



PALMERSTON NORTH CITY COUNCIL

AGENDA

PLANNING AND STRATEGY

COMMITTEE

9AM, WEDNESDAY 5 JUNE 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

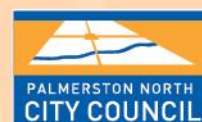
Agenda items, if not attached, can be viewed at:

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

5 June 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 - Draft Wastewater Bylaw 2019 Page 7

6. Draft Wastewater Bylaw 2019 - Summary of Submissions Page 31

Memorandum, dated 17 May 2019 presented by the Strategy & Policy Manager, Julie Macdonald.

7. Confirmation of Minutes Page 35

“That the minutes of the Planning and Strategy Committee meeting of 6 May 2019 Part I Public be confirmed as a true and correct record.”

8. Prioritising Pedestrian Safety in the Network Page 43

Memorandum, dated 21 May 2019 presented by the Transport & Infrastructure Manager, Robert van Bentum.

9. Palmerston North Housing and Business Development Capacity Assessment Report - May 2019 Page 77

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

Note Elected Members have previously been supplied with the attachment to this item.

10. Draft Venues Policy for consultation Page 81

Memorandum, dated 8 April 2019 presented by the Strategy & Policy Manager, Julie Macdonald.

11. Update on Interdisciplinary Group on Signs Page 95

Memorandum, dated 14 May 2019 presented by the Strategy & Policy Manager, Julie Macdonald.

12. Smokefree Outdoor Areas Policy Review Page 99

Memorandum, dated 16 May 2019 presented by the Strategy & Policy Manager, Julie Macdonald.

13. Draft Waste Management and Minimisation Plan 2019 - Deliberations on Submissions Page 101

Memorandum, dated 15 May 2019 presented by the Parks and Reserves Manager, Kathy Dever-Tod.

14. International Relations Policy Page 147

Memorandum, dated 17 May 2019 presented by the International Relations Manager, Toni Grace.

15. Committee Work Schedule Page 157

16. 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, Natalya Kushnirenko 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: 5 June 2019

TITLE: Submissions - Draft Wastewater Bylaw 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 WISHING TO BE HEARD IN SUPPORT OF THEIR SUBMISSION

1.	Murray Guy – Kingsdale Park
2.	Rhys Christian – Palmerston North Industrial & Residential Developments Ltd
3.	Paul Thomas – Pioneer City West Ltd & Heritage Estates Ltd

ATTACHMENTS

1. Submissions [↓](#) 
2. Procedure Sheet [↓](#) 

HIGGINS FAMILY HOLDINGS LIMITED
501 Main Street, Palmerston North 4410, New Zealand
PO Box 12075, Palmerston North 4444, New Zealand

P: +64 6 280 2525

13048049

HFH LIMITED

PMB Landco Limited
c/o Stuarts Limited
633 Main Street
Palmerston North, 4410

Draft Wastewater Bylaw 2019 Submissions
Governance and Support Team Leader
Palmerston North City Council
Private Bag 11034
Manawatu Mail Centre
Palmerston North 4442

Thursday, 16 May 2019

To whom it may concern,

Draft Wastewater Bylaw 2019

PBM Landco and Palmerston North Industrial Residential Developments do not support the Wastewater Bylaw for the reasons set out below.

The sections of the Bylaw that are not supported are those changes relating to the requirement in Section 9.2 of the Bylaw requiring installation of pressure sewer systems (PSS) in the Northeast Industrial Extension Area. Section 9.3 of the proposed Bylaw requires that all on property pressure sewer equipment must comply with all requirements of the Palmerston North Pressure Sewer Policy and the Engineering Standards for Land Development.

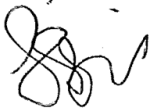
Our concerns are that:

- Currently there is a lack of clarity in the Pressure Sewer Design Standards, Engineering Standards for Land Development and District Plan about limits of water usage (and therefore wastewater discharge) from properties within the zone that will be required to have PSS installed.
- If the Bylaw and associated design standards are adopted, developers will be required to install and maintain underground storage tanks holding up to 24 hours total wastewater discharge on each lot in an industrial development. Depending on water usage limitations imposed in the Design Standards, which are currently not clear for industrial sites, the resulting wastewater storage volumes could be quite large, and would impose a sizeable cost on developers.
- In addition, operational and maintenance responsibility for a potentially large tank and control system is proposed to fall on individual lot owners. This is not a function that building owners are suited to and again imposes additional and ongoing costs on the building owners. Our preference is that assets are vested with Council.
- Our rough estimates of cost to install underground storage tanks and pumps of the required size range from \$15 to \$50 per sq. m of land area depending on the water use limits imposed on developments in the area by Council. Given current land prices in the area these costs may cause development to become uneconomic.

1-2

- The proposed Bylaw and associated design standard propose that all of the installation costs as well as ongoing operation, maintenance and renewal costs of the underground storage tank, pump system and associated control system be met by the developer yet there is no proposal to make a commensurate reduction in Development Contributions if costs are at the levels estimated.
- Access to the existing council wastewater system is available on the adjoining NE Industrial Area so part of the Extension area could, if required, be serviced by traditional means.

Kind Regards



Grant Higgins
On behalf of PMB Landco Ltd

2-1

13067049



Palmerston North City Council Draft Wastewater Bylaw 2019

Your contact details

Full Name: MURRAY GuyOrganisation (if applicable): KINGSDALE PARK LIMITED

Postal Address: _____

Phone (day): _____

Email: _____

Please note, as required by legislation, your submission (including contact details provided on the submission form), will be available to the public and media and on the Council website as part of the decision-making process unless you request that these details be kept private. If you wish to keep your contact details confidential, please tick this box. ☐

Submissions hearings are expected to take place in June 2019.

Do you want to speak to the Council in support of your submission? (please tick)

☒ Yes

☐ No

MAKING YOUR SUBMISSION

You can find details about the draft Wastewater Bylaw, along with the reasons for making these proposals, in the Consultation Document. Go to <https://www.pncc.govt.nz/wastewaterbylaw> to download the document. There is also an online submission form if you would prefer to make a submission online.

Submissions don't have to be long or complicated. If there is something about the draft Bylaw which you like and want to support, or that you think needs to be changed, just write down what you think and why. If you need to use more than one sheet of paper, please attach any additional pages to this form.

Please send your submission:

By mail Draft Wastewater Bylaw 2019 Submissions, Governance and Support Team Leader, Palmerston North City Council, Private Bag 11034, Palmerston North 4442

In person Palmerston North City Council Customer Service Centre, 32 The Square, Palmerston North

By email submission@pncc.govt.nz (write Draft Wastewater Bylaw 2019 Submissions in the subject)

By phone 06 356 8199

SUBMISSIONS CLOSE 4PM, MONDAY 20 MAY 2019

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General comments

Please note here any comments you may have about the draft Wastewater Bylaw 2019. For example, whether you are generally in support or opposed to the draft Bylaw, or whether you think we have got things about right.

Submission Draft Wastewater Bylaw 2019

Specifically the map on pg 43 of the document should ideally contain the areas in the rural residential areas with consent approval granted by Council.

The 'proposed service areas' are shown in total outlay, so the 'Service Area' should logically show the total consented areas, and not just the physically ~~connected~~ ~~consented~~ at 'a point in time' as connections are continuously occurring. This is exemplified in the Kingsdale Park service area, where even the underlying map shows a road network consented but not built; so why not disclose/show the full consented service area, for public clarity.

[Signature] 16/5/19



3-1

13077279



212018
RGC

20th May 2019

Peter Ridge
Policy Analyst
Palmerston North City Council
Private Bag 11034
Palmerston North
4442

Dear Peter,

RE: WASTEWATER BYLAW REVIEW 2019

I refer to your invitation for consultation feedback on the changes being considered in the current Wastewater Bylaw review.

This Submission is being made on behalf of Palmerston North Industrial and Residential Developments Limited (PNIRD). The Draft Wastewater Bylaw 2019 will directly affect two properties owned by PNIRD, being the Valley Views Development Area and 146 Richardsons Line, being Lot 1 DP 81319. Please see the attached Maps in Appendix A.

Valley Views

In regard to the Valley Views Development Area, PNIRD supports the new Wastewater Bylaw as the amendment of Clause 5.4 allows for the possible connection of Rural-Residential Land to the Council operated reticulated wastewater network.

In addition to Rural-Residential Land being able to connect to the Council's reticulated wastewater network, PNIRD also supports similar changes to the Water Supply Bylaw, allowing connection of Rural Residential Land to the Council's reticulated water supply network.

146 Richardsons Line, Lot 1 DP 81319

In regard to Richardsons Line, PNIRD opposes particular Sections of the Draft Wastewater Bylaw for the reasons set out below; specifically, Clause 9. Clause 9 requires properties within the pressure sewer service areas to connect using on-property pressure sewer equipment. For properties within the Pressure

3-2



Sewer Service Areas as identified in Appendix 1; pressure sewer systems are "mandatory". PNIRD submits that pressure sewer should not be mandatory for 146 Richardsons Line for the following reasons:

- The land in question was not part of PC 15 and servicing issues were considered when this block rezoned, and development contributions were settled appropriately.
- An agreement between PNIRD and North East Industrial Limited; which continues to be honoured by the current landowner PMB Landco Ltd; was reached allowing PNIRD to utilise the existing wastewater main as a means of wastewater disposal. Details of the Agreement are attached in Appendix B.
- The details of this Agreement were provided during the rezoning of the land.
- Within the Integrated Services Report for the extension of the North East Industrial area as part of Plan Change 15; there is no reference to a Pressure Sewer System. As such, other means of wastewater disposal were considered with a conclusion that development will not trigger the need for downstream upgrades to the network.
- We do not consider that connection to the Public Pressure Sewer System should be mandatory for PNIRD's Richardsons Line property.

PNIRD submits that a qualification clause for this particular site be inserted into the Wastewater Bylaw, as follows:

"9.4 A pressure sewer system is not mandatory for the land known as 146 Richardsons Line, legally described as Lot 1 DP 81319. An existing private agreement between PNIRD and PMB Landco Ltd allows connection to an existing private sewer that connects to the public sewer network, negating the need to connect to the Public Pressure Sewer Main."

This will allow PNIRD two options for Wastewater Disposal. Should development of the Richardsons Line site occur before the construction of the Public Pressure Sewer Main within the North East Industrial Zone, PNIRD can proceed with the previously agreed private connection.

In addition to the concerns outlined above, PNIRD and PMB Landco Ltd have been in discussion around Section 9.2 and 9.3 of the bylaw. PNIRD and PMB Landco Ltd have a number of concerns regarding the implementation of the proposed Pressure Sewer System for industrial activities. In particular:

- There is a lack of clarity between the Pressure Sewer Design Standards, Engineering Standards for Land Development and District Plan about limits of wastewater discharge.

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- Wastewater Storage volumes onsite have the potential to be very large, imposing sizeable costs for developers.
- Operation and maintenance of large tanks and control systems will fall on individual lot owners. These assets should be vested with Council as is proposed for the residential zone.
- The cost of installation of storage tanks and pumps will represent a large cost to developers that may result in developments in the area becoming uneconomical.
- There is no proposal to make a reduction in Development Contributions to offset the cost of storage tanks and pumps.

The submitter would like to make a personal presentation in support of this submission.

Please contact the undersigned on 06 356 7000 or rhysc@resonant.co.nz.

A handwritten signature in dark ink, appearing to read "Rhys Christian".

Rhys Christian
RESONANT CONSULTING LIMITED

3-4

Appendix A - Site Maps

3-5



LocalMaps Print

17 May 2019





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Appendix B - PNIRD & PMB Landco Ltd Agreement

3-8

8 March 2019

Brian Green Properties (Palmerston North) Limited
P O Box 101
PALMERSTON NORTH

Dear Brian

Re: 146 RICHARDSONS LINE PALMERSTON NORTH

PMB Landco Ltd has purchased the North East Industrial land originally owned by North East Industrial Ltd. As part of this purchase we were made aware of the Memorandum of Understanding between North East Industrial Ltd and your company dated the 12th March 2009 and we confirm that our company will honour the arrangements contained in the above Memorandum.

We look forward to continuing to work together.

Yours sincerely



Bernard Higgins
Director

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MEMORANDUM OF UNDERSTANDING

**NORTH EAST INDUSTRIAL LTD
(NEIL)**

AND

**PALMERSTON NORTH INDUSTRIAL & RESIDENTIAL DEVELOPMENTS LTD
(PNIRD)**

3-10

THIS MEMORANDUM dated the 12th day of March 2004.

Is made between NORTH EAST INDUSTRIAL LTD (NEIL) and PALMERSTON NORTH INDUSTRIAL & RESIDENTIAL DEVELOPMENTS LTD (PNIRD)

1 BACKGROUND

- 1.1 NEIL owns a large block of land which has been zoned as the North East Industrial Zone.
- 1.2 PNIRD owns 12.3385 hectares of land on the corner of Setters Line and Richardsons Line which in effect adjoins land owned by NEIL. This land is currently zoned rural and is subject to a designation by the Palmerston North Airport Ltd for airport use. PNIRD have appealed that decision and also have lodged a private plan change to have the land rezoned from rural to industrial.
- 2 The parties are desirous of entering into an agreement which will enable PNIRD to have ingress and egress to its property and also to have the use of services that have currently been put in by NEIL. PNIRD has also given consent for NEIL to discharge storm water through its property subject to certain volumes etc. The parties are therefore desirous of helping each other and whilst it is noted that in due course access may be able to be obtained for industrial purposes to Richardsons Line by either PNIRD and/or other landowners in the area, at this particular point in time the use of Richardsons Line for industrial purposes is prohibited under the District Plan.

THE PARTIES THEREFORE AGREE AS FOLLOWS.

- 1 NEIL will give an option to PNIRD to be able to link into its roading system and a plan is attached of preferred Option A. The cost of providing this link way if it is required is to be resolved as provided later in this agreement.
- 1.1 NEIL has water supply services and sanitary service disposal services which are marked "A/B" on attached plan A and NEIL will give an option to PNIRD to connect into these services if necessary. Again the cost for this is provided later in the agreement.

P-B 

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- 2 Once it has been established exactly which option is required for roading and whether or not it is necessary for PNIRD to connect into the services of NEIL then the following process will be followed.
 - 2.1 The parties will first of all meet to agree what the fee for using the roads and/or services will be.
 - 2.2 If the parties are not able to agree then they will each appoint a valuer and if the two valuers aren't able to agree, the valuers will appoint a suitably qualified umpire. The umpire's decision will be final on all parties unless there is a manifest error.
 - 2.3 Construction of the services and road will be to Palmerston North City Council standards and performance requirements. The services and road owned by NEIL and used by PNIRD, (or future owners of the land to which this agreement applies), shall be maintained by NEIL such that existing levels of service are maintained.
 - 2.4 The parties shall take into account maintenance costs in assessing the fee valuation for using the roads and services and shall take into account proportional use between NEIL and PNIRD.
 - 2.5 In the event that PNIRD subdivides its land for development, NEIL acknowledges that services and road within the site will be vested in PNCC. In this event PNIRD shall establish a Body Corporate which will be responsible for payments to NEIL for road use and services and shall be responsible for apportioning cost between landowners / occupiers.
 - 2.6 In the event that access is permitted to Richardson Line from Setters Line or from the PNIRD land in the future then the agreement shall be reviewed to reflect the changed level of use of NEIL infrastructure.
 - 2.7 In the event that NEIL subdivides land and consequently vests road and services in PNCC this agreement shall effectively be terminated.

P.D
G/C

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3 DISPUTE RESOLUTION

- 3.1 This Memorandum is entered into between the parties to record the mutual good faith and understanding between them. However the parties acknowledge and appreciate that in accordance with the mutual good faith and understanding the undertakings provided are considered to be reasonable and appropriate and have been entered into in the expectation that every reasonable endeavour will be made by each of them to implement the respective undertakings made. The parties acknowledge that if any party fails to act in good faith or to use every reasonable endeavour to carry out the undertakings provided, that failure may be a breach of public law principles and could potentially give rise to public law proceedings.
- 3.2 In the event of any dispute between the parties or any alleged failure by any party to comply with this memorandum, the party making the complaint or allegation will give written notice to the other party specifying the nature of any dispute.
- 3.3 On receipt of any such notice the parties shall cooperate and use their best endeavours to resolve the dispute expeditiously.
- 3.4 If the parties are unable to resolve the dispute by negotiation within 30 days of the date of any such written notice being provided, they will refer the matter to a suitably qualified mediator appointed by the President of the New Zealand Law Society prior to any proceedings being issued. The costs of the mediation are to be shared equally by the parties.
- 3.5 Court proceedings may only be commenced if the dispute cannot be resolved by negotiation or mediation.

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G/L

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SIGNED for and on behalf of
North East Industrial Ltd

Signature



Name

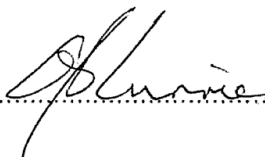
Paul Barris

Designation

Director

SIGNED for and on behalf of
Palmerston North Industrial & Residential Developments Ltd

Signature

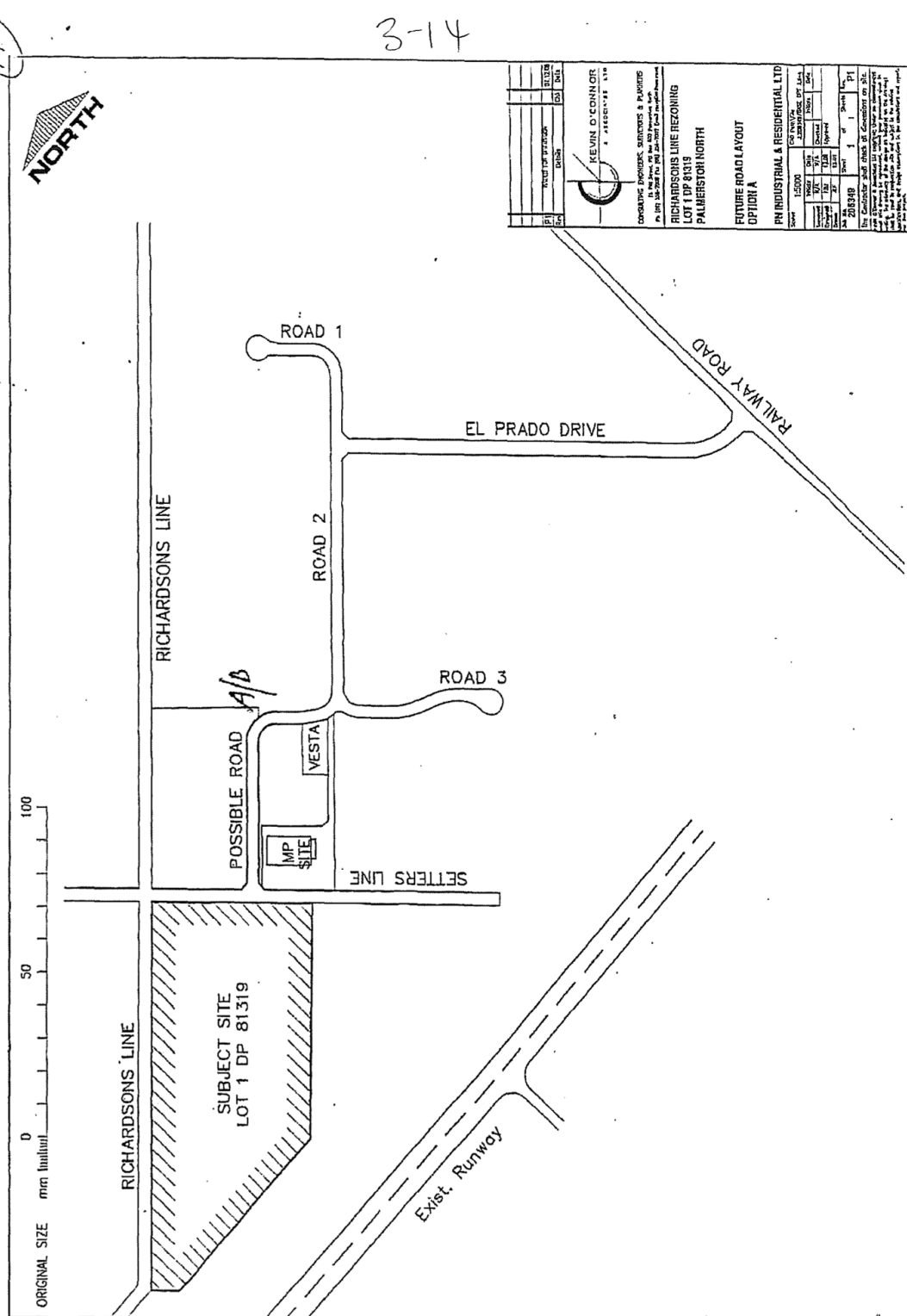


Name

Alan John Currie

Designation

Director



4-1

13078730



20th May 2019

Peter Ridge
Palmerston North City Council
Private Bag 11034
Palmerston North 4442

2A, Jacobsen Lane, Ngaio
Wellington 6035
New Zealand
+64 4 4795034
Reference: TP029

Dear Peter

WASTEWATER BYLAW REVIEW 2019

I refer to the Draft Wastewater Bylaw proposal.

This submission is made by Pioneer City West Ltd and Heritage Estates Ltd (PCWL). Jointly they are the landowner and requestor of Plan Change B which involves a significant part of the Kakatangiata Growth Area located north of Pioneer Avenue.

PCWL supports the inclusion of the City West Growth Area as a Proposed Wastewater Service Area as shown on the maps in Appendix 1.

PCWL supports the proposed approach of servicing growth areas through Pressure Sewer Systems.

However, PCWL is concerned to ensure that the pressure sewer infrastructure located between the submitters land and the wastewater treatment plant has sufficient capacity to accommodate the full needs of the City West Growth Area.

In addition, PCWL is concerned that there is greater direct engagement with parties to ensure that staging of development is properly managed and that stubs are installed to provide for future stages avoiding disturbance to the high pressure system once established.

PCWL would like the opportunity to make a personal presentation in support of this submission and this will be determined by the nature of other submissions on the Bylaw.

For service on this submission contact the below on 0274534816 or the e mail below.



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Yours sincerely,



Paul Thomas
Thomas Planning Ltd

paul@thomasplanning.co.nz





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 available. 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 Monday, 5 August 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.

* * * * *

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 5 June 2019

TITLE: Draft Wastewater Bylaw 2019 - Summary of Submissions

DATE: 17 May 2019

PRESENTED BY: Julie Macdonald, Strategy and Policy Manager, Strategy & Planning

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

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the summary of submissions on the draft Wastewater Bylaw 2019 be received.
-

1. ISSUE

The Council is consulting on the draft Wastewater Bylaw 2019. Four submissions were received, and all submitters have indicated that they wish to speak to Council about their submissions.

This memorandum provides a brief summary to the points raised by submitters. The submissions are attached in full to the Committee Order Paper.

2. BACKGROUND

The Council approved the draft Wastewater Bylaw 2019 in April 2019 for public consultation. The scope of proposed changes was largely driven by changes arising from the adoption of the Pressure Sewer Systems Policy in December 2018. Additional improvements identified since the Bylaw was initially adopted in 2017 were also included.

Consultation started on 13 April and closed at 4pm on 20 May 2019. Four submissions were received by the close of the submission period. All submitters have indicated that they wish to speak to Council.

