately owned sites (e.g. the new mid-block route as Andrew Young St extension). Aspects of these works may therefore be provided as part of site redevelopment. In this case the scope of the developer's contribution needs to be clearly understood so that works undertaken by public and private sectors may be coordinated and correctly apportioned.

Early Phase

- The Council endorse the Civic and Cultural Precinct Masterplan
- Council connect with affected and interested private interests
- Complete Spatial Needs Assessment of Te-Manawa
- Assess whether the results of the Spatial Needs Assessment of Te-Manawa require further testing of the Civic and Cultural Precinct Plan Masterplan
- Determine priorities to inform 2021 Long Term Plan process
- Incorporate priorities into Asset Management Plans
- Confirm priorities within 2021 Long Term Plan process

Medium Phase

- Conference and Function Centre
- Te Manawa
- Rangitāne Cultural Centre
- Streetscapes as required

Longer Phase

- Mixed Use and Residential
- Hotel
- Streetscapes as required

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 1 April 2019

TITLE: Emissions Management and Reduction Plan

DATE: 15 March 2019

PRESENTED BY: David Murphy, City Planning Manager, Strategy and Planning

APPROVED BY: Sheryl Bryant, General Manager - Strategy & Planning

RECOMMENDATIONS TO COMMITTEE

1. That the Palmerston North City Council's Emissions Management and Reduction Plan (2018/2019) is received.
 2. That the preliminary results of the 2016/17 and 2017/18 Emissions Inventory as detailed in the "Emissions Management and Reduction Plan" report dated 15 March 2019 are noted.
-

1. ISSUE

- 1.1 The Planning and Strategy Committee meeting of 03 December 2019 recommended:

"That the Chief Executive be instructed to finalise the Emissions Management and Reduction Plan and report back to Council."

The Emissions Management and Reduction Plan (2018/19) is attached. This plan draws from the actions in the Eco City Strategy and associated plans.

- 1.2 Greenhouse Gas Emission Inventories for the 2016-17, 17-18 financial years have been provisionally completed. These will not be externally audited until later this month. However, initial analysis suggests Council's total emissions have fallen by 14% since the 2015/16 baseline.

2. BACKGROUND

- 2.1 On 03 December 2018, officers presented to Planning and Strategy Committee the audited 2015/16 Emissions Inventory Report. The inventory provides a baseline

against which to compare future activity, and measure Council's progress in achieving its greenhouse gas emission reduction targets. The inventory was a critical step in Council's participation in the 'Certified Emissions Measurement and Reduction Scheme' (CEMARS). The Committee recommended that a related document: the operationally focused 'Emissions Management and Reduction Plan' (EMRP), be reported to Council in 2019.

- 2.2 The 2018/19 EMRP (attached) was compiled in 2017 for the purposes of CEMARS accreditation. The actions in this version are drawn entirely from actions in the Council's strategic plans, or in some cases actions subsidiary to these, e.g. trialling the reduction of mowing frequency in Ahimate Reserve, as part of the goal of retaining its "sense of wilderness". As such, it can be viewed more as a record of actions agreed elsewhere.
- 2.3 An updated EMRP, expected to last until the end of the current long term plan cycle (i.e. till 30 June 2021) is currently being drafted. This updated EMRP is expected to build upon its previous iteration by also including actions resulting from the 'sustainable practices' theme across Council's strategies. That is, to have a broader focus incorporating emissions reduction effects across all of Council's activities. The updated EMRP is expected to be available early in the second half of this calendar year.
- 2.4 The internal emissions inventory is conducted annually, and developing a comprehensive account of the organisation's greenhouse gas emissions. The preliminary results of 2016/17 & 2017/18 financial year inventories are:
 - Total emissions have fallen from 33,700 tonnes CO₂ equivalent (tCO₂e) in the 2015/16 baseline to 28,900 tCO₂e in 2017/18, a 14% reduction.
 - Non-landfill emissions have fallen from 7100 tCO₂e to 5600 tCO₂e over the same period, a 21% reduction.
 - The largest reduction at the Awapuni Landfill, dropping some 3000tCO₂e/yr, as the landfill continues to mature naturally. Note that there is no evidence to suggest that waste related emissions have fallen during the period, only that Council no longer accounts for the emissions of municipal waste generated since Awapuni Landfill's closure in 2007.

- Following the landfill, the largest emission reductions were:
 - A reduction of ~1,100 tCO₂e/yr at the Wastewater Treatment Plant, due to process improvements at the co-gen plant, which now utilises gas generated at the adjacent closed landfill
 - A reduction of ~200 tCO₂e/yr so far due to the ongoing LED streetlight upgrade programme
 - A reduction of ~50 tCO₂e/yr at the Lido Aquatic Centre, following the implementation of the recommendations of a 2017 energy audit of the facility

2.5 A chart of the depicting the preliminary inventory results, limited to non-landfill related emissions (but including emissions resulting from waste generated at Council facilities), is included below.

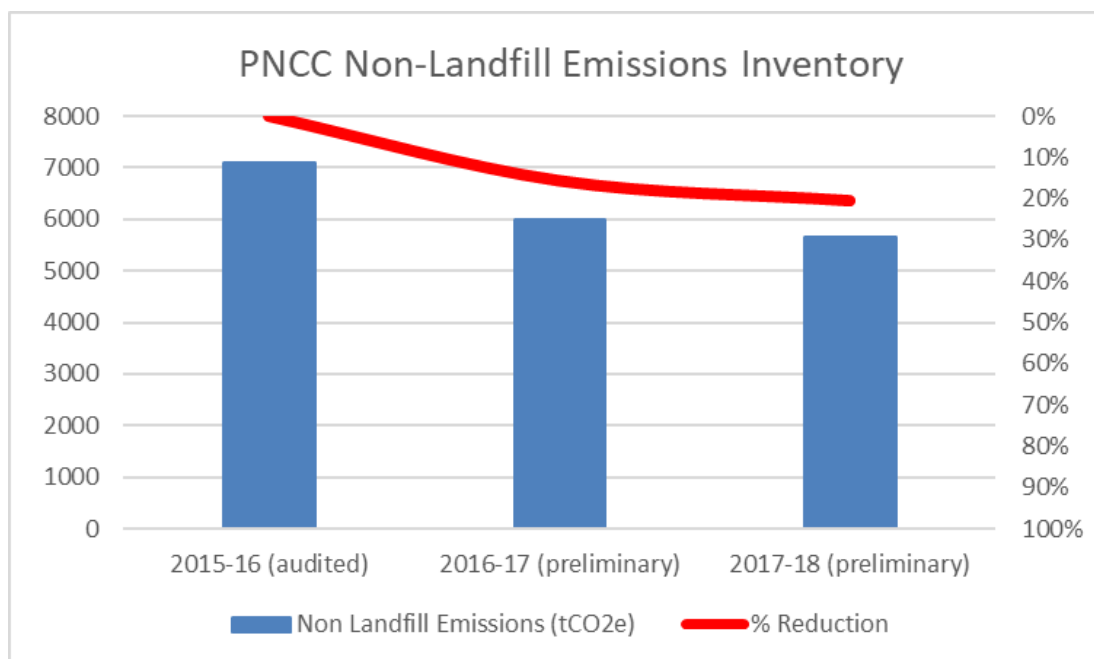


Figure 1 PNCC Non-Landfill Emissions Inventory – 2015/16 - 2017/18 (preliminary results)

3. NEXT STEPS

- a) Continue to update the PNCC emissions inventory yearly.

PALMERSTON NORTH CITY COUNCIL

- b) Continue development of the Emissions Management and Reduction Plan for the period 1 July 2019 – 30 June 2021, drawing more heavily from the ‘sustainable practices’ strategic theme.

4. COMPLIANCE AND ADMINISTRATION

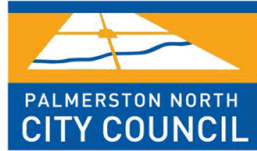
Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	No
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation 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 4: An Eco City	
The recommendations contribute to the outcomes of the Eco City Strategy	
The recommendations contribute to the achievement of action/actions in the Sustainable Practices Plan	
The action is:	
<ul style="list-style-type: none"> Develop a road map to achieving a low carbon city 	
Contribution to strategic direction	Attached emission management and reduction plan collates Council’s initial actions contributing towards the Eco City goal of a 25% emissions reduction by 2028.

ATTACHMENTS

- 2018-19 Emissions Management and Reduction Plan  

Emissions Management and Reduction Plan

CEMARS and the carboNZero programme



Palmerston North City Council

Person responsible: Heather Shotter, CEO

Prepared by: Adam Jarvis, Policy Analyst (Environmental Sustainability)

Dated: 11/06/2018

Version: 2

Verification Status: Verified (post-audit)

For the period: 01/07/2018 - 30/06/2019

Base year: 01/07/2015 - 30/06/2016





Approved for release by:

A handwritten signature in black ink, appearing to read 'Adam Jarvis'.

Adam Jarvis Policy Analyst (Environmental Sustainability)



Contents

1 Introduction 4

2 Rationale 4

3 Top management commitment 4

4 Person responsible..... 4

5 Awareness raising and training 4

6 Significant emissions sources 4

7 Targets for emissions reduction..... 6

8 Specific emissions reduction projects 8

9 Unintended environmental impacts 10

10 Key performance indicators 11

11 Monitoring and reporting 12

12 Emissions reduction calculations 12

13 Performance against plan 13



1 Introduction

This report is the annual greenhouse gas (GHG) Emissions Management and Reduction Plan prepared for Palmerston North City Council and forms the manage step part of the organisation's application for Programme certification.¹²

2 Rationale

Climate change will have significant impact on the city of Palmerston North, and consequently Palmerston North City Council. Impacts will include: more frequent flood events of greater severity, drier summer periods (with implications for the rural sector, and municipal water supply) and potential heat wave events exacerbated by the urban heat island event (with implications for public health). Mitigating these impacts will be key for the long term well-being of the City.

In its draft 'Eco City Strategy', council outlines the aspiration:

"We want a future-focused city that plans for and cares about the future, enhancing its natural and built environment. Our city will realise the benefits to society from creating clean energy, lowering carbon emissions and reducing our ecological footprint."

"... Palmerston North has a moral duty to reduce its emissions. A lack of action will not only contribute to further climate change, but risk the city missing out on the current wave of progress, and be forced to play catch up as international agreements strengthen. Alternatively, Palmerston North has an opportunity to be a leader, and reap the benefits of being a global leader exporting knowledge around the world."

To this end, Council has set an ambitious target for the city: A 25% reduction in citywide CO₂ emissions over the next decade. Clearly if such a target is to be achieved, Council needs to lead the way. This plan is the first step in that journey. It outlines Council's over the next 12 months, during which time a longer term management plan is to be developed.

3 Top management commitment

Management to receive and approve this plan following auditing and verification.

4 Person responsible

The officer responsible is to develop environmental low-carbon policies to guide Council's actions towards carbon reductions, while maintaining the data required to inform the required changes.

5 Awareness raising and training

Council will develop a plan for staff awareness raising and the training of key staff into its corporate training and induction programme.

6 Significant emissions sources

¹Throughout this document 'emissions' means 'GHG emissions'.

²Programme means the Certified Emissions Measurement And Reduction Scheme (CEMARS) and carbonZero certification programme.

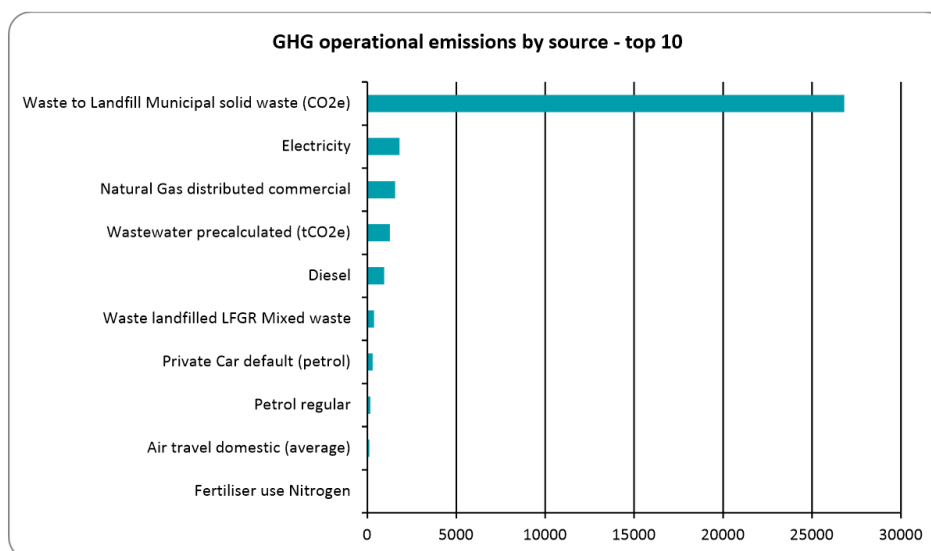


Figure 1: GHG emissions by source.

Council's emissions are dominated by the Awapuni landfill gas, as this accounts for the entire city's waste over a period of many decades. A landfill gas capture system has already been installed at the site, and while some tweaks could potentially be made, there seems to be little avenue to substantially reduce these emissions. However the gas flux is expected to decline over time as the landfill waste matures.

The next largest emission source is results from wastewater treatment. This source is substantial, again because Council is effectively accounting for the entire City's wastewater emissions. A major upgrade for the wastewater treatment plant is currently being planned. Incorporating carbon management principles into the design will be a key consideration over the next few years.

Third on the list of Council's emission sources is street lighting. Indeed lighting more generally (including traffic signals, internal building lighting, lighting of public parks and reserves) comprises as much as a quarter of Council's non-waste emissions. Upgrading to LED lights thus represents a significant opportunity for Council to reduce both emissions and operation costs. Significant upgrades have already been implemented since the baseline year, including along all minor roads and in some facilities. Over the next year, further building fixtures will be upgraded, as well as stage 2 of the street lighting upgrade, which will upgrade the fixtures of approximately half of the remaining 'major' roads.

Other energy related emissions from Council buildings are also significant. Space heating in particular represents a significant emission source and cost. Council is in the process of conducting energy audits at each of our facilities, starting with the largest, which has identified opportunities for savings. Each site is unique and requires different interventions, but these can include: adjusting temperature set-points, transitioning from traditional space heaters to more efficient heat pump technologies, and the better use of sensors to control energy consumption.

Next, while split across a number of different business units in the inventory report, are the scope 1 transport related emissions. This includes the emissions from pool vehicles, trucks, and other Council vehicles. To address this issue, Council intends to systematically upgrade its vehicles to electric as these vehicles come up for renewal, and as circumstances allow. Since the baseline year, Council has upgraded a number of its light vehicles to plug-in hybrid electric vehicles. Next, with funding from EECA, Council has purchased two prototype electric rubbish trucks, which will be incorporated into the Council's fleet later this year. Council expects to take advantage of further opportunities to replace existing petrol/diesel fleet vehicles with electric over the coming year.



Council produces, or is otherwise responsible for, significant volumes of waste to landfill each year. Data on these volumes are out of date, having last been studied in 2009, and Council intends to address this gap over the coming year. However, it does not intend to wait until the results are in before taking action. Over the last year, targeted waste audits have been completed at a number of our facilities, which have highlighted significant volumes of compostable and recyclable waste that has nevertheless been sent to landfill. An overhaul of our processes to ensure this waste is diverted is already underway at several sites, including the Civic Administration Building where early results indicate a 62% improvement has been achieved. This approach will continue to be rolled out to other facilities over the coming year.

Council has chosen to account for the emissions resulting from the travel to/from work by its staff. Again, data on these emissions are out of date, having last been gathered in 2011. Council intends to conduct another survey over the coming year both in order to better quantify emissions, and to better understand staff decision-making and the options available to reduce emissions. In the meantime, Council intends to better facilitate active transport modes by: ensuring all facilities have adequate bike parking facilities, providing wet-weather gear, and promoting greater use of active transport through the Aotearoa Bike Challenge.

7 Targets for emissions reduction

The organisation is committed to managing and reducing its emissions in accordance with the Programme requirements. Table 1 provides details of the emission reduction targets to be implemented. These are 'SMART' targets (specific, measurable, achievable, realistic, time-constrained).

Council has set a 25% emissions reduction target for citywide emissions over the next ten years. Council expects to achieve at least as much internally, while developing a roadmap to near-term carbon neutrality. As the Council owned closed landfills mature (Awapuni Landfill was closed in 2007, since when Palmerston North's solid waste has been sent to the private Bonny Glen Landfill), emissions will continue to decline. Council has accordingly expects to reduce overall emissions by 17% by mid-2019. Excluding landfill emissions, the Council projects outlined in this document are expected to lead to a 7% reduction in gross emissions over the same timeframe.



Table 1: Emission reduction targets.

Emissions reduction initiative	Target	Baseline (tCO ₂ e)	Target date	Metrics/ KPI	Responsibility	Rationale
Total Gross Scope 1, 2 and 3 mandatory emissions	25%	33473.00	30/06/2029	Per \$M turnover	Chief Executive Officer	Council citywide target as set in the 'Eco City Strategy' during 2018 LTP consultation
Total Gross Scope 1, 2 and 3 mandatory emissions	17%	33473.00	30/06/2019	Per \$M turnover	Chief Executive Officer	Sum of expected reductions through to 30/06/2019
Non-Landfill Gross Scope 1, 2 and 3 mandatory emissions	7%	6744.00	30/06/2019	Per \$M turnover	Chief Executive Officer	Sum of expected reductions through to 30/06/2019
Emission specific 'subtargets'						
Transition to Electric Vehicles	10%	907.00	30/06/2019	Per \$M turnover	Fleet Manager	Expected reduction from planned EV purchases
Upgrade Street Lighting to LED	59%	543.00	30/06/2019	Per \$M turnover	Project Engineer	Expected reduction in power consumption from complete rollout
Begin upgrade building and reserve lighting to LED	60%	32.00	30/06/2019	Per \$M turnover	Project Engineer	Expected reduction in power consumption from projects through to end of 2018/19 FY
Improve landfill waste diversion from Council buildings	66%	10.00	30/06/2019	Per \$M turnover	Waste Engineer	Council building waste is a small proportion of total waste, but significant reductions are achievable
Continued maturation of closed landfills	19%	26826.00	30/06/2019	Absolute	Waste Engineer	Expected reduction based on first order decay modelling



8 Specific emissions reduction projects

In order to achieve the reduction targets identified in Table 1 specific projects have been evaluated to achieve these targets. These are detailed below.

Table 2: Projects to reduce emissions.

Objective	Actions	Responsibility	Completion date
Transition to Electric Vehicles	Progressively replace fleet vehicles with electric where practical	Fleet Manager	Ongoing
Upgrade Street Lighting to LED	Upgrade all street lighting fixtures to LED	Project Engineer	2020.00
Upgrade building and reserve lighting to LED	Upgrade all other lighting fixtures to LED where practical	Project Engineer	2024.00
Energy Audits of Council Facilities	Sequentially audit facilities energy usage to identify opportunities to reduce energy consumption	Energy Officer	Ongoing
Reduce 'plant item' fuel usage	Trial lower frequency mowing regimes, promoting wildflower growth in lower amenity reserves	Leisure Assets Planner	2019.00
Reduce hot water flow rates	Install aerators and flow restrictors on all hot water taps and showerheads	Eco Design Advisor	2019.00
Reduce soft plastic packaging and polystyrene	Use purchaser power to influence current suppliers to reduce non-recyclable packaging	Waste Engineer	Ongoing
Improve landfill waste diversion from Council buildings	Roll out the CAB 'Bin The Bin' programme to the central library then to other staffed facilities	Waste Engineer	2019.00
Improve landfill waste diversion from public facilities and parks	Review all PNCC's public 'fixed bin' infrastructure to improve design and legibility for users. Review facility user contracts to require adequate recycling.	Waste Engineer	2019.00
Reduce waste to landfill from Council funded events, and events held on Council land	Work with event organisers to continue to apply 'zero waste event' principles. Provide integrated support package to events in order to make zero waste 'easy'.	Waste Engineer	Ongoing
Low Carbon Buildings and Projects	Review project management and procurement processes to ensure project design phase considers whole-of-life cost and carbon emission mitigations.	Chief Financial Officer	2019.00
Staff Travel	Promote active transport. Provision of bikes for staff travelling to meetings, adequate parking	Transportation	Ongoing

Objective	Actions	Responsibility	Completion date
	facilities, and wet weather gear.	Planner	
Staff Travel	Negotiate bulk discount for e-bikes, and institute salary advance scheme for staff members.	Human Resources Manager	2019.00

Table 3: highlights emission sources that contributed to poor data quality in the Emissions Inventory Report and describes the actions that will be taken to improve the data quality in future inventories.

Table 3: Projects to improve data quality.

Emissions source	Actions to improve data quality	Responsibility	Completion date
Council Waste Production	Updated Waste Assessment	Rubbish and Recycling Engineer	Early 2019
Staff Commuting	Updated Travel Survey	Transportation Planner	Early 2019
Taxi Travel	Obtain taxi travel data from provider	Policy Analyst (Environmental Sustainability)	Early 2019
Rented Cars	Quantify organisational rental car use	Policy Analyst (Environmental Sustainability)	Early 2019
Freight	Quantify organisational freight use	Policy Analyst (Environmental Sustainability)	Early 2019
Electricity and Natural Gas	Review discrepancy between reported and invoiced data	Policy Analyst (Environmental Sustainability)	Early 2019

The emissions inventory identified various emissions liabilities. Table 4 details the actions that will be taken to prevent GHG emissions from these potential emissions sources.

Table 4: Projects to prevent emissions and reduce liabilities.

Emissions source	Actions to reduce liabilities	Responsibility	Completion date
Air conditioning units (refrigerant gasses)	Regular servicing and maintenance to prevent damage	Parks and Property Manager (via contracted services)	Ongoing
Forestry (Damage from pest plants and animals, fire)	Management of pest plants and animals in Turitea, Arapuke & Hardings Park forests. Rural fire management plan.	Water & Waste Services Manager	Ongoing
Diesel Generators & Tanks (leakage)	Monthly fuel dips & regular maintenance	Treatment Plants Manager	Ongoing



9 Unintended environmental impacts

ENVIRONMENTAL IMPACTS	Transition to Evs	LED Upgrades	Energy Audits	Less Mowing	Lower Hot Water Flow Rates	Less soft plastics	More landfill waste diversion	Sustainable Facilities	Regulator AC & Generator Servicing	Encouraging Active/Public Staff Travel	Forestry Protection Measures
Resource use											
Electricity consumption											
Fuel consumption											
Water consumption											
Wastewater discharge											
Waste to landfill											
Air, land and water quality											
Transport congestion											
Biodiversity											
Land use											
Flooding											
Local economy											
Dark Green	Significant positive										



ENVIRONMENTAL IMPACTS	Transition to Evs	LED Upgrades	Energy Audits	Less Mowing	Lower Hot Water Flow Rates	Less soft plastics	More landfill waste diversion	Sustainable Facilities	Regular AC & Generator Servicing	Encouraging Active/Public Staff Travel	Forestry Protection Measures
	impact										
Light Green	Some positive impact										
White	No change										
Yellow	Some adverse impact										
Red	Significant adverse impact										

10 Key performance indicators

Table 5: KPIs.

KPI	2016
Turnover/revenue (\$Millions)	110.37

Table 6: GHG emissions per KPI.

KPI	2016
Total gross GHG emissions per Turnover/revenue (\$Millions)	303.28
Total mandatory GHG emissions per Turnover/revenue (\$Millions)	300.12

N/A



11 Monitoring and reporting

Energy (Electricity and Natural Gas) data is reported monthly, via SmartPower, to the Energy Officer. Vehicle data is reported monthly, via PNCC's internal data management systems to SmartPower, and then to the Environmental Sustainability Policy Analyst (ESPA) and the Fleet Manager. Air travel data is collected by PNCC's travel provider (Orbit), reported by SmartPower monthly to the ESPA. Refrigerant use is reported yearly by the refrigerant contractor to the ESPA. Wastewater data is collected daily by PNCC's wastewater operations team, and reported yearly to the ESPA. Landfill gas emissions are estimated yearly by the ESPA. Workplace commuting data is collected during the Workplace Travel Study survey, last completed in 2011, and reported to Transport Planner and the ESPA. It is intended that this survey will be completed again in 2019, and every three years thereafter. Council waste (from Council facilities & offices, street & park bins, the Arena, and non-recyclable products deposited in Council provided kerbside recycling bins and not identified and rejected by the streetside operational staff) is collected during the Council Facility Waste Audit, last completed in 2009, and reported to the Rubbish and Recycling Engineer and the ESPA. It is intended that this survey will be completed again in 2019, and every three years thereafter.

Ultimately, all GHG emission data is the responsibility of the ESPA, who reports on progress to the Senior Management Team every six months.

12 Emissions reduction calculations

Table 7: GHG inventory results.

	2016
Scope 1	30,819.51
Scope 2	1,801.73
Scope 3 Mandatory	502.84
Scope 3 Additional	349.07
Scope 3 One time	0.00
Total gross emissions	33,473.15
Reporting reductions	
5-year average (tCO ₂ e)	33,473.15
5-year average (tCO ₂ e) (scope 1 & 2)	32,621.24
Emissions intensity reductions	
Turnover/revenue (\$Millions)	110.37
GDP deflator values Yr1 prices (assumed)	
Adjusted turnover (\$M)	
Emissions intensity (tCO ₂ e/\$M)	303.28
5-year average emissions intensity (tCO ₂ e/\$M)	303.28
Percentage change in absolute emissions	(no data)



	2016
Percentage change in emissions intensity	(no data)

13 Performance against plan

Not applicable, as this is the baseline year.

