MEMBERSHIP

Grant Smith (Mayor)
Tangi Utikere (Deputy Mayor)
Brent Barrett
Susan Baty
Rachel Bowen
Zulfiqar Butt
Vaughan Dennison
Renee Dingwall
Lew Findlay QSM
Patrick Handcock ONZM
Leonie Hapeta
Lorna Johnson
Billy Meehan
Karen Naylor
Bruno Petrenas
Aleisha Rutherford

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
COUNCIL MEETING

18 December 2019

ORDER OF BUSINESS

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. Presentation - Horizons Regional Council
5. **Acknowledgement of Service - Duncan McCann**
   Presentation, by The Mayor (Grant Smith).

6. **Confirmation of Minutes**
   “That the minutes of the extraordinary meeting of 13 November 2019 Part I Public be confirmed as a true and correct record.”

**REPORTS**

7. **Papaioea Place Redevelopment - Stage 2 - Approval of Contract**
   Memorandum, presented by Bryce Hosking, Manager - Property.

8. **The Manawatū River - Manawatu Golf Club Proposed Land Exchange**
   Memorandum, presented by Bryce Hosking, Manager - Property.

9. **Parking Mitigation Options in the Implementation of the College Street Transport Upgrade**
   Memorandum, presented by Robert van Bentum, Manager - Transport and Infrastructure.

10. **Programme 1068 WWTP Replacement of Inlet Lift Pumps**
    Memorandum, presented by Robert van Bentum, Manager - Transport and Infrastructure.

11. **Rangitāne o Manawatū Committee Delegation**
    Memorandum, presented by Sheryl Bryant, General Manager - Strategy and Planning.

12. **Review of Policy on Appointments**
    Memorandum, presented by Sheryl Bryant, General Manager - Strategy & Planning.
13. **Agreement to Establish a Joint Committee**
   Memorandum, presented by Sheryl Bryant, General Manager - Strategy & Planning

14. **Establishment of the Manawatū District/ Palmerston City Joint Strategic Planning Committee**
   Memorandum, presented by Sheryl Bryant, General Manager - Strategy & Planning

15. **Annual Meeting Calendar 2020**
   Memorandum, presented by Carly Chang, Democracy & Governance Administrator

16. **Adoption of Triennial Agreement**
   Memorandum, presented by Sheryl Bryant, General Manager - Strategy & Planning

17. **Council Work Schedule**

**RECOMMENDATIONS FROM COMMITTEE MEETINGS**

18. **Presentation of the Part I Public Finance & Audit Committee Recommendations from its 4 December 2019 Meeting**
   “That the Committees recommendations be adopted or otherwise dealt with.”

19. **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:

<table>
<thead>
<tr>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under Section 48(1) for passing this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>20. Ozone ERP Replacement</td>
<td>Commercial Activities and Negotiations</td>
<td>s7(2)(h) and s7(2)(i)</td>
</tr>
<tr>
<td>21. Award of Contract 3538 for Construction of Duplicate Water Pipeline from Turitea WTP to Ngahere Park Reservoirs</td>
<td>Commercial Activities</td>
<td>s7(2)(h)</td>
</tr>
</tbody>
</table>

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

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

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

TO: Council
MEETING DATE: 18 December 2019
TITLE: Presentation - Horizons Regional Council

RECOMMENDATION(S) TO COUNCIL

1. That the Council receive the presentation for information.

SUMMARY

Mr Phil Hindrup, Manager Transport Services, Horizons Regional Council, will make a presentation to Council regarding the proposed launch of the new bus ticketing system in Palmerston North and the region.

ATTACHMENTS

Nil
PRESENTATION

TO: Council
MEETING DATE: 18 December 2019
TITLE: Acknowledgement of Service - Duncan McCann
FROM: The Mayor (Grant Smith)

SUMMARY

The Mayor and Rangitāne will acknowledge the service of former Councillor Duncan McCann.

ATTACHMENTS

Nil
PALMERSTON NORTH CITY COUNCIL

Minutes of the Extraordinary Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 13 November 2019, commencing at 9.00am.

Members Present: Grant Smith (The Mayor) (in the Chair) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Apologies: Councillor Leonie Hapeta.

Councillor Aleisha Rutherford left the meeting at 12.40pm at the conclusion of clause 148.3. She entered the meeting again at 12.49pm during consideration of clause 148.5. She was not present for clause 148.4.

Councillor Lew Findlay was not present when the meeting resumed at 1.52pm. He was not present for clauses 149 to 153 inclusive.

143-19 Apologies

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That Council receive the apologies.

Clause 143-19 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

144-19 Late Item

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That the late item be accepted for consideration. The reason for lateness being that the report could not be prepared earlier because of its complexity and the reason why it needs to be considered is to meet the deadline set by the Remuneration Authority.