3. SUMMARY OF SUBMISSIONS

The first submitter has raised concerns about the impacts of making pressure sewer systems mandatory for wastewater connections in the Northeast Industrial Extension Area. In particular, the submitter believes there is a lack of clarity in the Pressure Sewer Design

Standards, the Engineering Standards for Land Development, and the District Plan, about the limits of water usage (and by extension, wastewater discharged) within the zone. The submitter is concerned that the current design standards could require developers to install and maintain underground storage tanks for up to 24 hours total discharge, which would impose a significant cost on the developer. Further, the submitter identifies ongoing maintenance costs for these storage systems, which could impact the economic viability of land development in this area.

The second submitter suggests that the Wastewater Service Area Map in the draft Bylaw should show not just the proposed service area, but also include rural residential areas with consent approval granted by Council, so that the Service Area includes the total consented areas, not just the physically connected area.

The third submitter has expressed support for clause 5.4 of the draft Bylaw, which permits connections for properties in the rural-residential overlay, where a subdivision consent has been given on the basis of receiving access to the public wastewater system. However, the submitter is opposed to clause 9. The submitter argues that clause 9 makes it mandatory for properties within the Pressure Sewer Service Area to connect to the public Pressure Sewer System. The submitter notes that they have an agreement with the landowner at 146 Richardsons Line – PMB Landco Ltd – to utilise the existing wastewater main. The submitter suggests including in the draft Bylaw a specific exemption for the property at 146 Richardson Line, to recognise this alternative arrangement. The submitter also supports concerns raised by the first submitter, relating to the impacts of making pressure sewer systems mandatory for wastewater connections in the Northeast Industrial Extension Area.

The fourth submitter supports the identification of the Proposed Wastewater Services Areas, including the City West growth area, and servicing growth areas through Pressure Sewer Systems. The submitter does raise concerns that there is sufficient capacity in the pressure sewer infrastructure to support the needs of the City West growth area, and wants to ensure that there is direct engagement with affected parties to ensure that the staging of development is properly managed.

4. NEXT STEPS

Officers will prepare a report for the Planning and Strategy Committee with advice on the written and oral submissions received. It is expected that this report will be presented to the August Committee meeting, with officer recommendations in response to the issues raised by submitters and any recommended changes to the draft Bylaw for adoption.

5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
If Yes quote relevant clause(s) from Delegations Manual 169	
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 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.

ATTACHMENTS

Nil

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 06 May 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:** Councillors Adrian Broad (early departure) and Gabrielle Bundy-Cooke.

Councillor Adrian Broad was not present when the meeting resumed at 11.11am. He entered the meeting at 11.59am during consideration of clause 30. He was not present for clauses 28 to 29 inclusive.

The Mayor (Grant Smith) left the meeting at 12.26pm during consideration of clause 31. He was not present for clauses 31 to 34 inclusive.

Councillor Tangi Utikere was not present when the meeting resumed at 2.31pm. He was not present for clauses 33 to 34 inclusive.

21-19 Apologies

Moved Duncan McCann, seconded Vaughan Dennison.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 21-19 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.

22-19 Late Item

Moved Rachel Bowen, seconded Karen Naylor.

The COMMITTEE RESOLVED

1. That the late item regarding the status of the City's masterplans be received.

Clause 22-19 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.

23-19 Public Comment

Public Comment was received from Mr Murray Guy regarding pressure sewer systems and the link to Kingsdale Park.

Moved Duncan McCann, seconded Rachel Bowen.

The COMMITTEE RESOLVED

1. That the public comment be received for information.

Clause 23-19 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.

24-19 Petition - Dogwood Way, Milson

Mr Ron Rowe presented a petition regarding Dogwood Way in Milson. The goal of the petition was to narrow the width of the street. There was increasing use of the street and parking on both sides created visibility issues. Removing width off of the berms rather than parking restrictions was believed to be the solution to the issues.

Elected Members requested a report in consultation with residents, outlining possible solutions to the issues raised in the petition.

Moved Duncan McCann, seconded Brent Barrett.

The COMMITTEE RECOMMENDS

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

Moved Susan Baty, seconded Duncan McCann.

2. That the Chief Executive be instructed to provide a report to the Planning and Strategy Committee on solutions with residents on the issues identified in the Dogwood Way petition.

Clause 24-19 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.

25-19

Confirmation of Minutes

Moved Duncan McCann, seconded Rachel Bowen.

The **COMMITTEE RESOLVED**

1. That the minutes of the Planning and Strategy Committee meeting of 1 April 2019 Part I Public be confirmed as a true and correct record.

Clause 25-19 above was carried 13 votes to 0, with 1 abstention, 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.

Abstained:

Councillor Leonie Hapeta.

26-19

Cost Benefit Assessment of Council Ownership of On-Property Pressure Sewer Equipment

Memorandum, dated 11 February 2019 presented by the Transport & Infrastructure Manager, Robert van Bentum.

Moved Duncan McCann, seconded Lorna Johnson.

The **COMMITTEE RECOMMENDS**

1. That Council endorses the current pressure sewer policy adopted by Council at its December 2018 meeting, which provides for Council ownership of on property pressure sewer assets only where there is a significant wider community benefit.
2. That, in the context of the pressure sewer policy, Council accepts that wider community benefit be interpreted as only where there is a significant cost benefit to Council associated with deferred or avoided capital investment in network infrastructure.

Clause 26-19 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, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Against:

Councillor Leonie Hapeta.

27-19

Emissions Management and Reduction Plan

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

Elected Members requested an annual report be presented on the Emissions Reduction and Management Plan.

Moved Duncan McCann, seconded Brent Barrett.

The **COMMITTEE RECOMMENDS**

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.

Moved Brent Barrett, seconded Susan Baty.

3. That the Chief Executive be instructed to report annually on the Council's Emissions Reduction and Management Plan.

Clause 27-19 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 adjourned at 10.54am

The meeting resumed at 11.11am

When the meeting resumed Councillor Adrian Broad was not present.

28-19

Housing Steering Group: Terms of Reference

Memorandum, dated 9 April 2019 presented by the City Planning Manager, David Murphy.

Moved Duncan McCann, seconded Vaughan Dennison.

The **COMMITTEE RESOLVED**

1. That the memorandum dated 20 February 2019 and titled "Housing

PALMERSTON NORTH CITY COUNCIL

Steering Group: Scope of the Terms of Reference” be uplifted from the table.

Clause 28.1 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, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Moved Susan Baty, seconded Tangi Utikere.

The **COMMITTEE RECOMMENDS**

2. That the information contained in the memorandum dated 20 February 2019 and titled “Housing Steering Group: Scope of the Terms of Reference” as attached to the memorandum dated 9 April 2019 and titled “Housing Steering Group: Terms of Reference” be received.
3. That a Housing Steering Group is formed.
4. That the Housing Steering Group Terms of Reference attached to the memorandum dated 9 April 2019 and titled “Housing Steering Group: Terms of Reference” be adopted.

Clauses 28.2 to 28.4 inclusive above were carried 13 votes to 0, the voting being as follows:

For:

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

29-19

Palmerston North Housing and Business Development Capacity Assessment Report - May 2019

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

Moved Duncan McCann, seconded Rachel Bowen.

The **COMMITTEE RESOLVED**

1. That the memorandum titled ‘Palmerston North Housing and Business Development Capacity Assessment Report – May 2019’ dated 15 April 2019 be referred to the Planning and Strategy Committee meeting on 5 June 2019.

Clause 29-19 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, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

30-19

Draft Urban Cycleways Masterplan

Memorandum, dated 17 April 2019 presented by the City Planning Manager, David Murphy.

Councillor Adrian Broad entered the meeting at 11.59am

Moved Duncan McCann, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the Draft Urban Cycleways Masterplan is approved for consultation.
2. That the Chairperson of the Planning and Strategy Committee and the Deputy Mayor be authorised to make minor amendments to the Draft Urban Cycleways Masterplan.

Clause 30-19 above was carried 13 votes to 0, with 1 abstention, the voting being as follows:

For:

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

Abstained:

Councillor Leonie Hapeta.

31-19

Proposed amendment to the Dog Control Policy 2018 - approval for consultation (following trial allowing dogs on-leash in the CBD)

Report, dated 16 April 2019 presented by the Strategy and Policy Manager, Julie Macdonald.

The Mayor (Grant Smith) left the meeting at 12.26pm

Moved Karen Naylor, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the Statement of Proposal (proposed amendment to the Dog Control Policy 2018), contained as attachment 1 to the report, be approved for consultation using the Special Consultative Procedure in accordance with S10 of the Dog Control Act 1996 and S83 of the Local Government Act 2002.
2. That the Chairperson of the Planning and Strategy Committee and Deputy Mayor be authorised to make minor amendments to the Statement of Proposal prior to publication.

Clause 31-19 above was carried 13 votes to 0, 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.

32-19

Rural School Bus Safety

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

Elected Members sought clarification around what the district plan enabled in regards to conversations with developers for getting children to school safely.

A recommendation was made for budget referral to the Annual Budget consideration process.

Moved Lorna Johnson, seconded Rachel Bowen.

The COMMITTEE RECOMMENDS

1. That Council receive the report titled “Rural School Bus Safety” dated 14 March 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, subject to Annual Budget consideration process in regard to recommendation 4.

Moved Rachel Bowen, seconded Tangi Utikere.

3. That the Chief Executive be instructed to provide a report on the ability of the District Plan to require developers to consider at the planning stage how children might get to school from a new development; and to enable safe connection to the active and public transport network (including the MoE School bus service in the definition of public transport) once the development is complete. Such a report is also to identify steps that can be taken to progress this issue if the District Plan currently lacks the ability to provide for such action.

Clauses 32.1 to 32.3 inclusive above were carried 13 votes to 0, 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.

Moved Lorna Johnson, seconded Rachel Bowen.

4. That \$50,000 for staff time and non-engineering related infrastructure investment be referred to the annual budget consideration process.

Clause 32.4 above was carried 11 votes to 2, the voting being as follows:

For:

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

Against:

Councillors Leonie Hapeta and Bruno Petrenas.

The meeting adjourned at 1.22pm

The meeting resumed at 2.31pm

When the meeting resumed Councillor Tangi Utikere was not present.

33-19 Late Item - City's Masterplans

Elected Members requested a report on the status of the City's Masterplans to provide clarity at the beginning of the next triennium of Council.

Moved Rachel Bowen, seconded Karen Naylor.

The COMMITTEE RECOMMENDS

1. That the Chief Executive be instructed to provide a report on the status of the City's Masterplans (currently Arena Masterplan, Streets for People/Central City Masterplan, Reserves Masterplans, with the Civic & Cultural Masterplan and Urban Cycle Network Masterplan in progress) in each triennium, to the Planning and Strategy Committee by September 2019.

Clause 33-19 above was carried 11 votes to 1, the voting being as follows:

For:

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

Against:

Councillor Leonie Hapeta.

34-19 Committee Work Schedule

Moved Duncan McCann, seconded Rachel Bowen.

The COMMITTEE RESOLVED

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

Clause 34-19 above was carried 12 votes to 0, 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 and Bruno Petrenas.

The meeting finished at 2.41pm

Confirmed 5 June 2019

Chairperson

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 5 June 2019

TITLE: Prioritising Pedestrian Safety in the Network

DATE: 21 May 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 memorandum titled 'Prioritising Pedestrian Safety in the Network' dated 21 May 2019.
 2. That Council endorses Officers' proposed action list as identified in Table 1 of the memorandum titled 'Prioritising Pedestrian Safety in the Network' dated 21 May 2019 to improve safety outcomes for pedestrians through enhancement of existing approaches and programmes implemented within existing approved budgets.
-

1. ISSUE

- 1.1 Council has a long-standing commitment to improving safety for pedestrians in the roading network, with a focus on reducing serious injury risks. Council has signalled its desire to create a strong culture of walking and cycling in the city under the "Creative and Liveable City Strategy." Under this strategy the "Active and Public Transport Plan" states that Council's goal is to see more people walking, cycling and using public transport around Palmerston North. The "Plan" also acknowledges that for this to happen Council will need to ensure road design, way-finding and planning is undertaken in a way which considers the space and safety needs of cyclists and pedestrians.
- 1.2 Council has previously requested and received regular reporting from Officers on pedestrian safety issues across the city. These reports have highlighted specific safety issues and identified actions being taken by to address the worst trouble spots. The focus has been largely on engineering treatments with these funded from Programme 279 – Minor Road Safety Works.

- 1.3 Council has recognised that this approach is not adequate to deliver the step change in safety required for pedestrians across the network. Instead it was acknowledged that a “Whole of Network” approach is required particularly as the outcomes for pedestrian are interdependent with mode and network prioritisation for the entire network. To help inform this process, Council requested Officers undertake a Pedestrian Needs Assessment as the first stage in developing a more holistic approach to addressing pedestrian safety issues.
- 1.4 Officers commissioned an external consultant to complete a Pedestrian Needs Assessment. This report provides a summary of the initial findings and outlines a suggested framework for prioritising pedestrian needs within the wider context of appropriately prioritising safety across the entire transport network.
- 1.5 This report summarises the findings of the report and some of the recommendations. The report also describes several other initiatives which Council are undertaking which are intended to support safety improvements across the network. Finally, the report outlines a selection of actions proposed by Council Officers for implementation to address pedestrian safety issues in combination with balancing other safety and network challenges.

2. NEEDS ASSESSMENT

- 2.1 The needs assessment completed by Beca Ltd. included the following key elements:
 - an analysis of the pedestrian related fatal and serious pedestrian crashes across the last 10 years (2006-2017)
 - an assessment of the local strategic context and how that relates to the national strategic context
 - identification of a key list of priorities for improving pedestrian safety
 - development of an action plan to address the priorities across the areas of engineering, strategic planning and education initiatives
 - a rough order estimate of costs and a comparison with crash savings
- 2.2 **Fatal and Serious Crash Analysis**
- 2.3 The analysis of fatal and serious pedestrian crashes confirms that in respect of crashes per capita, Palmerston North rates of 5.3 per 10,000 population (over 10 years) are lower than the national average and at the lower end of the range when compared with other roading authorities of comparable size.
- 2.4 The analysis indicates:
 - In the last 10 years there 3 fatal and 43 serious injury crashes out of 219 crashes

- Almost all crash locations are urban
- Approximately 75% of the fatal and serious crashes were not at intersections
- Of the minor crashes many were at intersections

2.5 The three pedestrian fatalities included in the report are:

- 2007 - A child pedestrian was killed in Waldegrave Street following being struck by a slow-moving vehicle while the driver was distracted.
- 2014 – Ferguson Street outside intermediate Normal. An elderly driver failed to see a female pedestrian on the marked pedestrian crossing;
- 2017 – On Broadway, a male pedestrian stepped into the path of a vehicle from the median

2.6 There were two other fatalities:

- 2015 - pedestrian fatality on Napier Road near Roberts Line. Excluded because it occurred on a state highway.
- 2018 – Grey Street, an elderly pedestrian using the footpath was struck by a vehicle which reversed down a driveway

2.7 A heat map indicating the distribution and frequency is included below as Figure 1.

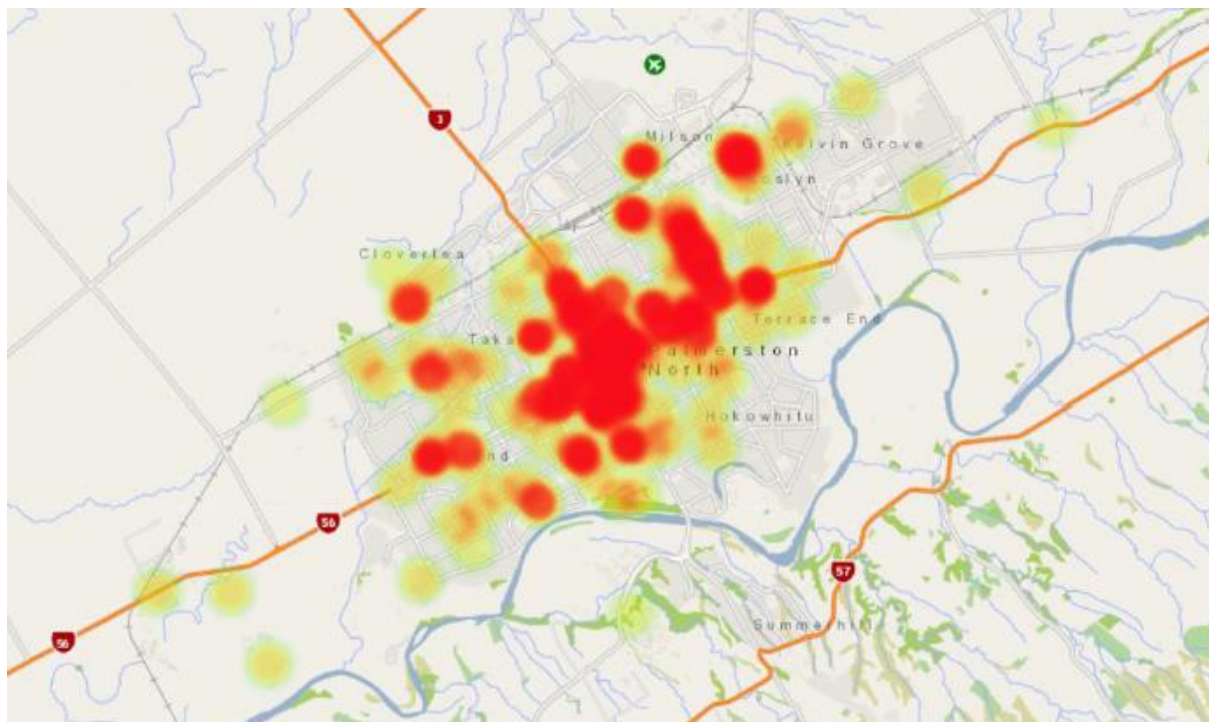


Figure 1. Palmerston North Pedestrian Crash (Minor Injury and Above) Heat Map (2007-2017)

2.8 Strategic Context

2.9 The assessment confirms a close alignment between Council's recently adopted strategies and goals and the New Zealand National Government Policy Statement on Land Transport (GPS) which sets out four strategic priorities (safety, access, environment and value for money). The GPS specifically mentions pedestrian and cycle improvements as part of the safety objective as well as the access objective of "enabling transport choice and access."

2.10 Council's "Active and Public Transport Plan" is intended to give effect to Council's goal of "A creative and exciting city". One of the plan's objectives is to provide "safe, resilient and reliable travel routes, conditions and interconnected intermodal transportation that provide and prioritise access for active and public transport users". The specific action identified to achieve this purpose is "Identify and implement a package of pedestrian and cyclist safety measures across the network to address identified safety concerns." The Pedestrian Needs Assessment is part of this action response.

2.11 Identification of Key Priorities and Action Plan

2.12 The assessment has identified an initial list of priorities to improve safety which include:

- Engineering recommendations
 - Develop a plan of inspections for existing network facilities, with the potential for themed audits
 - Review and audit crossing facilities along corridors with an identified prevalence of crashes or crash risk
 - Review driveway standards in the District Plan
 - Complete the work of reviewing pedestrian safety at traffic signals
 - Further investigation of mid-block crossing facilities
- Strategic planning recommendations
 - Design for liveability by promoting pedestrian safety, access and convenience through the District Plan
 - Connectivity review for pedestrians
 - Neighbourhood accessibility plans
- Education/travel behaviour change recommendations
 - School and workplace travel plans
 - 'Share the road' campaigns

- 2.13 While the draft needs assessment has identified a broad range of priorities, many of these are not new and are already part of Council's current approach to design and safety improvement work. The action plan includes a summary of actions completed to date and some suggested further actions. Many of the proposed actions relate more to effective maintenance, asset data capture and on-going reviews rather than any specific remediation works.
- 2.14 Officers have reviewed the draft action list and identified and consolidated similar or overlapping actions to develop a revised action list, see Table 1, which Officers consider could be advanced. For each of the actions, the specific implementation mechanism is summarised with any linkages to existing initiatives and programmes of work identified.

Table 1 Revised Action Plan Proposed for Council Adoption

Action Area	Recommended Action	Proposed Implementation Mechanism
Engineering Solutions	Inspections and audits of existing facilities	Undertake annual safety inspection and audit of key pedestrian facilities (crossings, signals, roundabouts) to confirm condition and best practice design compliance. Update asset data and condition information in the process – annually – March each year.
	Traffic signal timings and protection for pedestrians	Complete review of traffic signal timings and red arrow protection for all traffic signals – December 2019
	Review priorities for pedestrian safety interventions annually using latest crash data and service requests.	Review annually the pedestrian safety interventions included in Programme 279 and re-prioritise the interventions based on updated crash data and service request data – February each year.
	Review current provision of pedestrian crossing facilities on Ruahine, Rangitikei Street, Featherston Street and the "Ring Road".	Consider pedestrian facilities as part of the development of typical road typographies through "Roads and Streets Framework" and particularly on major arterial routes – Sept 2019 (report back to Council).
	Review driveway and off-street parking standards and requirements to better prioritise pedestrian safety	Initiate work on clarifying most appropriate mechanism for controlling accessway design beyond amendments to the Engineering Standards – October 2019.
	Review pedestrian safety at roundabouts	Review pedestrian safety at new and existing roundabouts and identify key design changes for new work. Input findings into the "Roads and Streets Framework". Scope and cost roundabout improvements and include in

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		Programme 279 – February 2020.
Strategic Planning Recommendations	Support design for liveability which promotes pedestrian safety, access and convenience.	Develop engineering requirements, supported by District Plan changes where required, to ensure new subdivisions provide for integrated pedestrian and active transport solutions – on-going.
	Ensure pedestrian connectivity and key links in high pedestrian use areas are identified and included in planning and engineering solutions e.g. CBD / Neighbourhoods / Hospital / Massey Food HQ	Include specific case studies within the “Roads and Streets Framework” programme which address key pedestrian rich places – August 2019. Consider pedestrian and active transport needs as part of the “Speed Limits Bylaw Review” currently underway – June 2020
Education / Travel behaviour change	Continue to support school and work place travel plans	Consider school communities / hubs in the specific case studies within the “Roads and Streets Framework” to provide infrastructure to achieve step change – August 2019. Engage with school bus travel providers to consider how to expand use and uptake as well as safety outcomes – on-going.

3. WHOLE OF NETWORK APPROACH

- 3.1 Many of the actions recommended in the draft Pedestrian Needs Assessment – Action Plan propose isolated assessments and reviews which consider pedestrian linkage and connectivity in isolation from other modes. Officers have recognised that the integrated nature of the transport network and the interdependencies between the different user groups and transport modes requires a holistic approach to resolve the inevitable conflicts between these groups and modes.
- 3.2 While it is not possible to resolve all modes conflicts, a systematic approach to prioritising routes and networks for different modes can assist with this. An integrated network plan which seeks to minimise points of conflict and develops different levels of service for different parts of the network can reduce the number of conflicts and directly contribute to improved safety for multiple user groups.
- 3.3 An approach already well understood in the planning space is the concept of highlighting ‘place’. By identifying the importance of a ‘place’ and the key user groups and movement requirements in that place, a holistic approach to identifying transport mode priorities can be determined. For example, if pedestrian and active transport users are to be prioritised in the CBD, then the strategies and levers to

achieve safe outcomes for these users can be readily identified. For a 'people centred' space some of the measures which might be employed include:

- Engineered approaches on each road into the CBD to slow traffic – raised thresholds and narrow lanes
- Altered traffic signal priorities
- Slow speed zone for the entire area
- Additional space for pavements / cycling and shared space at the expense of parking

- 3.4 It is this holistic integrated network approach which is being advanced and scoped in more detail through a collaborative approach with a range of internal and external stakeholders as part of the "Roads and Streets Framework". The draft output from this process will be shared with Council in August to gauge support for developing this further with a view to consulting more widely with users and the wider community. If endorsed the framework would be used to guide programme priorities and development within the wider Transport Activity.