REPORT

TO: Planning and Strategy Committee

MEETING DATE: 1 April 2019

TITLE: Rural School Bus Safety

DATE: 14 March 2019

PRESENTED BY: Robert van Bentum, Transport & Infrastructure Manager, Infrastructure

APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council receive the report titled "School Transport Infrastructure Review" dated 18 January 2019.
2. That Council confirm Option 2 comprising improvement and enhancement of current practice and focussing on implementing low cost interventions within current budget limits, as the appropriate approach for ensuring safety issues on school bus routes are addressed.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	Council asked for an assessment of the relationship between the safety of the Ministry of Education's school bus service and Council's footpath network. School buses generally provide a service to rural areas, often using the state highway corridor or travelling to locations beyond the city boundaries. Current practice is to respond to requests for safety improvement on a case by case basis usually by investing in localised widening of the road. A report has been prepared by external consultants which provide a series of recommendations to improve interventions and responsiveness. A decision is required from Council on whether to adopt the recommendations or invest in a higher level of intervention. Three options for action by Council have been identified.
OPTION 1:	Council receive the report and commit to no change to current practice.
Community Views	The community has not been consulted on the options to improve school bus safety at this stage.
Benefits	This option represents a business as usual approach. Requests for improvements to rural bus stop locations are infrequent but are addressed as they arise. Any non-infrastructure related improvements are referred to other stakeholder agencies i.e. Horizons Regional Council or Ministry of Education. Given the "rare" nature of any injuries directly attributable to school bus travel, any increase in the level of service is difficult to justify.
Risks	Even though these events are rare, injuries to children using buses can receive negative publicity and efforts to reduce injuries are the critical thrust of a safe systems approach. The deliberate decision not to adopt any of the recommendations of the report could be perceived negatively as Council dis-interest in school bus safety.
Financial	As none of the recommendation of the assessment report are proposed for adoption, there will be no funding implications for Council in adopting this option.
OPTION 2:	Council receive the report and approve implementation of all the recommendations from the report to enhance and improve current practice through implementation of cost effective solutions to reduce risks for school bus users.
Community Views	While the community has not been consulted on the options to improve bus safety at this stage, key stakeholders were consulted in

	the preparation of the assessment report.
Benefits	This option enables adoption of all of the recommendations in the report while being responsible about the level of investment. This option balances expectations of improving safety with prioritisation of investment in areas of safety risk. This option is likely to be supported by NZTA and mean that any interventions are likely to receive NZTA subsidy. The option demonstrates Council is pro-active while being responsible about funding priorities. This option will contribute to raising awareness of school bus safety in the short term and support prioritised investment in the rural roading network over the longer term.
Risks	School bus travel is low risk and interventions have limited scope to achieve meaningful change in crash frequency or outcome. Any programme of work would be making an already rare event even less likely. A key risk is that the option increases the risk of an increase in requests from rural communities for safety interventions for other vulnerable users groups, putting further pressure on limited available budgets for safety intervention.
Financial	A brief assessment of the potential costs for implementing all the recommendations indicates that approximately \$100,000 is likely to be required in the first two years to fund bus signage, additional staff time for engagement and provision of a dedicated budget of \$50,000 for engineering interventions. The level of on-going funding will depend on the level of requests received from school bus users and the specific locations where works are requested.
OPTION 3:	Council receive the report and commit to implementing additional measures beyond those proposed by the assessment report, including a separate programme to construct footpaths and more extensive road widening in the rural area for the use of school bus users.
Community Views	While the community has not been consulted on the options to improve bus safety at this stage, key stakeholders were consulted in the preparation of the assessment report.
Benefits	The option proposes significant investment in engineering interventions beyond those proposed by the assessment report which signals greater priority by Council. The additional investment will deliver a higher level of service and has the potential to improved perceived if not real safety. The benefits would be provided to all pedestrians in the rural road network and not just for bus users.
Risks	The key risk is that the additional investment will result in no additional safety gains for the vulnerable group over option 2 but

	<p>come at a significantly higher cost. risks are primarily financial as there is no current programme budget for such capital works and no agreement that such works would be eligible for NZTA subsidy. There is also a risk that the programme will lead to the creation of isolated treatment solutions that will have limited life, be essentially disconnected to one another and increase on-going maintenance costs for Council.</p>
Financial	<p>While no detailed financial analysis of the cost of this option has been undertaken, it is expected that effective footpath solutions which meet the needs of several bus users will require footpaths extending over hundreds of meters. Based on the cost of constructing footpaths in the urban environment and allowing for substitution of concrete for earthworks, costs of \$200 to \$300k per annum are conceivable in addition to the \$100k for the recommendations outlined in the report. The other significant risk is that without the demonstrable benefits in terms of improved safety outcomes, NZTA may not subsidise a programme of work of this scope, leaving Council to provide 100% of the funding. As with Option 2 this option also increases the risk of more requests from rural communities for investment in footpaths and more elaborate safety investments.</p>
	<p>The recommendations contribute to Goal 3: A Connected and Safe Community</p> <p>The recommended option contributes to the outcomes of the Connected Community Strategy</p> <p>The recommended option contributes to the achievement of action/actions in the Active and Public Transport Plan</p> <p>The action is: Work with schools and the Ministry of Education to improve access to schools for children.</p>
Contribution to strategic direction	<p>School bus travel is a relatively safe activity, with the primary risk occurring at bus stopping locations where road crossing movements occur, often involving unsupervised children. Efforts to improve safety for school bus users contributes to the purpose of the Public and Active Transport Plan, which is to have a safe, efficient and effective active and public transport system.</p>

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 Council has requested Officers provide an assessment on the safety of the school bus service and its relationship with Council's footpath network. School bus services operating in the urban area have access to the City's network of bus stop and footpath infrastructure whereas beyond the urban fringe and in the rural areas there is limited infrastructure to support school bus users.
- 1.2 Work was commissioned by Officers and a report completed by Beca Consultants titled "School Transport Infrastructure Review 2018" is attached. The review has scoped the extent of the potential issues based on the current network and extent of school bus routes into and out of Palmerston North. The report includes recommendations on measures with the potential to improve safety and/or reduce risks to bus users. The report recommends a more proactive approach to school bus safety but recognises that school bus travel is still a relatively safe mode of travel with few incidents resulting in injury.
- 1.3 Based on the report Officers have identified three potential options in respect of the approach to addressing school bus safety issues and these are described and detailed in this report.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 The Committee of Council meeting of 24 May 2017 Council adopted the following resolution:
 - That the Chief Executive be instructed to provide a report into the relationship between the Ministry of Education school bus transport and our footpath network, with recommendations for urgent issues arising, with a budget of \$10,000.
- 2.2 The review commissioned by Council Officer and completed by Beca Consultants has been documented in a report which is attached. The report made a range of recommendations to improve the level of service including:
 - A budget and necessary resources should be identified and set;
 - A nominated officer should be responsible for improvements in school bus safety;
 - Improved signage on school buses should be considered;
 - A web page should be established providing advice on school bus safety;
 - Council staff look to improve the relationship with the Ministry of Education and school bus providers to provide input and guidance regarding infrastructure and safety;

- Bus stopping locations should be reviewed and improved on a prioritised basis.
- 2.3 Council's Active and Public Transport Plan, adopted in 2018, contains no actions specifically focussed on school bus safety. There is, however, recognition of an ongoing action to work with schools and the Ministry of Education to improve access to schools for children. The Beca report does this by providing recommendations of potential actions to provide an improved level of service to current practice.
- 2.4 The review also makes clear that Council's ability to influence school bus safety outcomes are limited by the following considerations:
- Route maps confirm that the majority (>80%) of the routes beyond the urban boundary are on state highways or in neighbouring local authority areas so beyond Council's influence;
 - Some recommendations such as signage on buses are outside direct Council influence although Council can advocate or support such initiatives;
 - Injuries arising from bus travel are rare events with low injury consequence, and there is little evidence that the incidents that have occurred were related to unsafe boarding or alighting from school buses. Significant investment to improve school bus safety is difficult to justify on a prioritisation basis given the range of other areas with higher risk profiles and more effective risk mitigation options.
 - Rural areas are not provided with a footpath network as a rule, and rural residents are not rated for such facilities. In most cases a walkable shoulder is provided, although this may be limited in some areas by other constraints. Again low traffic volumes on some parts of the local roading network make it difficult to justify investment in a higher level of safety.

3. DESCRIPTION OF OPTIONS

- 3.1 Officers have identified three options in respect of responding to school bus safety concerns:
- 3.2 **Option 1. No Change to Current Practice.** Council continues its current practice of responding to requests for improvements to infrastructure as and when they arise and implementing these on a prioritised basis. Opportunities to influence behaviour change through improved signage, information and engagement with users, is referred to counterpart agencies with more direct responsibility e.g. Ministry of Education and Horizons Regional Council;
- 3.3 **Option 2. Implement All the Improvements Recommendations in the Report.** Council approve implementing all the major recommendations of the assessment report. Officers assess this will require assigning a dedicated budget of at least \$100,000 for each of the first two years to pay for staff time for engagement,

funding of upgraded bus signage, web-site and information improvements and engineering interventions. This could only be funded by allocating funding from programme 279 Minor Road Safety Improvements and deferring some other existing programmes of work.

- 3.4 **Option 3. Council Approve Investment for Enhanced Footpath Improvements in the Rural Area.** This option goes beyond the recommendations of the assessment report and would commit to significant investment in footpath infrastructure for all pedestrian users in the rural environment and not just school bus users. This will require development of an enhanced capital improvement programme with its own budget. Based on current costs for construction of unsealed footpaths Officers estimate a budget of \$200,000 to \$300,000 in addition to the \$100,000 required to implement the recommendations of the report is required. This option represents a significantly improved level of service for pedestrian in the rural zone.

4. ANALYSIS OF OPTIONS

- 4.1 The report completed by Beca Consultants provides an assessment of the risks related to school bus safety and outlines recommendations for improving Council's intervention in this area. The report confirms that injuries are rare but that there is an opportunity for Council to improve safety through a 'safe system' approach by implementing a range of improvements to Council's current approach.
- 4.2 The area of safety under Council's control is the interaction between school bus services and the footpath network. The footpath network is largely confined to the urban area of the city comprising roads with 50 km/h posted speed limits. The peri-urban area on the fringe of the city has varying levels of service, including recreational pathways, sealed shoulders, short sections of local pathway, and laybys that can be utilised by school buses. Rural areas are not generally provided with footpaths as in most cases there are walkable shoulders. Speed limits for vehicles are generally above 60 km/h and traffic volumes vary widely, from higher volumes on state highways to lower volumes on most Council roads. Residents in rural and rural-residential neighbourhoods are not specifically rated for provision of footpaths as these are largely considered to be urban amenities.
- 4.3 School bus journeys to and from Palmerston North are detailed in the route maps provided by the Ministry of Education and included in the report. Many of the journeys start or end in locations outside the city boundary. While most routes incorporate a section of the journey within the urban area, services are typically not picking up or dropping off children in the urban area, rather the buses are transporting children from further afield. It is also notable that many of the journeys utilise the state highway network.
- 4.4 Council's ability to influence school bus safety is limited as in many cases school bus operators are responsible to and engaging with other road controlling authorities

when issues arise. Requests for improvement of roads under Council's control are relatively infrequent and usually addressed as they arise as priorities dictate.

- 4.5 Injuries arising from school bus travel are infrequent. The Beca report identifies 19 crashes over 10 years involving a bus during school commuting times. Four of these involved minor injury, with most crashes on a state highway. Only one minor crash involved a bus on a rural road within Council's responsibility.
- 4.6 The more relevant data relates to the incidence of injury involving pedestrian movements around boarding and alighting locations. Since 1980 there have been five identified injury crashes, three of which occurred on the state highway. The factors recorded as contributing to the crashes included pedestrians not adequately checking for traffic when crossing the road. The Beca report does not identify any crashes where walking or waiting on berms or road shoulders was a contributory cause and which might have been mitigated by additional infrastructure such as pull off areas or footpaths.
- 4.7 Currently there is a legal requirement for drivers to reduce their speed to 20 km/h when passing a stationary school bus. There is however poor compliance with this requirement and no easy way to enforce. The Beca report recommends improvements to school bus signage, which may improve driver compliance behaviour and raise driver awareness of the safety issues.
- 4.8 Under the current approach, Council takes an advocacy approach, with staff supporting initiatives undertaken by other organisations such as Horizons Regional Council or the bus operators. One recommendation is that Council, take a more proactive approach and work with the Ministry of Education and bus operators, possibly through a by-law requirement, or more likely by looking to fund equipping and fitting buses with the desired signage.
- 4.9 Council's primary focus under a safe systems approach is improvement to infrastructure. The key areas where infrastructure can be changed to improve safety involve speed limit management, treatment of road shoulders, provision of safe stopping points and ensuring safe road crossing points. Risks are greatest on high speed, high volume roads which are typically state highways. Risks are lowest on low volume roads across the full range of speeds. These are typically rural roads under Council control and these are the areas that would be targeted as part of a Council led approach to improving infrastructure.
- 4.10 The Beca report makes some recommendations with regards to bus stopping points. Council already installs some laybys and sealed shoulders to facilitate bus stopping areas. A more proactive approach would include proactive engagement with the Ministry of Education and bus operators. Such engagement would also help to confirm locations where significant numbers of school students walk to bus stop locations. Any change to the current approach will require additional funding and a

conservative estimate of \$100,000 per annum is the estimated additional contribution required for staff time, engineering and information related interventions. This money could only come from re-prioritising projects in an existing programme of work.

- 4.11 Specific interventions might include formal bus stops or shelters, or in some areas footpaths or pathways might be identified as having value. Whatever the intervention, they would need to be prioritised together with other safety related projects.
- 4.12 Investment in the constructions of extensive lengths of footpath required in rural areas to link users to dwellings or driveways would represent a significant change in the level of service. Officers consider this could not be achievable without significant new financial support as part of a new capital works programme. There is significant risk that NZTA may not support significant additional investment given the lack of compelling crash and injury data supporting such interventions.
- 4.13 Currently improvements, such as provision of a sealed shoulder or improved driveway layout, are either accommodated under the maintenance activity or for more substantial interventions under Programme 279 City-wide Minor Safety Works. The budget for Programme 279, is approximately \$800k per annum, and is heavily over-subscribed and is used to fund work to improve cycling infrastructure, footpaths and pedestrian facilities, intersections and numerous other reactive measures to improve the safety level of service at existing locations. Any increase in funding for option 2 or 3 will require changes in the priority of works.
- 4.14 Council's Capital work programmes in transport include funding for improvement to infrastructure under what is termed Low Cost Low Risk (LCLR). Under the NZTA's new rules for the LCLR Programme most of the interventions are financially assisted, up to a funding cap of \$1 million. The NZTA funding for the LCLR programme is fixed however for the current LTP period (2018-2020), and there is no opportunity to increase the size of that funding programme until the next Ten Year Plan Review.
- 4.15 Council could give higher priority to addressing safety issues for vulnerable users under Programme 279. This could be extended to include rural bus users, however the programme priorities needs to reflect real risks supported by data. Intersection improvements are often funded under this programme as most road trauma is the result of vehicle crashes often at urban intersections. Any programme targeted towards vulnerable users such as rural bus users, would not result in any measurable change in road trauma given the absence of measurable injury incidents for bus users.
- 4.16 Development of a prioritised and effective programme of work to support Option 3 will take time. There is significant risk that any programme will not qualify for NZTA funding assistance as there is still a requirement that planned works represent value

for money. Any increase in the level of service in rural areas would also lead to heightened expectations within the community, with inevitable cost consequences. For these reasons an increased level of service, as proposed by Option 3, is not recommended without further investigation and consideration of the overall costs and benefits of such an approach.

5. CONCLUSION

- 5.1 Council has asked for a report on safety issues affecting school buses and the interaction with the footpath network. Despite the perceived risks for bus users, the incidence of injuries arising from school bus travel are comparatively rare. Council's current approach is to prioritise minor engineering interventions and encourage collaborating agencies to take the lead with non-engineering solutions.
- 5.2 Beca Consultants have completed a review of the issues and their report identifies a range of recommendations for improving the current approach. Officers acknowledge that there is an opportunity to improve current practice however any improvements need to take account of the competing priority for funding of other safety initiatives and limited scope for Council to reduce the already low risk of rural bus related injuries to any measurable extent. The recommended approach, identified as Option 2, is to adopt all the recommendations. However, this approach will require re-prioritisation of funding from the existing Programme 279 and allocation of some additional budget for staff time and signage and information initiatives.
- 5.3 While it is possible to increase investment in interventions beyond that proposed by the report, such as through investing in extensive footpaths this would represent a significant increase in the level of service to rural residents. Such an approach would require significant additional funding and may not be eligible for subsidy by NZTA. This is largely because the additional capital and operating investment is not supported by extremely low likelihood that such a programme would result in any measurable reduction in the incidence of injuries to rural bus users. For this reasons Officers do not support going beyond the recommendations of the report.

6. NEXT ACTIONS

- 6.1 If agreed a member of staff in the Council's infrastructure Unit would be nominated as responsible for improving the relationship with the Ministry of Education and school bus service operators. This person would oversee the process for improving infrastructure and addressing problems areas as they arise.
- 6.2 Officers would seek an additional operational budget allocation of \$50,000 for staff time and non-engineering related infrastructure investment to be included in the Annual Plan budgets for 2019-20 and 2020-21.

6.3 Council's programme priorities in Programme 279 Minor Road Safety Works will be reviewed to ensure a budget is allocated for minor interventions which meet NZTA's criteria so that the subsidy funding for the entire programme is not put at risk.

6.4 Opportunities for advocacy on school bus safety will be pursued with external agencies and funding support offered if this is required to achieve the desired outcome.

7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

7.1 No community engagement has been undertaken although key stakeholders have been interviewed and involved through the assessment process by the consultant.

COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
If Yes quote relevant clause(s) from Delegations Manual <Enter clause>	
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
An enhanced business as usual approach is consistent with Council's Active and Public Transport Plan. The purpose of the Plan is to have a safe, efficient and effective public transport system. The plan recognises to need to prioritise work programmes to achieve improvements in service over time.	

ATTACHMENTS

1. School Transport Infrastructure Review 2018  

Report

School Transport Infrastructure Review - PNCC 2018

Prepared for Palmerston North City Council (Client)

By Beca Limited (Beca)

18 January 2019

© Beca 2019 (unless Beca has expressly agreed otherwise with the Client in writing).

This report has been prepared by Beca on the specific instructions of our Client. It is solely for our Client's use for the purpose for which it is intended in accordance with the agreed scope of work. Any use or reliance by any person contrary to the above, to which Beca has not given its prior written consent, is at that person's own risk.

Revision History

Revision Nº	Prepared By	Description	Date
1	Ella Priest-Forsyth & Glenn Connelly	Draft for Client	6/8/2018
2	Glenn Connelly	Revised and Final	22/1/2019

Document Acceptance

Action	Name	Signed	Date
Prepared by	Ella Priest-Forsyth Glenn Connelly		22/1/2019
Reviewed by	Caron Greenough		22/1/2019
Approved by	Caron Greenough		22/1/2019
on behalf of	Beca Limited		

Contents

1	Background.....	2
2	Bus Routes.....	2
3	Bus Stop Locations	2
4	Crash History	4
4.1	Crashes Involving Buses.....	4
4.2	Crashes Involving Pedestrians	4
5	Discussion	4
5.1	Pedestrian facilities for access to bus stops.....	5
5.2	Waiting area for students.....	5
5.3	Bus stopping areas.....	5
5.4	Parking areas	6
5.5	Education.....	7
5.6	Visibility.....	7
5.7	Risk Assessment	7
5.8	Bus safety	7
6	Conclusions & Recommendations	8

Appendices

Appendix A – Rural Bus Routes

Appendix B – Standard Rural Vehicle Crossing Layouts

Appendix C – Example of Rural Bus Stop Layout

1 Background

Palmerston North City Council (PNCC) requested that Beca undertake an engineering assessment of the rural bus stop sites within the city boundary. This assessment was to identify deficiencies in the waiting and dropping off areas and, potentially where required, safe walking places to and from the bus stops.

Following this deficiency and risk assessment, in discussion with PNCC staff Beca were then to develop a methodology for prioritising improvements; based for example on the number of children using each stop, proximity of traffic, driver speed, traffic volumes, road hierarchy and crash history.

Tasks there included:

- Contacting Horizons Regional Council and the Ministry of Education to identify bus routes and stops and identify any likely changes proposed to the current situation.
- Site visits to identify any general safety deficiencies and risks.
- Preparation of a report with recommendations.

2 Bus Routes

Beca initially contacted Horizons Regional Council for route information given their overarching responsibility for bus services. The Regional Council directed Beca to Uzabus, the bus company that provides the rural school bus services.

Uzabus were able to supply route information but advised the locations of the bus stops were not specifically documented. It was their opinion that the bus stop locations change, often yearly depending on the location and number of students.

Contact was then made with the Ministry of Education who supplied maps showing the routes and location of bus stops for the 2018 school year. The Ministry of Education advised that this information was supplied to their contracted bus supplier and that risk assessments of each route and the bus stop were undertaken in consultation with the service provider. They commented that while the routes generally do not change significantly from year to year, the bus stops in the rural areas were subject to change.

3 Bus Stop Locations

The bus routes and location of bus stops for the 2018 school year are shown in Appendix A as supplied by the Ministry of Education. Each route was driven to understand what bus stop infrastructure was supplied. It quickly became apparent that no permanent bus infrastructure or pedestrian facilities were provided in the rural areas. The exception being a few bus stops close to schools and / or urban areas.

Longburn School for example, as shown in the photograph below, has a bus shelter and stand close to Longburn School located on SH56, just east of Carey Street. There is a wide sealed area for the bus to stop well clear of the highway traffic. There is a wide shared path connecting to a nearby crossing facility however access to the bus shelter (provided by Total Span) remains via the wide sealed shoulder. This stop is also used as an outer exchange where two buses stop and transfer students.

Photograph 1: Longburn Bus Facilities (State Highway 56)



It appears from observation that bus drivers stop in areas of localised road widening, often at driveways. Driver's tend to take a pragmatic approach and stop where there is sufficient space, adequate visibility and opportunity relative to the road width and volumes. Consideration is also given to the convenience for students.

A typical example of where a bus might be stopped is shown in the Streetview image below; showing a driveway on the left which is used as a bus stop on Rongotea Road.

Photograph 2: Typical Bus Stopping Location at a Vehicle Crossing (Rongotea Road)



4 Crash History

A review of the New Zealand Transport Agency's 'Crash Analysis System' (CAS) was undertaken to understand the crash history and potential safety risks.

4.1 Crashes Involving Buses

Over the past 10 years 47 crashes involving buses have been recorded in the Palmerston North area, including the urban area. School buses were not identified separately but of those 47 crashes, 19 happened around school times and might therefore involve school bus services. This being before 9:00am and between 15:00 and 16:00pm on a weekday. Only four out of the 19 crashes resulted in injuries; all four being minor. Only one of these four minor crashes was in the rural area and on a local road. The majority of crashes occurred at intersections on State Highways.

4.2 Crashes Involving Pedestrians

There have been two reported crashes on the rural bus routes involving school aged pedestrians within the past 10 years. Both crashes resulted in serious injuries, occurred in the morning and the only factor identified was that the pedestrian was 'running heedless of traffic'. The pedestrians, in both cases, were secondary aged school pupils (aged 13 and 14) and in a hurry to catch the bus.

Three pedestrian crashes are on record prior to 2008 including one fatal and 2 minor crashes. All three occurred in the afternoon (15:25 to 15:40 hrs), cited pedestrians 'running heedless' and noted that the pedestrians were unsupervised (ages 6, 8 and 14).

Three of the five pedestrian crashes on record (1980 to mid 2018) occurred on State Highway 3.

5 Discussion

The fundamental question is, what action and facilities should be provided to ensure the safety of people associated with rural bus facilities. This review is conducted in context of providing for and promoting active and public transport along with a systemic approach to safety.

The 'School bus safety'¹ report identifies fundamental aspects to addressing safety with eliminating or removing the safety risk being the most effective. This would occur, for example, if a bus route or behaviour were adopted that avoided the need for pedestrian to cross the road. The potential to isolate the risk was also identified with the key strategy being to supervise children. The last key strategy was to minimise the risk or consequences by reducing speeds.

The key aspect of this assessment was the review of infrastructure associated with the rural school bus service however this is intrinsically linked to the planning, operation and education aspects.

The current approach for selecting and identifying bus routes allows for the Ministry and bus operators to identify and operate routes and stops that provide a reasonable and perceived balance of safety and practicality. Council could also provide specific input and investigate issues, but this is currently done generally on request. There is consequently an opportunity for Council to establish a more effective relationship with the Ministry and to be an active participant in the establishment and review of bus routes and facilities. This would have the benefit of having a Council Officer, who

¹ School bus safety - September 2010. NZ Transport Agency research report 408.

would be aware of the services and / or route, who could offer their specific expertise in terms of safety and who could then assist and / or develop an improvement programme.

There is an opportunity to provide improved infrastructure given little currently exists. The importance and benefits for this infrastructure will need to be determined by Council and will ultimately be reflected on funding.