Clause 144-19 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.
Confirmation of Minutes

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That the minutes of the Inaugural Council meeting of 30 October 2019 Part I Public be confirmed as a true and correct record.

Clause 145-19 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Reports

Voting System for Certain Appointments

Memorandum, presented by John Annabell, Legal Counsel.

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That the Council resolves to adopt System A as the voting system for all appointments made by the current Council, its committees and subcommittees to which Clause 25 of Schedule 7 of the Local Government Act 2002 applies, noting that this resolution would not apply to any appointment made by the Mayor pursuant to Section 41A of the Local Government Act 2002.

Clause 146-19 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Committee Structures, Councillor Portfolios, and Appointments to Bodies

Memorandum, presented by Grant Smith, Mayor.

Moved Grant Smith, seconded Aleisha Rutherford.

RESOLVED

1. That the Council notes the establishment of Committees made by the Mayor as attached in Appendix 1 to the report titled “Committee Structures, Councillor Portfolios, and Appointments to Bodies”.
Clause 147.1 above was carried 15 votes to 0, the voting being as follows:

_for:_
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Brent Barrett.

2. That the Council notes the Chairperson appointments made by the Mayor to the Committees as identified in Appendix 1 to the report dated 13 November and titled “Committee Structures, Councillor Portfolios, and Appointments to Bodies”.

Clause 147.2 above was carried 15 votes to 0, the voting being as follows:

_for:_
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Billy Meehan.

3. That the Council establishes the Chief Executive’s Performance Review Panel as attached in Appendix 1 to the report titled “Committee Structures, Councillor Portfolios, and Appointments to Bodies”.

Clause 147.3 above was carried 15 votes to 0, the voting being as follows:

_for:_
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Aleisha Rutherford, seconded Rachel Bowen.

4. That the Council approves the Mayor’s recommendations for the Chairperson and Deputy Chairperson of the Chief Executive’s Performance Review Panel as identified in Appendix 1 to the report titled “Committee Structures, Councillor Portfolios, and Appointments to Bodies”.

Clause 147.4 above was carried 15 votes to 0, the voting being as follows:

_for:_
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Tangi Utikere.

5. That the Council approves the Mayor’s recommendations for Deputy Chairpersons of the Committees as identified in Appendix 1 to the report titled “Committee Structures, Councillor Portfolios, and Appointments to Bodies”.

Clause 147.5 above was carried 15 votes to 0, the voting being as follows:

_for:_
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna
Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.
Moved Grant Smith, seconded Tangi Utikere.

6. That the Council approves the Mayor’s recommendations for councillor membership of Committees and the Chief Executive’s Performance Review Panel, as identified in Appendix 1 to the report titled “Committee Structures, Councillor Portfolios, and Appointments to Bodies”, deleting Councillor Naylor from the Economic Development Committee.

Clause 147.6 above was carried 12 votes to 3, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Susan Baty, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Against:
Councillors Brent Barrett, Rachel Bowen and Lorna Johnson.

Moved Rachel Bowen, seconded Brent Barrett.

7. That the Terms of Reference for the Council and Committees and specific functions of the Chief Executive’s Performance Review Panel be adopted in the form identified in Appendix 1 to the report titled “Committee Structures, Councillor Portfolios, and Appointments to Bodies”, subject to

- The word ‘regular’ being removed from the Committee Terms of References relating only to portfolios.
- The Arts, Culture & Heritage Committee Terms of Reference be amended to include the following:
  - To receive reports as required from the CCNZ/Arts and Culture Fund Committee.
  - To receive portfolio reports as may be appropriate.

Clause 147.7 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Vaughan Dennison, seconded Karen Naylor.

The amendment above “that the word ‘regular’ be removed from the Committee Terms of References relating only to portfolios” was carried 9 votes to 6, the voting being as follows:

For:

Against:
The Mayor (Grant Smith) and Councillors Susan Baty, Rachel Bowen, Zulfiqar Butt, Lorna Johnson and Aleisha Rutherford.

The meeting adjourned at 10.28am.
The meeting resumed at 10.46am.
Moved Grant Smith, seconded Tangi Utikere.

8. That an independent person be appointed to the Finance & Audit Committee and that a recruitment process be undertaken to fill that vacancy.

Clause 147.8 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Tangi Utikere.

9. That, in regard to the independent person on the Finance & Audit Committee, a recruitment panel comprising the Mayor, Deputy Mayor, Chairperson of the Finance & Audit Committee and the Chief Executive or her appointment be delegated authority to undertake the recruitment process, discuss remuneration options with candidates and recommend a preferred appointee to the Council, having regard to the following skill sets:

- finance and accounting, including financial reporting;
- broad governance, assurance, and risk management disciplines;
- understanding of internal controls and assurance frameworks, including understanding of the roles of internal and external audit;
- knowledge of the sector or industry in which the public entity operates; and
- other attributes as specifically relevant to the entity (for example, legal or information technology experience).