4. PROPOSED APPROACH

- 4.1 The Pedestrian Needs Assessment completed by Beca Ltd. has confirmed that while pedestrian fatal and serious injury rates in Palmerston North are below national averages, there are opportunities to improve safety outcomes for pedestrians particularly for crossings of some main arterial roads beyond the main traffic signal controlled intersections. As with any transport safety issue improving safety outcomes requires an integrated approach with other transport modes but also action of a range of measures across engineering, planning and behaviour change.
- 4.2 The assessment has highlighted the monitoring work already being undertaken and progress made by Council particularly in reviewing traffic signal timing, installing arrows for turning conflicts, asset data capture and installation of new pedestrian facilities. In addition, planning and design for pedestrians is being prioritised in the CBD area through the City Centre Streetscape and Cuba Street upgrades.
- 4.3 The draft action plan has proposed nearly 40 actions many of which are a continuation of current work programmes. The plan suggests several rolling annual reviews to ensure existing assets are fit for purpose and intervention strategies are re-prioritised to take account of the latest crash data. Many suggested actions revolve around completing further pedestrian focussed assessments of key arterial roads, roundabouts and traffic signals. While helpful Officers consider this disjointed approach to be problematic in that it does not address the conflicts between transport modes which result in the pedestrian safety issues.

- 4.4 Officers have reviewed the action list and identified a short list of 11 actions which will be implemented either as new tasks or through extending and adapting the current scope and approach of existing programmes of work. The nine key actions comprise:
1. Undertake an annual safety inspection and audit of key pedestrian facilities (crossings, signals, roundabouts) to confirm condition and best practice design compliance and update asset data and condition information in the process – Annually by March each year.
 2. Complete a review of traffic signal timings and red arrow protection for all traffic signals to identify any outstanding mitigation – December 2019
 3. Review annually the pedestrian safety interventions included in Programme 279 and re-prioritise the interventions based on updated crash data and service request information – February each year.
 4. Consider pedestrian facilities as part of the development of typical road typographies through “Roads and Streets Framework” and particularly on major arterial routes – September 2019 (report back to Council).
 5. Initiate work on clarifying the necessary planning amendments required to improve control over accessway design beyond amendments to the Engineering Standards – October 2019.
 6. Review pedestrian safety at new and existing roundabouts and identify key design changes to be adopted for the next project – Monrad / Pencarrow. Input findings into the “Roads and Streets Framework.” Scope and cost any identified roundabout improvements and include in Programme 279 – February 2020.
 7. Develop engineering design requirements, supported by District Plan changes where required, to ensure new subdivisions provide for integrated pedestrian and active transport solutions – on-going.
 8. Develop specific case studies within the “Roads and Streets Framework” programme which detail treatment solutions for key high pedestrian places e.g. CBD, neighbourhoods, Hospital, Broadway Ave – September 2019.
 9. Consider where speed limits can contribute to solutions as part of the “Roads and Streets Framework” and include in the second stage of the “Speed Limits Bylaw Review” currently underway – June 2020
 10. Consider school communities / hubs in the specific case studies within the “Roads and Streets Framework” to identify infrastructure and priority networks to achieve a step change in the adoption of School and Work Place Travel Plans – September 2019.
 11. Engage with school bus travel providers to consider how to expand use and uptake as well as safety outcomes for school bus users – on-going.

- 4.5 Staff have identified the actions above as those that can be implemented within existing resources and contribute in an integrated way to improved problem identification, prioritisation and development of solutions which address conflicts for all transport modes.

5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the outcomes of the Creative and Liveable Strategy	
The recommendations contribute to the achievement of action/actions in the Active and Public Transport Plan	
<p>The action is:</p> <p>Undertake remedial work in areas with high crash or safety concerns, taking into consideration context-sensitive design (based on road function, adjacent land use and user routes).</p> <p>Identify and implement pedestrian and cycle focussed improvements to intersection and road crossings.</p> <p>Upgrade on a prioritised basis, pedestrian routes, connections and road crossings.</p>	
Contribution to strategic direction	<p>The proposed action list will improve and strengthen the safety outcomes achieved with existing programmes of work. The actions include targeted reviews and assessments to identify specific engineering enhancements to reduce risks to pedestrians.</p> <p>The action list includes a range of actions which acknowledge that enduring improvements in pedestrian safety can only be achieved with integrated initiatives that address the conflicts and needs of all transport modes. This work will be materially advanced through case study development of road typologies and treatment solutions for typica 'roads and streets' in Palmerston North as part of the</p>

	collaborative development of a “Roads and Streets Framework”.
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ATTACHMENTS

1. Pedestrian Needs Assessment Report [!\[\]\(448bd415caa8b52d2aeb4d58499267b2_img.jpg\) !\[\]\(23be4c52910c50d5908bb101588c4f4e_img.jpg\)](#)

Pedestrian Needs Assessment Stage 2

DRAFT for Client Review

Prepared for Palmerston North City Council
Prepared by Beca Limited

12 March 2019

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Appendix A – Pedestrian Needs Assessment

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Revision History

Revision N°	Prepared By	Description	Date
1.0	Hayden Trumper	Draft for Client Review	12 March 2019

Document Acceptance

Action	Name	Signed	Date
Prepared by	Hayden Trumper		
Reviewed by	Glenn Connelly		
Approved by	Caron Greenough		
on behalf of	Beca Limited		

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1 Introduction

Palmerston North City Council (PNCC) is interested in improving the safety of vulnerable road users in the city, who are at risk of serious injury if a crash occurs. Pedestrian crashes are distributed throughout Palmerston North, as shown in **Figure 1**, which therefore requires city wide action. Beca Ltd (Beca) has been engaged by PNCC to provide a pedestrian needs assessment and develop an action plan to address pedestrian safety. Beca has previously completed an initial Pedestrian Needs Assessment that identified key areas of risk.

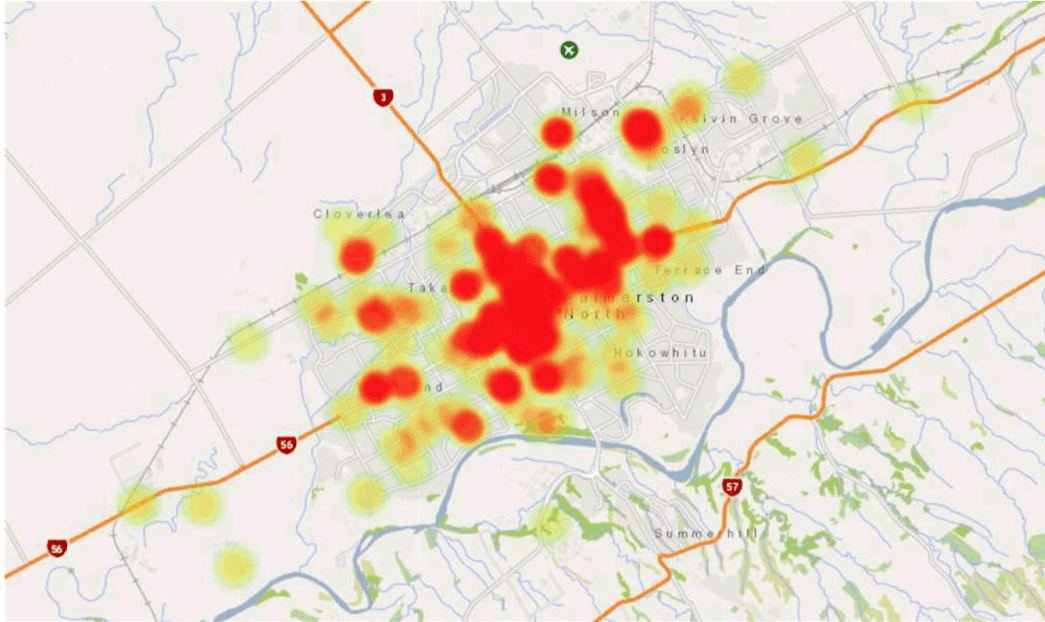


Figure 1: Palmerston North Pedestrian Crash (Minor Injury and Above) Heat Map (2008-2017)

The purpose of this report is to further develop the Palmerston North Pedestrian Needs Assessment to develop actions required to implement the identified key risk areas.

2 Background and Context

2.1 Pedestrian Crashes

Over the past 10 years (2006-2017) there has been 46 fatal and serious pedestrian crashes (3 fatal and 43 serious injury crashes) within Palmerston North from a total of 219 injury crash.

A comparison of crashes per capita between Palmerston North and the national average as well as other roading authorities of comparable size is shown in **Table 1**.

Table 1: Pedestrian crashes per capita comparison (2007-2017)

Location	Population ¹	Total Injury Crashes	Injury Crashes / 10,000 people	Fatal + Serious	Fatal + Serious / 10,000 people
New Zealand	4,793,700	9,586	20	2,866	6.0
Palmerston North	87,300	219	25	46	5.3
Nelson	51,400	129	25	47	9.1
Napier	62,000	111	18	31	5.0
Invercargill	54,800	135	25	40	7.3

Palmerston North has a similar number of injury crashes per 10,000 people as Nelson and Invercargill, however this is above the national average. Palmerston North has a low number of fatal and serious crashes per capita compared to the national average and is at the lower of the range compared other similar roading authorities.

2.2 Strategic Context

2.2.1 Palmerston North Strategic Context

Palmerston North City Council's "Active and Public Transport Plan 2018/21" (referred to hereon as "the Plan") details how the Council intends to create a strong culture of walking and cycling in the City, feeding into the Council's goal of "A creative and exciting city", with "the most active community in New Zealand" (3).

The Plan states that the "Council's goal is to see more people walking, cycling, and using public transport around Palmerston North" and acknowledges that for this to happen "Council wants road design, way finding, and planning to take into consideration the space and safety needs of cyclists and pedestrians" (emphasis added).

The Plan states the current situation in Palmerston North as being one where:

¹ Statistics New Zealand estimate 2017

- There are a high number of intersections associated with the grid network pattern that increases the risk of accidents. Motor vehicle crashes involving pedestrians have been increasing.

One of the Plan's goals is to provide:

- Safe, resilient and reliable travel routes, conditions and interconnected intermodal transportation that provide and prioritise for active and public transport users

And a specific program identified to achieve this purpose is:

- Identify and implement a package of pedestrian and cyclist safety measures across the network to address identified safety concerns (by Dec 2019).

This Pedestrian Needs Assessment is directly related to this program action.

2.2.2 National Strategic Context

The New Zealand Government Policy Statement on Land Transport (GPS) was adopted on 25 June 2018 and sets the strategic direction for the land transport system in New Zealand over the next 10 years. This document has four strategic priorities (safety, access, environment and value for money) with safety and access being key strategic priorities.

The GPS specifically mentions pedestrian and cycle improvements as part of the safety objective "A land transport system that is a safe system, free of death and serious injury" as well as the access objective of "enabling transport choice and access". Improving the safety of pedestrian is recognised as a key part of improving pedestrian accessibility and encouraging the uptake of walking as preferred transport modes.

The GPS recommends investment in the provision of appropriately designed and maintained infrastructure and speed management to increase access to and uptake of active travel modes. In support of the GPS, the NZ Transport Agency (the Agency) has introduced the Targeted Enhanced Funding Assistance Rates (TEFAR) for the 2018-2021 National Land Transport Programme (NLTP).

3 Palmerston North Pedestrian Needs Assessment

An initial Pedestrian Needs Assessment has been completed by Beca and dated 11 July 2018. This was the first step to address concerns from the Palmerston North City Council for pedestrian safety within Palmerston North (provided in **Appendix A**). This assessment assessed actual and perceived pedestrian safety risks through an assessment of pedestrian crash history, pedestrian crash risk mapping and analysis of customer queries and requests within K-base. The initial assessment identified the following priorities to improve pedestrian safety:

- Engineering recommendations:
 - Develop a plan of inspections for existing network facilities, with the potential for themed audits, as has already commenced
 - Review and audit crossing facilities along corridors with an identified prevalence of crashes or crash risk.
 - Review driveway standards in the District Plan.
 - Complete the work reviewing pedestrian safety at traffic signals
 - Further investigation of "raised island" crashes
- Strategic planning recommendations
 - Designing for liveability, by promoting pedestrian safety, access and convenience through the District Plan
 - Connectivity review for pedestrians in the City
 - Neighbourhood accessibility plans
- Education/travel behaviour change recommendations
 - School and workplace travel plans
 - 'Share the road' campaigns

Key personnel within the following teams have been consulted to determine the work currently being undertaken by PNCC within each action area:

- Traffic Safety and Planning
- Road and Infrastructure Maintenance
- Asset Planning
- District Plan and Strategic Planning

The NZ Transport Agency has been consulted to understand their planned pedestrian improvements and maintenance of existing pedestrian improvements.

The comments received have been incorporated as part of the action plan shown in **Table 3-1**.

Table 3-1: Palmerston North Pedestrian Needs Assessment

Action Level	Recommended Action	Action Taken to Date	Recommended Further Actions	Crashes
Engineering Recommendations	Develop a plan of inspections for existing network facilities, with the potential for themed audits.	<ul style="list-style-type: none"> Regular inspections currently being undertaken by maintenance contractor (including street lighting, traffic signals, road maintenance and signs) Inspections of zebra crossings and kea crossings. Partial review of traffic signal timings and red arrow protection for pedestrians. Conceptual review of roundabouts Development of pedestrian crossing inspection module for RAMM 1. 	<ul style="list-style-type: none"> Undertake formal safety inspections of network. Confirm frequency and document findings. Undertake themed audit inspections of key facilities. Confirm frequency, priority and document findings. <ul style="list-style-type: none"> - Crossing points - Zebra and kea crossings - Traffic signals (see below) - Roundabouts (see below) Review of contractor performance to ensure pedestrian safety related matters are addressed as a priority. Undertake training as needed; such as joint network inspections. Complete the inventory of pedestrian crossing assets / facilities for regular review Review and document inspection plans and priorities. Identify / review suitable inspection periods for key assets, high use crossings, high use areas and / or environments with high risk. Identify training requirements for inspectors; asset managers / owners, engineering representatives and contractors. Record and keep up to date pedestrian facility inventories; Identify post construction asset management capture of facilities Undertake an annual review of pedestrian crashes / risks, review priorities and actions. Review priority areas and routes including rural crashes (6 / 11) Monitor requests for service of existing facilities to determine community impact of current facilities 	<p>52 / 242 (FS / FSMN)</p> <p>3 / 20 5 / 41 2 / 14</p>
	Review and audit crossing facilities along corridors with identified crashes	<ul style="list-style-type: none"> Signalised crossing installed on Ruahine St outside the hospital. Traffic signal timings reviewed, and arrows installed on the Ring Road traffic signals around the ring road. 	<ul style="list-style-type: none"> Review the following routes; review existing facilities, consider the need for new facilities and develop remedial measures. <ul style="list-style-type: none"> - Ruahine Street (Main St East – Tremaine Ave) 	3 / 15



		<ul style="list-style-type: none"> Plans developed for the upgrade of the Square including altered intersections and lower speeds. 	<ul style="list-style-type: none"> - Rangitikei Street (Grey Street – North of Tremaine) with NZTA - Featherston Street (Wood Street – Roy Street; particularly near SH3) potentially in conjunction with planned changes to cycle facilities - The 'Ring Road' (Princess Street, Ferguson Street, Pitt Street, Bourke Street, Wadding Street). Evaluate the effects of installing a traffic signalised crossing at UCOL on Princess Street. - The CBD / Square 	1 / 13
	Standards for driveways should also be reviewed to see if improvements can be made	<ul style="list-style-type: none"> District Plan updated (Plan change 22 - 14 December 2018) to include for example: visibility splays at driveways, separation between on site parking areas and the footpath, footpaths within large car parks and assessment criteria for consents and key activities. 	<ul style="list-style-type: none"> Continue to strengthen the consideration of pedestrians and facilities provided in subsequent reviews of the District Plan. 	3 / 13
Complete the work underway at Council reviewing pedestrian safety at traffic signals	<ul style="list-style-type: none"> Signal controllers and software upgraded (2014-2017) Arrows installed to control turning conflicts with a priority on the ring road (2014-2018) Time settings reviewed as controllers upgraded Desktop review for consistency 2018 	<ul style="list-style-type: none"> Complete the investigation of high risk or high volume signalised pedestrian crossing as a priority; for example where pedestrians have to cross a four lane road. Review all time settings for pedestrians particularly the time used to protect pedestrians. Complete the updating of timing settings to be consistent with current practice to provide increased protection to pedestrian where practical. Identify all remaining crossings that require arrow protection for pedestrians. Alter personality and install lanterns as required Investigate the installation of traffic signalised pedestrian crossing on Princess Street near UCOL 	<ul style="list-style-type: none"> Complete the investigation of high risk or high volume signalised pedestrian crossing as a priority; for example where pedestrians have to cross a four lane road. Review all time settings for pedestrians particularly the time used to protect pedestrians. Complete the updating of timing settings to be consistent with current practice to provide increased protection to pedestrian where practical. Identify all remaining crossings that require arrow protection for pedestrians. Alter personality and install lanterns as required Investigate the installation of traffic signalised pedestrian crossing on Princess Street near UCOL 	5 / 41 No FS since 2014
Review pedestrian safety at roundabouts	<ul style="list-style-type: none"> New and renewed roundabouts installed to current standards. Safety review / audits completed. Conceptual review of roundabouts that require upgrading to reduce 	<ul style="list-style-type: none"> Continue to improve pedestrian safety as roundabouts are installed and / or renewed. Review the pedestrian safety performance at roundabouts 	<ul style="list-style-type: none"> Continue to improve pedestrian safety as roundabouts are installed and / or renewed. Review the pedestrian safety performance at roundabouts 	2 / 14

		speed and provide / upgrade pedestrian facilities completed 2018.		
	Review pedestrian safety at raised platforms	2.	<ul style="list-style-type: none"> Identify and investigate high risk or high volume roundabouts (6 months) Develop a programme to fund roundabout improvements as part of renewals and / or as standalone work. 	Few
	Further investigation of "raised island" crashes		<ul style="list-style-type: none"> Identify and investigate high risk or high pedestrian volume sites as a priority (8 / 27 Excl. traffic signals) Develop programme for review of pedestrian safety Identify if city-wide mass action interventions are required 	10 / 45
Strategic planning recommendations	Designing for liveability - promote pedestrian safety, access and convenience through the District Plan;	<ul style="list-style-type: none"> District Plan updated and includes for example: visibility plays at driveways, separation between on site parking areas and the footpath, footpaths within large car parks and assessment criteria for consents and key activities. Initial review completed of Kbase requests and CAS data. 	<ul style="list-style-type: none"> Continue to strengthen the consideration of pedestrians and facilities provided in subsequent reviews of the District Plan. Encourage developers to better provide for pedestrians Investigate options to monitoring compliance and provision of pedestrian facilities in new developments 	
	Connectivity review for pedestrians in the City: Investigation of pedestrian demand and desire lines and the potential for developing safer pedestrian corridors through the city	<ul style="list-style-type: none"> Key pedestrian links in the CBD have been identified in the District Plan. Speed limit review is under way; completion early 2021 Variable speed limits around schools. 	<ul style="list-style-type: none"> Investigate and utilise information to identify key pedestrian desire lines (e.g. Census data, Qrious, Google data). Review the standard and type of facilities to ensure ready and safe access is provided for all users. Prepare access strategies and plans for access within high pedestrian use areas; consider the CBD, Hospital, Terrace End and near schools (particularly busy corridors) as priorities. Prepare access strategies and plans for access to and from high pedestrian use areas; consider the CBD, Hospital, Terrace End and near schools (particularly busy corridors) as priorities. 	

			<ul style="list-style-type: none"> Review the provision of pedestrian facilities near the urban periphery and rural areas. Identify pedestrian infrastructure facilities and requirements of developers. 	
	Neighbourhood accessibility plans	<ul style="list-style-type: none"> Consultation carried out with community and mobility reference groups regarding accessibility needs and footpath faults (eg: snap / send / solve app) Audits undertaken on disabled carparks to identify where direct access is lacking Added pedestrian priority route into NOF/NOP Exploring street framework to determine how priority routes work together All signals have audio-tactile pedestrian facilities. Video / infra-red cameras have been used at two signalised pedestrian crossings. 	<ul style="list-style-type: none"> Determine methodology for identifying neighbourhoods with high accessibility requirements. Develop / refine methodology and programme for auditing accessibility for impaired pedestrians. Focus on crossings facilities in key areas such as the CBD, Terrace End, and the hospital. Undertake accessibility audits. Plan, prioritise and document improvements. Provide accessibility audit tools on Council's website. 	
Education/ travel behaviour change recommendations	School and workplace travel plans	<ul style="list-style-type: none"> Some school travel plans developed 	<ul style="list-style-type: none"> Continue to work with schools to develop school travel plans; include safe routes to school and infrastructure review. Review school patrol facilities and ensure all agreements and training is in place. Consider the removal of zebra crossings in favour of safer facilities. Provide information on Council's web site about school travel. Include for example travel in rural areas and catching the school bus. Review the delivery model and resourcing for education and travel behaviour change; including the consideration of the interest, capacity and capabilities of road safety partners. 	

			<ul style="list-style-type: none"> Take opportunities to encourage the development of workplace travel plans and improved pedestrian facilities on private land.- 	
	'Share the road' campaigns	<ul style="list-style-type: none"> Variable speed limits around schools. 	<ul style="list-style-type: none"> Develop communication and engagement plan for communicating an awareness of all users. Priority areas include: CBD, Hospital, Terrace End and near schools (particularly busy corridors). 	



4 Estimated Crash Savings and Estimate Costs

4.1 Estimated Crash Savings

The scope of each action area is to be further developed so the precise infrastructure improvements are yet to be discerned. The estimated crash savings have been obtained from a range of New Zealand, Australasian and international data sources. Information sourced from New Zealand has been used where possible. The estimated crash savings for each action area is shown in **Table 2** with detailed descriptions of the crash savings provided in **Appendix B**.