It is also acknowledged that any improvements will need to be balanced with the risk of the route changing and / or duration for which the facilities would be needed. Families come and go to an area, and as children age they leave school. This inevitably means there is a degree of variability in the need for bus services and infrastructure. Some locations where school bus stop, particularly those nearer the city, with higher levels of residential development, may not have changed for many years. These would be good options for investment and improvement. Remote locations, however, with small numbers of students and sparse development, would potentially change and naturally be a lesser priority for investment. Some sites may however become useful in the future thus investment may not necessarily be wasted. The improvements may also provide other benefits, such as improved vehicular access at a crossing place.

The provision of pedestrian facilities in the rural environment will vary and, in many cases, will be minimal. It is unlikely to be practical to provide safer infrastructure to every existing and potential bus stop location particularly in the short term. The education of parents and children will thus be an important an integral part of managing safety risks.

The following initiatives to improve safety are recommended for consideration.

5.1 Pedestrian facilities for access to bus stops

Pedestrians facilities would typically take the form of all weather shoulders which could be widened and / or have additional signs and / or markings. Separate pedestrian facilities may be needed in busier areas or where risk is elevated. The level of infrastructure should therefore be considered in context; with high speed and high volume roads being the main considerations for safety along with the visibility and the proximity of traffic.

5.2 Waiting area for students

It will be necessary, in some locations, to provide a waiting area clear of the carriageway. This could be at a vehicle crossing or an area where there is already additional seal space. An all-weather surface should be considered along with shelter (from sun and rain) for well used bus stops and / or areas where patrons have an extended wait.

5.3 Bus stopping areas

There will generally need to be sufficient space for the bus to be stopped clear of passing traffic. This will be more important on strategic / busier and higher speed roads where buses could impede traffic flow or result in passing drivers travelling in the opposing traffic lane.

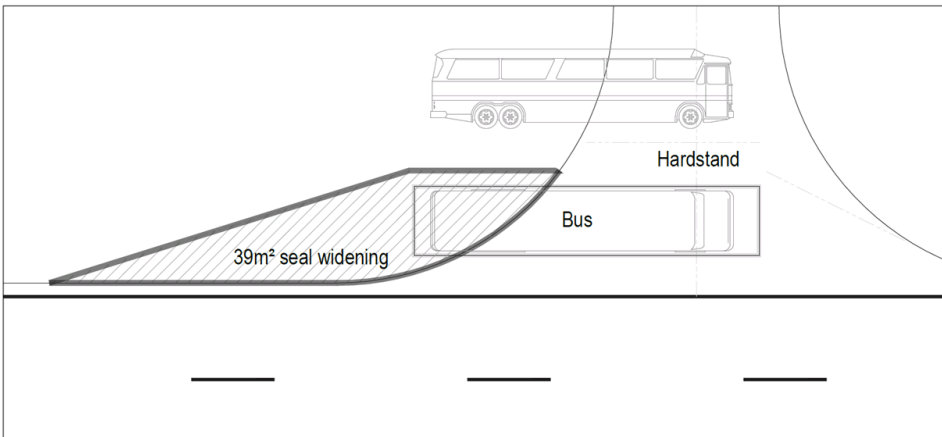
It is typical for bus drivers to use existing areas that have seal widening, with vehicle crossings often used given their prevalence.

Council's standard rural vehicle crossing, however, does not provide enough space to shelter a bus let alone provide convenient access. The standard vehicle crossing has no specific widening or tapers, and is formed with circular arcs from the seal edges. This could therefore result in part of the bus remaining in the live traffic lane creating an impediment to passing traffic which could present issues particularly on strategic routes with higher volumes of traffic.

Rural vehicle crossing with a moderate amount of seal widening, as detailed in the New Zealand Transport Agency's Diagram D (Appendix 5B of the Planning and Policy Manual) however could provide enough space for a bus to stop with adequate tapers for manoeuvring.

There may be an opportunity to provide widening at an existing driveway / vehicle crossing and potentially provide benefits for other road users. A standard design could be developed with widening in advance of driveways. A standard Council vehicle crossing for example with an extra 40 to 55m² of seal widening would better accommodate a bus.

Figure 1: Indicative seal widening for stand vehicle crossing / entrance



Care will be needed so that stationary buses do not obscure the view of approaching traffic. It may be better, therefore, for a bus to block a driveway for a short period rather than allowing a vehicle to use the access with a bus stopped near an access. Bus stops can legally be located over and obstruct vehicle crossings (if authorised)² albeit this would naturally involve consultation with the affected land owner. Bus stops close to intersections should be avoided but if necessary should be subject to specific design and safety assessment.

5.4 Parking areas

There may be situations where parents / caregivers require space to park when dropping off or waiting in cars to collect students at the end of the day. This should be encouraged particularly for younger students as it may result in the children being supervised and eliminate the need for them to cross the road. Consideration should therefore be given to the provision of parking spaces.

² Land Transport (Road User) Rule 2004: 6.9 Obstructing vehicle entrances and exits

(1) A driver or person in charge of a vehicle must not stop, stand, or park the vehicle so as to obstruct entry to or exit from any driveway.

(3) Nothing in subclause (1) or subclause (2) applies to a bus that has stopped at an authorised bus stop ... for the purpose of picking up or dropping off passengers.

5.5 Education

There is an opportunity to promote safety through the education of students and parents. Whilst this is generally done by others, Council could be more active in this area and encourage partners and collectively be more effective.

Information about how to use school buses, the associated risks, how to keep safe and an opportunity to provide feedback about school buses could be provided on the Council web site. Auckland Transport have a web [page](#) and educational material for rural school bus safety which could be used as a point of reference.

Key measures include encouraging parents to meet their children, and road safety education in schools.

5.6 Visibility

Students, through education, should be encouraged to remain visible. They should be encouraged to have appropriate high visibility attire (hi-vis jackets and bag covers for example). Council could supply or supplement the cost of hi-vis equipment.

5.7 Risk Assessment

Currently a risk assessment of the routes and stops is carried out by the Ministry of Education and the bus company. Council may wish to be more proactive in this space and could formally review and agree on the most appropriate location of bus stop locations. This combined with investment in infrastructure could provide planned and coordinated improvement to the current service.

It would also be beneficial to develop the working relationship with partners associated with school bus services and safety. This could involve fostering an understanding of the expertise and skills that are available within Council, the expectations in terms of safety, agreeing on operational procedures and increased awareness type of infrastructure that could be provided.

5.8 Bus safety

The bus route and stops should ideally be established to reduce / minimise the number of students that have to cross the road. There are however practical limitations to this, such as running costs and the amount of time that students would be willing to remain on the bus.

Buses should stop in lower speed areas with good visibility where possible. Children and parents should also be encouraged to use stops in these locations.

The Land Transport (Road User) Rule 2004 5.6 'Speed limits relating to school buses' stipulates that a driver must not pass a school bus at a speed exceeding 20 kph. Warning signs could be installed and / or improved on [school buses](#) to alert drivers to the presence of pedestrians. In addition, active warning or illuminated signs are also an option which have proven much more effective in reducing driver speeds. Furthermore the [2011 TERNZ³ report](#) recommending the installation of warning signs / devices on school buses.

³ Evaluation of illuminated 20 km/hr school-bus signs. TERNZ Transport Research. Prepared for the Road Safety Trust October 2011.

Photograph 3: Bus Mounted Sign – Illuminated 20 kph Sign



Further to the above the NZTA has produced a [research report](#)⁴ that investigated road safety which is recommended as a further point of reference. It includes a draft school bus stop and turning point safety guide.

Council's bus stop guide may need to be reviewed to reflect changes in policy and / or new initiatives.

6 Conclusions & Recommendations

Crashes involving buses are rare. The majority of those however that did occur were located in the urban area rather than rural environment. The number of incidents with school related pedestrians in the rural areas was also modest.

There is little specific infrastructure provided in the rural environment for school buses and their patrons. This reflects the rural environment and a culture of managing with whatever facilities are available.

The review of rural bus stop infrastructure nonetheless highlights risks which naturally occur in the rural environment and that there are opportunities to improve the current planning, practices and infrastructure. This is particularly true in the context of a safety system approach and a culture of better providing for pedestrians and public transport.

⁴ [School bus safety - September 2010. NZ Transport Agency research report 408.](#)

The following opportunities for improvement have been identified and are recommended noting that the level of investment will need to be considered by Council, having regard to other safety initiatives competing for funding.

- A budget and necessary resources should be identified and set. Ideally an officer within Council would be nominated and have responsibility for Council's involvement in school bus travel.
- It is recommended that the installation of additional signs on buses is investigated and implemented as soon as practical.
- It is also recommended that Council establish a web page with information about rural school buses and safety. This could be coordinated with other school travel and safety information. It is therefore recommended that Council engage with the Ministry of Education, bus operators, schools, students, parents and communities as part of wider safety and travel planning discussions. This would help identify and prioritise infrastructure interventions.
- The Ministry of Education and bus companies review the bus routes and bus stop locations. This, however, is not something that PNCC are involved with presently. It is recommended that Council foster a relationship with the Ministry of Education and service provider/s and provide direct input and guidance regarding infrastructure and safety.
- There are often no formal infrastructure facilities for school children to use to access the rural school bus service. This is largely based on an acceptance that facilities in the rural environment are minimal and due to the risk of routes/stops changing. It is recommended that all stops are reviewed with an improvement programme developed to promote the use of appropriate sites (lower speeds and good visibility) along with infrastructure improvements. There are opportunities to; facilitate shoulder widening especially in key locations, provide space for buses to be stopped, and to provide facilities for pedestrian access. Priority should be allocated to sites with the greatest risk; state highway sites for example should be reviewed as a priority in partnership with the NZTA. Local roads that have higher speeds and / or volumes should also be treated as a priority. A methodology for prioritising improvements could be developed but this is best addressed once funding and the relative importance of school bus improvements has been established.



Glenn Connelly

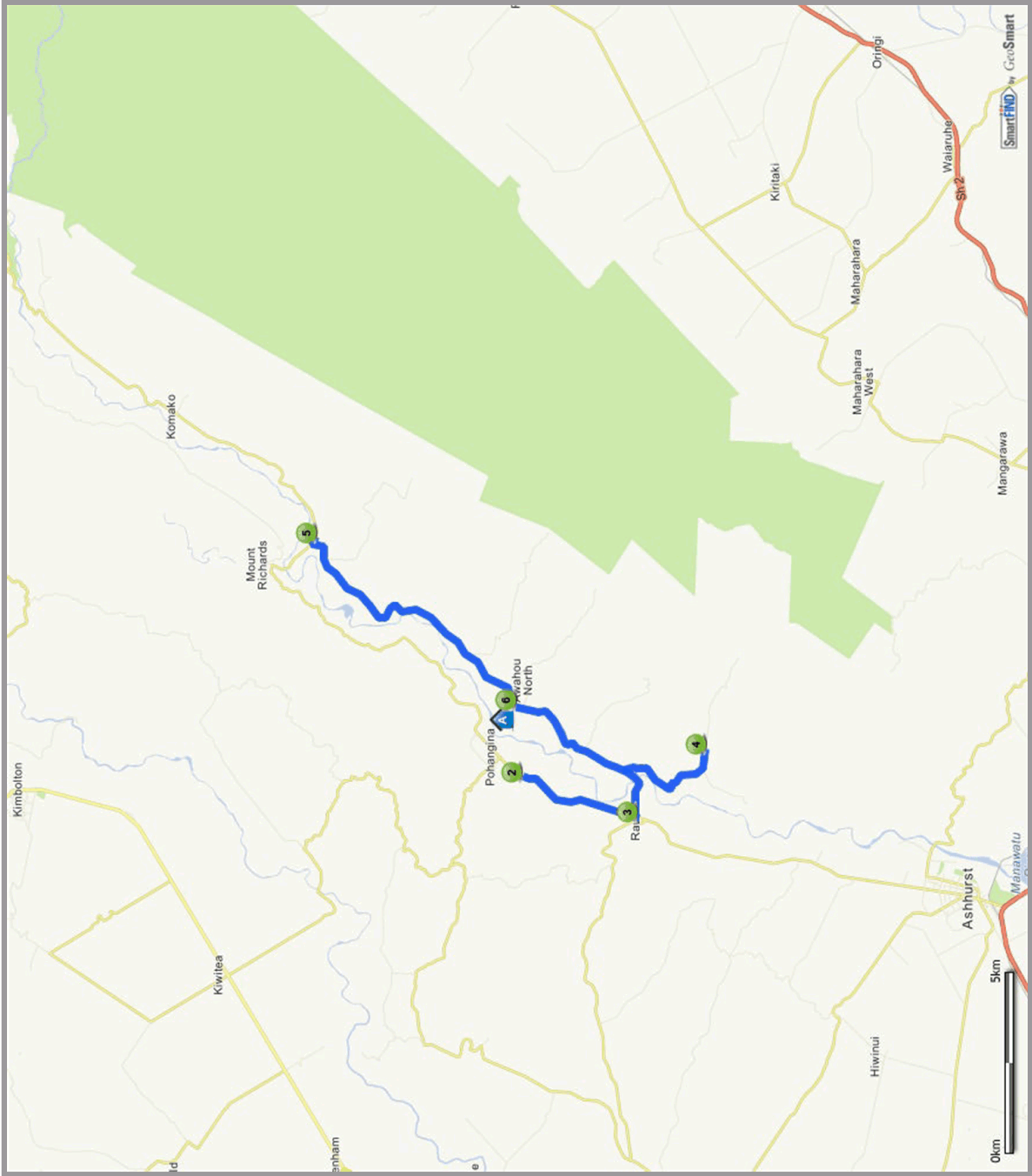
Senior Associate - Transportation

Direct Dial: +64 6 560 1045
Email: glenn.connelly@beca.com



Route No.	4032	PM
Route Name	Awahou	
Route Distance	41.51	Km
Route Duration	40	minutes
Route Type	Daily	
Route Group	Palmerston North	
	Rural	
Total Daily Dist.	86.73	Km
Last Modified	1 Jul 2009	

Schools
A. Awahou School

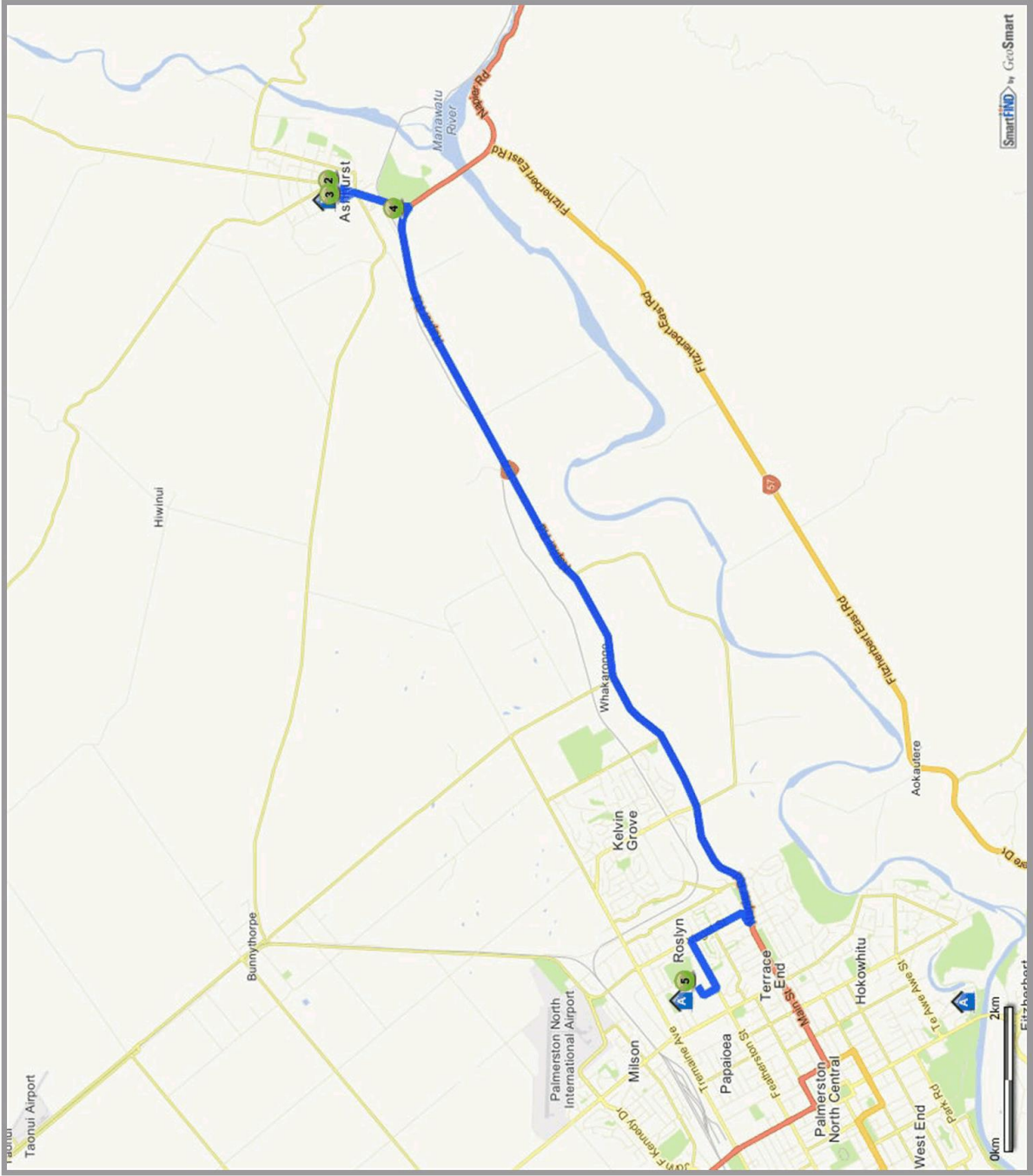


Printed: 28 May 2018

Route No.	4041 . AM
Route Name	Freyberg
Route Distance	28.98 Km
Route Duration	28 minutes
Route Type	Daily
Route Group	Palmerston North
Route	Rural
Last Modified	1 Jul 2009

Schools	
A.	Freyberg High School
B.	Ashhurst School

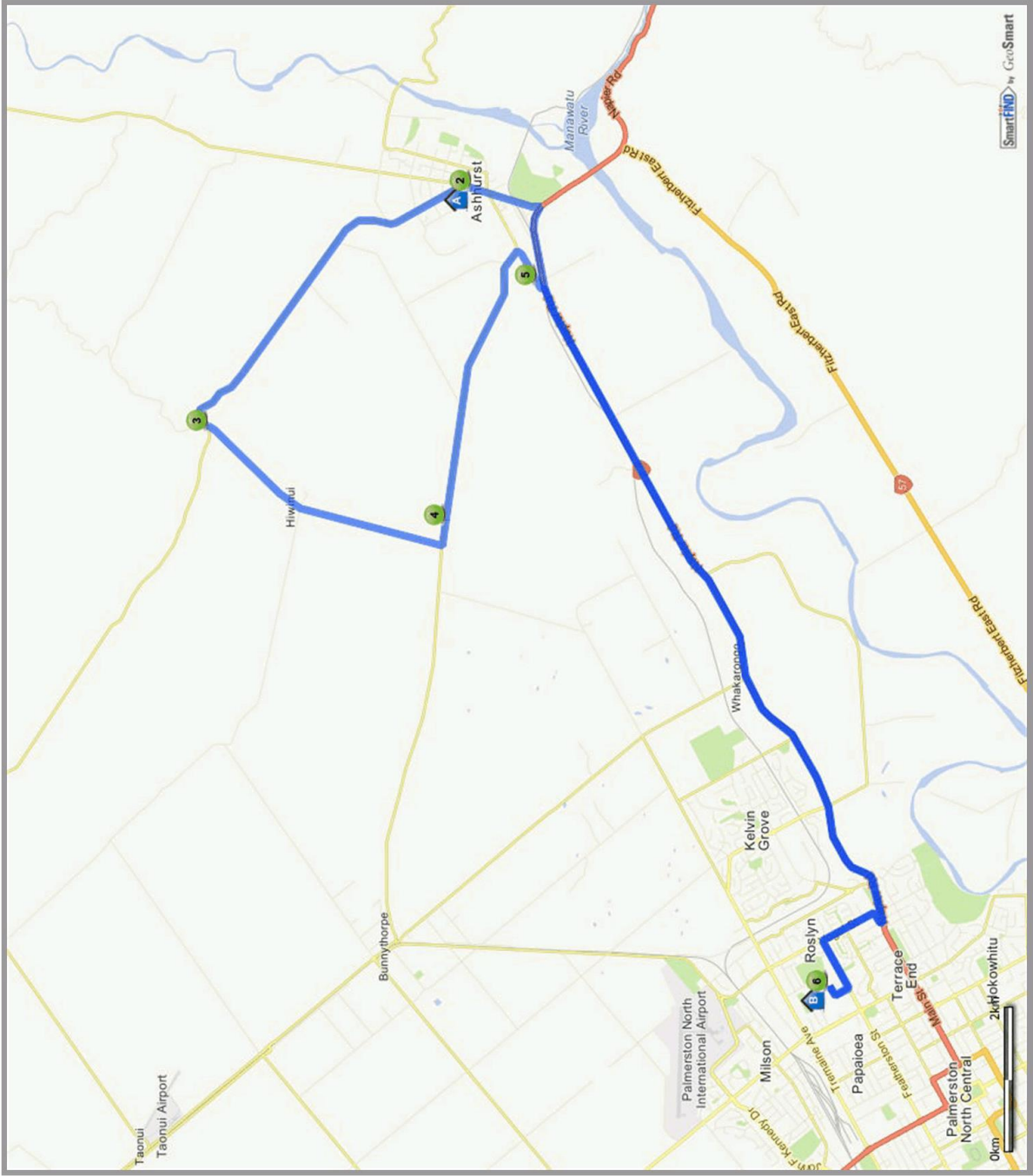
Printed: 28 May 2018



ITEM 11 - ATTACHMENT 1

Route No.	4041 PM
Route Name	Freyberg High
Route Distance	40.65 Km
Route Duration	39 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Total Daily Dist.	69.75 Km
Last Modified	1 Jul 2009

Schools
A. Ashhurst School
B. Freyberg High School



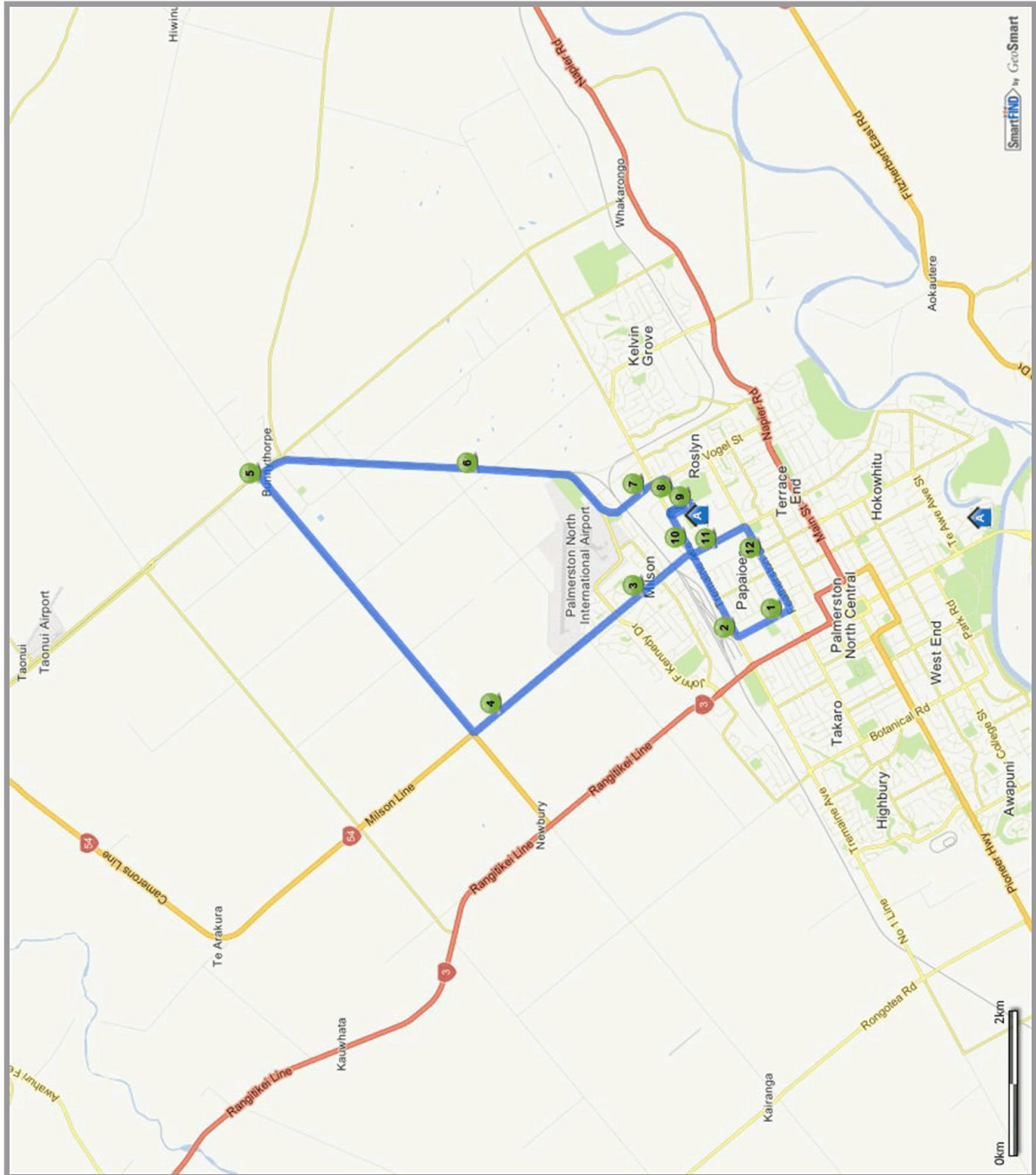
Printed: 28 May 2018



Route No.	4042_2017
Route Name	Freyberg High 2017
Route Distance	20.88 Km
Route Duration	29 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Last Modified	8 Nov 2017