Table 2: Anticipated crash savings of action areas

Action Area	Anticipated Crash Reduction Rate	Anticipated Crash Reductions
Develop plan of inspections for existing network facilities, with the potential for themed audits, as has already commenced	0% (Part of normal maintenance regime)	Nil
Review and audit crossing facilities along corridors with identified crashes	15-50%	2.1-7.0 FSI saved/10 years
Review driveway standards in the District Plan	0% (Standards apply to new driveways)	Nil
Complete the work underway at Council reviewing pedestrian safety at traffic signals	35-55%	1.8-2.8 FSI saved/10 years
Further investigation of "raised island" crashes	15-50%	1.2-4.0 FSI saved/10 years
Designing for liveability - promote pedestrian safety, access and convenience through the District Plan	0.76% crash reduction for every 1% that shifts from driving to walking	1.7 FSI crashes/10 years per 1% of mode shift
Connectivity review for pedestrians in the City		1.7 FSI crashes/10 years per 1% of mode shift
Neighbourhood accessibility plans		1.7 FSI crashes/10 years per 1% of mode shift
School and workplace travel plans	School - 0.38% of private motor vehicle crashes (assuming 10% mode shift)	Up to 3.5 FSI crashes/10 years

	Work – 1.2% of private motor vehicle crashes (assuming 10% mode shift)	
'Share the road' campaigns	0-8% while campaign is active	Up to 4 FSI crashes/10 years while campaign is active

4.2 Cost Estimates and Programme

Most of the actions required as part of the action plan are related to alterations in internal processes and embedding the consideration of pedestrian needs as part of business-as-usual operation of PNCC. These actions are likely to be executed using internal resources, so a cost estimate has not been completed for these items. Therefore, the cost estimates for each action area shown in **Table 3** and are limited to the implementation cost of additional infrastructure.

Table 3: Estimate implementation costs of physical infrastructure

Action Area	Indicative Implementation Costs ²	Estimated Implementation Timeframe
Develop plan of inspections for existing network facilities, with the potential for themed audits, as has already commenced	This is likely to be resourced with internal resources	Up to 6 months to develop plan
Review and audit crossing facilities along corridors with identified crashes	Pedestrian Refuge Islands - \$5k-\$20k Kerb Extensions - \$5k-\$20k Raised Pedestrian Crossings - \$5k-\$20k Pedestrian Signals - \$100k+	1-3 years depending on intervention complexity
Review driveway standards in the District Plan	This is likely to be resourced with internal resources	Plan change completed to date, ongoing monitoring required
Complete the work underway at Council reviewing pedestrian safety at traffic signals	Under \$5k per site	1-2 months per group of 3-4 sites and up to 1 year for implementation
Further investigation of "raised island" crashes	Pedestrian fencing - Less than \$5k Pedestrian Refuge Islands - \$5k-\$20k Kerb Extensions - \$5k-\$20k Raised Pedestrian Crossings - \$5k-\$20k Pedestrian Signals - \$100k+	Up to 6 months to investigate and 1-3 years to implement depending on intervention complexity

² Indicative treatment costs obtained from Austroads Road Safety Engineering Toolkit

Designing for liveability - promote pedestrian safety, access and convenience through the District Plan	This is likely to be resourced with internal resources	Up to 2 years depending on complexity of required Plan Change
Connectivity review for pedestrians in the City	This is likely to be resourced with internal resources	Up to 6 months to identify pedestrian corridors
Neighbourhood accessibility plans	This is likely to be resourced with internal resources	Approximately 1-3 months to develop accessibility plans (depending on the size of the neighbourhood)
School and workplace travel plans	This is likely to be resourced with internal resources	Approximately 1-2 months per group of 2-3 schools/workplace (depending on the level of support provided)
'Share the road' campaigns	Additional costs can range from minimal cost using existing media channels or social media to \$100k+ for large scale media campaigns	Up to 1 month depending on approvals required

4.3 Additional Funding Sources

4.3.1 Targeted Enhanced Funding Assistance Rates

In support of the GPS, the Agency has introduced the Targeted Enhanced Funding Assistance Rates (TEFAR) for the 2018-2021 National Land Transport Programme (NLTP). The requirements to be eligible for TEFAR funding are as follows:

- Activities must be within the scope of one of the five National Priority Programmes (NPP) (Safety improvements on local roads and walking and cycling improvements are two of the programmes)
- Activities must have a High or Very High results alignment defined by the Investment Assessment Framework
- Improvement activities are eligible for the TEFAR
- In general, only costs incurred during 2018-21 NLTP period will be eligible for TEFAR
- Activities within Low Cost/Low Risk programmes may be eligible for TEFAR (provided they align with the scope of the NPP of the have a Very High or High)
- All activities must be substantially (80%) completed by June 2021
- Any local share released by TEFAR, must be allocated to other transport related projects
- Confirmation of the TEFAR
- Monitoring TEFAR

Based on the above criteria, the only action areas likely to be eligible for additional funding from the Agency are as follows:

- Review and audit crossing facilities along corridors with identified crashes

- Complete the work underway at Council reviewing pedestrian safety at traffic signals
- Further investigation of "raised island" crashes

Discrete projects within each action area that meet the requirement of for TEFAR funding are provided with additional contributions from the Agency on top of the normal Funding Assistance Rates. For Palmerston North, contributions of 75.5% of the project cost for these projects can be sourced from the Agency.

A

Appendix A – Pedestrian Needs Assessment

| Estimated Crash Savings and Estimate Costs |

B

Appendix B – Crash Reduction Factor Explanation

Action Level	Recommended Action	CRF	Reasoning
Engineering Recommendations	Develop plan of inspections for existing network facilities, with the potential for themed audits, as has already commenced	0%	This should be conducted as part of normal maintenance regime of existing pedestrian crossing facilities.
	Review and audit crossing facilities along corridors with identified crashes	15-50%	Possible treatments for these locations include installing pedestrian fencing, refuge islands, raised pedestrian crossings, kerb extensions, and mid-block traffic signals. Crash reduction factors for these treatments were obtained from NZTA's Crash Estimation Compendium, The Handbook of Road Safety Measures and the Austroads Road Safety Engineering Toolkit. The range of 15-50% covers the expected crash reduction for all likely treatments.
	Review driveway standards in the District Plan	0%	New measures have recently been implemented. Impact of recently introduced driveway standard currently unknown, however this could be up to a 30% reduction in risk for new driveways based on sight distance improvements. Considering this reduction in risk is only applicable for new driveways, there is no reduction in crashes on existing driveways. Ongoing monitor of effectiveness of new district plan rules is required.
	Complete the work underway at Council reviewing pedestrian safety at traffic signals	35-55%	Treatments at traffic signals could include improved pedestrian signal timing, adding and exclusive pedestrian signal phase and having the traffic signals rest on red. NZTA's Crash Estimation Compendium and the Austroads Road Safety Engineering Toolkit were used to determine the expected range of crash reduction factors.
	Further investigation of "raised island" crashes	15-50%	Possible treatments for these locations include installing pedestrian fencing, refuge islands, raised pedestrian crossings, kerb extensions, and mid-block traffic signals. Crash reduction factors for these treatments were obtained from NZTA's Crash Estimation Compendium, The Handbook of Road Safety Measures and the Austroads Road Safety Engineering Toolkit. The range of 15-50% covers the expected crash reduction for all likely treatments.
Strategic Planning recommendations	Designing for liveability - promote pedestrian safety,	0.76% crash reduction for every 1% that	These strategies aim to result in a mode shift, with more people walking and less people driving. This will reduce the number of vehicles involved in crashes but increase the



access and convenience through the District Plan	shifts from driving to walking	number of pedestrians involved in crashes. Using crash rates from the Ministry of Transport's Risk on the Road studies, the expected crash reduction for every 1% of people that start walking instead of driving was calculated.
	Connectivity review for pedestrians in the City	New Zealand Household Travel Survey – Risk on the Road – Drivers and their Passengers Vehicle crash rate = 12233/130156 = 0.0940 crashes/trip
	Neighbourhood accessibility plans	New Zealand Household Travel Survey – Risk on the Road – Pedestrians, Cyclists and Motorcyclists Ped crash rate = 927/40580 = 0.0228 crashes/trip <i>If all vehicle trips became pedestrian trips:</i> CMF = Ped crash rate/Vehicle crash rate = 0.0228/0.0940 = 0.2426 CRF = 1-0.2426 = 0.7574 <i>For each 1% of vehicle trips that becomes pedestrian trips:</i> CRF = 0.7574/100 = 0.76%
Education/travel behaviour change recommendations	School and workplace travel plans	Mode shift as above. New Zealand Household Travel Survey – Comparing Travel Modes Travel to main or other job accounts for 8% of all private vehicle trips therefore 16% of travel is to and from work (assuming home-work-home travel). Assuming a 10% mode shift to and from work results in a 1.6% total mode shift. Travel to education accounts for 2.5% of all private vehicle trips therefore 5% of travel is to and from education (assuming home-education-home travel). Assuming a 10% mode shift to and from education results in a 0.5% total mode shift.
	School - 0.38% of private motor vehicle crashes Work - 1.2% of private motor vehicle crashes	
	'Share the road' campaigns	Average crash reduction during the media campaign in the area targeted by media campaign based on two separate meta-analyses. Delaney, A., Lough, B. Whelan, M., Cameron, M., A Review of Mass Media Campaigns in Road Safety, Monash University Accident Research Centre, 2004
	8% during media campaign	



MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 5 June 2019

TITLE: Palmerston North Housing and Business Development Capacity Assessment Report - May 2019

DATE: 15 April 2019

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

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

RECOMMENDATION(S) TO COUNCIL

1. That the Palmerston North Housing and Business Development Capacity Assessment Report – May 2019 is received to inform future decision making, in particular changes to the Palmerston North City District Plan and the 2021 Long Term Plan Process.
2. That the rationale sitting behind the ratings differential being applied to the first five hectares of residentially zoned land and the remaining balance is reviewed. The review should consider how the Ratings Policy can best support the release of residential zone land for development.
3. That a targeted review of the District Plan is undertaken that investigates the options to further refine the approach to managing retail and office activities across the Inner, Outer and Fringe Business Zones.
4. That the rationale sitting behind the ratings differential being applied to Inner and Outer Business Zone property by its Ratings Policy is reviewed. The review should consider how the Policy can best support the social and commercial outcomes being sought for the Inner and Outer Business Zones.
5. That the purpose of the Leased Parking Policy is reviewed so that it considers how best the Policy can support the social and commercial outcomes being sought for the Inner Business Zone.

1. ISSUE

- 1.1 The Council is required to produce a Housing and Business Development Capacity Assessment (the Capacity Assessment) under policy PB1 of the National Policy Statement on Urban Development Capacity 2016 (NPS – UDC).

- 1.2 The Capacity Assessment is a technical research report that will inform future strategy and policy decisions made by the Council. For example, the preparation of a Future Development Strategy under the NPS - UDC, future changes to the Palmerston North City District Plan, and the 2021 Long Term Plan process.
- 1.3 This report was first placed on the agenda for the May 2019 Planning and Policy Committee. Since the report was first prepared, amendments have been made to the recommendations of the Committee report to ensure Council is only be asked to approve recommendations from the Capacity Assessment that are not already covered by the City Development Strategy or the Housing and Future Development Plan, or are operational in nature.
- 1.4 Recommendations 3.1, 3.3, 3.4, 3.6, 3.7, 3.9 and 3.13 of the Capacity Assessment are already covered by the City Development Strategy or the Housing and Future Development Plan. Recommendations 3.5 and 3.12 are operational in nature. Council is only being asked to formally approve recommendations 3.2, 3.8, 3.10 and 3.11, in addition to receiving the Capacity Assessment to inform future decision making. Recommendations 3.1 – 3.13 are detailed at page 15 of the Capacity Assessment.

2. BACKGROUND

- 2.1. The Capacity Assessment has been prepared to meet the Council's requirements under the NPS - UDC. It requires that local authorities with urban area resident populations of over 30,000 people shall, on at least a three-yearly basis, carry out a housing and business development capacity assessment that:
 - a. Estimates the demand for dwellings, including the demand for different types of dwellings, locations and price points, and the supply of development capacity to meet that demand, in the short, medium and long-terms; and
 - b. Estimates the demand for the different types and locations of business land and floor area for businesses, and the supply of development capacity to meet that demand, in the short, medium and long-terms; and
 - c. Assesses interactions between housing and business activities, and their impacts on each other.
- 2.2 Palmerston North is currently classified as a medium-growth urban area by the NPS - UDC because its resident population is projected to grow by 9.5% between 2013 to 2023 according to the most recent Statistics New Zealand medium urban area population projections. The 2017 population and household projections prepared by Sense Partners suggest the city will grow by 12.2% between 2013 to 2023, which would classify it as a high growth urban area.

3. OVERVIEW

- 3.1 The Capacity Assessment identifies a significant increase in annual housing supply in Palmerston North as well as growth in housing demand, and discusses some of the factors contributing to the increase in housing demand in the city. Major capital investment projects in the city and wider region means that housing demand is likely to remain strong over the next 10 to 15 years.
- 3.2 Housing affordability in Palmerston North remains favourable compared with most New Zealand high and medium growth urban areas, but affordability is declining, with strong growth in house prices over the past four years. Analysis for the report shows that increased land values have contributed 70% of the increase in the average capital value of houses in the city between 1994 and 2018.
- 3.3 Progress the Council is making to increase the supply of infrastructure serviced land for housing development, and changes to the Residential Zone section of the District Plan, should assist the Council to reduce land ownership concentration in the city and rural-urban land value differentials. However, action is needed to address the increase in demand for rental housing in the city, which is seen in the rapid growth in the waiting list for social housing.
- 3.4 The Capacity Assessment also outlines ongoing growth in demand for commercial and industrial land in the city and the actions the Council has undertaken to monitor the level of demand for land. There has also been action to increase the supply of infrastructure serviced land for growth in commercial and industrial developments in the city. The first comprehensive review of vacancy rates in the commercial and industrial zones has been a timely input to the assessment, identifying nil or low vacancy rates in some zones, but ongoing high vacancy levels in lower grade buildings, particularly in the Inner Business Zone.
- 3.5 The Capacity Assessment supports the directions and actions included in the City Development Strategy and Housing and Future Development Plan. The Capacity Assessment recommends prioritising the delivering of these directions and actions.
- 3.6 The Capacity Assessment provides part of the evidence base required to deliver the changes necessary to the District Plan to give effect to the City Development Strategy and Housing and Future Development Plan. It will also provide a useful evidence base for the 2021 Long Term Plan process, including the 2021 Infrastructure Strategy, Asset Management Plans and Development Contributions Policy.

4. NEXT STEPS

- 4.1 Recommendations for actions by the Council are identified in the Recommendation section of the Capacity Assessment on pages 14 and 15.

PALMERSTON NORTH CITY COUNCIL

- 4.2 As noted in the recommendations of this memorandum, the Capacity Assessment and associated recommendations will be used to inform future decision making, in particular changes to the District Plan and 2021 Long Term Plan process.
- 4.3 The Capacity Assessment will also be a useful reference document to inform the work of the Housing Steering Group. It is suggested that the Housing Steering Group receive a briefing on the contents of the Capacity Assessment at its first meeting.

5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the outcomes of the City Development Strategy	
The recommendations contribute to the achievement of action/actions in the Housing and Future Development Plan	
The action is: Implement the NPS on Urban Development Capacity, including Housing and Business Needs Assessments, monitoring affordability indicators and a new detailed Future Development Strategy.	
Contribution to strategic direction	The Housing and Business Development Capacity Assessment required under the National Policy Statement on Urban Development Capacity has been useful for informing the work which needs to be done by Council to implement the City Development Strategy and the Housing and future Development Plan. It will also inform future changes to the District Plan and the zoning changes needed to accommodate growth in the city.

ATTACHMENTS

- Palmerston North Housing and Business Development Capacity Assessment - May 2019 (attached separately. Note Elected Members have previously been supplied with a copy of this).

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 5 June 2019

TITLE: Draft Venues Policy for consultation

DATE: 8 April 2019

PRESENTED BY: Julie Macdonald, Strategy & Policy Manager, Strategy & Planning

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

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the Draft Venues Policy (attachment 1 of the memorandum titled 'Draft Venues Policy for consultation' dated 8 April 2019) is approved for consultation.
2. That the Chairperson and Deputy Chairperson of the Planning and Strategy Committee be given delegated authority to approve minor amendments to the Draft Venues Policy prior to consultation.

1. ISSUE

In October 2018 the Council resolved that: "[t]he Chief Executive develop a PNCC Venues Policy which includes hireage and allowable uses of PNCC venues". This resolution followed multiple deputations from people objecting to the Council hosting the New Zealand Defence, Industry and National Security Forum at Central Energy Trust Arena.

This memo outlines the current process for determining the use of Council-owned and controlled venues, and recommends the Draft Venues Policy (attachment one) be approved for public consultation.

2. BACKGROUND

The development of this policy began with consideration of the wide range of Council-owned or controlled venues which could potentially be within its scope. Councillors have noted that, while staff and elected members may understand the various legal or structural differences between the various venues, the wider community may expect a more consistent approach. As currently drafted, a distinction is made between venues under more direct influence of the Council (for example the Conference and Function Centre) and those whose operation is managed by other entities.

Current operational guidance for Palmerston North venues

The following section describes the various considerations currently made in decisions about the use of Council-owned and controlled venues.

- a) Council-owned and operated commercial venues (Conference and Function Centre, and Central Energy Trust Arena)

The strategic purpose of the Central Energy Trust Arena is aligned with Goal 2: Creative and exciting city. The Active Community Plan states that “Central Energy Trust Arena is the city’s main multi-purpose hub for sport and recreation and serves as the region’s premier sporting and events hub”.

The strategic purpose of the Conference and Function Centre is aligned with Goal 1: Innovative and growing city. The Economic Development Plan states that the “Conference and Function Centre provides facilities for large business events”.

In practice, there are no formal policies applied to the application for bookings other than the usual operational considerations (such as health and safety, and potential for damage).

- b) Council-owned and operated venues (the Central Library, Youth Space, community libraries and bookable space at Central Energy Trust Wildbase Recovery)

Council’s provision of community venues is aligned to Goal 3: Connected and safe community. The library spaces are available to groups to ‘help serve the community’s needs for educational, informational, community-building and cultural enrichment’. The current operational practice excludes events and activities that are for commercial, personal, political party, or religious purposes. These guidelines were developed by the libraries to take into account the extent to which the use of library spaces can be overheard by the library-using public.

- c) Venues operated by the cultural Council Controlled Organisations (Te Manawa, the Regent Theatre, the Globe Theatre, and Caccia Birch)

Council’s support for the cultural CCOs is aligned to Goal 2: Creative and exciting city. Every year the Council develops a letter of expectation which forms the basis for the statement of intent agreed between the Council and each CCO. There are currently no specific Council requirements incorporated into any of these agreements that would preclude any booking being made at any of the CCOs.

- d) Community-operated venues on Council land (community centres, The Stomach, Hancock Community House, Square Edge, and community-owned buildings on Council land)

Council’s support for community centres is aligned to Goal 3: Connected and safe community. An agreement has been developed with all Council-owned community centres,

which includes a statement of purpose: “[t]o provide space for local communities to connect with each other and engage in a range of recreational, social, cultural and educational activities which help address the needs of the community”.

Council has lease agreements and/or management agreements with operators of community-owned venues on Council land, such as The Stomach, Hancock Community House, and Square Edge. There is currently no other specific Council policy guidance for the use of these venues or for community-owned buildings on Council land (such as clubrooms).

Other policy guidance

As part of the Treasury Policy 2017 the Council adopted guidelines for ethical investment:

The Council seeks to invest in an ethical manner which it defines as meaning that it will invest in entities that engage in activities that demonstrate a positive approach to the environment, society and governance. The Council will not invest where there are significant legal or ethical concerns, and will specifically exclude investment in the following areas:

- the manufacturing or development of controversial weapons
- the manufacturing of tobacco
- the production of fossil fuels
- generating revenue from the operation of casino gambling.

Venue Management Association (VMA) and Events and Entertainment Venues Association of New Zealand (EVANZ) were asked to provide advice about industry best practice or examples of venues policies akin to the one proposed by the Council. Neither of these organisations could provide comprehensive guidance about policy-making in this area. Similarly, inquiries to other New Zealand local authorities suggests that venues policies of the nature proposed by Councillors are not common.

It seems reasonable to conclude that most venues operating on a purely commercial model do not have policies with ethical or strategic components that may limit their use. Venues which are guided by other strategic objectives, such as those in public or community ownership, may be more inclined to make case by case decisions (as was the case with the Auckland decision not to allow the Bruce Mason Centre to be used by the Canadian speakers in 2018). It may well be that much of the guidance in place for such venues has been informally developed and agreed (for example, the Palmerston North City Council operating guidelines for the use of the Central Library). Changing social norms may well lead to other public or community entities also beginning to explore the development of policies which guide the use of their venues. At this stage, however, Palmerston North seems to be at the forefront of this emerging issue.

3. DISCUSSION

Scope of the draft policy

The Council resolution did not provide any guidance about the direction of the policy to be developed, however a further workshop with Councillors did provide an opportunity for discussion about the scope and direction of the policy. Staff are also mindful that a policy was called for following the controversial decision to host the Defence, Industry and National Security Forum, and this context was considered in the development of the draft. The policy proposes a series of guidelines (1-5, below) to be applied to venues which are both Council-owned and operated. A subset of these guidelines (1-2, below) is proposed to apply to other venues within the scope of the policy.

Content of the draft policy

This section describes the rationale for the inclusion of each aspect of the guidance proposed by the draft policy. The explanations in this section of the report should be read in conjunction with the draft policy (attachment 1):

1. "Bookings will not be accepted where a **main purpose** of an activity or event is to promote:
 - a. controversial weapons
 - b. tobacco
 - c. fossil fuels
 - d. casino gambling"

Rationale: These four activities have already been identified by the Council as being detrimental to community well-being in its decision-making about investment.

2. "Bookings will not be accepted where a **main purpose** of an activity or event is in direct opposition to the freedom from discrimination guaranteed by the Bill of Rights Act 1990, as defined under the Human Rights Act, 1993."

Rationale: The protections offered under the Bill of Rights Act 1990 include freedom of discrimination on the grounds of sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, and age, political opinion, employment status, family status, and sexual orientation. The explicit strategic direction of the Council is to promote inclusion and community connection, and therefore the proposal is for this policy to reinforce the freedoms identified under the Act. It should be noted that this guideline would in no way impact on the ability of any group to use a venue covered by this policy unless an express purpose of its activity was to limit or marginalise some part of the community protected under the Bill of Rights Act.

3. “Bookings will not be accepted where a **main purpose** of an activity or event is religious worship, party political advocacy (for example, of a single political party), or the promotion of misinformation AND the event or activity would be able to be overheard by members of general public (for example, in the Central Library’s Event Central).”

Rationale: The draft policy proposes that instead of limiting more ‘sensitive’ activities overall, that they are instead only limited when they occur in more public venues under the direct control of the Council. This would mean some changes to the informal guidelines currently in place. This proposal provides a balance between Council’s role in providing meetings spaces to support community activities, and its responsibility to ensure all community members have the opportunity to feel welcome in Council venues.

4. “Bookings may not be accepted where an activity or event may have a significant negative impact on the reputation of Palmerston North or Palmerston North City Council, to the extent that this impact would outweigh the other benefits of the activity or event.”

Rationale: The intention of the policy is to promote the strategic goals of the Council. The draft policy proposes that there will be some discretion to take the reputation of the city into account when decisions are made. Unlike guidelines 1-3, some evaluation of risk will be required in the application of this guideline.

5. “Advice from Council’s strategic partners, including Rangitāne o Manawatū and MidCentral Health DHB, may be requested to inform decisions.”

Rationale: Through the adoption of its strategic framework the Council has affirmed the value it places on the roles and knowledge of its partners. The draft policy proposes that these partners may be consulted to assist in decision-making to ensure that the intent of the policy is met.

Conclusion

The proposed policy aims to provide guidance for decision-making which strikes a balance between affirming some core values in Council’s strategic direction, and the pragmatic need to enable the provision of a wide variety of community venues. It will be this balance which is tested during the consultation process, and which will be addressed in the further report back to Council following that consultation.

4. DEVELOPMENT OF THE DRAFT POLICY

The draft policy has been developed following a Councillor workshop and informal discussions with, VMA, EVANZ, and Rangitāne o Manawatū. All the Council CCOs and community centre management organisations have been provided with an earlier draft of the policy, and informed of the upcoming opportunity to be consulted.

5. NEXT STEPS

If the draft policy is approved for consultation, then staff will consult with the community on the draft and there will be an opportunity for Councillors to hear submissions. Information about any potential operational implications will also be reported when the draft policy, with any amendments, is recommended for adoption.

It is anticipated that there will be five broad groups of external stakeholders who may wish to contribute to consultation on the draft policy:

- 1) Venues whose agreements with Council will be guided by the Policy
- 2) Rangitāne o Manawatū and other strategic partners of Council
- 3) Potential users of Council venues
- 4) Interest and advocacy groups
- 5) The wider Palmerston North community

A variety of methods and materials will be used to invite feedback and engagement on the draft policy, including:


- posters for venues
- an online interactive map
- attendance at meetings (e.g. with community centres and CCOs)
- direct mail
- various social media tools
- attendance at events

6. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual 168.4	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		
The recommendations contribute to the achievement of action/actions in Not Applicable		
Contribution to strategic direction	By contributing to the operation of Council venues, and venues where Council has an influence, the policy will contribute to all of Council's goals, and will be an enactment of the Council's principle of <i>Governorship</i> (Goal 5: Driven and Enabling Council).	

ATTACHMENTS

1. Draft Venues Policy [↓](#) 

Draft Venues Policy

June 2019

Introduction

The Council provides opportunities for commercial and community groups to run functions, meetings, and events in a variety of venues in Palmerston North. The Council understands that use of any of these venues may be interpreted as endorsement of these events and activities. Council has, therefore, developed this policy to guide decision-making about the use of any venue which is Council-owned or where Council has an influence in operations¹.

This policy, therefore, guides Council's decision-making regarding the following:

1. Council-owned and operated commercial venues (Conference and Function Centre and Central Energy Trust Arena)
2. Council-owned and operated community venues (the Central Library, Youth Space, community libraries, and bookable space at Central Energy Trust Wildbase Recovery)
3. Venues operated by the cultural Council Controlled Organisations (Te Manawa, the Regent Theatre, the Globe Theatre, and Caccia Birch)
4. Community-operated venues on Council land (community centres, The Stomach, Hancock Community House, and Square Edge, and community-owned buildings on Council land).

Strategic context

The Council's vision for Palmerston North is *small city benefits, big city ambition*. Council's goals are for:

- An innovative and growing city
- A creative and exciting city
- A connected and safe city
- An eco city
- A driven and enabling Council

The Palmerston North City Council's provision of, or support for, a variety of venues spans three of these goals:

Goal 2: A creative and exciting city	Goal 3: A connected and safe community	Goal 4: An eco city
<ul style="list-style-type: none"> •Conference and Function Centre •Central Energy Trust Arena •Te Manawa •Regent Theatre •Globe Theatre •Caccia Birch •Community venues on Council land •Square Edge •The Stomach 	<ul style="list-style-type: none"> •Community centres •Central Library and community libraries •Community venues on Council land •Hancock Community House 	<ul style="list-style-type: none"> •Central Energy Trust Wildbase Recovery

¹ The term 'venue' is used in this policy to mean any of the bookable meeting or function spaces described in the introduction above.

This policy contributes to the achievement of all of Council's goals, and is an enactment of the Council's principle of *Governorship*:

We will act in the public interest as responsible and ethical stewards of the city and the infrastructure assets and resources under our control, ensuring they are used efficiently and effectively to deliver public value now and into the future.

(Goal 5: A driven and enabling council)

Policy objectives and goals

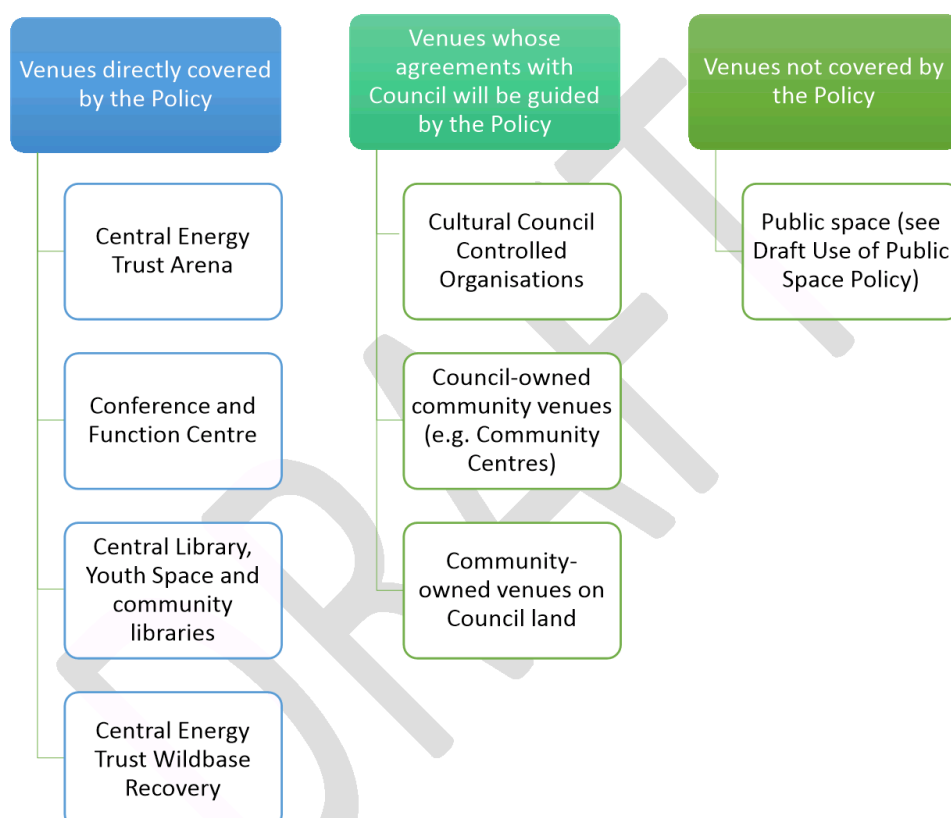
The purpose of the policy is to provide guidance for decisions about the use of Council-owned venues, and community-owned venues on Council land, to achieve the following objectives:

- Support the strategic goals which govern each of the venues within the scope of this policy;
- Enact Council's *Governorship* principle;
- Provide decision-makers with clear and accessible processes;
- Provide transparent decision-making for the public.

Guidelines

General

Each of the venues covered by this policy has its own operational policies and procedures which guide their use. This policy provides additional guidance for decision-making.



Decisions about the use of venues

Venues directly covered
by the Policy

1. Bookings will not be accepted where a **main purpose** of an activity or event is to promote:
 - a. controversial weapons²
 - b. tobacco
 - c. fossil fuels
 - d. casino gambling
2. Bookings will not be accepted where a **main purpose** of an activity or event is in direct opposition to the freedom from discrimination guaranteed by the Bill of Rights Act 1990, as defined under the Human Rights Act, 1993³.
3. Bookings will not be accepted where a **main purpose** of an activity or event is religious worship, party political advocacy (for example, of a single political party), or the promotion of misinformation⁴ **AND** the event or activity would be able to be overheard by members of general public (for example, in the Central Library's Event Central).
4. Bookings may not be accepted where an activity or event may have a significant negative impact on the reputation of Palmerston North or Palmerston North City Council, to the extent that this impact would outweigh the financial or other benefits of the activity or event.
5. Advice from Council's strategic partners, including Rangitāne o Manawātū and MidCentral Health DHB, may be requested to inform decisions.

² As guided by New Zealand's commitment to the Convention for Certain Conventional Weapons (CCW).

³ The protections offered under the Bill of Rights Act 1990, as defined in the Human Rights Act 1993, include freedom of discrimination on the grounds of sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, and age, political opinion, employment status, family status, and sexual orientation. The explicit strategic direction of the Council is to promote inclusion and community connection, and therefore the proposal is for this policy to reinforce freedoms identified under the Act. It should be noted that this guideline would not impact on the ability of any group to use a venue covered by this policy unless the express purpose of its activity was to limit or marginalise some part of the community identified here.

⁴ 'Misinformation' is defined as false or inaccurate information, especially that which is deliberately intended to deceive.

Venues whose
agreements with
Council will be guided
by the Policy

6. The guidelines 1 and 2 (above) will be incorporated into the letter of expectation which forms the basis for the statement of intent agreed between Council and each CCO.
7. The guidelines 1 and 2 (above) will be incorporated in the management agreement reached with all Council-owned community venues.
8. The guidelines 1 and 2 (above) will be incorporated into any new or renewed lease agreement for any community-owned venue on Council land.

Administration

Information about the implementation of this policy will be available on the Council's website, and on the Venues and Events Palmerston North website.

All venues must be managed in accordance with the relevant Council's bylaws, policies, and plans, and with other governing legislation (including the Resource Management Act 1991 and the Reserves Act 1977).

Monitoring

The implementation of this policy will be monitored and reported to Council by June 2021.

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 5 June 2019

TITLE: Update on Interdisciplinary Group on Signs

DATE: 14 May 2019

PRESENTED BY: Julie Macdonald, Strategy & Policy Manager, Strategy & Planning

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

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the memorandum titled 'Update on Interdisciplinary Group on Signs' dated 14 May 2019 is received.
-

1. ISSUE

The outcome of the Signs Review was reported to the Strategy and Planning Committee in November 2018. The purpose of this report is to provide the update requested by the Committee on the implementation of the review.

2. DISCUSSION

The Executive Leadership Team has agreed to the formation of an interdisciplinary group to undertake the activities recommended in the Signs Review Report, which are (in summary):

1. to develop an overall framework for the appearance and placement of the information signs for Council facilities that includes:
 - a. the Council's internal policies for the use of the road on signs;
 - b. all elements of the strategic direction agreed by the Council in decision-making;
 - c. mechanisms to ensure that decisions about signs for major projects are integrated with wider city considerations.
2. identify the services and facilities that warrant significant traffic signage treatment with reference to NZTA criteria and local knowledge; and uses this list to inform future decisions about new signs and renewals.

PALMERSTON NORTH CITY COUNCIL

The group is convened by the Strategy and Policy Manager, and its membership is representative of the Customer, Strategy and Planning, Marketing and Communication, and Infrastructure Units.

The group has met to determined priorities for action, and has begun to:

- develop a process map for all sign inquiries and requirements, including traffic signs for services and facilities, and information signs on Council property (including regulatory signs)
- identify gaps in these processes and develop systems to fill these
- develop an agreed list of significant services and facilities (to inform decision-making under NZTA guidelines)

3. NEXT STEPS

The terms of reference of the interdisciplinary group are for the recommendations of the review to be implemented by the end of 2019, and it is anticipated that the work will be completed in this timeframe. Any further matters requiring decisions by the Council will be reported back through this Committee as appropriate.

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 1: An Innovative and Growing City	
The recommendations contribute to the outcomes of the Economic Development Strategy	
The recommendations contribute to the achievement of action/actions in the Economic Development Plan	
The action is: Complete a review of city signs (by December 2018).	
Contribution to strategic direction	The recommendations agreed by the Executive Leadership Team as an outcome of the Signs Review will contribute to a positive city image.

ATTACHMENTS

Nil

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 5 June 2019

TITLE: Smokefree Outdoor Areas Policy Review

DATE: 16 May 2019

PRESENTED BY: Julie Macdonald, Strategy and Policy Manager, Strategy & Planning

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

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the review of the Smokefree Outdoor Areas Policy be put on hold until the amendments to the Smoke-free Environment Regulations 2017 are adopted at the end of the 2019 year.
2. That officers report back to the Planning and Strategy Committee in December 2019 about the next stage of the Smokefree Outdoor Areas Policy review.

1. BACKGROUND

The Council agreed to review the Smoke Free Outdoor Areas Policy in 2018/2019 as one of the actions under in the Healthy Community Plan. This review has begun, in conjunction with the Smoke Free Reference Group.

During the review of the policy it was determined that new amendments to the Smoke-Free Environments Regulations 2017 will be introduced by the Government by the end of 2019. The amendments are intended to resolve issues around vaping.

Given that the review of the policy has identified vaping as an important issue to be addressed during consultation, the reference group has suggested putting the review on hold until amended regulations are adopted. This delay to the planned review will not result in any significant issues.

Vaping is currently not addressed in the regulations. Making changes to the policy now, therefore may mean further changes are required once amendments to the regulations are complete. While this course of action is still open to Council, it will be a duplication of resources and it could be confusing to undertake public engagement on the same matter twice within a short period of time. Officers are aware that there may be a risk in waiting

for the amendments to the regulations to be adopted, in that the timeframe is not certain. Staff will continue to monitor the situation and, if it becomes clear that the amendments to the regulations will take significantly longer than six months, then staff will report back to Council for a further decision.

2. NEXT STEPS

If Councillors agree to the recommendation, officers will put the review of the Smokefree Outdoor Areas Policy on hold until the amendments for the Smoke Free Environments Regulations are adopted at the end of the year.

Officers will report back to Council in December on the way forward with the review, once the timeframe for the amendments to the regulations is known.

3. 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?	Yes
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the outcomes of the Connected Community Strategy	
The recommendations contribute to the achievement of action/actions in the Healthy Community Plan	
The action is: Review the Smokefree Outdoor Areas Policy (by end of 2018/2019).	
Contribution to strategic direction	Council recognises that while it has no formal role in health service delivery, it has an important role in building healthy communities, creating the conditions for people to make healthy choices and working with partner to promote health and well-being by developing evidence based policy that promotes healthy lifestyles.

ATTACHMENTS

Nil

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 5 June 2019

TITLE: Draft Waste Management and Minimisation Plan 2019 -
Deliberations on Submissions

DATE: 15 May 2019

PRESENTED BY: Kathy Dever-Tod, Parks & Reserves Manager, Infrastructure

APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That the Council adopts the Waste Management and Minimisation Plan 2019.
2. That delegated authority is given to the Chairperson and Deputy Chairperson of the Planning and Strategy Committee for the approval of minor amendments to the Waste Management and Minimisation Plan 2019 prior to publication.
3. That the Waste Management and Minimisation Plan 2012 is revoked upon commencement of the Waste Management and Minimisation Plan 2019 on the 15th July 2019.

1. ISSUE

- 1.1 The Council has undertaken consultation on the Draft Waste Management and Minimisation Plan 2019, with 53 submissions received. Many of the submissions indicated either general support for the Draft Waste Management and Minimisation Plan 2019, or support for specific actions.
- 1.2 This memo recommends that the Council adopt the Waste Management and Minimisation Plan 2019 as shown in attachment 1.
- 1.3 In preparation for the current 10 Year Plan, Council adopted five goals to fulfil the vision of small city benefits, big city ambition. The Eco-Strategy was developed to achieve Goal 4: An Eco-City. Several plans, including The Waste Plan were developed to show how the Council will contribute to achieving this goal. The Waste Plan included an action to review the Waste Management and Minimisation Plan.

2. BACKGROUND

- 2.1 The Draft Waste Management and Minimisation Plan 2019 is proposed to replace the current Plan which was adopted on 17 December 2012. That plan, made under the Waste Minimisation Act 2008, is required to be reviewed every six years.
- 2.2 The Council approved the Draft Waste Management and Minimisation Plan 2019 for public consultation in December 2018, in accordance with the special consultative procedure.
- 2.3 Public consultation was carried out through January and February 2019, with 53 written submissions received during the consultation period. Oral submissions were heard at the Planning and Strategy Committee Meeting on 1 April 2019.
- 2.4 Officers provided a summary of submissions memorandum to the Planning and Strategy Committee Meeting on 1 April 2019.

3. ANALYSIS OF SUBMISSIONS

- 3.1 Many of the submitters were generally in favour of the draft plan or expressed favour towards specific actions contained within the draft Plan.
- 3.2 A wide range of matters were raised in the 53 submissions received. These have been collated by Officers in the table attached (Attachment 2). This provides a summary of the issues and themes on which submitters have commented. Officers have provided comments and recommendations, which are included in the table.
- 3.3 The main key themes from the submissions received were:
 - Prioritise working with Rangitāne
 - Target needs to state how it will be achieved
 - Kerbside Food Waste Collections
 - Materials Limit for Residual Waste
 - Construction and Demolition Waste
 - Target regression from previous plan
 - Diversion rate lower than previous plan
 - The plan doesn't focus on reduction
 - Plastic Waste

3.4 As a result of the submissions officers recommend the following changes to the Waste Management and Minimisation Plan 2019:

- Include two new objectives (Objective 8 and 9) under Goal 3 (pg.7) that incorporates and reflects Councils partnership with Rangitāne
- That action E03 (pg.19) be reworded to include Rangitāne representation
- Include a table in section 2.4 (pg.8) that outlines the specific actions that support the target
- Include a new action E06 (pg.19), for an investigation of options to remove food waste from the residual waste stream, which would look at all options including reduction of food waste, home composting and kerbside food waste collection.
- Retain action point C03 (pg. 20) slightly reorganised clarifying that the provision of a kerbside food waste service would be subject to investigation and detailed financial analysis. Push the timeframe for the investigation by 1 year to allow E06 above to be completed.

3.5 To address the comments raised regarding the target and diversions rate, Officers recommend that an explanation be provided in a response to all submitters explaining that the previous reported diversion rate and target calculations included clean fill. Additionally, Cairns Bins were operating a large materials recovery facility during this period. The current diversion rate and target calculations do not include clean fill due to limitations in the current data available.

4. NEXT STEPS

4.1 If the Council confirms the Committee's recommendations to adopt the 2019 Waste Management and Minimisation Plan, it will replace the current 2012 plan. The new 2019 Waste Management and Minimisation Plan will be published to the Council's website, with a physical copy placed in the Customer Service Centre.

4.2 The submitters will be contacted and advised of the outcome of the consultation process and given a copy of the adopted Plan.



4.3 A public notice will be published in the Manawatu Standard and the Guardian advising of the adoption of the new Plan and that it will commence on the 15th July 2019.

5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
Are the decisions significant?	No

If they are significant do they affect land or a body of water?		No
Can this decision only be made through a 10 Year Plan?		No
Does this decision require consultation through the Special Consultative procedure?		No
Is there funding in the current Annual Plan for these actions?		Yes
Are the recommendations inconsistent with any of Council's policies or plans?		No
The recommendations contribute to Goal 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

1. Waste Management and Minisation Plan 2019 [↓](#) 
2. Appendix - Deliberations Report - Waste Management and Miimisation Plan [↓](#) 



2019 STATEMENT OF PROPOSAL — DRAFT WASTE MANAGEMENT & MINIMISATION PLAN 2019

December 2018 June 2019
Prepared by Palmerston North City Council



THE DRAFT PLAN

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1.0 INTRODUCTION



1.0 What happens with our waste?

- Palmerston North diverted 28,000 tonnes of material in 2017.
- But the city still sent just over 45,000 tonnes of waste to landfill in 2017.
- Half of this waste could potentially have been composted, reused or recycled.
- Kerbside rubbish accounts for a third of the city's waste, with construction, demolition, industrial and commercial operators accounting for the rest.
- Council provides a user-pays rubbish bag collection service but many households use a private wheelie bin company.
- Residents who use 240L wheelie bins send far more material to landfill that could have been repurposed than those who use bags and/or smaller bins.

1.1 Why do we need a plan?

The Council has a statutory requirement under the Waste Minimisation Act 2008 (WMA) to promote effective and efficient waste management and minimisation within Palmerston North. We do this by adopting a Waste Management and Minimisation Plan (WMMP). We also have obligations under the Health Act 1956 to ensure that our waste management systems protect public health.

Our WMMP sets the priorities and strategic framework for managing waste in the city. As well as aligning to the New Zealand Waste Strategy, the waste hierarchy, Council's LTP and Annual Plans; the joint WMMP should also support or align with other strategies and plans such as:

- the Eco-City Strategy and the supporting Waste Plan
- Central government direction in waste management (reflecting the much greater interest in waste management issues)
- Horizons Regional Council's 'One Plan'
- Once the plan is adopted, The actions in this plan will be carried forward into our long term and annual plans to ensure we have the resources to deliver the plan's goals and objectives.
- Our WMMP needs to be reviewed at least every six years and new goals set. This proposed plan spans from 2019 through to 2025.

1.2 What is waste and why is it a problem?

Most of the things we do, buy, and consume generates some form of waste. This not only costs money when we throw things away but, if we don't manage the waste properly, it can cause problems with the environment and with people's health.

Our WMMP covers all solid waste and diverted material in the city, whether it is managed by council or not. It also covers hazardous waste like chemicals and the outputs of our wastewater treatment plant.

This does not necessarily mean that the council is going to have direct involvement in the management of all waste – but there is a responsibility for the council to at least consider all waste in our city, and to suggest areas where other groups, such as businesses or householders, could take action themselves.

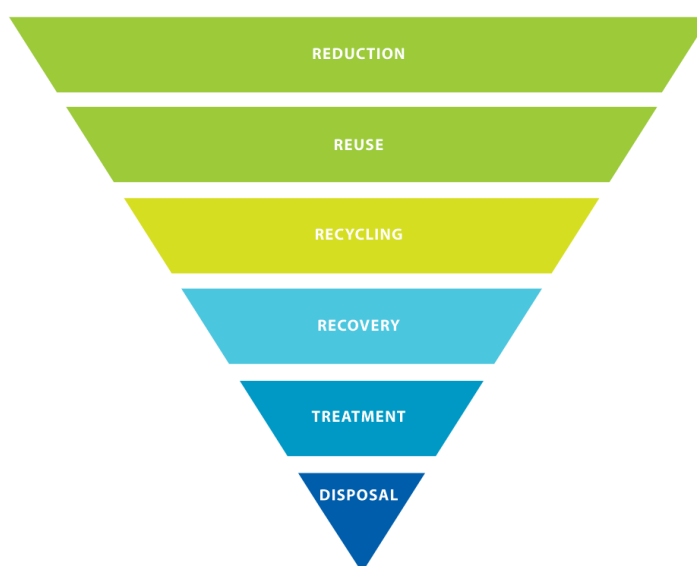
1.3 What informs the plan?

The plan must meet requirements set out in the Waste Minimisation Act, including to:

- Consider the 'Waste Hierarchy' which sets priorities for how we should manage waste
- Ensure waste does not create a 'nuisance'
- 'Have regard to' the New Zealand Waste Strategy and other key government policies.
- Consider the outcomes of the 'Waste Assessment'
- Follow the Special Consultative Procedure set out in the Local Government Act (2002).

The waste hierarchy

The 'waste hierarchy' is a common approach to ways we can think about waste. Essentially it says that reducing, reusing and recycling is preferable to disposal.



Source: www.mfe.govt.nz

1.4 The structure of our plan

This plan is in three parts

Part A: The Strategy: contains the core elements of our strategy including vision, goals, objectives, and targets. It essentially sets out what we are aiming to achieve, and the broad framework for working towards the vision.

Part B: Action Plan: sets out the proposed actions to be taken to achieve the goals, objectives, and targets set out in Part A. Part B also shows how we will monitor and report on our actions and how they will be funded.

Part C: Supporting Information (Appendices): contains the background information that has informed the development of our WMMP. Most of this information is contained in the Waste Assessment.