Schools

A. Freyberg High School



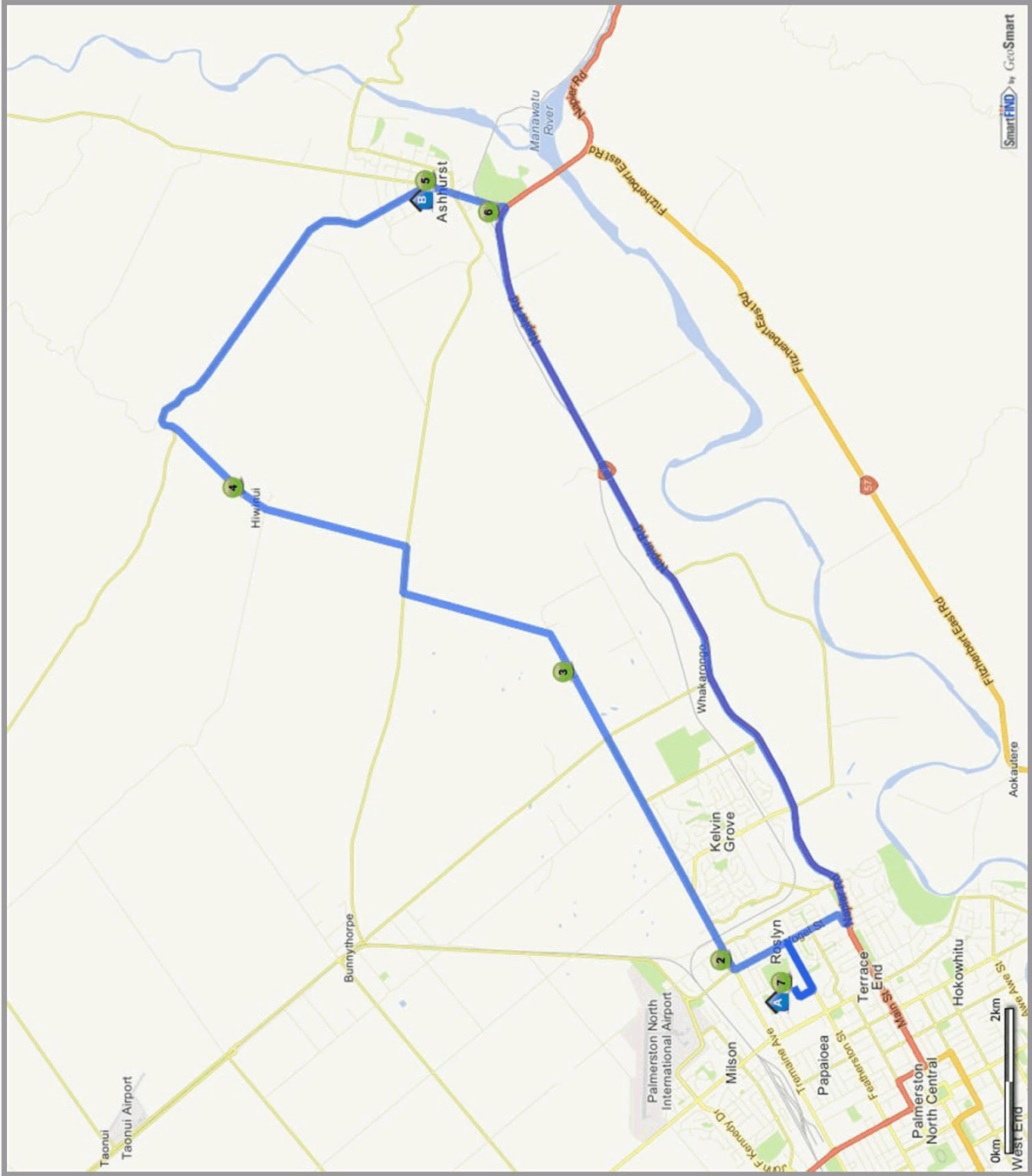
Printed: 28 May 2018



ITEM 11 - ATTACHMENT 1

Route No.	4043
Route Name	Freyberg High
Route Distance	33.49 Km
Route Duration	38 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Total Daily Dist.	67.15 Km
Last Modified	1 Jul 2009

Schools
A. Freyberg High School
B. Ashhurst School



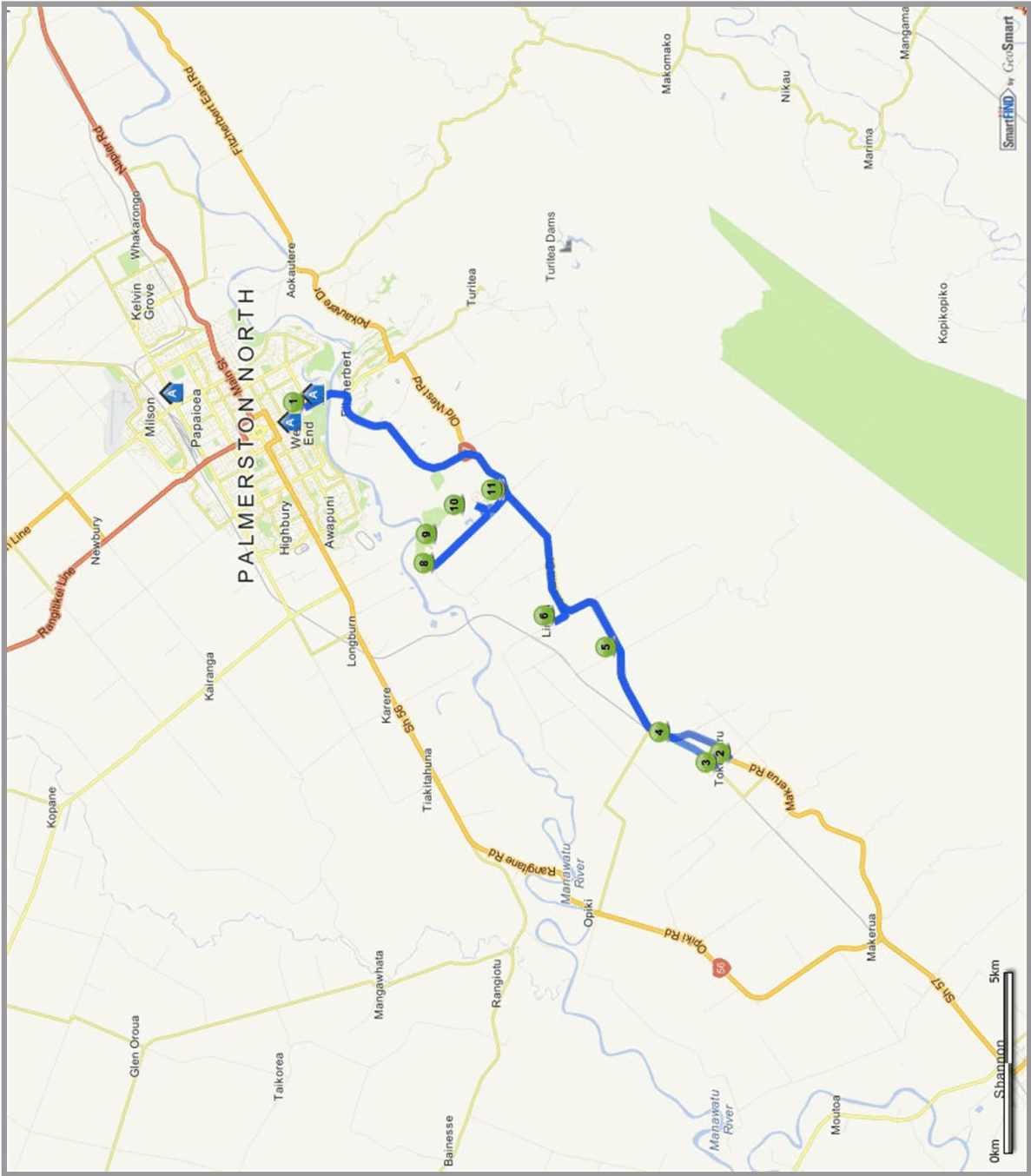
Printed: 28 May 2018



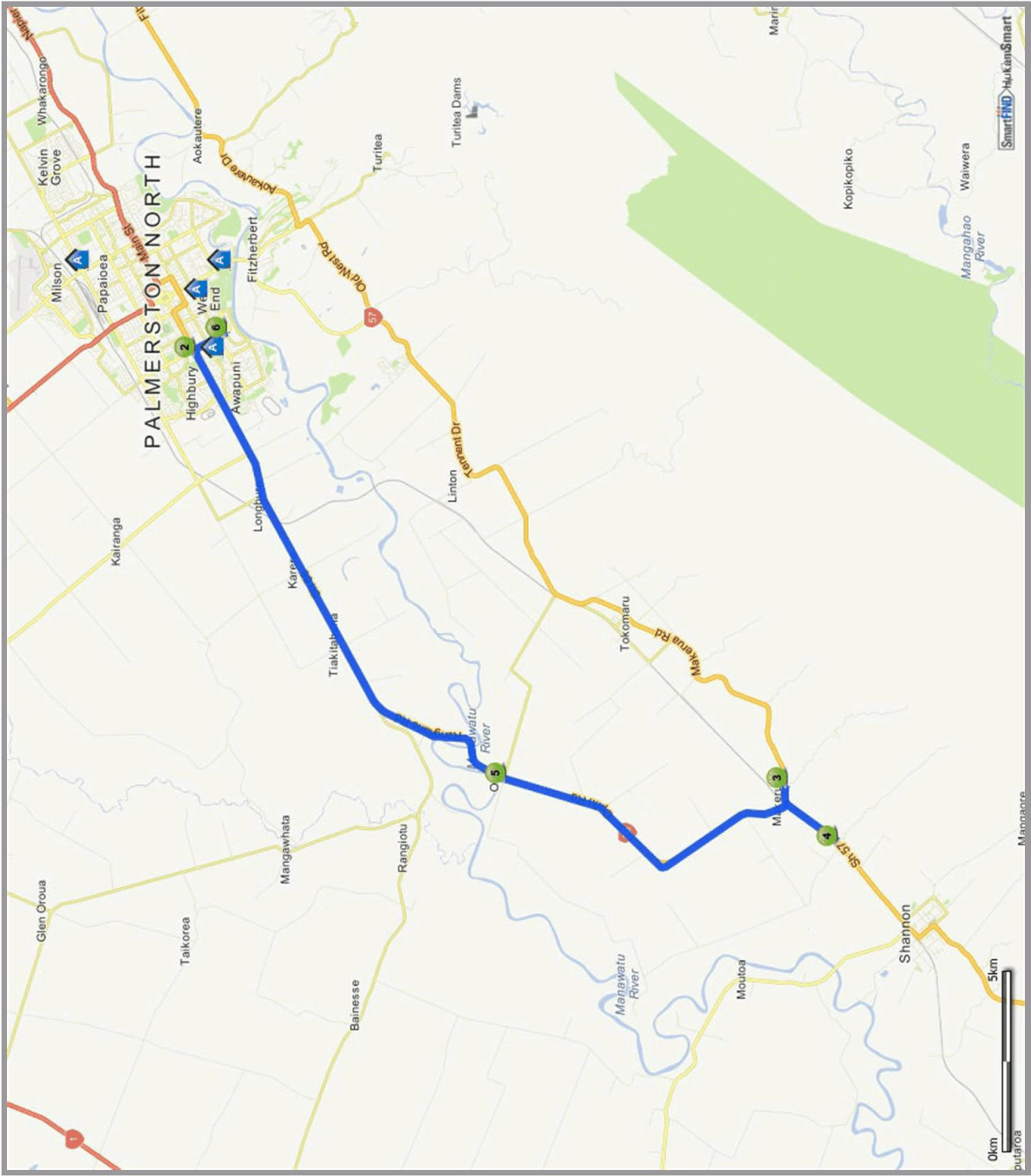
Route No.	4044
Route Name	Palmerston North Girls' High
Route Distance	46.5 Km
Route Duration	50 minutes
Route Type	Daily
Route Group	Palmerston North Rural
Total Daily Dist.	92.09 Km
Last Modified	1 Jul 2009

Schools	A. Palmerston North Girls' High School
----------------	--

Printed: 28 May 2018



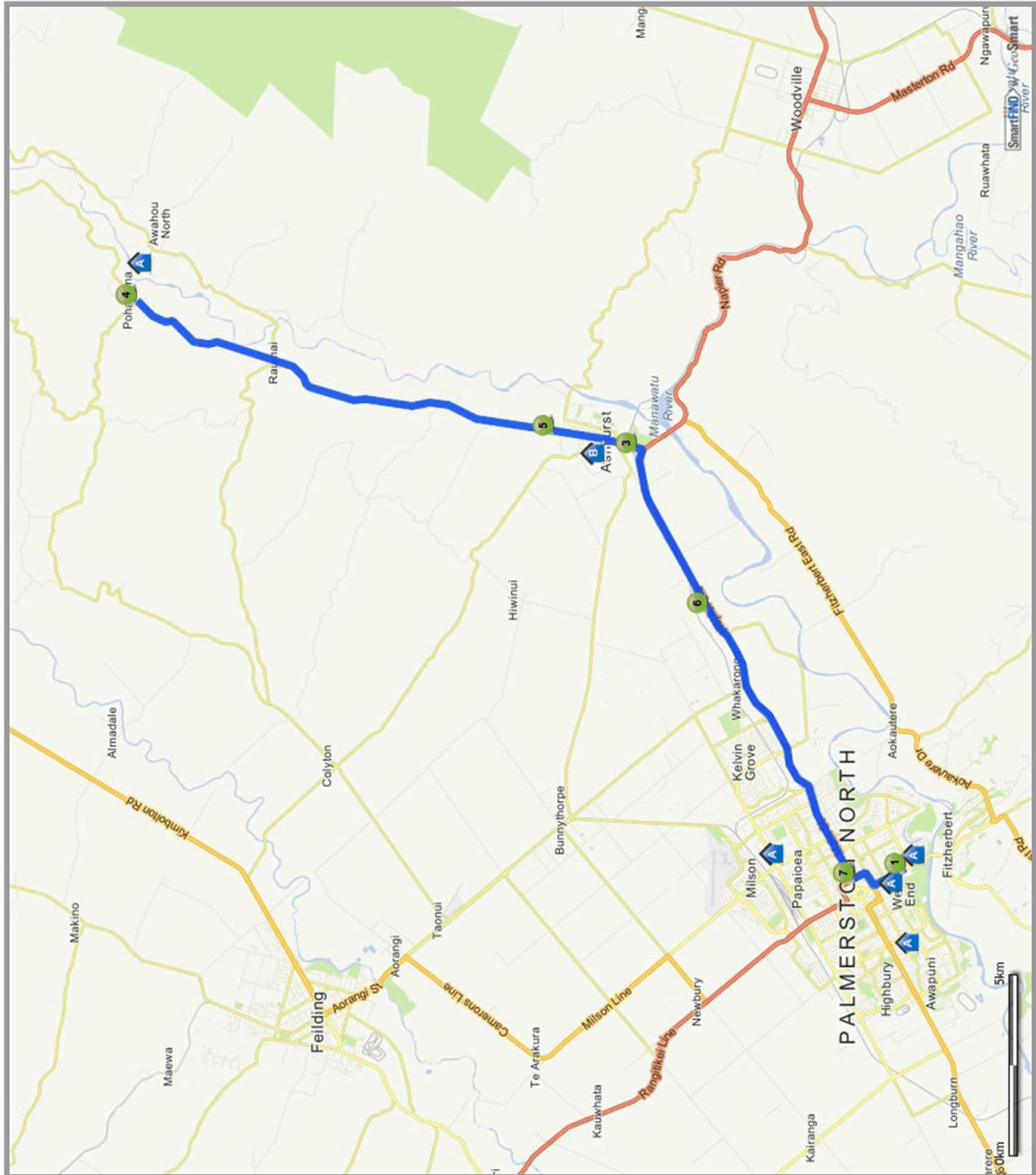
Route No.	4045
Route Name	Awatapu College
Route Distance	55.73 Km
Route Duration	54.01 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Total Daily Dist.	135.74 Km
Last Modified	1 Jul 2009
Schools	
	A. Awatapu College



Printed: 28 May 2018



Route No.	4046_2017
Route Name	Palmerston north Girls
	high 20
Route Distance	60.72 Km
Route Duration	58 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Last Modified	8 Nov 2017
Schools	
A. Palmerston North Girls' High School	



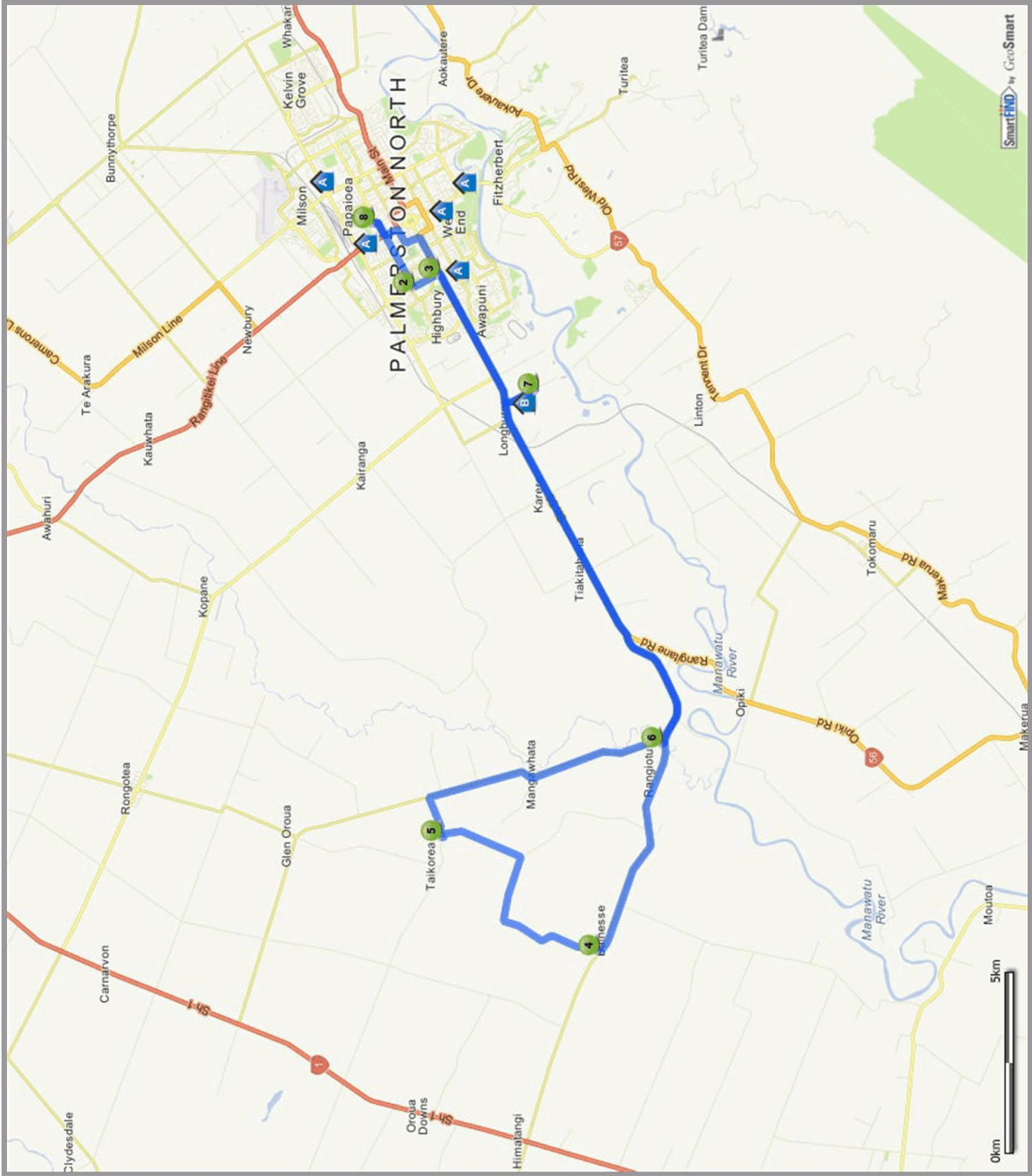
Printed: 28 May 2018

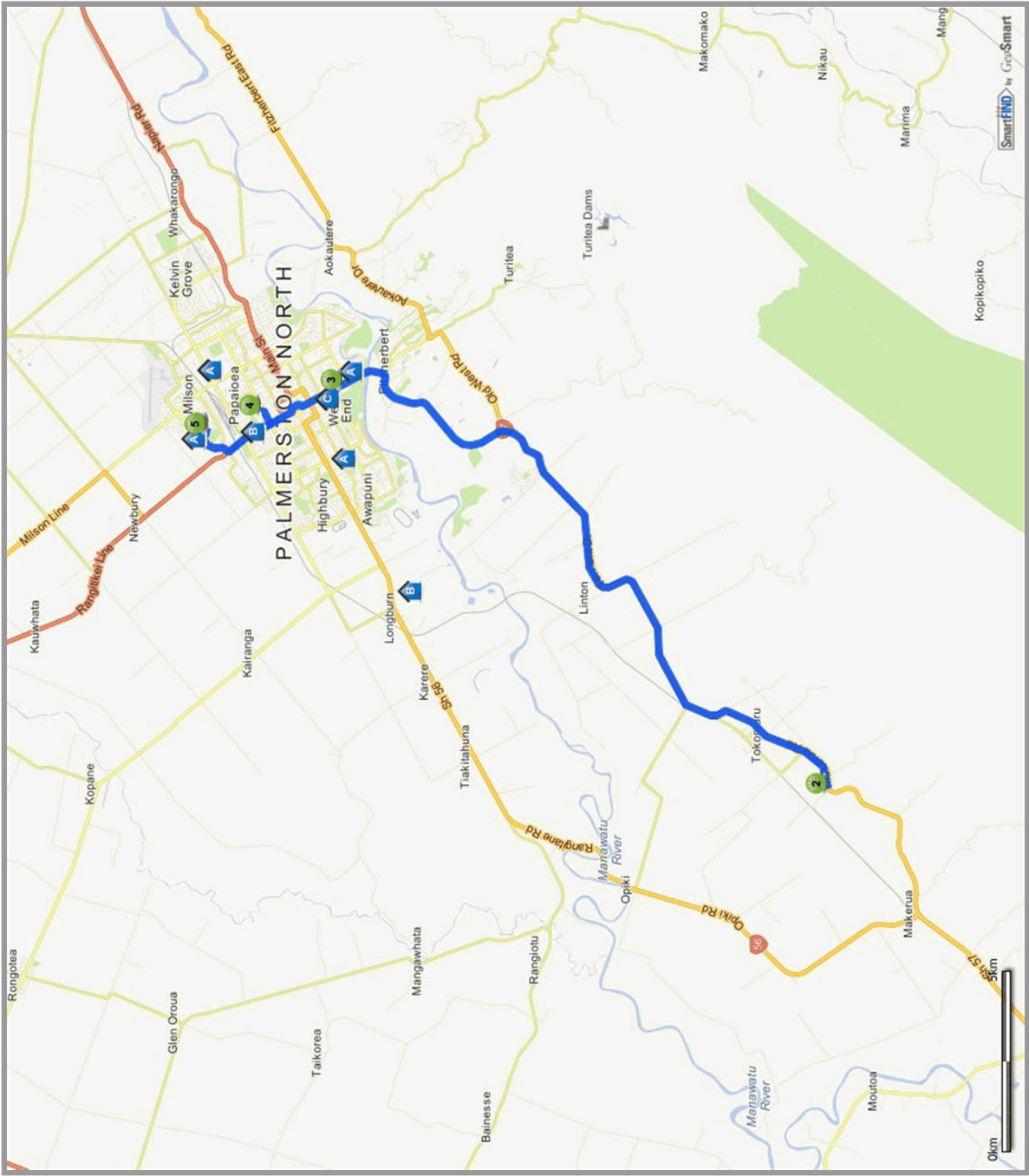


Route No.	4047
Route Name	Palmerston North Boys' High
Route Distance	59.18 Km
Route Duration	73.78 minutes
Route Type	Daily
Route Group	Palmerston North Rural
Total Daily Dist.	119.26 Km
Last Modified	1 Jul 2009

Schools
A. Palmerston North Boys' High School
B. Longburn Adventist College

Printed: 28 May 2018





Route No.	4048
Route Name	St Peters College
Route Distance	52.84 Km
Route Duration	59.67 minutes
Route Type	Daily
Route Group	Palmerston North Rural
Total Daily Dist.	106.30 Km
Last Modified	1 Jul 2009

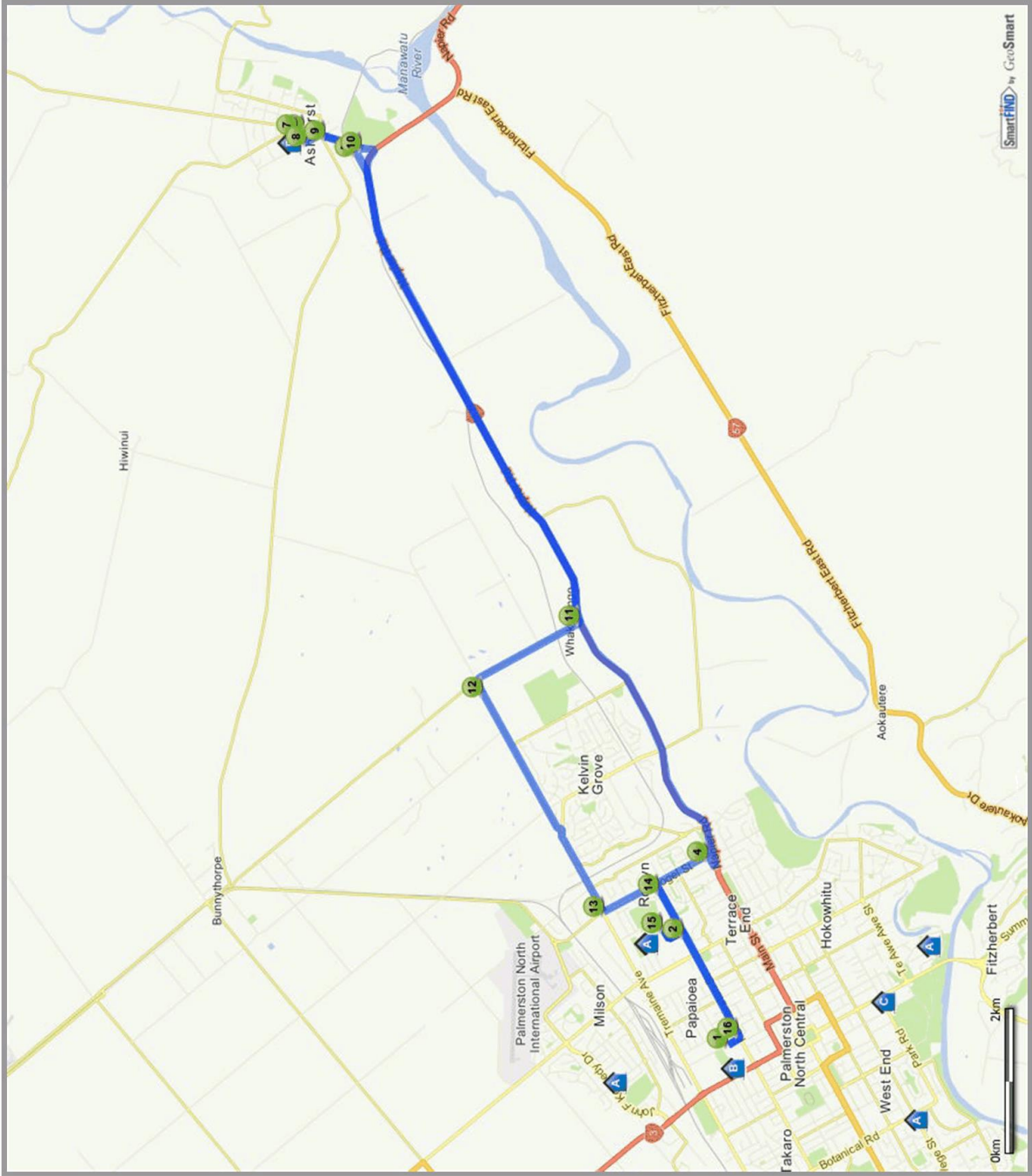
Schools
A. St Peter's College
B. Palmerston North Boys' High School
C. Palmerston North Girls' High School

Printed: 28 May 2018



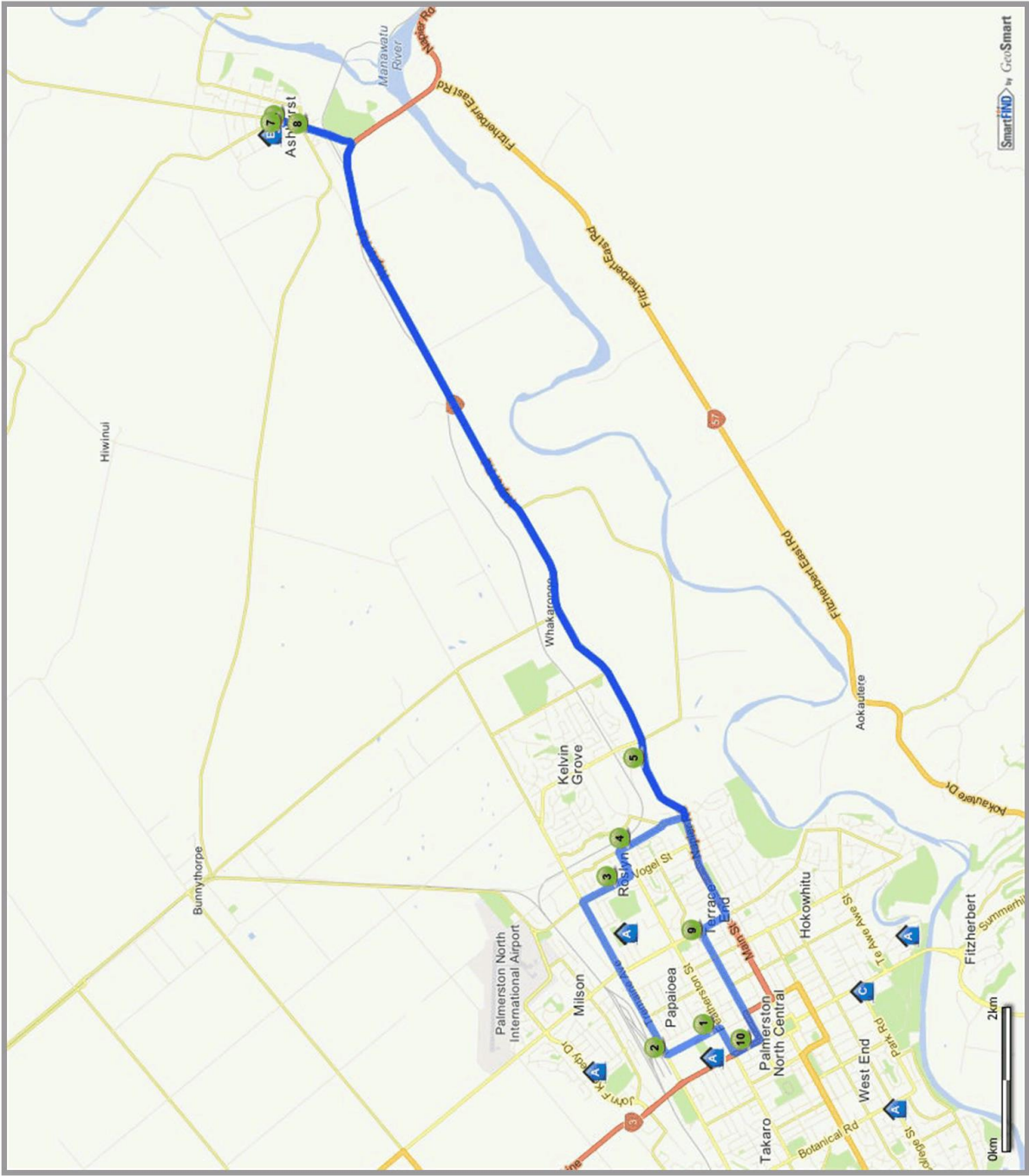
ITEM 11 - ATTACHMENT 1

Route No.	4049_2017
Route Name	Freyberg High 2017
Route Distance	34.44 Km
Route Duration	39 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Last Modified	8 Nov 2017
Schools	A. Freyberg High School



Printed: 28 May 2018





Route No.	4066
Route Name	Palmerston North Boys High
Route Distance	33.58 Km
Route Duration	43.63 minutes
Route Type	Daily
Route Group	Palmerston North Rural
Total Daily Dist.	57.65 Km
Last Modified	21 Dec 2010

Schools	
A.	Palmerston North Boys' High School
B.	Ashurst School

Printed: 28 May 2018



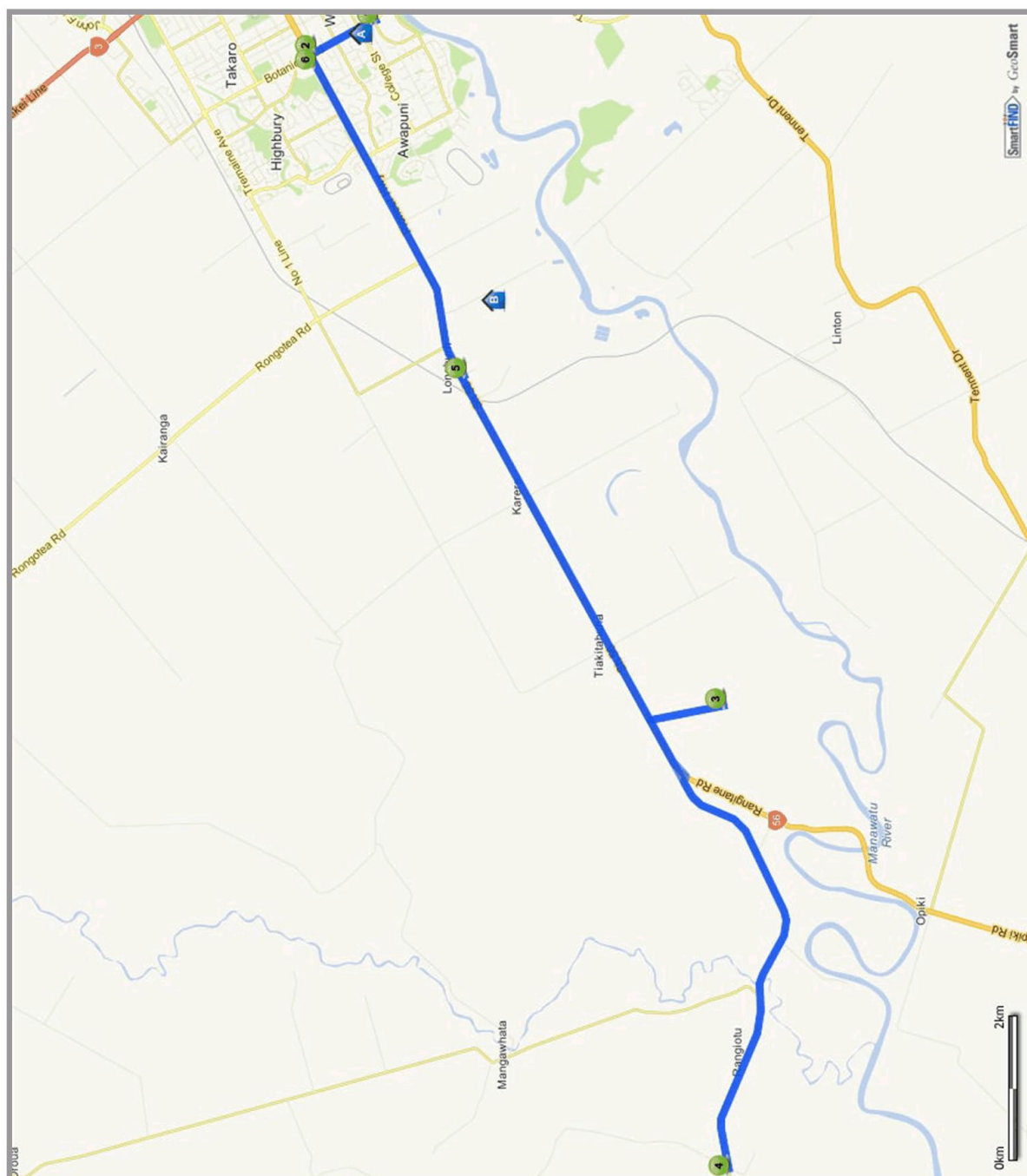
ITEM 11 - ATTACHMENT 1

Route No.	4068	2017
Route Name	4068	2017
Route Distance	39.38 Km	
Route Duration	37 minutes	
Route Type	Daily	
Route Group	Palmerston North	
	Rural	
Last Modified	8 Nov 2017	

Schools

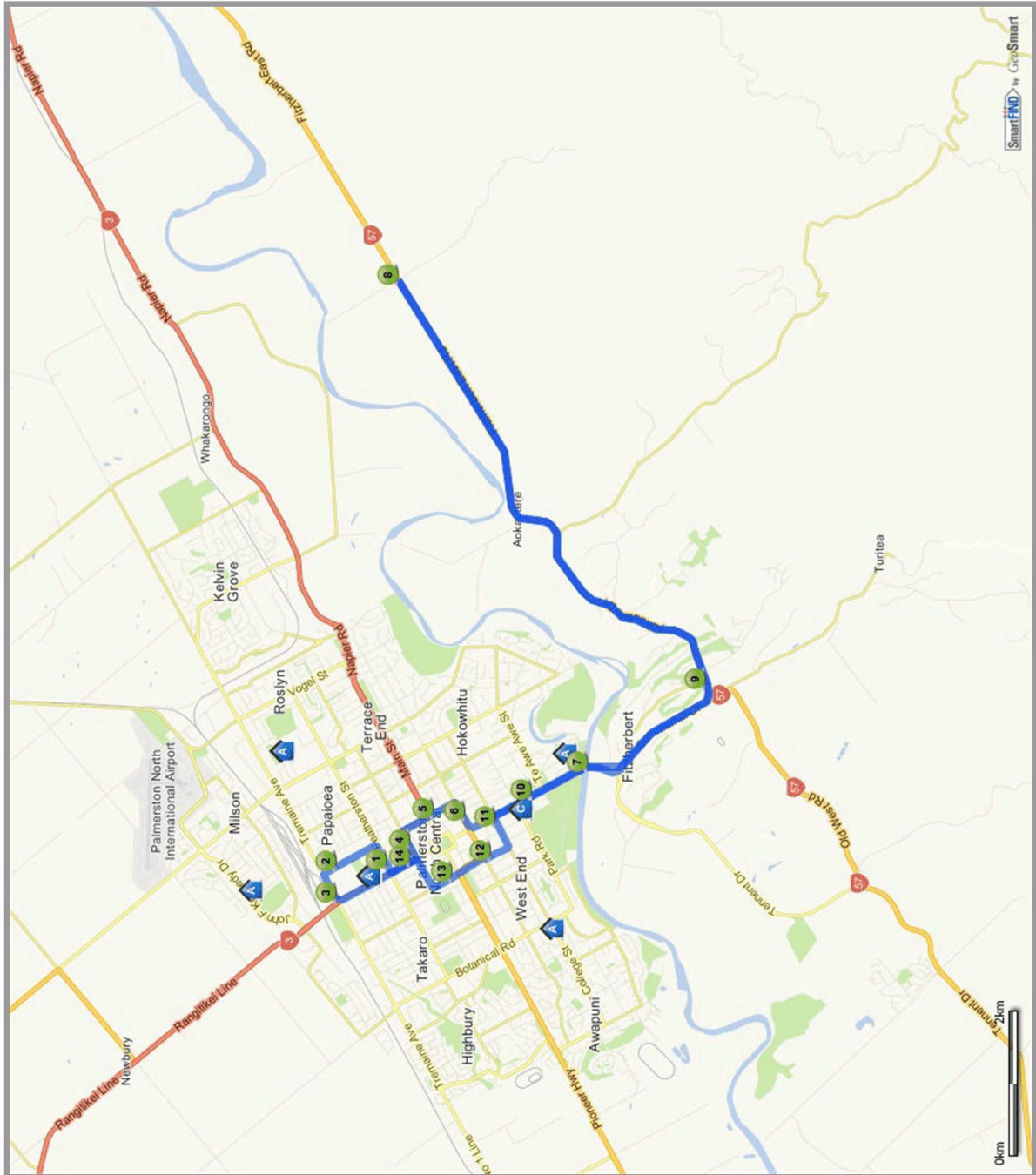
A. Awatapu College

Printed: 28 May 2018



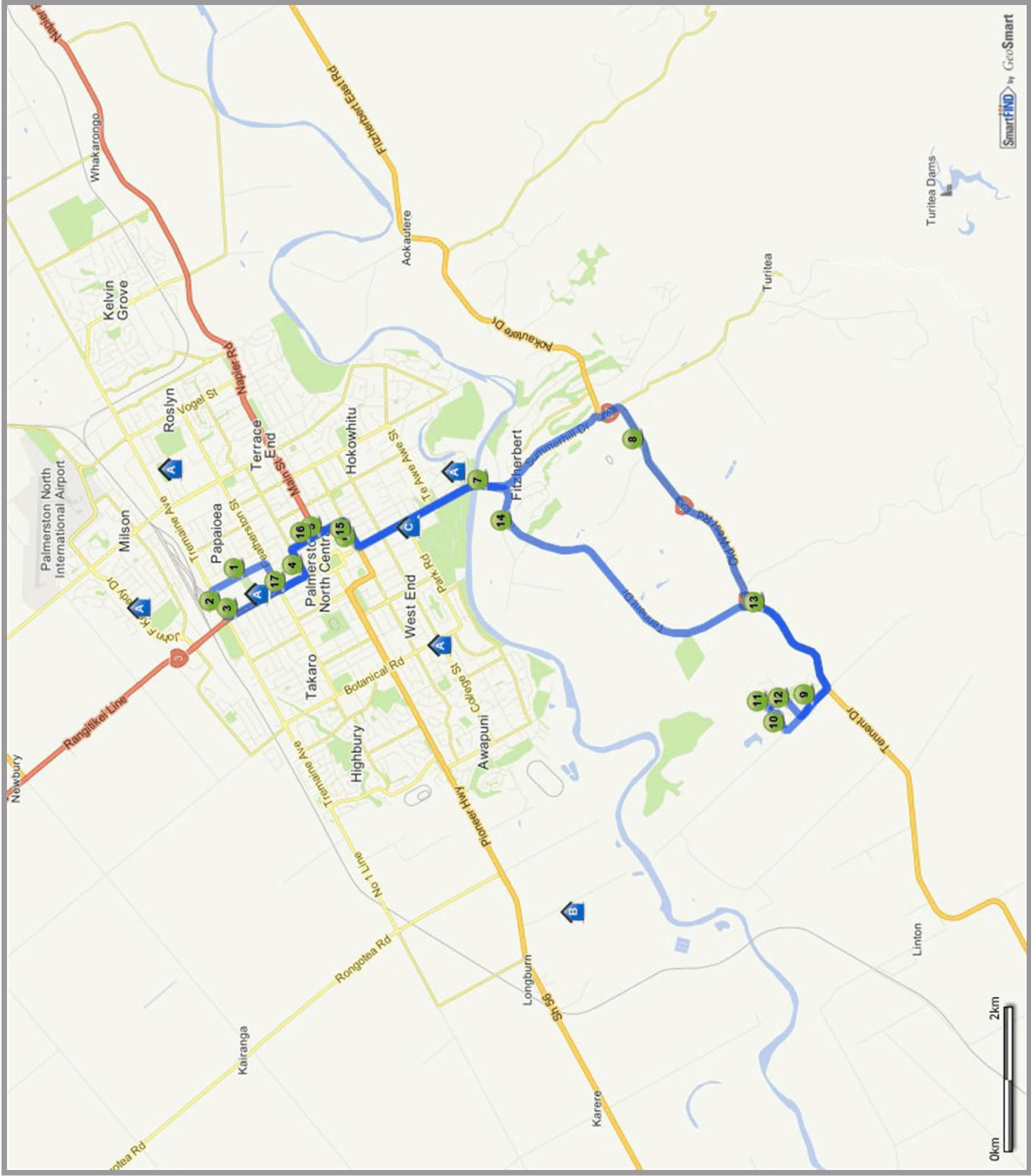
Route No.	4081_2017
Route Name	PN Boys High Aokautere
Route Distance	30.05 Km
Route Duration	35 minutes
Route Type	Daily
Route Group	Palmerston North Rural
Last Modified	10 Nov 2017
Schools	
A. Palmerston North Boys' High School	

Printed: 28 May 2018



Route No.	4082_2017
Route Name	PN Boys High School
	Linton
Route Distance	26.84 Km
Route Duration	36 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Last Modified	10 Nov 2017

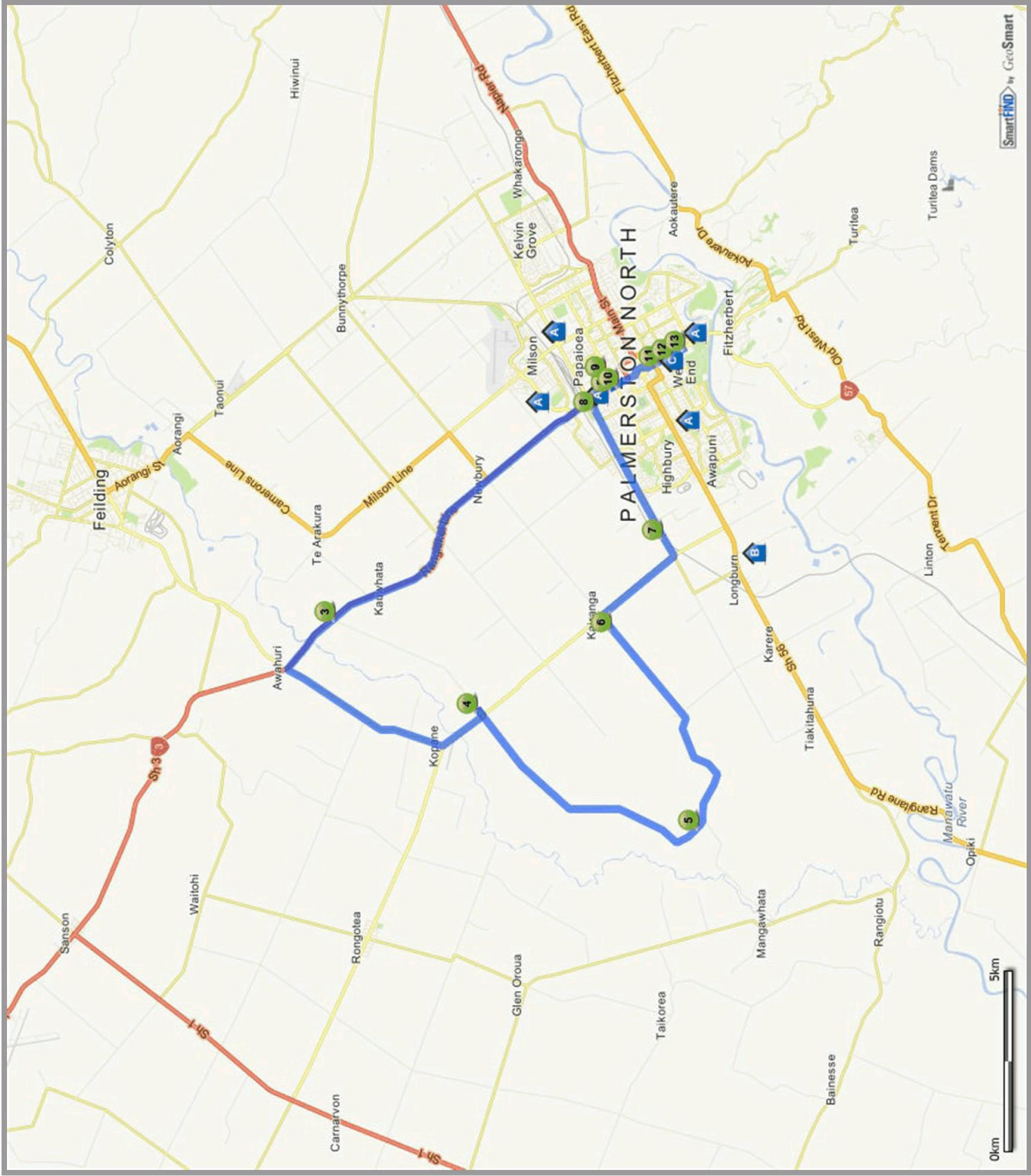
Schools
A. Palmerston North Boys' High School



Printed: 28 May 2018



Route No.	4083_2017
Route Name	Palmerston North Boys
	High
Route Distance	45.9 Km
Route Duration	53 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Last Modified	8 Nov 2017
Schools	
A. Palmerston North Boys' High School	