2.0 OUR VISION FOR THE FUTURE

2.1 Our vision

This vision reflects the intended direction for the city in putting maximum effort into diversion and using landfill disposal as a last resort.

This approach is aligned with the waste hierarchy, reflects the New Zealand Waste Strategy, and acknowledges our responsibility to manage our waste responsibly and minimise the impact on our environment; particularly as all landfill waste must be transported out of the city to a large regional facility.

“MINIMISING WASTE TO LANDFILL”

2.2 Tangata whenua worldview of waste management

This vision aligns with tangata whenua principles such as kaitiakitanga, taking an integrated view of the environment and aiming to protect land, air and water from the possible negative impacts resulting from the inappropriate management of waste.

Traditionally, tangata whenua societies produced only organic wastes which could be managed by returning these to the land. In modern times, this is no longer possible due to the increase in volumes and a shift to non-organic and potentially hazardous waste types.

Kaitiakitanga, mauri, and the waste hierarchy are seen as an aligned set of principles that support our vision of minimising the amount of waste we send to landfill.

2.3 Goals and Objectives

Our vision will be realised through achieving a set of supporting goals and objectives set out below.



GOAL 1:

A community committed to minimising waste sent to landfill

1. Provide sustainable services that are cost-effective to the community as a whole.
2. View waste as a resource, improving and modifying collections and facilities so that more can be diverted from landfill.
3. Prioritise waste reduction, reuse and recovery & recycling initiatives which align with other council objectives such as being an eco-city, sustainable urban development, and demonstrating best practice.
4. Promote, encourage, and emphasise reduction, reuse and recycling.
5. Remove or reduce barriers that are preventing the community from making best use of existing waste diversion services, and any potential new services.



GOAL 2:

A community that considers, and where appropriate implements, new initiatives and innovative ways to assist in reducing, reusing and recycling wastes

6. Process and manage waste locally wherever feasible and cost-effective.
7. Investigate and implement new services, facilities, or other initiatives that will increase the amount of waste reduced, reused, or recycled.



GOAL 3:

Minimise environmental harm and protect public health

8. Ensure that reduction of environmental harm is understood from a holistic perspective that incorporates mātauranga Māori (indigenous knowledge) as an important component of sustainable practices.
9. The plan will therefore include cultural indicators, that will help to measure the impacts on the cultural health of tangata whenua and communities, as well as wider public health effects.
10. Consider the environmental impact and public health implications of all waste management options and choose those which are cost-effective to the community, while also protecting environmental and public health.

2.4 Target

“INCREASE THE PROPORTION OF WASTE DIVERTED FROM LANDFILL FROM 38% TO 48% BY 2025”

We plan to achieve this target through the following specific actions:

Specific Action	Diversion	% Contribution to Target
R02 Material Limits	1,300 tonnes/pa (estimated)	1.7%
C03 Kerbside Food Waste Service	3,000 tonnes/pa	4%
C05 Additional Recycling Services to Non-residential customers	500 – 1,500 tonnes/pa (estimated)	2%
IN3 Establishment of a Construction and Demolition Facility	2,000 tonnes/pa	2.7%

If any of the actions above do not proceed based on the outcomes of investigations and consultation with the community, this may result in a lower overall target being achieved.

3.0 THE WASTE SITUATION

We are generating more waste than we were six years ago, and with a growing population that is likely to continue unless we take action.

3.1 The NZ situation

With a change in government there has been a renewed focus on waste minimisation and management in the past year. Previously, a lot of our recycling went to China, but in past year it has restricted what it will accept, which means we need to find new markets for these products.

Awareness amongst the general public about a number of waste issues, notably plastic bags and single-use plastics, has increased dramatically and led to petitions calling on government to ban single-use plastic bags and other similar items.

3.2 Our City

Currently those living and working in Palmerston North have access to a range of options to manage their waste:



Council's weekly user-pays rubbish bags, and private company wheelie bin services



Green waste and other organic waste composting at drop offs



Council's kerbside recycling service and recycling drop off points



E-waste services at drop offs



Council's collection of food waste from inner-city commercial customers.



Various other specialised services such as medical waste collection and treatment.

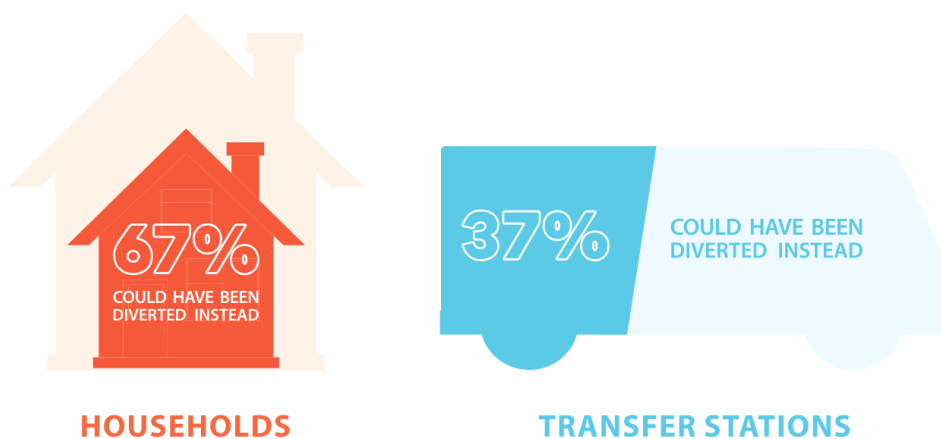
How much waste is there and where does it come from?

In 2017, Palmerston North sent just over 45,000 tonnes of waste to landfill; 48% of this was potentially divertible – it could have been reused, recovered, recycled or composted. This 45,000 tonnes comes from the household kerbside waste collections, the construction and demolition sector, industrial or commercial activities, and residents taking bulk loads to the transfer stations.

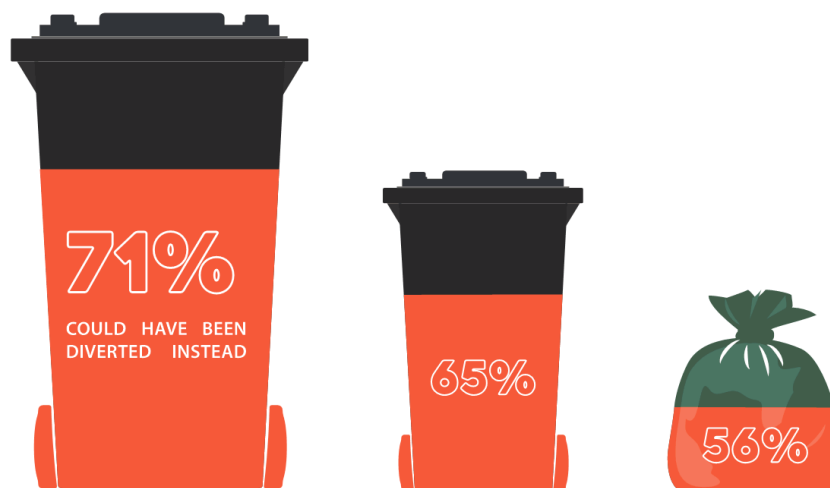
More than 15,000 tonnes of the waste going to landfill was collected from households at the kerbside. Many households use wheeled-bin services provided by private companies, with approximately 30% of the city using the Council's rubbish bag collection.

The remaining 30,000 tonnes of the waste going to landfill includes waste from construction and demolition, industrial and commercial sources and waste taken to the transfer stations by city residents.

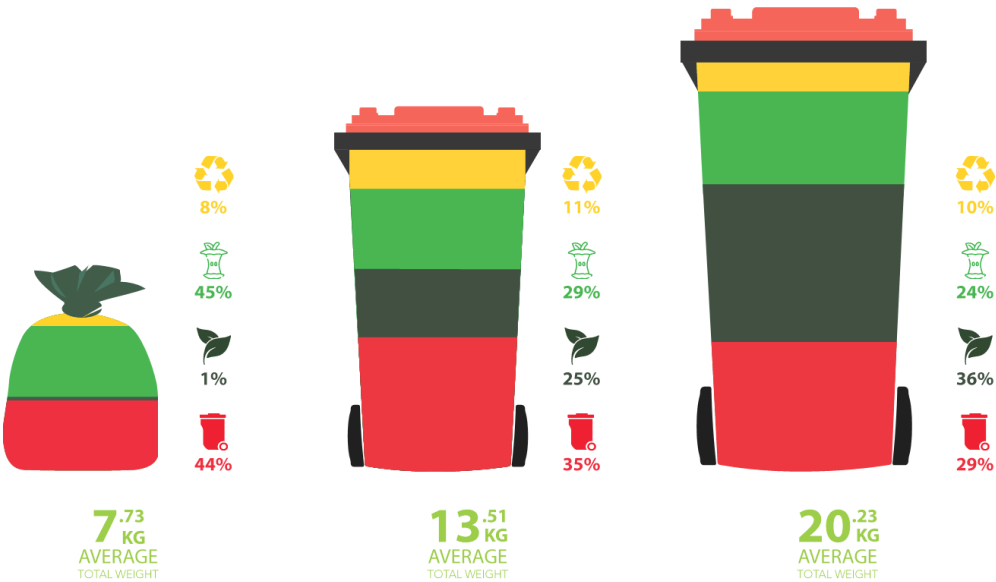
Our households sent more unnecessary waste to landfill than other sectors
WE COULD DO BETTER IN SORTING OUR WASTE.



For residents, the size of the bin or bag they are using also has a direct link to how much unnecessary waste is going to landfill. Those with a bigger bin tend to have more in their waste that could have been diverted:



Those with bigger bins throw out things that could be reused or recycled, and are more likely to put green waste and food scraps in their bins.



More than 28,000 tonnes is diverted from landfill each year, largely through kerbside recycling and through composting of green waste and other organic material.

3.3 How well are we doing?

While Council has completed a number of the actions from the last WMMP, it is difficult to measure what impact this has had on our performance due to changes in the way we collect and store information.

To determine how well we are doing in terms of waste minimisation it is useful to compare ourselves with other parts of New Zealand.

- The total amount of waste per person that we send to landfill the district is mid-range: about 533kg per year.
- When we look at how much waste from households we send to landfill, we generate about 180kg per person, per year which is also mid-range compared to other districts.
- When it comes to household recycling we recycle about 67kg per person at the kerbside, which is on the low side – and households with large privately collected wheeled bins recycle less than households using Council’s rubbish bag collection service.

3.4 How much better could we do?

Surveys of the rubbish picked up at the kerbside, and the rubbish that is sent to landfill, show that there is a large percentage that doesn’t need to go to landfill and could instead be recycled, composted, or recovered in some other way such as reuse.

If these went to other uses, we’d save nearly 20,000 tonnes of material from going into our landfill.

WHAT'S IN OUR WASTE THAT SHOULDN'T GO TO LANDFILL

1.1%
ALUMINIUM



1.5%
REUSABLE TIMBER



2.6%
RECYCLABLE PLASTICS



2.8%
NEW PLASTERBOARD



3.1%
GLASS BOTTLES AND JARS



3.6%
CLEANFILL



3.6%
CLOTHING



6.5%
STEEL CANS, OTHER STEEL



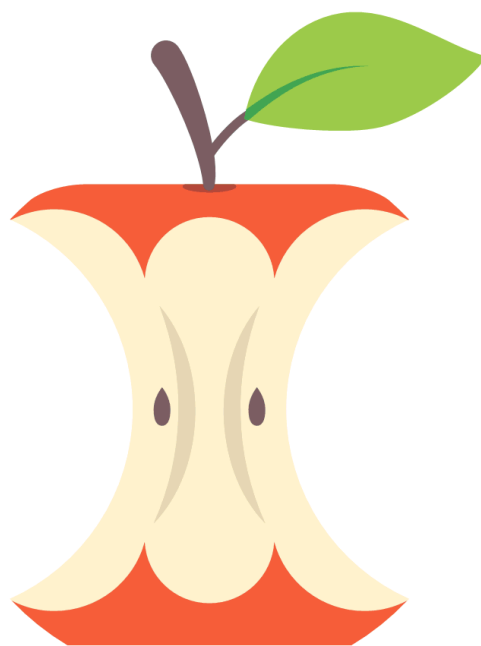
16.3%
RECYCLABLE PAPER/CARDBOARD



26.5%
GREEN WASTE



31.5%
FOOD WASTE



A key issue is the different way households that use the council rubbish collection manage their waste, compared with households that use wheeled bins provided by private collection companies. The bigger the bin, the more food and green waste they are throwing out.

Food Waste:

The average household using a bag for rubbish puts out 3.5 kg of food waste per week, compared to a household with a small wheeled bin with 3.76kg, and a large wheeled bin 5.03kg.



Green Waste:

The most dramatic difference is in green waste – a household using the council collection puts out 0.13kg per week, compared to a small wheeled bin which on average has 3.41kg, and a large wheeled bin with 7.42kg.



3.4.1 Projections of future demand

In 2028 our population is expected to reach just over 98,000 people. If we make no changes to how we manage waste, by then we will be sending 52,500 tonnes of waste to landfill annually. That's an increase of 7000 tonnes.

4.0 KEY ISSUES

The 2017 Waste Assessment looked across all aspects of waste management in Palmerston North, and identified the main areas where we could improve our effectiveness and efficiencies

- A significant proportion of waste going to landfill is **organic waste**, with **food waste** present across all kerbside rubbish collection systems.
- There is a **significantly higher proportion of material that shouldn't be going to landfill** in rubbish from **households with private wheeled bin collections** (particularly those with large bins), including **green waste** which is insignificant in the Council rubbish bag collection
- Many households use a wheelie bin service for rubbish rather than use the Council-provided bagged service
- **Lack of facilities to recycle or otherwise divert construction and demolition waste**, in particular with a predicted increase in construction activity
- Licensing provisions in the Council waste bylaw are not yet implemented, so there is **little data available on private operator activities** and non-Council waste streams in general
- While there are services to manage **household hazardous waste**, this is a recent and temporary arrangement
- **Community engagement**, understanding and awareness of waste issues could be improved further
- More recyclables could be diverted from both domestic and commercial properties
- **E-waste collection and processing** capacity in the district, while better than many areas, still has some room for improvement
- **Industrial and commercial waste** generally presents scope for increased diversion, with paper/card the main material type currently diverted



PART B: ACTION PLAN: WHAT ARE WE GOING TO DO?

The Action Plan aims to set out clear, practical initiatives that Palmerston North City Council will implement, either on our own or jointly. While the action plan forms part of the WMMP, it is intended to be a useful 'living' document that can be regularly updated to reflect current plans and progress.

Our proposed key action areas

Our action plan includes 25 activities that we believe will enable us to achieve our vision for Palmerston North. They can be summarised into key action areas; these are shown in the table below:

Key Action Areas

Action Area	Key Actions	Issues addressed and what it will do
Regulation	Implement the Waste Management and Minimisation Bylaw 2016, and consider introducing maximum limits for certain materials in household kerbside rubbish collection	This will help council set standards and gather data so we can plan and manage waste better.
Data	Collect data externally through licensing (enabled by the bylaw) and regular surveys. Improve recording and analysis of internal data to enable performance monitoring over time.	Consistent, high quality data will help us track our progress.
Education, Engagement, Communications	Increase community engagement and involvement. Carry out one-off campaigns where necessary such as for a new service, or significant service change.	Ensure community is engaged and understands service decisions; and are able to make the most of existing and any new or altered services
Collections	Maintain kerbside rubbish and recycling, introduce a kerbside food waste collection, encourage garden waste diversion, extend services provided to non-household customers. Investigate household hazardous waste collections	Diverting household food waste from landfill is the single biggest opportunity to increase diversion rates.
Infrastructure	Maintain Awapuni resource recovery park, revise recycling drop-off centre provision, investigate construction and demolition waste diversion services	Maintains existing diversion, accommodates growth in the city, and potentially provides services for sectors that are currently not well served.
Leadership and Management	Lobby central government, and work more closely with the community	Various issues such as extended producer responsibility can not be addressed at a council level; however Council can lobby central government. Closer community working will ensure understanding and support of Council's plans.

Considerations

The action plan outlines high level intentions for actions to meet our obligations under the WMA 2008. In some cases, further research might be required to work out the costs and feasibility of some projects. This might change how, when, or if they are implemented. Completing some other actions might depend on changing contractual arrangements with providers, or setting up new contracts. These type of contracts can be unpredictable and this also might impact the nature, timing, or costs of these projects.

Council's intended role

The Council intends to oversee, facilitate and manage a range of programmes and interventions to achieve effective and efficient waste management and minimisation within the city. The Council will do this through our internal structures responsible for waste management. We are responsible for a range of contracts, facilities and programmes to provide waste management and minimisation services to the residents and ratepayers of Palmerston North.

'Big Issues'

The areas where we could make a big reduction in the amount of waste going to landfill are:

- Significant quantities of organic waste going to landfill
- Quantities of recyclables going to landfill
- Many households that use a private wheelie bin service send far more material to landfill that could have been repurposed
- A significant quantity of construction and demolition waste going to landfill

THE ACTION PLAN

Regulation

Reference & Title	Description	New or Existing Action	Timeframe and Funding	Contribution to Landfill Diversion
R01 Bylaw Implementation	<p>Implement the provisions in the Council's Waste Management and Minimisation Bylaw, particularly provisions relating to licensing and data collection of companies providing waste services, and zero-waste events.</p> <p>Rubbish collection companies could be required to provide a minimum level of education to their customers (to be agreed with Council), to encourage their customers to use the Council's diversion services alongside their own rubbish collection service.</p>	New	2019 Rates Licensing Fees	<p>General support</p> <p>Residents would be more aware of waste management issues, and could make informed choices about the way they manage their waste.</p>
R02 Material Limits	Use the existing Bylaw to introduce rules for the companies that collect rubbish from households, so that they can no longer collect rubbish bins that contain lots of materials that could have been diverted through existing or new services	New	2020 (with implementation through to 2024) Rates	<p>1,300 tonnes per annum diverted from landfill (estimated)</p> <p>This method has not yet been proven in New Zealand, although several other councils have the ability to do this; therefore the potential impact of introducing rules like this is only an estimate. These rules would cover recycling, green waste, and would also cover food waste if/when collection services for these materials were introduced by Council.</p> <p>Green waste could instead be home composted or taken to a drop off point or the Awapuni Resource Recovery Park; householders can also organise a private green waste collection. Recyclables could instead be put into the Council's kerbside recycling collection, which accepts a wide range of materials, or taken to a drop-off centre or Awapuni Resource Recovery Park.</p>
R03 Litter Act Enforcement	Continue to take enforcement action against those that dump rubbish illegally, and work in partnership with community group to identify and address problem spots	Existing	Ongoing Rates and income from infringement notices	General Support

Rationale: Palmerston North City Council has adopted a detailed Bylaw to support waste management and minimisation, and implementation of parts of this Bylaw (such as the provisions for licensing of waste operators and data collection) will support many parts of this Action Plan.

A number of households in the city (perhaps as high as two thirds) use wheelie bins provided by private companies for their rubbish collection, instead of the Council's kerbside rubbish bag collection. This creates issues as these households, particularly those that have large wheelie bins, put more in their landfill bin including more recyclables, food waste, and green waste. If new services are introduced, these will be much more effective if these households can be encouraged to make use of the alternatives. Council can amend the bylaw to set maximum levels of certain materials that are allowed to be collected for landfill disposal, and require companies that collect rubbish in wheelie bins to work with their customers to meet these.

Although monitoring and enforcement action is already taken to address illegal dumping, this is still an ongoing problem and this activity needs to continue. The community can help by informing Council of incidents and identifying problem 'hot spots'.

Data

Reference & Title	Description	New or Existing Action	Timeframe and Funding	Contribution to Landfill Diversion
D01 External Data Collection	Council will continue to undertake occasional surveys in accordance with the solid waste analysis protocol to monitor performance and identify opportunities for improvement.	Existing	As necessary Waste Levy	General support and guides future actions
D02 Internal Data Collection	Council will continue to improve their internal data collection and analysis, and ensure that it is possible to identify trends over time where possible.	Existing	Ongoing Rates	General support, guides future actions, and provides data for performance reporting on KPIs

Rationale: Having good quality, reliable, data available on a wide range of waste streams will enable Council to better analyse performance in future, and identify opportunities for improvement.

Education/Engagement/Communications

Reference & Title	Description	New or Existing Action	Timeframe and Funding	Contribution to Landfill Diversion
E01	Maintain current education and engagement	Existing	Ongoing Rates and Waste Levy	General support
E02	Carry out specific communication and education if new services are introduced, if existing services are changed, or if regulatory changes are made (e.g. material limits)	New	As required Rates and Waste Levy	General support
E03	Establish a community-led zero waste action group to include Rangitāne representation, supported by Council through coordination and some funding, to deliver project areas prioritised and planned by the community	New	2019 Waste Levy	General support
E04	Investigate the establishment of a competitive fund for waste minimisation projects	New	2020 (Investigation) Waste Levy	General support
E05 (from The Waste Plan)	Work closely with iwi and other regional partners to ensure culturally appropriate waste management methods where possible, particularly relating to bio-solids	Existing	Ongoing Rates	General support
E06	Council will investigate options to remove food waste from the residual waste stream, including reduction of food waste, home composting and kerbside food waste collection.	New	2020 - 2021 Rates and Waste Levy funds	General support

Rationale: The community needs to understand the motivations and reasons for the actions Council takes, and how the community can get involved and support these. One-off campaigns whenever any significant changes are made ensure that householders use services to the full extent possible and that contamination is minimised.

Collections

Reference & Title	Description	New or Existing Action	Timeframe and funding	Contribution to Landfill Diversion
C01	Maintain existing kerbside recycling collections, and make best use of any data collected from RFID tags (e.g. areas that are not using the collection well for targeted comms etc)	Existing	Ongoing Rates and Waste Levy	General support and guides future actions
C02	Maintain existing kerbside rubbish bag collection service	Existing	Ongoing User Charges	General support, guides future actions, and provides data for performance reporting on KPIs
C03	Subject to investigation and detailed financial analysis, council would provide a city-wide, rates-funded, weekly kerbside food waste collection service to households. This service would be offered to non-residential customers on a user-pays basis. A tailored service could be offered to those that have larger quantities such as restaurants, hostels, and cafeterias. Implementation would be subject to investigation and detailed financial analysis.	New	2020 – 2021 – 2021 – 2022 (Investigation) 2023 (Implementation) Rates and Waste levy funds	3,000 tonnes per annum diverted from landfill 2,500 tonnes from householders; 500 tonnes from other customers This food waste would instead be processed into a beneficial product. The estimated cost of collection is \$50 per annum per household (not accounting for any savings that might be made by reducing the need to use rubbish bags or bins).
C04	Encourage households to make use of existing services for garden waste, such as home composting, delivery to a drop off centre, or private collections.	Existing	Ongoing Waste Levy	General supporting action
C05	Provide additional recycling collection services to non-residential customers to accommodate their needs; such as variety in containers, types of materials, frequency of collection and location of collection. These would be provided on a user-pays basis.	New	2020 onwards User Charges	Diversion potential would be dependent on services – between 500 – 1,500 tonnes per annum (estimated) Customers would be canvassed to establish their service needs and whether Council could meet these. This material would be diverted from landfill and instead be channelled through the Council's existing recycling facility.
C06 (from the Waste Plan)	Investigate providing disposal options for hazardous waste disposal	New	2019 (Investigation) Rates Waste levy funds	Households have a safe and effective option for managing their household hazardous waste
C07 (from the Waste Plan)	Continue to investigate provision of recycling services for difficult materials, such as polystyrene	New	2019 Waste Levy	Potential to increase diversion from landfill for these difficult materials, depending on the outcome of the investigation
C08 (from the Waste Plan)	Trial a programme providing for the recycling of mattresses	New	2019 (Trial) Waste Levy	Potential to increase diversion from landfill for these difficult materials, depending on the outcome of the trial
C09	Investigate the potential for Council to support non-profit early childhood education facilities and schools (primary, intermediate and secondary) to enable them to divert more from landfill.	New	2019 (Investigation)	Provides a service option to this group that can find it difficult to afford good waste management options. Children and young adults will be able to see systems in action.