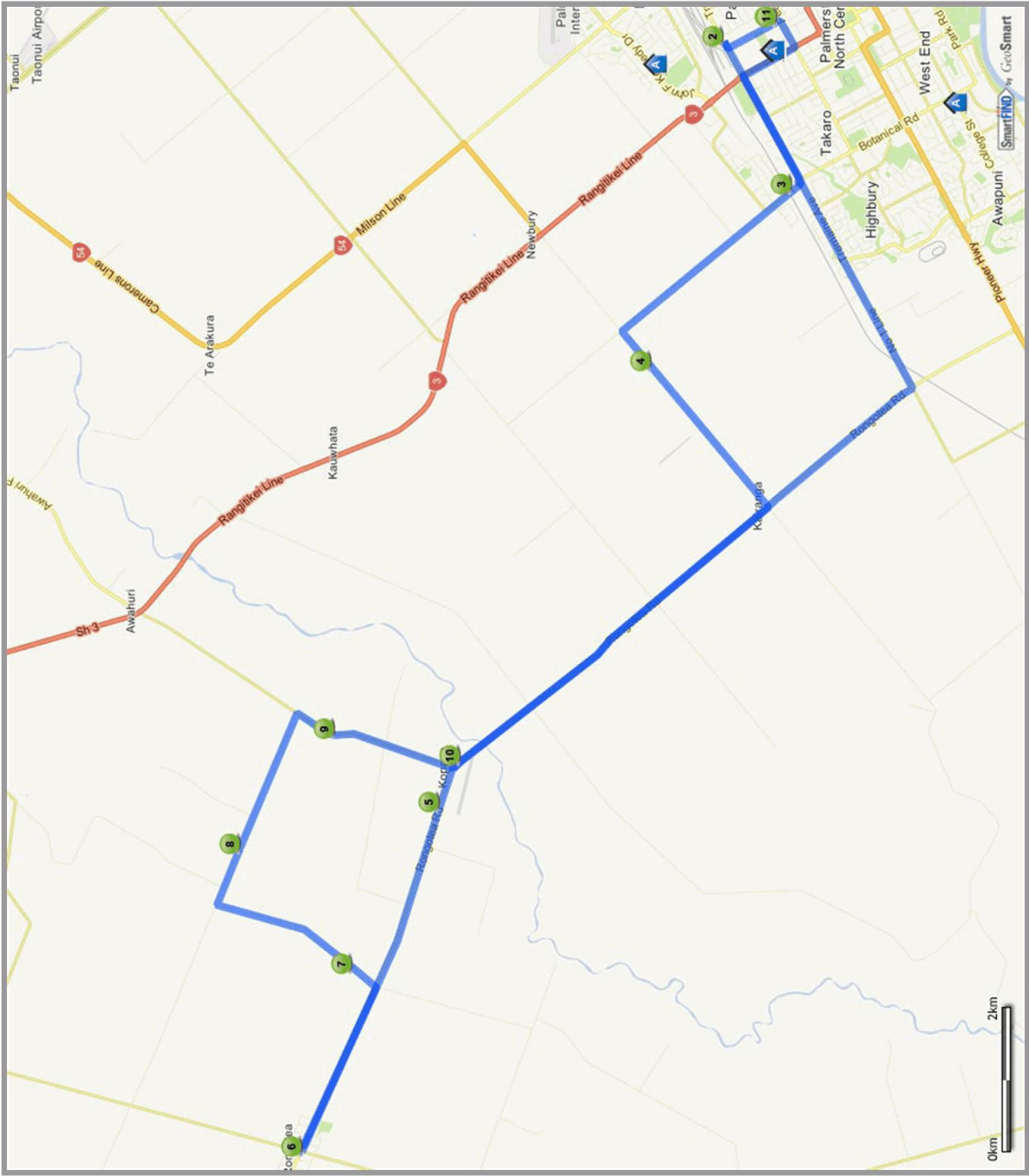
Printed: 28 May 2018



Route No.	4084
Route Name	Palmerston North boys High
Route Distance	45.36 Km
Route Duration	50 minutes
Route Type	Daily
Route Group	Palmerston North Rural
Total Daily Dist.	90.19 Km
Last Modified	2 Jul 2009

Schools
A. Palmerston North Boys' High School

Printed: 28 May 2018

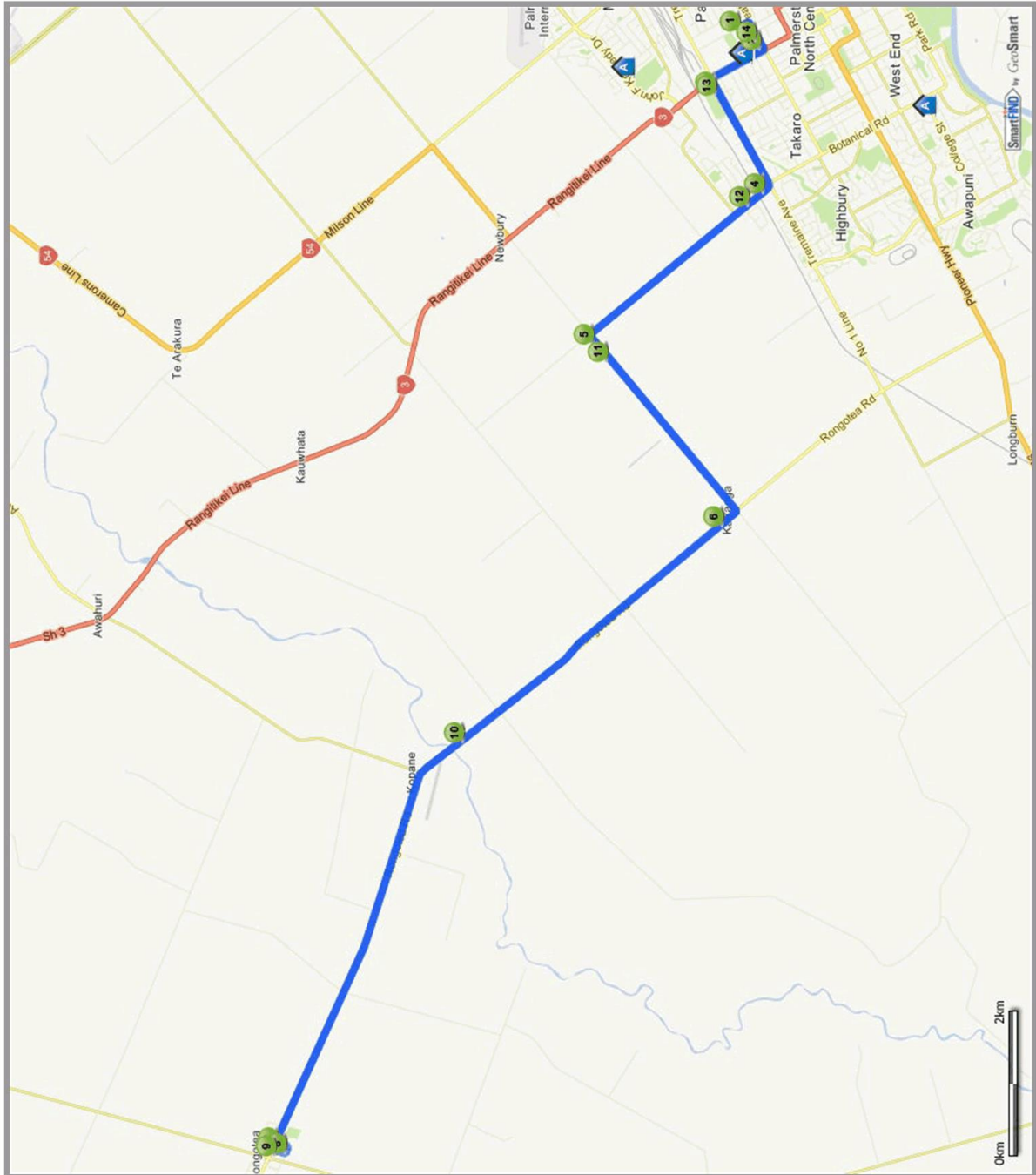


Route No.	4085_2017
Route Name	Palmerston north Boys High
Route Distance	41.59 Km
Route Duration	49 minutes
Route Type	Daily
Route Group	Palmerston North Rural
Last Modified	8 Nov 2017

Schools

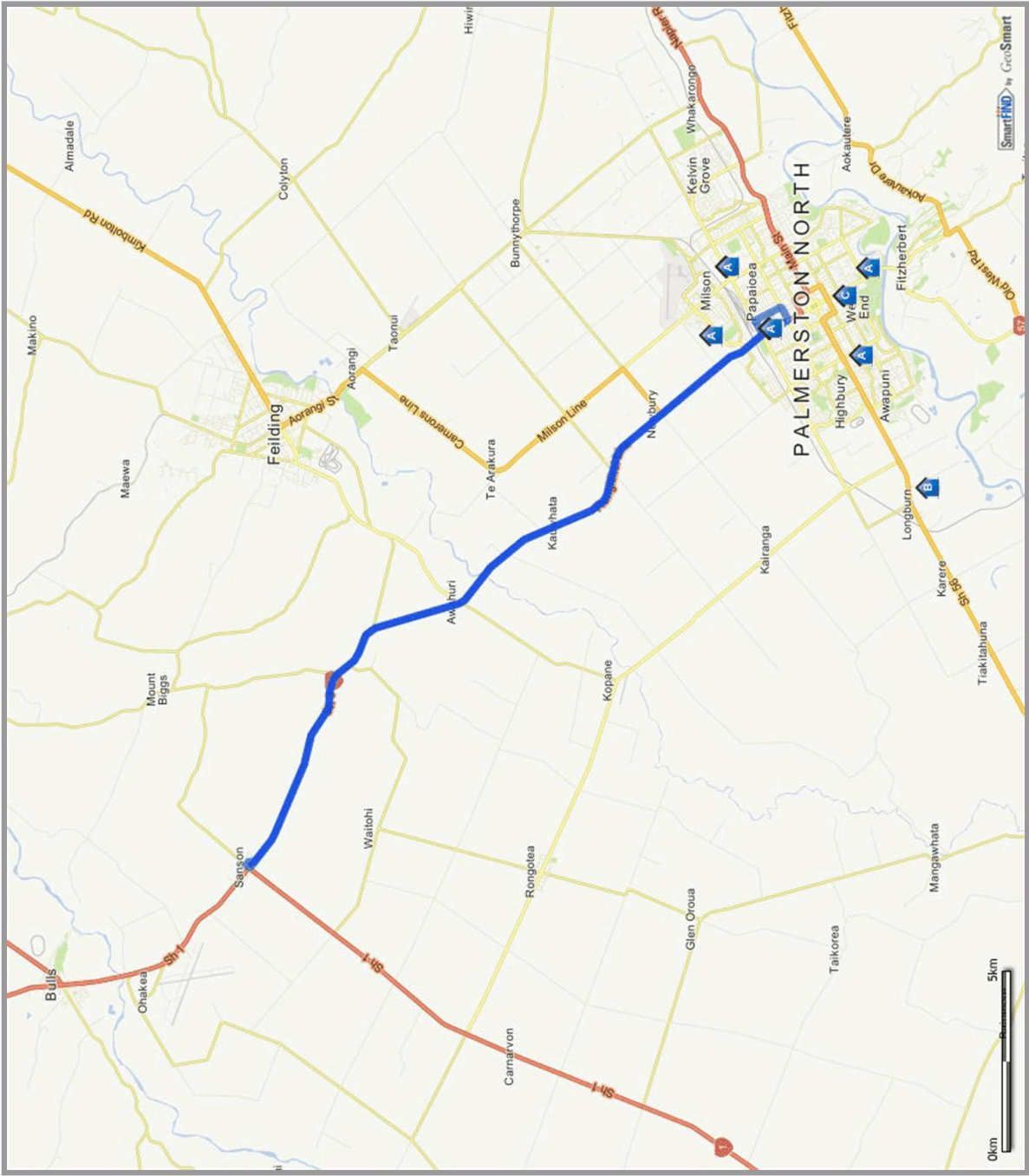
A. Palmerston North Boys' High School

Printed: 28 May 2018



Route No.	4086_2017
Route Name	Palmerston North Boys
	High
Route Distance	45.97 Km
Route Duration	38 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Last Modified	8 Nov 2017

Schools
A. Palmerston North Boys' High School



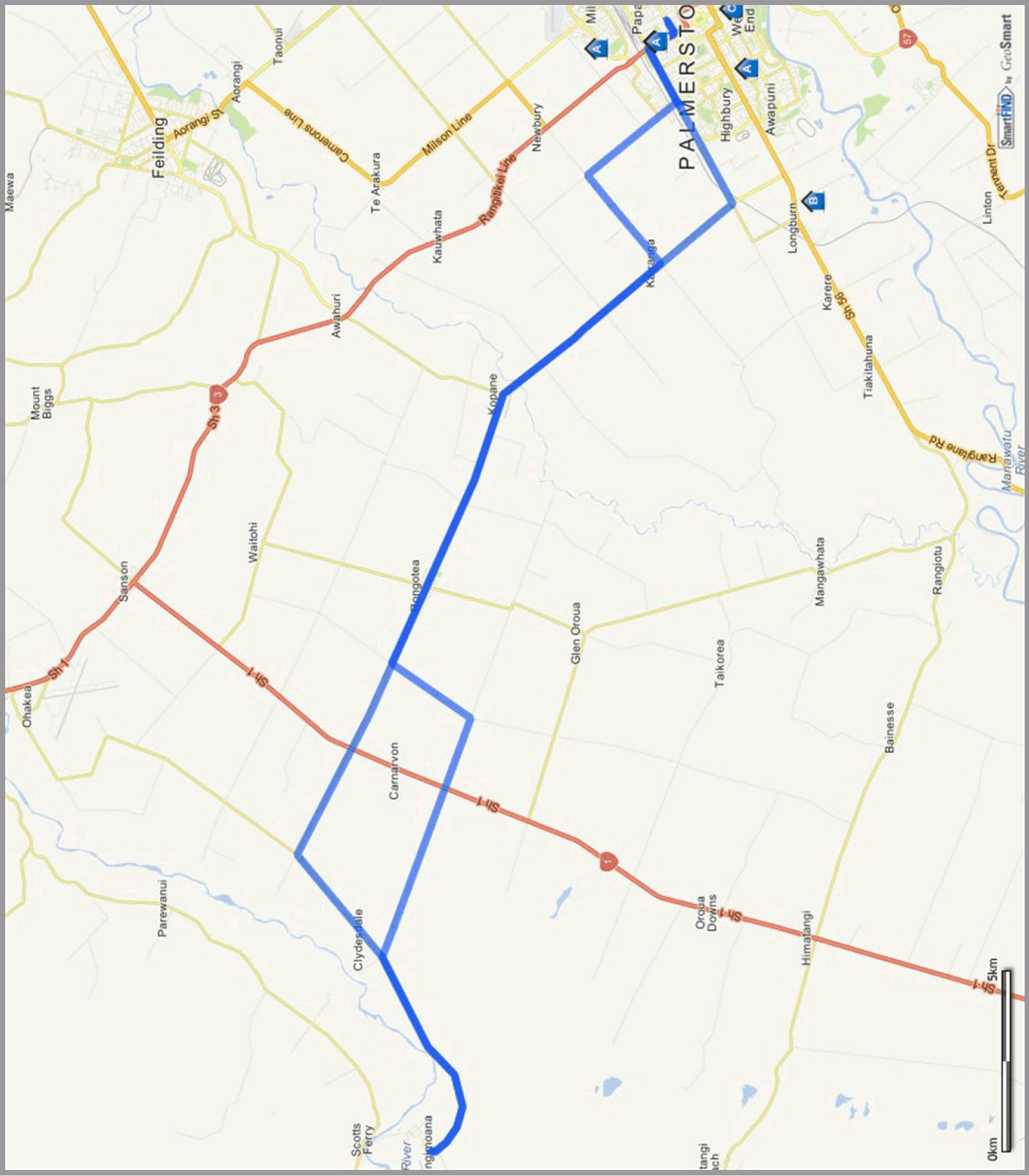
Printed: 28 May 2018



Route No.	4087
Route Name	Palmerston North Boys' High
Route Distance	77.99 Km
Route Duration	83 minutes
Route Type	Daily
Route Group	Palmerston North Rural
Total Daily Dist.	155.85 Km
Last Modified	3 Jul 2009

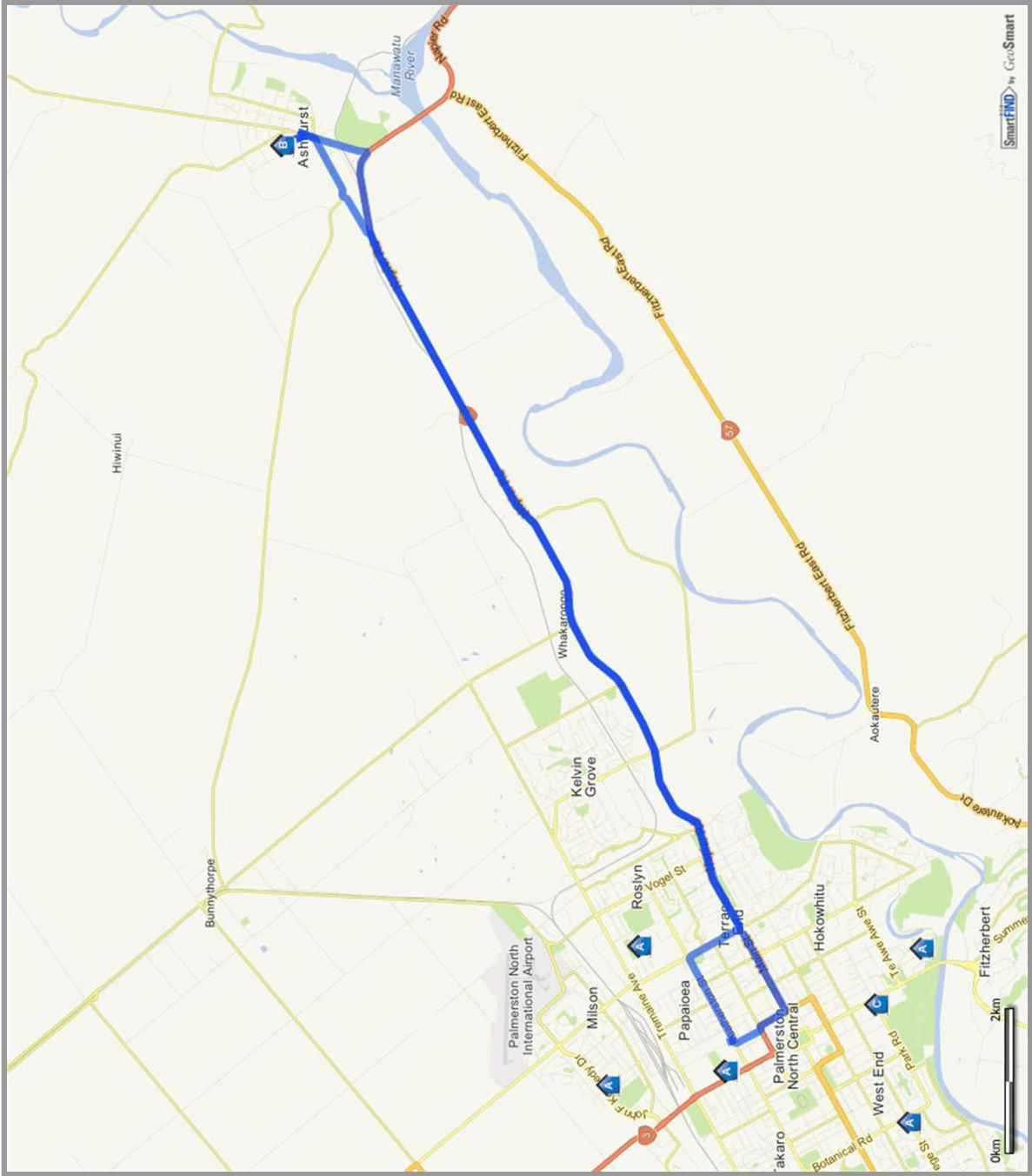
Schools	A. Palmerston North Boys' High School
----------------	---------------------------------------

Printed: 28 May 2018



Route No.	4088
Route Name	Palmerston North Boys' High
Route Distance	30.77 Km
Route Duration	34.57 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Total Daily Dist.	70.88 New Kms Less
	St Peters Km
Last Modified	3 Jul 2009

Schools
A. Palmerston North Boys' High School
B. Ashhurst School

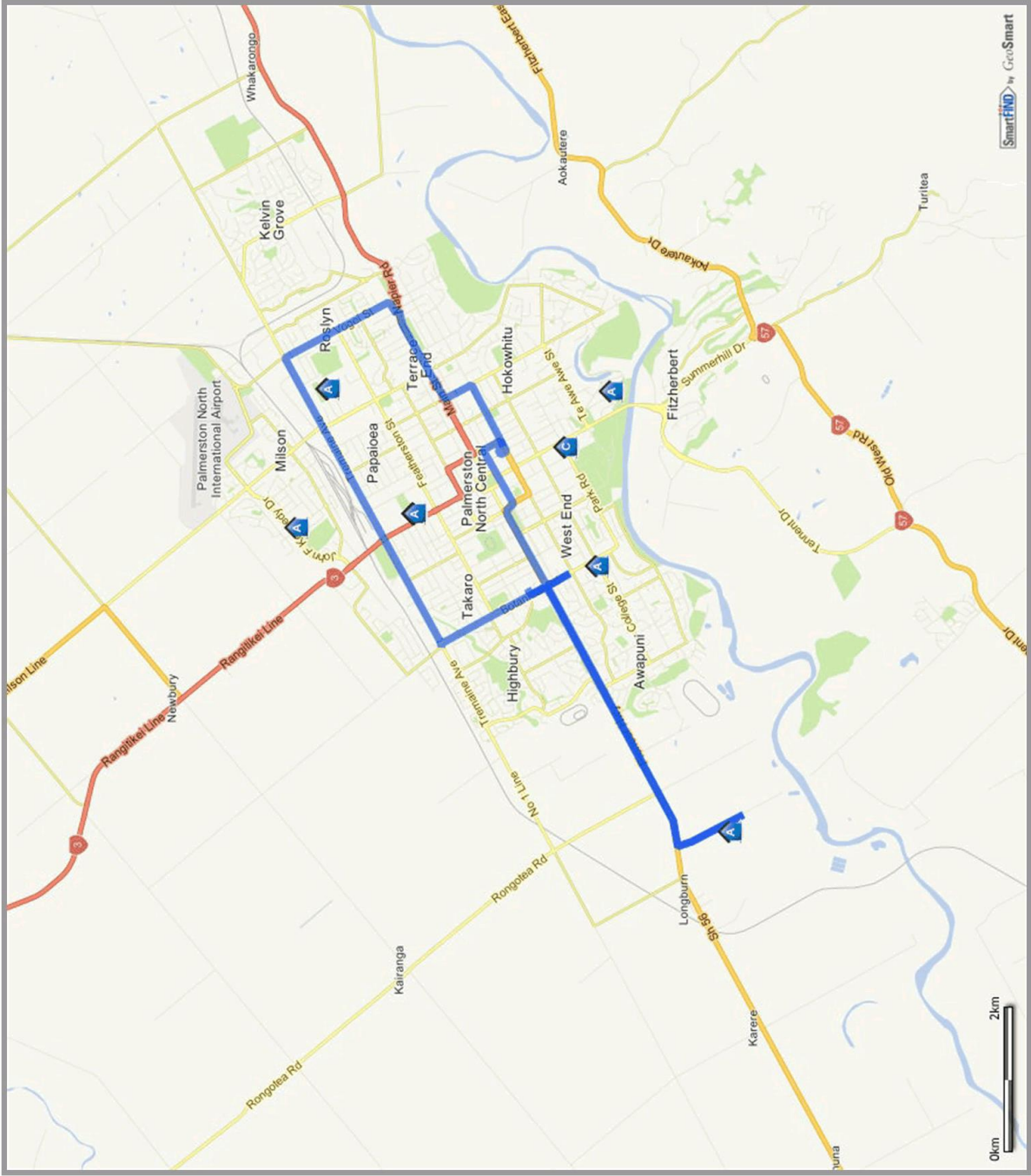


Printed: 28 May 2018



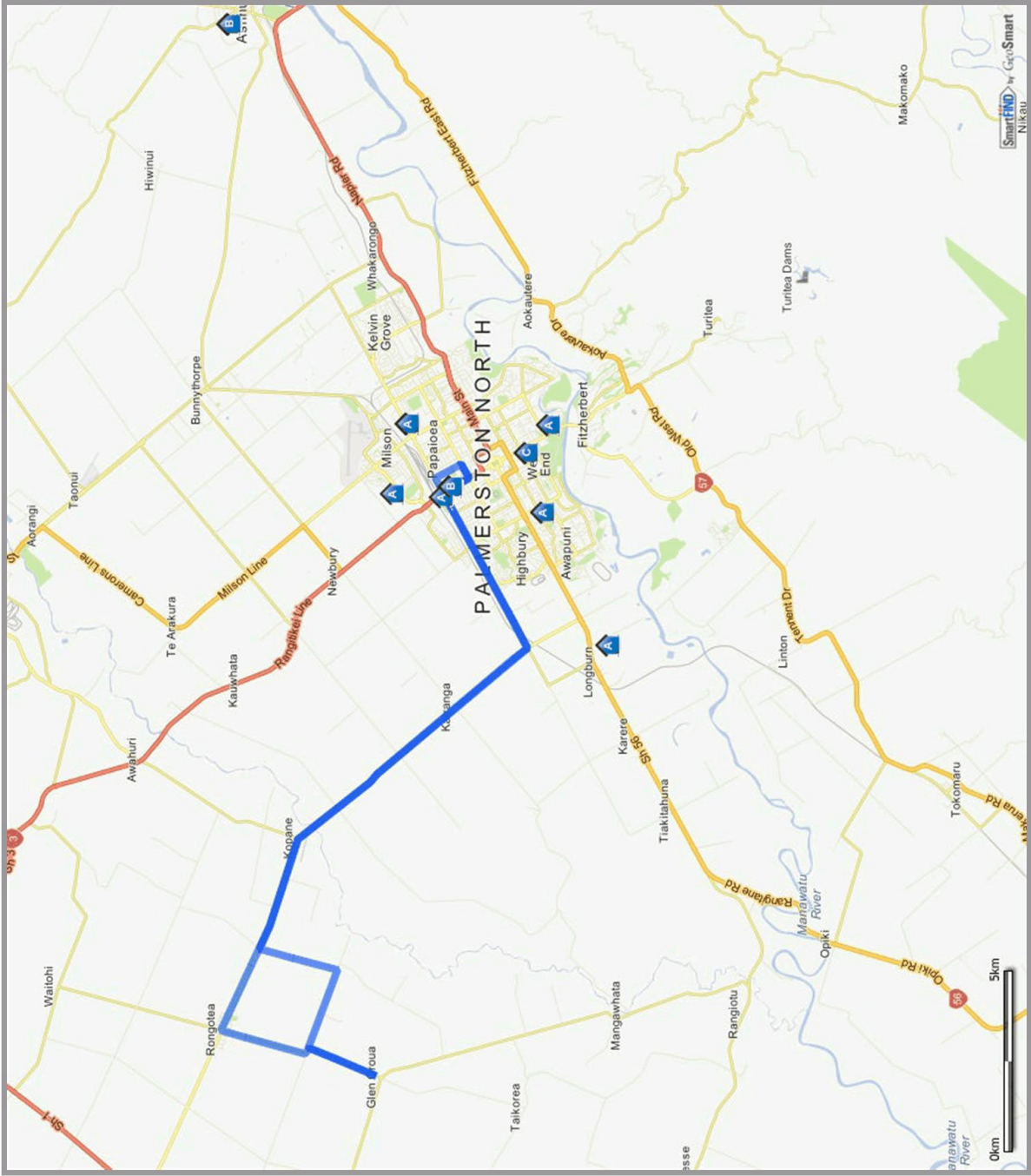
Route No.	4122
Route Name	Longburn Adventist College
Route Distance	24.97 Km
Route Duration	35 minutes
Route Type	Daily
Route Group	Palmerston North
Total Daily Dist.	46.12 Km
Last Modified	3 Jul 2009
Schools	A. Longburn Adventist College

Printed: 28 May 2018



ITEM 11 - ATTACHMENT 1

Route No.	4123
Route Name	Queen Elizabeth College
Route Distance	49.74 Km
Route Duration	58.59 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Total Daily Dist.	97.85 Km
Last Modified	5 Sep 2012
Schools	
A. Queen Elizabeth College	
B. Palmerston North Boys' High School	



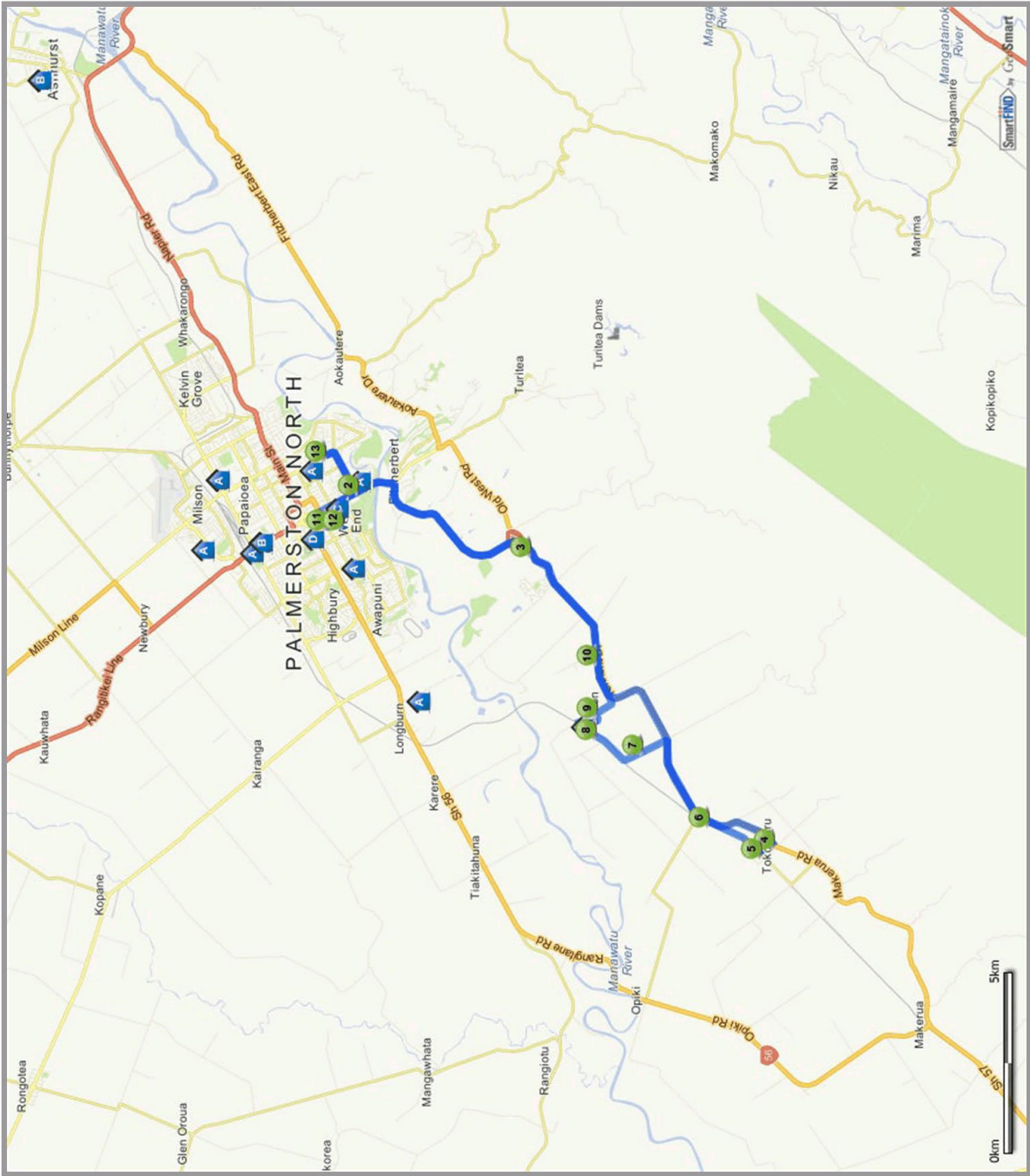
Printed: 28 May 2018

Route No.	4124
Route Name	St James
Route Distance	45.86 Km
Route Duration	56.88 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Total Daily Dist.	92.00 Km
Last Modified	3 Jul 2009

Schools

A. St James School
B. St James Kindergarten
C. Linton Country School
D. Palmerston North Intermediate

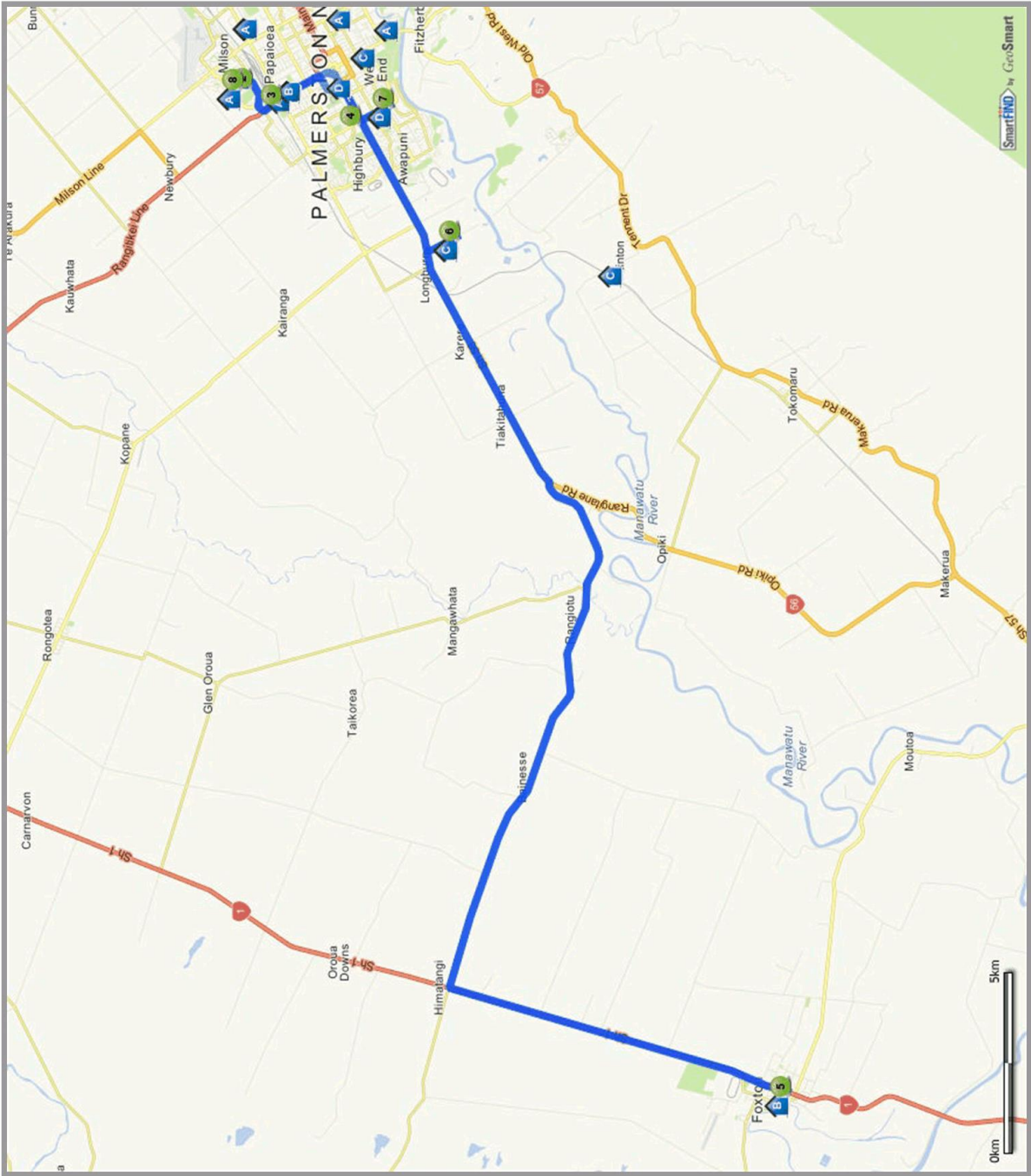
Printed: 28 May 2018



ITEM 11 - ATTACHMENT 1

Route No.	4140
Route Name	St Peter's College
Route Distance	87.46 Km
Route Duration	102.99 minutes
Route Type	Daily
Route Group	Foxton
Total Daily Dist.	173.40 Km
Last Modified	3 Jul 2009

Schools
A. St Peter's College
B. St Mary's School
C. Longburn Adventist College
D. Awatapu College



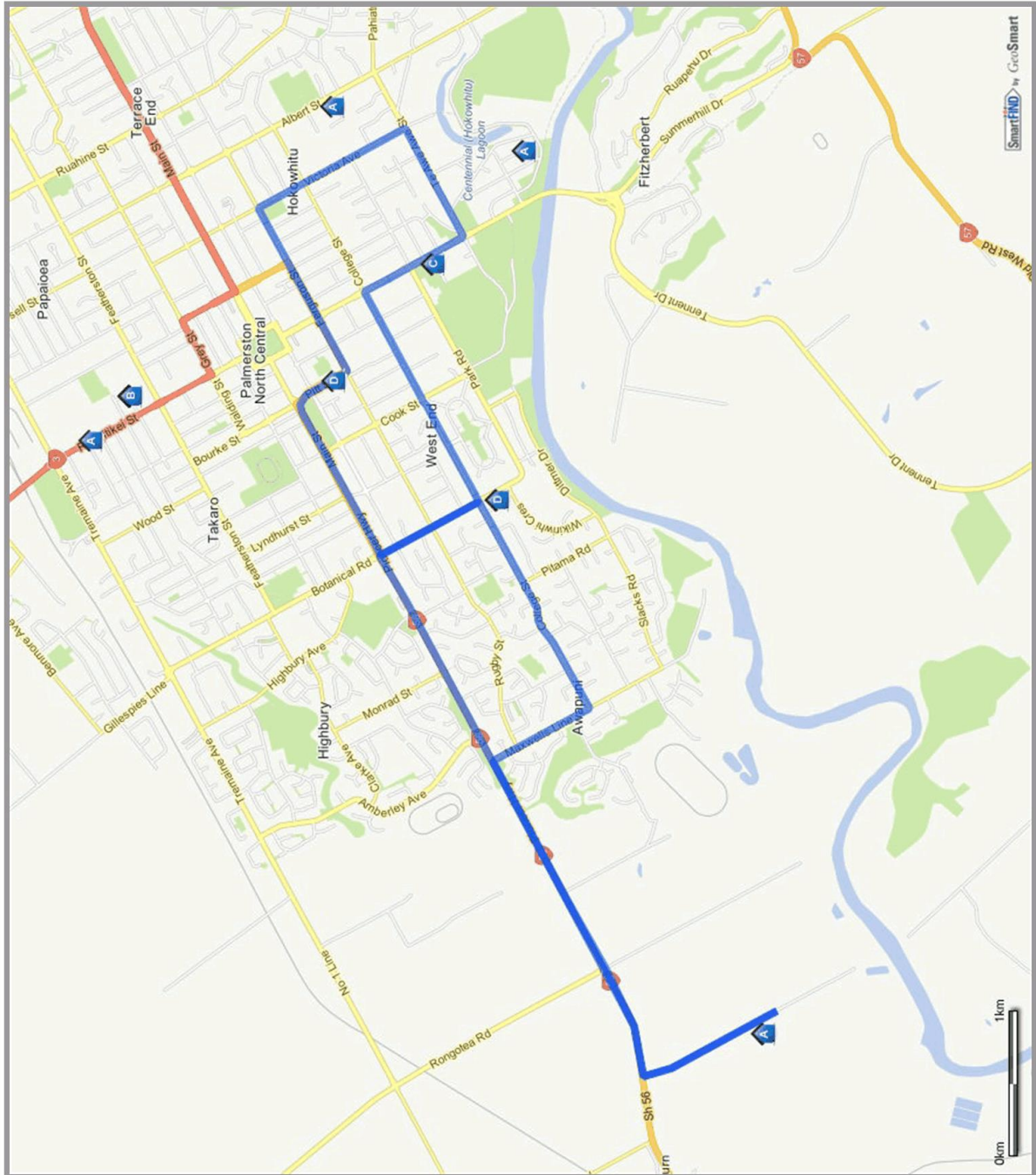
Printed: 28 May 2018



Route No. 4142_2017
Route Name SDA College
Route Distance 19.66 Km
Route Duration 26 minutes
Route Type Daily
Route Group Palmerston North
Rural
Last Modified 10 Nov 2017

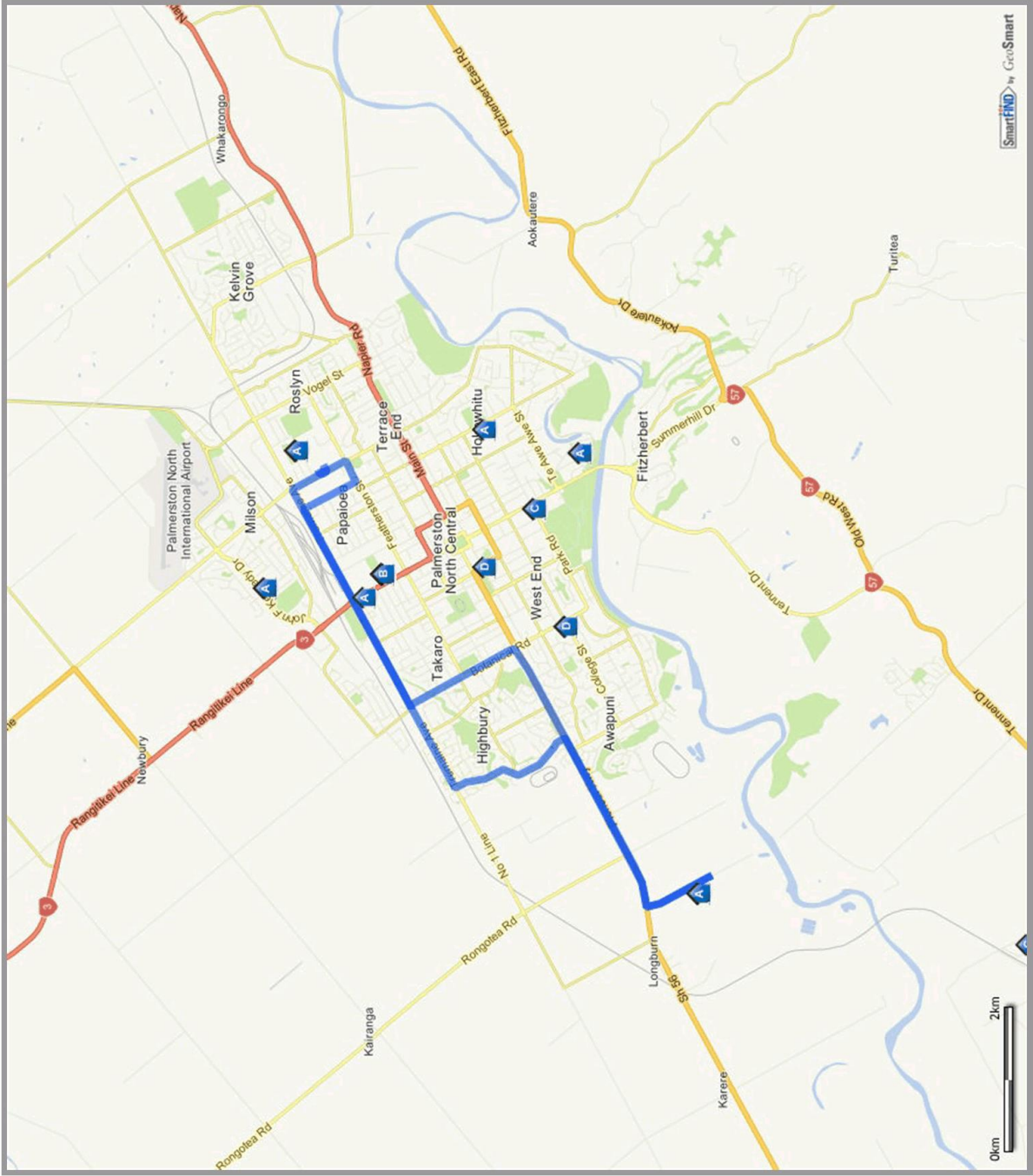
Schools
 A. Longburn Adventist College

Printed: 28 May 2018



ITEM 11 - ATTACHMENT 1

Route No.	4147_2017
Route Name	Cloverlea/Longburn
Route Distance	22.32 Km
Route Duration	30 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Last Modified	10 Nov 2017
Schools	
	A. Longburn Adventist College



Printed: 28 May 2018

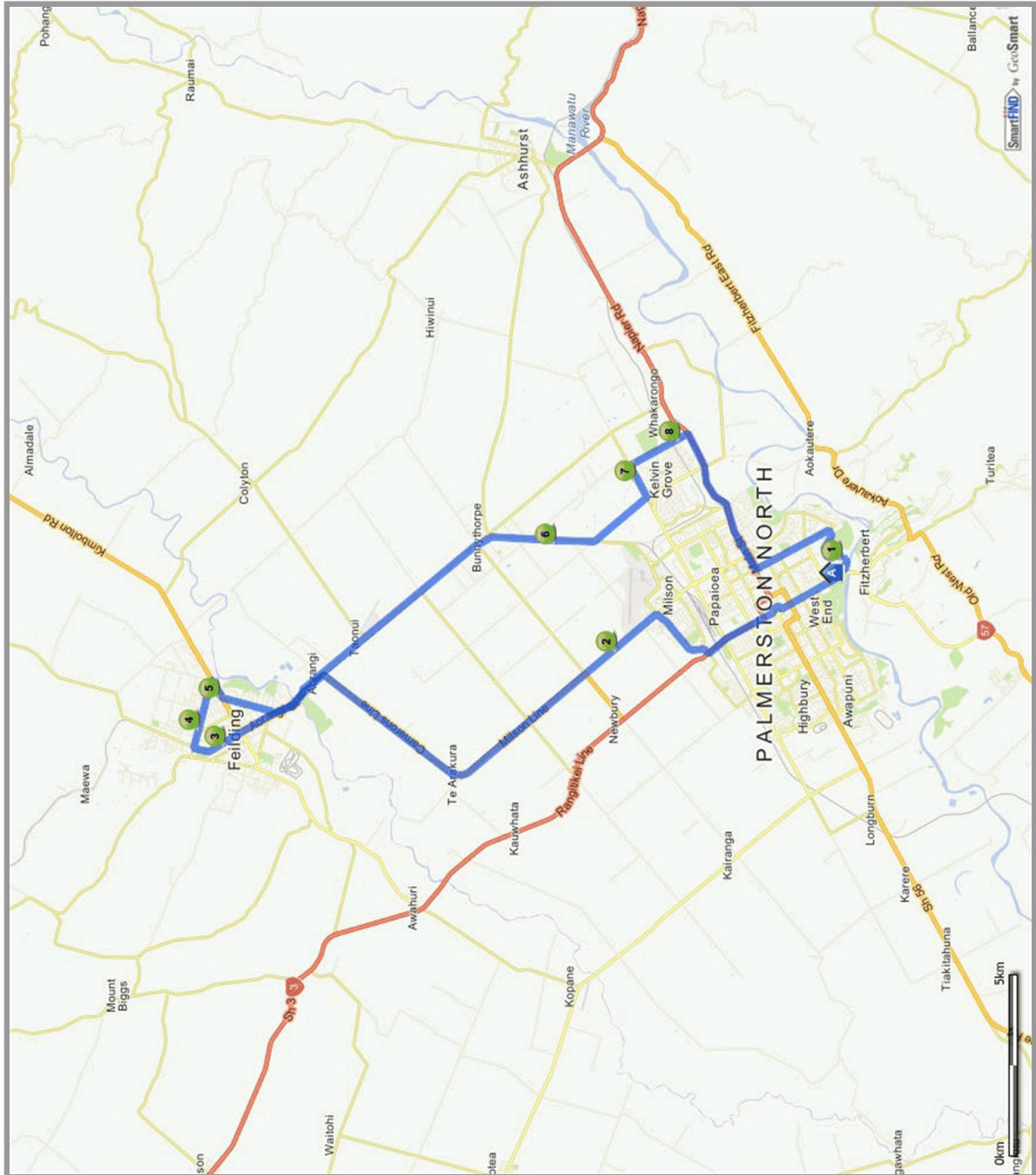


Route No. 4149_2016
Route Name Manukura Feilding DR
Route Distance 50.2 Km
Route Duration 59 minutes
Route Type DR Funded
Route Group Palmerston North
Total Daily Dist. 100.4 Km
Last Modified 14 Apr 2016

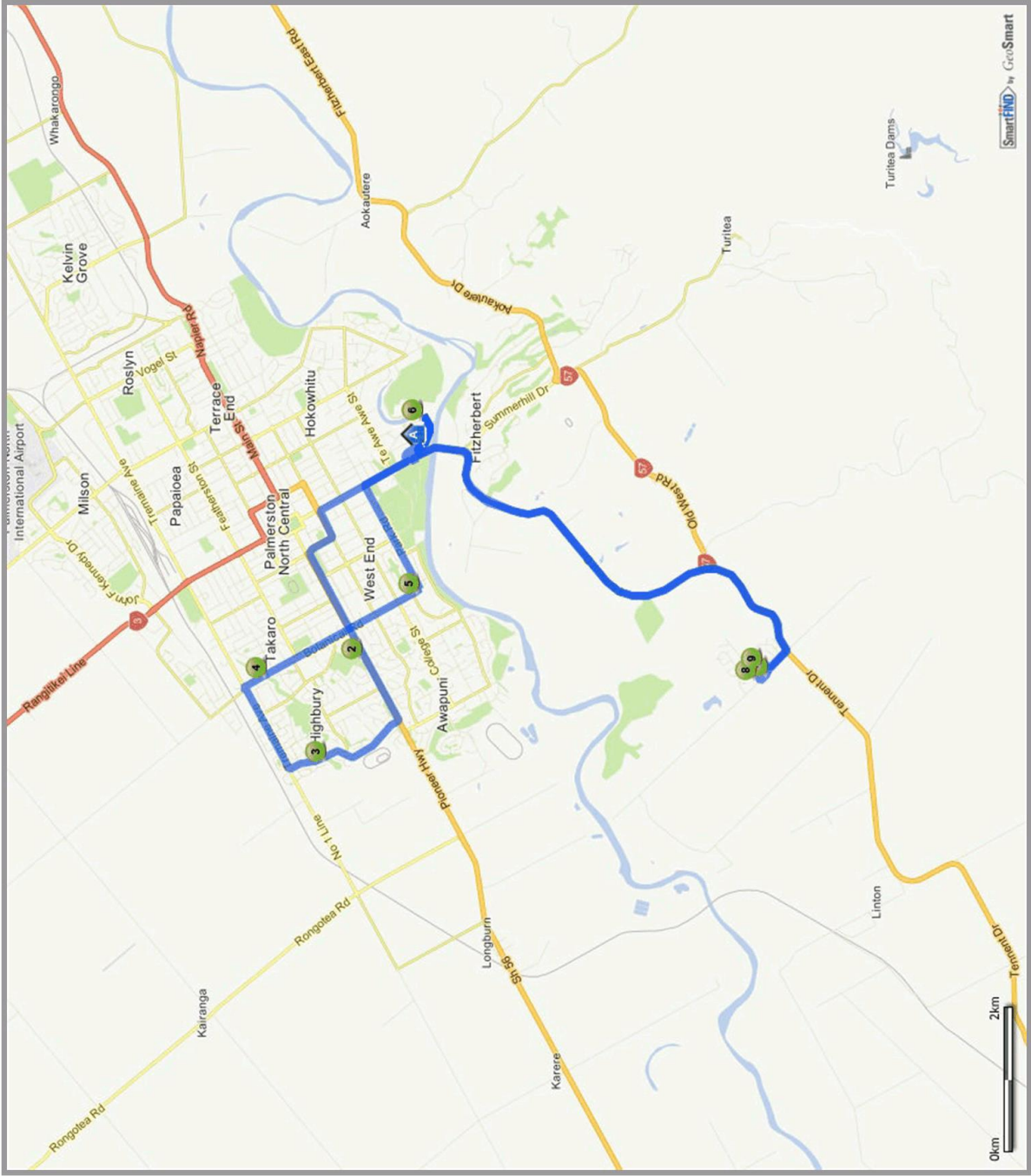
Schools

A. Manukura

Printed: 28 May 2018



Route No.	4150_2016
Route Name	Manukura Takaro - Linton Camp
Route Distance	31.33 Km
Route Duration	42 minutes
Route Type	DR Funded
Route Group	Palmerston North
Total Daily Dist.	62.66 Km
Last Modified	14 Apr 2016
Schools	A. Manukura