Rationale: Palmerston North City sends a significant amount of organic waste to landfill. This can be broken down in to two types – food waste, and garden or green waste. Organic waste is very harmful in a landfill, as the lack of oxygen means that this material breaks down to create methane (a greenhouse gas around 25 times more powerful than CO2) and leachate. Much of the food waste going to landfill comes from households, with surveys showing that every house puts out at least some food waste each week. Some of the food waste comes from businesses, and large institutions like universities, hospitals, and accommodation buildings. Most of the green waste going to landfill comes from households that have wheeled bins supplied by private companies for their rubbish collection, particularly large bins. The rest comes from various sources through the transfer station.

The current diversion rate for food waste is 5%, with green waste at around 55%. Therefore a food waste collection is expected to give the greatest results for landfill diversion and value for money.

Surveys also show that recyclables are going to landfill via commercial collections and the transfer station. A variety of tailored services could be offered to non-residential customers on a user-pays basis to encourage the diversion of common materials like glass, tins and cans, paper and cardboard.

Infrastructure

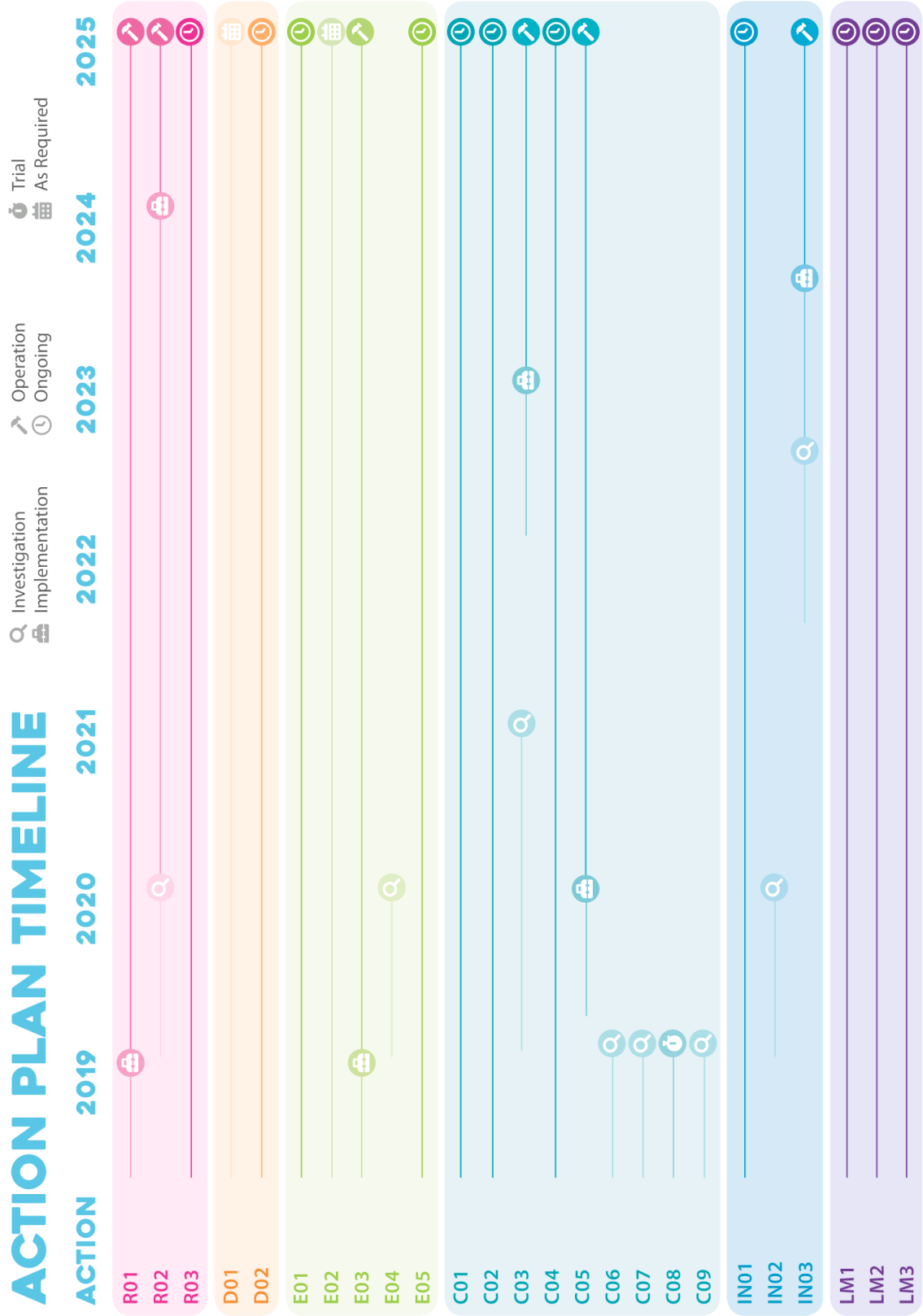
Reference & Title	Description	New or Existing Action	Timeframe and funding	Contribution to Landfill Diversion
IN1	Existing RDOPs and Awapuni Resource Recovery Park will be maintained.	Existing	Ongoing Rates, user charges, and waste levy funds	Maintains existing diversion
IN2 (from the Waste Plan)	Investigate establishing a new drop off site for recycling and green waste in the north west of the city to service urban growth	New	2019 - 2021 Rates	Increases diversion from landfill across a range of materials
IN3	Investigate the establishment of a construction and demolition waste processing service (with associated collections), aiming to divert at least one third of this waste currently going to landfill. Implementation would be subject to investigation and detailed financial analysis.	New	2021 -2022 (Investigation) Rates and Waste Levy 2023 – 2024 (Implementation) Rates, User Charges, and Waste Levy	2,000 tonnes per annum Similar operations elsewhere have shown that this is feasible, as long as the operation is integrated with the wider waste management system – in particular, cleanfill and disposal options for the wastes than can't be diverted.

Rationale: Facilities to enable the diversion of construction and demolition waste are extremely limited in the city. There is the potential to incorporate further diversion services within Awapuni Resource Recovery Park.

A new recycling drop-off centre is probably required to meet existing needs and forecasted growth in demand in the north-west of the city

Leadership & Management

Reference & Title	Description	New or Existing Action	Timeframe and funding	Contribution to Landfill Diversion
LM1	Advocate to central government for more extended producer responsibility; addressing problem waste streams at the source. Using the provisions in the WMA will help to ensure that the true cost of waste management of a product is reflected in its price. Product stewardship schemes for difficult waste streams such as e-waste and tyres will help Council provide management options for these waste streams.	Existing	Ongoing Minimal cost	More government action centrally will support many initiatives at regional and local levels.
LM2	Work closely with mana whenua, community groups, and the private sector to progress opportunities for increased waste diversion	Existing	Ongoing Minimal cost	General support
LM3 (from The Waste Plan)	Review Council's procurement policy to require lower-waste Council purchasing	New	Ongoing Minimal cost	General support



5.0 FUNDING PLAN

The Waste Minimisation Act 2008 (s43) (WMA) requires that the Councils include information about how the implementation of this Plan will be funded, as well as information about any grants made and expenditure of waste levy funds.

5.1 Funding local actions

There are a range of options available to local councils to fund the activities set out in this plan. These include:

- Uniform Annual General Charge (UAGC) - a charge that is paid by all ratepayers
- User Charges - includes charges for user-pays collections as well as transfer station gate fees²
- Targeted rates - a charge applied to those properties receiving a particular council service
- Waste levy funding - The Government redistributes funds from the \$10 per tonne waste levy to local authorities on a per capita basis. By law 50% of the money collected through the levy must be returned to councils. This money must be applied to waste minimisation activities
- Waste Minimisation Fund - Most of the remaining 50% of the levy money collected is redistributed to specific projects approved by the Ministry for the Environment. Anyone can apply to the WMF for funding for projects
- Sale of recovered materials - The sale of recovered materials can be used to help offset the cost of some initiatives
- Private sector funding - The private sector may undertake to fund/supply certain waste minimisation activities, for example in order to look to generate income from the sale of recovered materials etc. Council may look to work with private sector service providers where this will assist in achieving the WMMP goals.

Funding considerations take into account a number factors including:

- Prioritising harmful wastes;
- Waste minimisation and reduction of residual waste to landfill;
- Full-cost pricing - 'polluter pays';
- Public good vs. private good component of a particular service;
- That the environmental effects of production, distribution, consumption and disposal of goods and services should be consistently costed, and charged as closely as possible to the point they occur to ensure that price incentives cover all costs;
- Protection of public health;
- Affordability; and
- Cost effectiveness.

² Most councils in the region own transfer stations and or landfills and are able to set the fees at these facilities and can derive income from these activities. In accordance with s46 (2) of the Act, the Councils can charge fees for a facility that are higher or lower than required to recover the costs to provide the service, providing the incentives or disincentives will promote waste minimisation.

The potential sources of funding for each of the actions are noted in the tables in Part B of the WMMP. Budgets to deliver the activities set out in this plan will be carefully developed through our Annual Plan and Long Term Plan processes. The approach taken will be to implement as many of the activities as possible while controlling costs and, where possible, taking advantage of cost savings and efficiencies. It is anticipated that by setting appropriate user charges, reducing costs through avoided disposal, more efficient service delivery from joint working, and targeted application of waste levy money, the increased levels of waste minimisation as set out in this WMMP will be able to be achieved without overall additional increases to the average household cost.

5.2 TA Waste levy funding

Council receive, based on population, a share of national waste levy funds from the Ministry for the Environment. It is estimated that at the current rate of \$10 per tonne our council's total share of waste levy funding will be approximately \$330k per annum.

The WMA requires that all waste levy funding received by Councils must be "spent on matters to promote waste minimisation and in accordance with their WMMP".

Waste levy funds can be spent on ongoing waste minimisation services, new services, or an expansion of existing services. The funding can be used on education and communication, services, policy research and reporting, to provide grants, to support contract costs, or as infrastructure capital.

We intend to use our waste levy funds for a range of waste minimisation activities and services as set out in the Action Plan.

In addition, we may make an application for contestable waste levy funds from the Waste Minimisation Fund, either separately, with other Councils, or with another party. The Waste Minimisation Fund provides additional waste levy funds for waste minimisation activities.

5.3 Funding business and community actions

Councils have the ability under the WMA (s47) to provide grants and advances of money to any person, organisation or group for the purposes of promoting or achieving waste management and minimisation, as long as this is authorised by the WMMP.

Council will investigate the development of a grants programme where businesses, community groups, and other organisations can apply for funding from council for projects which align with and further the objectives of this WMMP.

6.0 MONITORING EVALUATING AND REPORTING PROGRESS

This WMMP contains a number of actions with timeframes (refer to Part B), as well as a set of waste minimisation targets.

Progress on each of these actions and targets will be reported annually to Council.

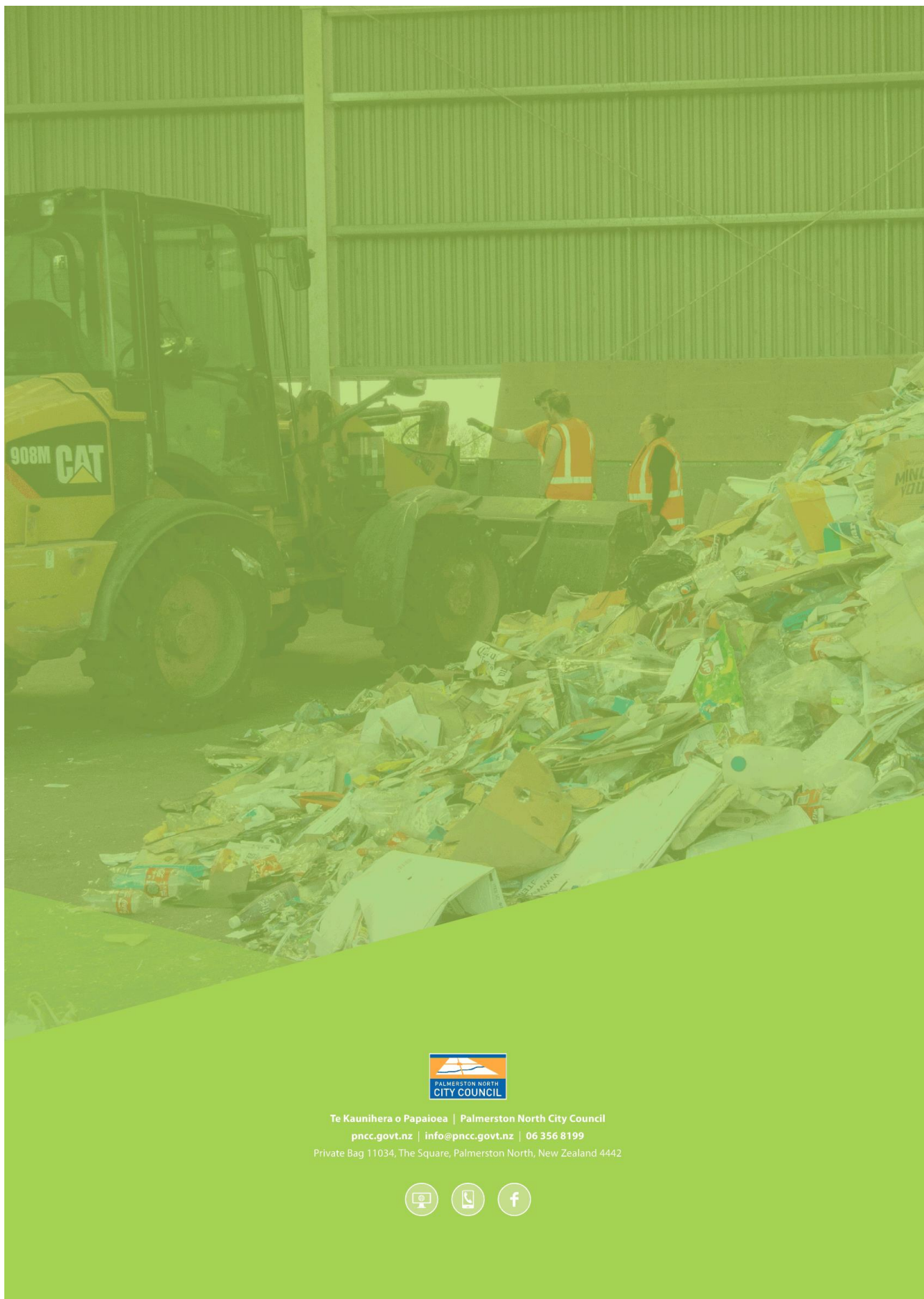
PART C: SUPPORTING INFORMATION

Palmerston North City Council Waste Assessment can be found on the Palmerston North City Council website.

GLOSSARY OF TERMS

C&D Waste	Waste generated from the construction or demolition of a building including the preparation and/or clearance of the property or site. This excludes materials such as clay, soil and rock when those materials are associated with infrastructure such as road construction and maintenance, but includes building-related infrastructure.
Cleanfill	A cleanfill (properly referred to as a Class 4 landfill) is any disposal facility that accepts only cleanfill material. This is defined as material that, when buried, will have no adverse environmental effect on people or the environment.
Disposal	Final deposit of waste into or onto land, or incineration
Diverted Material	Anything that is no longer required for its original purpose and, but for commercial or other waste minimisation activities, would be disposed of or discarded.
Domestic Waste	Waste from domestic activity in households.
ETS	Emissions Trading Scheme
Food waste	Any food scraps – from preparing meals, leftovers, scraps, tea bags, coffee grounds
Green waste	Waste largely from the garden – hedge clippings, tree/bush prunings, lawn clippings
Hazardous waste	Waste that can cause harm or damage, to people or the environment, like strong chemicals. Shouldn't go in to landfills.
ICI	Industrial, Commercial, Institutional
Landfill	Tip or dump. A disposal facility as defined in S.7 of the Waste Minimisation Act 2008, excluding incineration. Includes, by definition in the WMA, only those facilities that accept 'household waste'. Properly referred to as a Class 1 landfill
LGA	Local Government Act 2002
LTP	Long Term Plan
Managed Fill	A disposal site requiring a resource consent to accept well-defined types of non-household waste, e.g. low-level contaminated soils or industrial by-products, such as sewage by-products. Properly referred to as a Class 3 landfill.
MfE	Ministry for the Environment
MGB	Mobile garbage bin – wheelie bin.
MRF	Materials Recovery Facility
MSW	Municipal Solid Waste
New Zealand Waste Strategy	A document produced by the Ministry for the Environment in 2010. Currently being reviewed.
NZWS	New Zealand Waste Strategy
Putrescible, garden, greenwaste	Plant based material and other bio-degradable material that can be recovered through composting, digestion or other similar processes.
Recovery	<ul style="list-style-type: none"> a) extraction of materials or energy from waste or diverted material for further use or processing; and b) includes making waste or diverted material into compost

Reuse	The further use of waste or diverted material in its existing form for the original purpose of the materials or products that constitute the waste or diverted material, or for a similar purpose
RRP	Resource Recovery Park
RTS	Refuse Transfer Station
Rubbish	Waste, that currently has little other management options other than disposal to landfill
Service Delivery Review	As defined by s17A of the LGA 2002. Councils are required to review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions. A review under subsection (1) must consider options for the governance, funding, and delivery of infrastructure, services, and regulatory functions.
TA	Territorial Authority (a city or district council)
Transfer Station	Where waste can be sorted for recycling or reprocessing, or is dumped and put in to larger trucks for transport to landfill
Treatment	<p>a) means subjecting waste to any physical, biological, or chemical process to change its volume or character so that it may be disposed of with no or reduced adverse effect on the environment; but</p> <p>b) does not include dilution of waste</p>
WA	Waste Assessment as defined by s51 of the Waste Minimisation Act 2008. A Waste Assessment must be completed whenever a WMMP is reviewed
Waste	Means, according to the WMA: <p>a) Anything disposed of or discarded, and</p> <p>b) Includes a type of waste that is defined by its composition or source (for example, organic waste, electronic waste, or construction and demolition waste); and</p> <p>c) To avoid doubt, includes any component or element of diverted material, if the component or element is disposed or discarded.</p>
Waste Assessment	A document summarising the current situation of waste management in a locality, with facts and figures, and required under the Waste Minimisation Act.
Waste Hierarchy	A list of waste management options with decreasing priority – usually shown as ‘reduce, reuse, recycle, reprocess, treat, dispose’
WMA	Waste Minimisation Act (2008)
WMMP	A Waste Management and Minimisation Plan as defined by s43 of the Waste Minimisation Act 2008
WWTP	Wastewater treatment plant
Zero Waste	A philosophy for waste management, focusing on Council/community partnerships, local economic development, and viewing waste as a resource. Can also be a target (but not in this case).



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Attachment 1: Deliberations Report - Waste Management and Minimisation Plan 2019 – Officer Recommendations

Issue Raised	Submission numbers	Summary of support/opposition	Submitter arguments/comments	Officer Recommendations/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>	<p>Vision Recommend retain vision as it reflects intended direction.</p> <p>Zero waste goal to be considered during next review of plan</p> <p>Goals and Objectives Recommend new objectives (Objective 8 and 9) under Goal 3 (pg. 7) that incorporates and reflects Councils partnership with Rangitāne</p> <p>Target Recommend the inclusion of a table in section 2.4 (pg. 8) that outlines the specific actions that support the target.</p> <p>Recommend that an explanation be provided in a response to all submitters explaining that the previous reported diversion rate and target calculations included clean fill. Additionally, Cairns Bins were operating a large materials recovery facility during this period. The current diversion rate and target calculations do not include clean fill due to limitations in the current data available.</p>

			Queries the difference in previously reported diversion rate in the 2012 plan	
2012 WMMP versus 2019 WMMP	42, 48, 49		<p>Queries decrease in target from 75% to 48%</p> <p>Queries why the 75% target was not achieved</p>	<p>Recommend that an explanation be provided in a response to all submitters explaining that the previous target of 75% included clean fill, the new target does not include clean fill</p>
Partnerships and Stakeholders	19, 53, 44, 46, 49		<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> <p>For localised initiatives engage effectively with local neighbourhood communities</p> <p>Establish regional planning links with other TA's and HRC</p>	<p>Rangitāne As above - Recommend new objectives (Objective 8 and 9) under Goal 3 (pg. 7) that incorporates and reflects Councils partnership with Rangitāne</p> <p>Recommend action E03 (pg. 19) be reworded to include Rangitāne representation</p> <p>Community Engagement Addressed in action point E03 specifically, however several actions in Education/Engagement/Communications action area promote and encourage community engagement</p> <p>Regional Planning links While not stated in the WMMP, officers engage regularly with other TA's.</p>

Waste Assessment	24, 44			Comprehensive report Limited data used	There are merits in establishing formal links and officers will discuss this with other TAs Noted. The Waste Assessment was prepared with the best data available. Existing Actions D01, D02 and new action R01 included to build on quality and quantity of data available Waste Management Initiatives require investigation and research, including detailed financial analysis to support inclusion in the LTP/Annual Budget process.
Action Plan – General	4, 42, 46, 53, 49	Generally supportive	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		
Action Plan – Regulation	22, 23, 46, 50, 53	Generally supportive	Licensing provisions should be implemented		R01 specifically provides for introducing licensing provisions
R01	23, 27, 46, 50	Generally supportive	Implement bylaws to ensure data provision		As above

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, 49, 44	Approximately 2/3 support and 1/3 oppose	<p><u>Comments in Support</u></p> <p>Needs to be monitored and action taken – alternative services encouraged/provided by Council to support</p> <p>We need to change our throw away habit</p> <p>Support with public education</p> <p>Limit size of bin allowed</p> <p>Would not be needed if foodwaste and greenwaste collection was implemented</p> <p><u>Comments in Opposition</u></p> <p>Overstep individual's rights, increased work load, increased costs, lack of options for disposal</p> <p>Needs more information</p> <p>More and ongoing education better alternative</p> <p>Antagonise ratepayers</p>	<p>Recommend retain R02 (A materials limit for divertible materials in the residual waste stream)</p> <p>Materials limit could be introduced through the licensing provisions within the bylaw.</p> <p>Use of this regulatory tool supports and strengthens existing services provided.</p>
R03 – Litter Act Enforcement	45, 48	Generally supportive	<p>Enforce penalties for public littering</p> <p>Education – responsible disposal of waste</p>	<p>Recommend retain existing action R03 (Taking enforcement action against those who dump rubbish illegally)</p>

Action Plan – Data Action	30, 47, 31, 49, 50	Generally supportive	Lack of data/improve data capture Collect data from external waste operators using bylaw provisions Support this action area	Existing Actions D01, D02 and new action R01 included to build on quality and quantity of data available
Action Plan – Education, Engagement and Communications	10, 11, 21, 30, 45, 46, 48, 49, 50, 53	Generally supportive	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 Education critical to reducing waste to landfill Provide free wheelie bin for general rubbish	Generally addressed through E01, E02, E03, E04 and E05. The comments from submitters will be passed to the appropriate officers.
Action Plan – Collections	8, 21, 35, 44, 48, 50			Outside the scope of the Draft WMMP, these matters can be considered as part of the general review of levels of service

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, 28, 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	Regular collection of whiteware/furniture	leading into the development of the 2021 Draft LTP.
		<p>Views reasonably split, only slightly more submitters in support</p> <p><i>Comments in Support</i></p> <p>Vigorous cost-benefit analysis</p> <p>Climate change impact</p> <p>Suggest green waste bins provided rather than focus on food waste</p> <p>Suggest combined food waste and green waste service, or if not possible, green waste charges set to \$0 at RDOP's</p> <p>Support but Council should encourage alternatives such as home composting</p> <p>Would use as do not home compost/have a verge garden</p> <p><i>Comments in Opposition</i></p> <p>Further investigations, focus on reduction first</p> <p>Cleanliness, increased traffic and processing capability</p> <p>Increased vermin (at home around bins and at composting site)</p>	<p>Recommend the addition of a new action E06 for an investigation of options to remove food waste from the residual waste stream (p.19), which would look at all options including reduction of food waste, home composting and kerbside food waste collection.</p> <p>Recommend retain action point C03 (pg. 20) slightly reorganised clarifying that the provision of a kerbside food waste service would be subject to investigation and detailed financial analysis. Push the timeframe for the investigation by 1 year to allow E06 above to be completed.</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/worm farms/bokashi bins to compost at home</p> <p>Community compost</p> <p>Education on how to minimise food waste</p> <p>Too expensive</p> <p>Yes but opt in/out/user pays options available</p>		
C04 – Encourage households to make use of existing services for garden waste	46, 48, 53	Generally supported	Good engagement with the private green waste services	Existing diversion rates of 55% of green waste achieved utilising existing services.	
C06 – Investigate options for Hazardous Waste Disposal	22, 23, 24, 30, 31, 46, 53	Supported	Does not appear to be successful needs strengthening Removes harmful waste products from the community	R02 would support and strengthen green waste diversion. Noted. Hazardous Waste Disposal Day currently being planned.	
C07 – Continue investigations to	22, 23, 24, 44, 46, 48, 53	Supported, expand to include other materials	<i>Comments in Support</i> Include medical waste, tyre	Noted. Officers are continually investigating options to divert difficult materials from landfill.	

provide recycling for difficult materials			Suggests collection days	
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 Extend free service to sports clubs <u>Comments in Opposition</u> Not necessary 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	Recommend officers continue to engage with schools within existing networks to better understand how Council can strengthen existing support.
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		Recommend that Council retain IN2 to support, strengthen and expand on existing services.