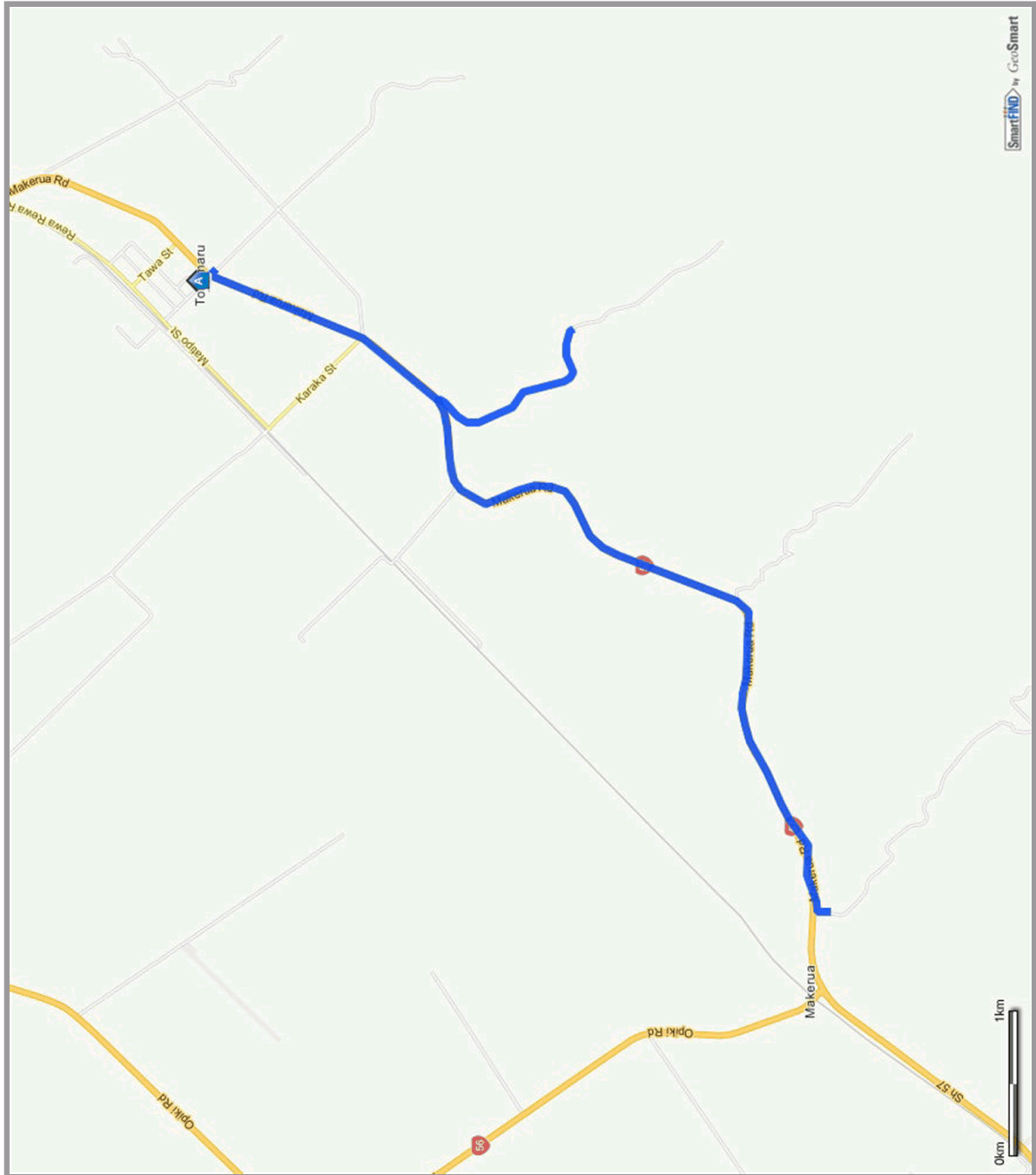


Printed: 28 May 2018



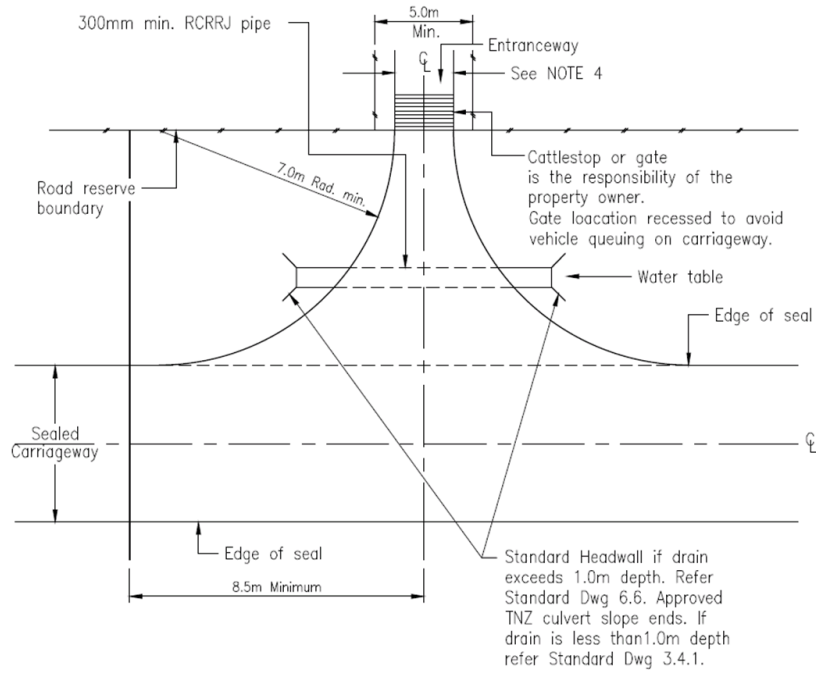
Route No.	6035
Route Name	Tokomaru
Route Distance	17.1 Km
Route Duration	18.27 minutes
Route Type	Daily
Route Group	Palmerston North
	Rural
Total Daily Dist.	34.28 Km
Last Modified	1 Apr 2010
Schools	
	A. Tokomaru School

Printed: 28 May 2018

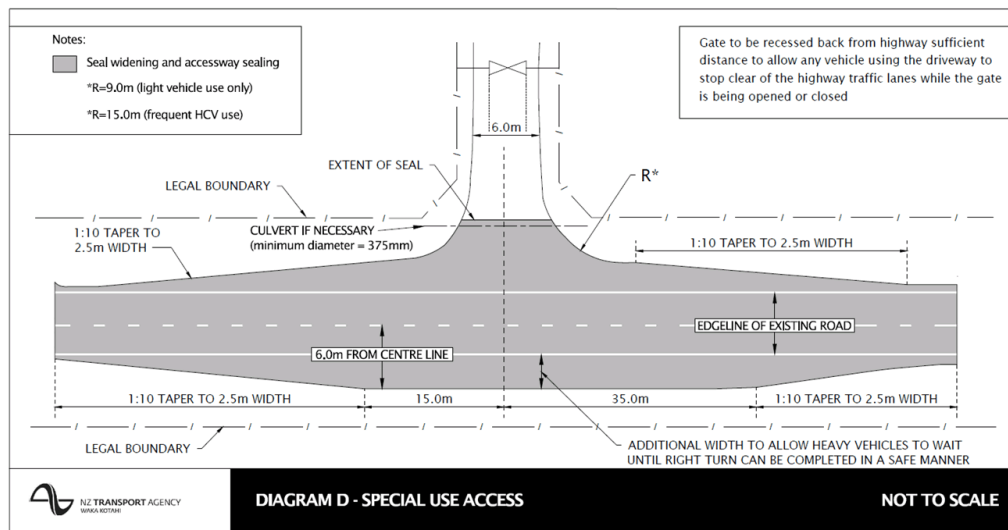


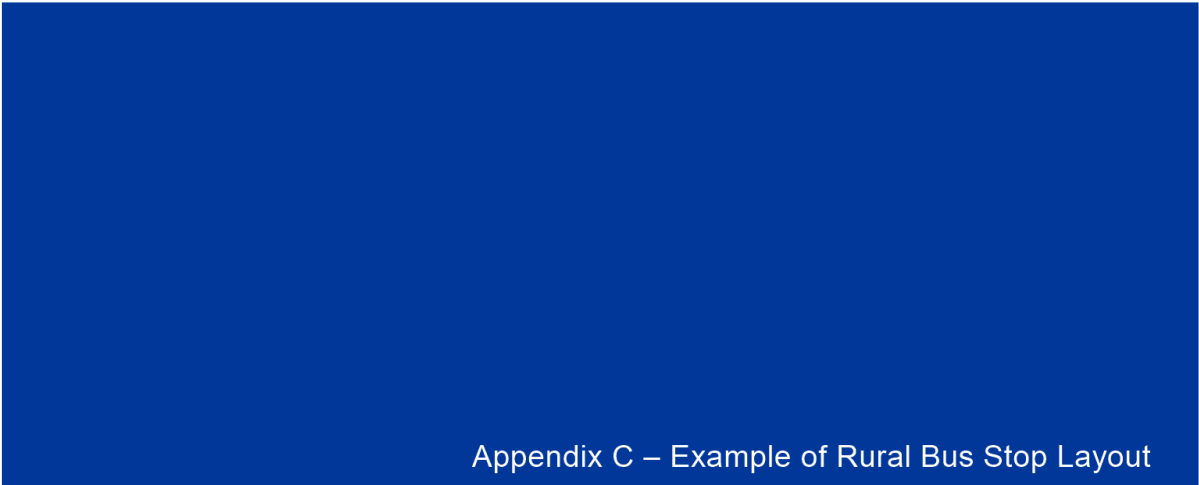


PNCC Engineering Standard for Land Development – Fig 3.22



NZTA Planning Policy Manual – Diagram D



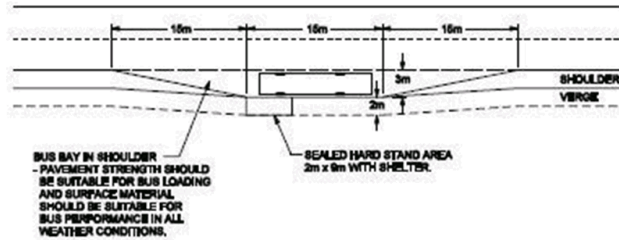


Appendix C – Example of Rural Bus Stop Layout

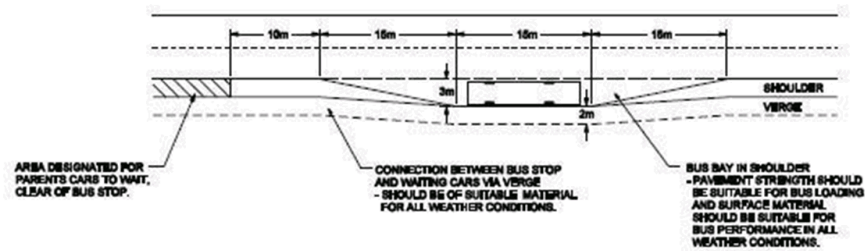
School bus safety - September 2010. NZ Transport Agency research report 408

Figure A3 Typical treatments for roadside school bus stop unconstrained midblock location

AM STOP LOCATION



PM STOP LOCATION



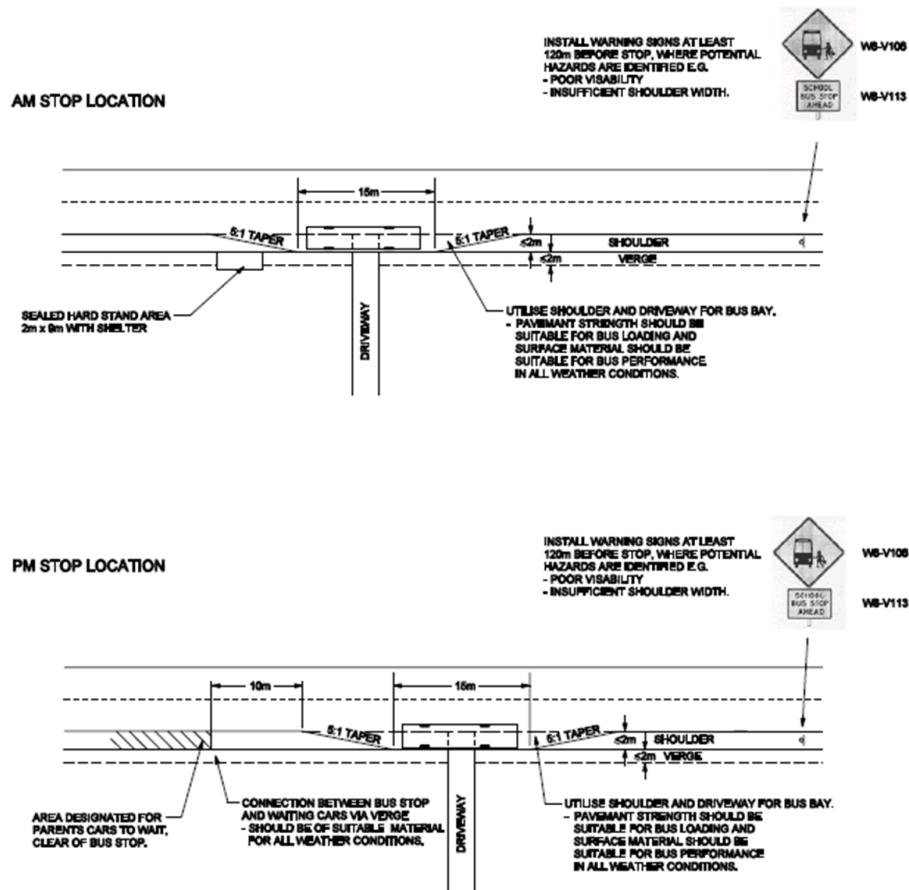
NOTES:

1. BUS STOP LOCATIONS SHOULD BE GIVEN HIGHER PRIORITY IN SHOULDER MAINTENANCE PROGRAM.
2. VEGETATION AND VERGE AROUND BUS STOP LOCATIONS SHOULD BE GIVEN HIGHER PRIORITY IN MAINTENANCE PROGRAM.

UNCONSTRAINED MIDBLOCK LOCATION

School bus safety - September 2010. NZ Transport Agency research report 408

Figure A4 Typical treatment for roadside school bus stop at a constrained location



NOTES:

1. BUS STOP LOCATIONS SHOULD BE GIVEN HIGHER PRIORITY IN SHOULDER MAINTENANCE PROGRAM.
2. VEGETATION AND VERGE AROUND BUS STOP LOCATIONS SHOULD BE GIVEN HIGHER PRIORITY IN MAINTENANCE PROGRAM.

CONSTRAINED MIDBLOCK LOCATION

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 1 April 2019

TITLE: Conference Opportunity - Institute of Directors: "Board Dynamics"

DATE: 25 March 2019

PRESENTED BY: Tangi Utikere, Deputy Mayor

APPROVED BY: Heather Shotter, Chief Executive

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the Committee consider the appropriateness of sending an elected member or members to attend, with expenses paid, to the Institute of Directors 'Board Dynamics' Course being held in Christchurch on Tuesday 28 and Wednesday 29 May 2019.
2. That, in the event the Committee approves the attendance of an elected member or members at the above training, then registrations of interest be invited from elected members wishing to attend, with expenses paid, and advise the Committee Administrator, Rachel Corser, by 12 noon Wednesday 3 April 2019.

1. ISSUE

The Elected Member Professional Development Policy allows for the approval of appropriate training and conference opportunities that do not exceed \$2,000. As outlined in the Policy, the delegation to approve such requests is exercised by the Mayor and Deputy Mayor acting conjointly.

Councillor Naylor has expressed interest in attending the Institute of Directors 'Board Dynamics' Professional Development opportunity. As the total amount for this exceeds the threshold for approval under the Elected Member Professional Development Policy, it has been forwarded to Committee for consideration.

The elected members' budget for conference attendance and training opportunities is \$73,072. As at 21 March 2019 there remains \$33,806 available for the balance of the financial year ending 30 June 2019. This does not include outstanding invoices that have been previously approved, but have yet to be presented for payment.

Fees for the training for full registration (non-member) will be \$2,795.00 including GST. There will be additional expenses for Airfares (\$250.00) and Accommodation/incidentals (\$300.00).

No financial provision is to be made for any spouse or partner of an elected member attending any conference or training opportunity, other than for the Mayor's spouse or partner attending a conference in association with the Mayor.

2. BACKGROUND

The Institute of Directors 'Board Dynamics' is a two day event taking place in Christchurch on Tuesday 28 May and Wednesday 29 May 2019.

The course is ideally suited for Directors who want a healthy board culture and to be part of an effective board. The content to be covered will be:

- What to do when you inherit a difficult culture
- Learn how board evaluations can help to (re)design a board
- Discover how to make a new director productive - sooner
- Learn about the merits of various chairing styles
- Gain the courage to consciously address culture, and commit to cultural change in your board and organisation
- Move from emotional intelligence to emotional agility so you can complement the more technical requirements of being a director
- Find the balance between healthy and unhealthy conflict
- Find out how changing technologies will influence the dynamics of future board meetings.

The course programme information is attached.

3. NEXT STEPS

The Committee may choose whether any elected members should attend the course, and if so, how many, in which case the Committee could invite registrations of interest from elected members wishing to attend. The Committee may permit the attendance of elected members at conference and training opportunities, with leave of absence and appropriate expenses paid.



If the Committee decides to approve the attendance of one or more elected members, registrations of interest will be sought from elected members. At the closing date of registrations (12 noon on Wednesday 3 April 2019), the Committee Administrator will advise the Chairperson and Deputy Chairperson of the interest received, for them to make a decision on the successful registrant(s).

Once the Chairperson and Deputy Chairperson have advised the Committee Administrator of the successful registrant(s), all further information regarding the course will then be forwarded to that person or those persons direct.

4. 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 and Enabling Council	
The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy	
Contribution to strategic direction	The conference content contributes to the aspirations under 'Goal 5: A driven and enabling Council' of building leadership, culture, capability and capacity to achieve the Council's City vision.

ATTACHMENTS

1. Conference Information  

Our website uses cookies to give you the best experience and for us to analyse our site usage. By continuing to use our website we take it you're ok about this and agree to our use of cookies in accordance with our Privacy Policy.

[More »](#)
[Close ×](#)


[Search](#)
[Menu](#)
[Login](#)
[Director Development](#) / [Courses](#)

Board Dynamics

Learn how to improve your effectiveness on the board and discover how to influence the group dynamic.



16

CPD points

The underlying social structure within each board impacts on the decision-making and ultimately the organisation's performance and the stakeholders' return on investment. This course will challenge unconscious behavior and explore assumptions within a high performance working group.

Course/workshop category:
Focused short course

Duration:
Two days. Day 1: 9.00am for a 9.30am start - 6.00pm (with cocktails to follow) Day 2: 8.30am – 4.00pm

Content covered

<https://www.iod.org.nz/Director-Development/Courses/Course/ProductTypeId/114>[25/03/2019 9:49:59 AM]

Course

- What to do when you inherit a difficult culture
- Learn how board evaluations can help to (re)design a board
- Discover how to make a new director productive - sooner
- Learn about the merits of various chairing styles
- Gain the courage to consciously address culture, and commit to cultural change in your board and organisation
- Move from emotional intelligence to emotional agility so you can complement the more technical requirements of being a director
- Find the balance between healthy and unhealthy conflict
- Find out how changing technologies will influence the dynamics of future board meetings.

Who should attend

Directors who want a healthy board culture and to be part of an effective board.

Because of the intense workshop nature of this course it is limited to only 20 participants.

Members: \$2,250 incl GST
Non-members: \$2,795 incl GST

Not a member? [Join online](#) now to receive the member rate.

"Stable boards require a balance of trust and mistrust. It is this productive tension between cohesion and harmony on one hand and dissent and discord on the other that keeps a board dynamic healthy."
Meena Thursingham, Principal at BoardQ, Melbourne

Facilitator

Board Dynamics is facilitated by:



Jo Brosnahan QSO,
MA Hons, FCILT,
FNZIM, CFInstD

[Read more](#) ^



Giselle McLachlan
CMIInstD

[Read more](#) ^



Register now

Christchurch
28 - 29 May 2019



Queenstown
7 - 8 October 2019

To include accommodation use promo code 'QTMEM19' (for Members \$2775), or 'QTNON19' (for Non-Members \$3320). Check in 2.00pm 6 Oct - Check out 10.00am 8 Oct.



Accommodation is not included in the course fee unless otherwise stated above.

To find out if you are eligible for a part-payment contribution towards your course registration fee [click here](#) for the NZTE Capability Development Voucher Scheme website.

By registering on this course you are agreeing to pay for, and attend the course. If you subsequently secure NZTE funding we will refund you for the part payment contribution. If you prefer to obtain approval for NZTE funding prior to committing to the course, please then apply by [clicking here](#).

Want to register for more than one course, or for multiple people?

[Register one person for one or more courses](#)

[Register for more than one person for one or more courses](#)

Interested in
becoming
a member?

Join the IoD

Help?

The IoD

About us
News and articles
Contact us
International links

Quick links

The Four Pillars of Governance Best Practice
DirectorVacancies
Courses and workshops calendar
Branch events
BoardRoom magazine

National partners

ASB

MARSH

<https://www.iod.org.nz/Director-Development/Courses/Course/ProductTypeId/114>[25/03/2019 9:49:59 AM]



© Copyright Institute of Directors | Terms and conditions
| Privacy

National sponsor



POWERED BY KORDIA

MinterEllisonRuddWatts

Follow us



COMMITTEE WORK SCHEDULE

TO: Planning and Strategy Committee

MEETING DATE: 1 April 2019

TITLE: Committee Work Schedule

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the Planning and Strategy Committee receive its Work Schedule dated April 2019.

ATTACHMENTS

1. Committee Work Schedule  

PLANNING & STRATEGY COMMITTEE

COMMITTEE WORK SCHEDULE – APRIL 2019

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1.	March 2019	Safety improvements at the Monrad/Pencarrow/Ronberg intersection following public consultation	Chief Infrastructure Officer		3 December 2018 clause 84-18
2.	TBA March April 2019 May 2019	Pedestrian Safety Action Plan	Chief Infrastructure Officer	Clarification of consultant recommendations being undertaken	21 November 2016 clause 76.2 3 September 2018 clause 56.2
3.	March 2019 April May 2019	Housing Steering Group	General Manager, Strategy and Planning	Left to lie on the table at 4 March 2019 meeting. Clarification being sought.	Council 10 December 2018 clause 187.1
4.	November December 2018 March 2019 April 2019	Master Plan for Cultural/Civic Precinct	General Manager, Strategy and Planning	Workshop held in mid- November	Transferred from Council work schedule 27 August 2018
5.	April 2019	Draft Waste Management and Minimisation Plan 2019 – hearing of submissions	Chief Infrastructure Officer		
6.	TBA April 2019	Report back on Emissions Management and Reduction Plan	General Manager – Strategy and Planning		3 December 2018 clause 83.5

Oasis # 762472 Work Schedule Planning and Strategy Committee

- 2 -

7.	April May 2019	Cost benefit analysis of pressure sewer systems	Chief Infrastructure Officer		3 December 2018 clause 78.2
8.	May 2019	Progress on Review of City Signs report	General Manager – Strategy and Planning	On track	13 December 2018 clause 81.2
9.	May 2019	Dog Control status of the CBD	General Manager, Strategy and Planning	On track	4 March 2019 clause 6.2
10.	May June 2019	Draft Waste Management and Minimisation Plan 2019 – deliberation on submissions	Chief Infrastructure Officer	Moved to June due to amount of submissions received	
11.	June 2019	Concept plan regarding the play activity in The Square	General Manager, Strategy and Planning	Some overlap with Master Plan for Cultural/Civic Precinct	Committee of Council 28 May 2018 clause 3.10
12.	August 2019	Policy for use of public space	General Manager, Strategy and Planning	Preparing consultation	3 December 2018 clause 79.3
13.	TBA	Priority intersections and safety treatments across City	Chief Infrastructure Officer		4 March 2019 clause 7.4