IN3- Investigate C&D Facility			Infrastructure required to achieve diversion goals	
			Support for green waste not recyclables	
			More RDOP's needed (if financially viable)	
			<u>Comments in Opposition</u> Suggest kerbside green waste better than a RDOP	
			We have enough facilities	
			Duplication of facilities	
			Would not need if greenwaste and foodwaste was collected	
			<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	

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

Recommend that Council retain IN3 to support, strengthen and expand on existing services.

Officers recommend retaining existing timelines to provide time to undertake a comprehensive investigation and detailed financial analysis prior to further public consultation.

Implementation (subject to investigation and consultation) would require a reasonable lead in time. Officers recommend retaining the current timelines for implementation.

				Engage with private sector when investigating options Educate industry <i>Comments in Opposition</i> Separation at source/waste plan required for building consents Previous attempts (e.g. Cairns Bins)	
Action Plan Leadership and Management	46	Support		Noted	
LM1 – Advocate Central Government (Product Stewardship/Extended Producer Warranty)	4, 30, 31, 38, 35, 44, 46, 48, 50	Support		Difficult waste streams – such as e-waste, tyres, hazardous chemicals, lithium ion batteries, mixed plastics Use non-regulatory methods	Recommend retaining LM1 as this a key mechanism to address these difficult waste streams
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	Plastic waste is a nationally significant issue, that requires action and assistance from central government to make substantial changes, which can be achieved through action LM1. Recent central government initiatives (single use plastic bag ban) and changes to markets and acceptance criteria has raised awareness of this issue.

			<p>Alternatives to plastic for Councils bag service</p> <p>Emphasis of plastic reduction</p> <p>PNCC should be looking at banning single-use avoidable plastic across the City</p> <p>Plastics recycling facility</p> <p>Suggests C&D Facility includes a reuse shop</p> <p>Reuse shop or similar</p> <p>Support for charity shops</p>	<p>Council has a number of small, local initiatives to support awareness of and alternatives to single use plastics.</p> <p>There are several options already in existence to promote the reuse of items no longer required – e.g. include charity shops and market places such as Trade Me.</p> <p>Support for charity shops through a waste disposal reimbursement is ongoing.</p> <p>Outside the scope of the Draft WMMP</p> <p>Disposal costs are outside Councils control.</p> <p>Green waste services are currently provided by the private companies and through Council drop off points</p> <p>Action C04 provides for awareness of options to dispose of green waste</p>
Reuse Shop	7, 24, 36, 41, 52, 11, 46, 53			
Residual Rubbish	7, 16, 8		<p>Suggests increasing to disincentive waste to landfill</p> <p>All should be sorted/waste to energy plant</p> <p>Introduce 240L bins for green waste</p> <p>Suggestions to provide a green waste service, or reduce fees charged for drop off, increased awareness of options, vouchers for green waste</p>	
Green Waste	1, 4, 7, 9, 10, 15, 22, 23, 29, 32, 35, 42, 47			

Waterways pollution	19, 48			Plan does not address this issue	Supported through other actions/key work areas within Council
Public Rubbish Bins	24, 48			Larger bins requested Contents recycled Education on not placing household rubbish in these, and infringements issued to deter people	This is an ongoing area of works with the recent trial of the solar compacting bins (increased capacity), recent changes to style of bins (larger 80L capacity option) being trialled.
Waste Hierarchy	40, 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 "Rubbish" should be considered a resource	Council is limited in the actions that can be proposed to focus on reduction within the Waste Hierarchy. Reduction is better supported and mandated at a central government level, which is addressed through action LM1.
Rating system	35, 44			Introduce rating systems for businesses (similar to food safety rating system) showing how 'green' the business is	Outside scope of Draft WMMP. Suggest this be considered during next review

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 5 June 2019

TITLE: International Relations Policy

DATE: 17 May 2019

PRESENTED BY: Toni Grace, International Relations Manager, Strategy & Planning

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

RECOMMENDATION(S) TO COUNCIL

1. That the Council adopts the International Relations Policy.
2. That delegated authority is given to the Chairperson and Deputy Chairperson of the Planning and Strategy Committee for the approval of minor amendments to the International Relations Policy prior to publication.

1. ISSUE

To be effective, Council's international relations should be guided by a clear policy scope, principles and best-practice guidelines. The purpose of this policy is to provide such direction for the Council's international partnerships and civic leadership role.

An international relations policy has the benefit of providing a clearer set of criteria, processes and protocol to inform both internal responses, stakeholder discussions and public enquires. It also supports a consistent approach to international relations, which helps maintain strategic relationships over time.

Council receives occasional enquiries from members of the public and international contacts on the criteria for forming new city partnerships – usually when they have a recommendation or request for new relationships. There is currently no agreed policy or criteria to communicate on these issues.

Other stakeholders in the community (such as education providers) have noted their appreciation of Council's support with civic welcomes for significant international visitors. An international relations policy will support this continued effort and provide a consistent approach to requests, while directing resources to where they will matter most.

PALMERSTON NORTH CITY COUNCIL

In the absence of an agreed policy, Council's response to international relations opportunities may be inconsistent over time, which could have implications for the formation or maintenance of strategic relationships, and for stakeholder expectations.

2. BACKGROUND

In March 2013, Council decided to embark on a proactive international relations programme, building on existing city-to-city relations. The international relations office was established in 2016 with a stronger focus on gearing global city partnerships and international relations in support of economic outcomes.

This policy supports the delivery of the International Relations Plan and Economic Development Strategy. The International Relations Plan contains a specific programme to "Establish an International Relations Policy to guide international partner city activity and visitor protocols (by end of 2018/19)" and contains stated actions to "develop criteria to assess and prioritise international city partnerships" and "effectively manage inbound and outbound delegations".

This policy determines the internal responses and processes to support the delivery of the International Relations Plan, which underwent public consultation through the Long-Term planning process. Therefore, there is no intent to consult publicly on this policy.

3. NEXT STEPS

If adopted by Council, the International Relations Policy will be operationalised by the international relations office and any other relevant parts of Council, in line with the International Relations Plan.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the outcomes of the Economic Development Strategy	
The recommendations contribute to the achievement of actions in the International	

Relations Plan

The actions are:

Establish an International Relations Policy to guide international partner city activity and visitor protocols (by end of 2018/19)

Develop criteria to assess and prioritise international city partnerships

Effectively manage inbound and outbound delegations

Contribution to strategic direction

To make the best use of the city's talents and resources and allow it to fulfil its potential, Council will strengthen regional, national and international connections to key markets. Council's goal is to build on the city's strengths and create new ones to ensure it has the strong, diverse and sustainable economy that is fundamental to Palmerston North's future.

ATTACHMENTS

1. International Relations Policy [↓](#) 

International Relations Policy

Introduction

New Zealand's economy is reliant on international trade and partnerships – and this includes our own city¹. Palmerston North is a growing hub of international activity and networks, which is part of what makes it a great place to live.

Many of Palmerston North's sectors have a strong international correlation², and Council's goal is to refocus and strengthen our international relations to support these sectors and to encourage business, investment, students, and visitors to the city.

In March 2013, the Palmerston North City Council (PNCC) decided to embark on a proactive international relations programme, building on existing city-to-city relations. The international relations office was established in 2016 with a stronger focus on gearing global city partnerships and international relations in support of economic outcomes.

These efforts are part of a broader upward trend in local government international relations globally. City authorities are emerging as active agents in international relations, driving international connectivity in a way that is focussed on supporting local needs and sectors.³

To be effective, international relations activities should be guided by clear objectives, agreed principles, and best-practice guidelines⁴. The purpose of this policy is to provide this direction for the Council's international relations function, partnerships and civic leadership role.

Strategic context

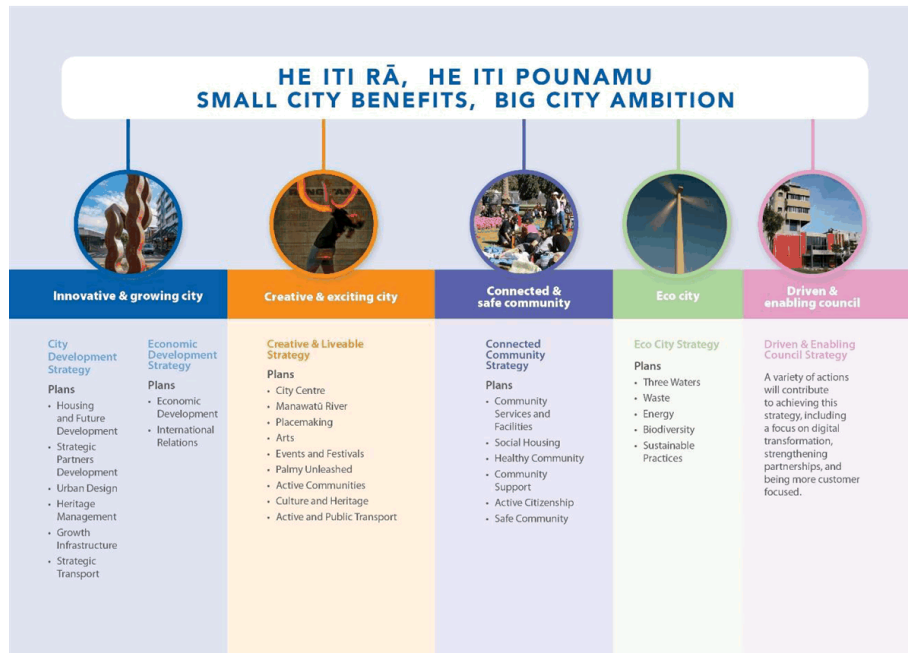
In 2018 the PNCC confirmed a new strategic direction – *Small City Benefits, Big City Ambition*.

¹ New Zealand Ministry of Foreign Affairs and Trade (2018), *Trade and Regional Economic Development*
<https://www.mfat.govt.nz/en/trade/nz-trade-policy/trade-for-all-agenda/>

² New Zealand Trade and Enterprise (2016), Manawatu-Whanganui Regional Investment Profile

³ Curtis, S., (2014) *The Power of Cities in International Relations*, Routledge, New York

⁴ Hogan, James (2019) *From Sister to Global Cities: the economics for New Zealand's Sister City relationships*, New Zealand Institute of Economic Research (NZIER), Wellington



The Economic Development Strategy aims to achieve Goal 1: An innovative and growing city. The International Relations Plan was developed to help achieve this goal, including a specific programme to establish an International Relations Policy to guide international relations and protocol.

The purpose of the International Relations Plan is to

“diversify the economy to reduce reliance on our traditional industries (priority 3, Economic Development Strategy) and support an ‘innovation economy’ to underpin growth into the future (priorities 2 and 4, Economic Development Strategy)”

Palmerston North City Council has an important civic leadership role in supporting the city’s international relations. We can create an environment that enables our city to be more internationally connected, respected, competitive, innovative and vibrant.

The Mayor, Elected Members and Council administration can play an important role in opening official doors for local businesses and organisations ready to take on global markets, especially in partner countries or cities where municipal government holds strong influence.

Through effective international relations, the Council will build Palmerston North’s reputation as a globally-oriented city, promote our region’s comparative advantages, and support valuable opportunities.

Policy objectives and goals

The purpose of this policy is to articulate the scope, principles and guidelines for Palmerston North's global city partnerships, and a clearer approach to international visiting delegations.

The policy also guides PNCC's engagement with the diplomatic corps, trade offices, and other agencies that facilitate international relations. It also articulates Council's value-added role across these activities.

International relations activities will focus on areas where Council has a distinct role and can make a difference towards the following policy objectives:

- providing civic leadership for the city's strategic international relationships
- developing meaningful and beneficial international partnerships, and leveraging them for economic, educational, social and cultural benefits
- enhancing Palmerston North's reputation among international partners and representatives, especially our regional comparative advantage
- Identifying opportunities for learning and innovation, such as international knowledge exchange, best practice and benchmarking on issues of shared interest to our community.
- Joining up effort with other cities, regions and central government agencies towards our common international efforts and goals.

Scope

"International relations" is commonly associated with central government diplomacy. The scope of this policy refers to sub-national diplomacy efforts by local government, which runs parallel to the efforts of New Zealand's state-level diplomatic relations, but with a distinct focus on external partnerships that are relevant to the local community.

Local government international relations occupy a middle ground between official country-to-country relationships and business-led relations. It focusses on building civic relationships that build trust and goodwill, thereby reducing the transaction costs for businesses and organisations seeking international cooperation or trade in these places.

This policy therefore has an external relationship focus and does not apply to all of the city's local activities with an international element, such as cultural festivals or multicultural community services.

While the International Relations plan and policy contributes to the delivery of the Economic development strategy, this does not mean that all levers for international business and trade sit within the role of Council.

Council will work in partnership with other relevant agencies and organisations to support successful economic outcomes.

Likewise, the policy does not assume that all of Council's international relations activities are directly economic in nature. Some important roles, such as being a cultural ambassador for the city, help foster an environment of trust for cooperation to happen.⁵

⁵ Hogan, J (2019) NZIER, p.11

Definitions

Global City Partnerships

This policy categorises all of Palmerston North's offshore city-to-city relationships under a single term of "Global City Partnerships". Global City Partnerships have commonly been referred to as "Sister Cities" or "Friendship Cities", though other terms such as "strategic city partnerships" and "economic alliances" are also emerging as common terms.

They fundamentally refer to the same thing: international city relationships that result in mutually beneficial cooperation and trust outputs over time. This includes the exchange of ideas, people, and materials, enabling a range of economic, cultural, educational, youth, sport, professional, and technical projects.

The history of each of Palmerston North's relationship (as a Sister City, Friendship City) can continue to be acknowledged in public information, but the umbrella classification of "Global City Partnership" will apply in this policy, and to the formation of all new relationships, to simplify Council deliberations and resource management.

Guidelines

Global City Partnerships

Global City Partnerships are managed through the international relations office, with the international relations budget set through Council's Long-Term Plan.

To flexibly respond to opportunities, Global City Partnerships will be prioritised on a case-by-case basis, to take advantage of strategic opportunities, rather than attributing a fixed status or resource allocation base (e.g. as was historically done with Sister versus Friendship cities).

The level of focus on each city relationship will be regularly monitored and determined by the International Relations Office.

Considering new city partnerships

Building new international relationships requires time and consideration and comes with resourcing implications. Genuine requests for new partnerships will be carefully considered. There must also be funding and resource available to effectively manage the relationship.

Council will consider new relationships according to the following process:

- Formal requests for new partnerships will be submitted to the PNCC International Relations Office for assessment against the criteria below.
- If the relationship clearly meets these criteria, a report will be presented to Council with options, recommendations and any resourcing implications for decision-making.
- If the prospective relationship does not meet these criteria, it will either be declined by the international relations office or, if showing future promise, may be subject to further feasibility testing, as resources and priorities allow.

New international city partnership requests will only be presented to Council for decision if the prospective city has met the following criteria:

- evidence of community connections including political or economic ties, established education, industry and/or business connections - especially with priority sectors
- economic, social, cultural, historic or geographic similarities to Palmerston North
- exhibition of best practice, particularly in areas of interest and relevance to Palmerston North's strategic direction
- evidence of support from the respective City government, including a capacity to engage and a willingness to both plan and measure activities and outcomes
- evidence of proactive community support for the proposed relationship
- alignment with New Zealand's broader diplomatic priorities and markets.

Inbound international delegation visits

To manage limited resources, the level of Council involvement in inbound international visitors will vary depending on the nature of the visit.

The guidelines below provide a policy direction, supported by internal operational guidelines and protocol.

- International visit requests will be assessed on a case-by-case basis by the international relations office.
- Where the visit is from one of our Global City Partners, the Diplomatic Corps, or other strategic partner, the City Council will extend an official invitation and proactively host the visit, supporting connection to the relevant sector(s) or community group
- Where the prospective visiting group is unknown or unprompted, the Council will gather information and assess value to the city prior to deciding on the issue of an invitation. For these visits, Council will offer a local, user-pays avenue, where feasible, and official involvement where there is likely benefit to the community.

Outbound international delegation visits

Face-to-face meetings are an important part of building effective partnerships⁶. To ensure the sustainable development of our Global City Partnerships, Council will engage in a reasonable number of focussed, outbound delegations overseas. These can include visits to our global partner cities, and to strategic sites in the surrounding region.

- When the Mayor or elected member is required to travel for this purpose, a recommendation is submitted to Council for approval.
- Council recommendations and decisions will consider the stated mission objectives, available resources, timing, civic occasions, level of engagement and connection to the international relations plan.

⁶ Hogan, J (2019) NZIER, p.16

General

The implementation of this policy will be guided by the following principles:

Sustainable

International relations activities will be built around a wider community of interest to ensure longevity and organic growth and will be consistent with the United Nations Sustainable Development Goals.⁷

Cost-effective

Decisions on allocating the Council's international relations resources must be made with confidence that the community derives sufficient value to justify engagement. All international relations activities will be planned and undertaken in a cost-effective way.

Mutually beneficial

International activities will focus on areas where partners agree that there is benefit for both sides and can articulate and monitor common objectives.

Manaakitanga

Palmerston North will be a welcoming and hospitable place for our international manuhiri (guests). Manaakitanga is strongest when practiced alongside mana whenua, especially in welcoming international guests and leading civic engagement on behalf of the community.

Cultural awareness

The management of our international relations activities will be sensitive to the cultural customs and expectations of our partners.

Monitoring and Review

Regular monitoring of international relations activity will account for ongoing developments, priorities, objectives and evaluation. The International Relations Office presents 6-monthly reports to the relevant Council Committee.

This International Relations policy document will be reviewed every three years, or earlier if required.

⁷ United Nations, *Sustainable Development Goals*, <https://www.un.org/sustainabledevelopment/>

COMMITTEE WORK SCHEDULE

TO: Planning and Strategy Committee

MEETING DATE: 5 June 2019

TITLE: Committee Work Schedule

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

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

ATTACHMENTS

1. Work Schedule  

PLANNING & STRATEGY COMMITTEE

COMMITTEE WORK SCHEDULE – JUNE 2019

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1.	TBA March April 2019 May June 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
2.	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
3.	TBA April May 2019	Report back on Emissions Management and Reduction Plan	General Manager – Strategy and Planning	Referred to May meeting at April meeting	3 December 2018 clause 83.5 1 April 2019 clause 17.1
4.	April May 2019	Cost benefit analysis of pressure sewer systems	Chief Infrastructure Officer		3 December 2018 clause 78.2
5.	May June 2019	Progress on Review of City Signs report	General Manager – Strategy and Planning	On track	13 December 2018 clause 81.2
6.	June 2019	PNCC Venues Policy	General Manager – Strategy and Planning		1 October 2018 Clause 63.1

Oasis # 762472 Work Schedule Planning and Strategy Committee

7.	May 2019	Dog Control status of the CBD	General Manager, Strategy and Planning	On track	4 March 2019 clause 6.2
8.	May 2019	Rural School Bus Safety	Chief Infrastructure Officer		1 April 2019 clause 18.1
9.	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	
10.	August 2019	Policy for use of public space	General Manager, Strategy and Planning	Preparing consultation	3 December 2018 clause 79.3
11.	TBA August 2019	Priority intersections and safety treatments across City	Chief Infrastructure Officer		4 March 2019 clause 7.4
12.	TBA August 2019	Report on Council's environmental sustainability plans and progress including reducing transport emissions and plastic waste.	General Manager, Strategy and Planning		Council 25 March 2019 clause 22.2
13.	September 2019	Status of City Masterplans	General Manager, Strategy and Planning		6 May 2019 clause 33.1
14.	TBA	Palmerston North Civic and Cultural Precinct Masterplan – timeline and costings including library options	General Manager, Strategy and Planning		1 April 2019 clause 16.1
15.	TBA	Solutions on the issues identified in the Dogwood Way petition	Chief Infrastructure Officer		6 May 2019 clause 24.2
16.	TBA	District Plan and school travel	Chief Infrastructure Officer		6 May 2019 clause 32.3
17.	June 2019 March 2020	Concept plan regarding the play activity in The Square	General Manager, Strategy and Planning	Links to Masterplan. Needs to follow play policy.	Committee of Council 28 May 2018 clause 3.10
18.	May 2020	Emissions Reduction and Management Plan	General Manager, Strategy and Planning		6 May 2019 clause 27.3

ITEM 15 - ATTACHMENT 1

- 3 -

19.	TBA	Report on proposal to create a Science and Sustainability Champion in the organisation			Committee of Council 20 May 2019 clause 8.8
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