Clause 147.9 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Aleisha Rutherford.

10. That a Rangitāne representative be on each of the Community Development, Economic Development, and Environmental Sustainability Committees; such representation to be nominated by Rangitāne and approved by the Council.

Clause 147.10 above was carried 13 votes to 2, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Aleisha Rutherford and Tangi Utikere.

Against:
Councillors Rachel Bowen and Bruno Petrenas.
Moved Grant Smith, seconded Patrick Handcock ONZM.

11. That, in regard to the community membership of the CCNZ/Arts & Culture Fund Committee, nominations be sought from the named organisations and from the wider community for the two community representatives.

Clause 147.11 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Rachel Bowen.

12. That, in regard to the membership of the CCNZ/Arts & Culture Fund Committee, a selection panel comprising the Mayor or Deputy Mayor and the Chair of the Community Development Committee and the Chair and Deputy Chair of the Arts, Culture & Heritage Committee be established to make recommendations to the Council on the community membership appointees to the Committee.

Clause 147.12 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Tangi Utikere.

13. That all members of the Council who are already accredited under the Making Good Decisions certification programme are appointed Hearings Commissioners and that those persons have such powers and responsibilities as delegated by the Council to Commissioners.

Clause 147.13 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Tangi Utikere.

14. That any members of the Council who become accredited under the Making Good Decisions certification programme be deemed to be appointed Hearings Commissioners from the date their accreditation is confirmed and that those persons have such powers and responsibilities as delegated by the Council to Commissioners and are deemed to be appointed to the Hearings Committee.

Clause 147.14 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.
Moved Grant Smith, seconded Rachel Bowen.

15. That any member of the Hearings Committee wishing to attain accreditation or re-accreditation or training as a Chair under the *Making Good Decisions* certification programme be authorised to do so, with expenses paid.

Clause 147.15 above was carried 15 votes to 0, the voting being as follows:

**For:**
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Tangi Utikere.

16. That the Council notes the establishment of the Joint Strategic Planning Committee will be subject to the Local Government Act 2002, Schedule 7, Clause 30A which requires a separate report including an agreement with Manawatu District Council.

Clause 147.16 above was carried 15 votes to 0, the voting being as follows:

**For:**
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Tangi Utikere.

17. That the Council adopts the Terms of Reference and Scope for Councillor Portfolios attached in Appendix 2 to the report titled “Committee Structures, Councillor Portfolios, and Appointments to Bodies”, subject to the following addition to the Terms of Reference “Attend functions and events within their area”.

Clause 147.17 above was carried 15 votes to 0, the voting being as follows:

**For:**
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Rachel Bowen, seconded Lorna Johnson.

18. That the Council approves the Mayor’s recommendations for Councillor portfolios as listed in Appendix 2 to the report titled “Committee Structures, Councillor Portfolios, and Appointments to Bodies”, subject to:

- Councillor Naylor being included in Health and Wellbeing portfolio, unless legal advice indicates otherwise.

- Councillor Butt being included in People and Community portfolio.

Clause 147.18 above was carried 15 votes to 0, the voting being as follows:

**For:**
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.
Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.
Moved Vaughan Dennison, seconded Aleisha Rutherford.

19. That any Steering Groups established by the previous Council and still operating up to the end of the Council term be re-established with the same terms of reference.
Clause 147.19 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.
Moved Karen Naylor, seconded Susan Baty.

20. That the Council approves the Mayor’s recommendations for appointments to bodies as listed in Appendix 3 to the report titled “Committee Structures, Councillor Portfolios, and Appointments to Bodies”; noting that the external appointments to the CCNZ/Arts & Culture Fund Committee were extended to the 30 June 2019 by the Council at its meeting of 7 October 2019 and, subject to the following additions:

- Disability Coalition with Council’s representative being Councillor Karen Naylor.
- That the Chair of the Finance & Audit Committee be added to the Arena Masterplan Steering Group.

Clause 147.20 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.
Moved Grant Smith, seconded Tangi Utikere.

21. That the “Policy on Appointments to Council Committees”, in regard to CCNZ/Arts & Culture Fund Committee, be reviewed in line with the policy on the selection panel.
Clause 147.21 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

148-19  

**Elected Member Remuneration**
Memorandum, presented by John Annabell, Legal Counsel.

Moved Grant Smith, seconded Bruno Petrenas.

RESOLVED
1. That the Council note the Determination by the Remuneration Authority which became effective from 1 July 2019.

Clause 148.1 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Bruno Petrenas.

2. That the Council make the following recommendations to the Remuneration Authority regarding Elected Member remuneration, such recommendations to take effect from the date the new Council came into office or the date the positions were established or reported to Council, whichever date is later:

a. The base annual salary for each Councillor is to be $47,486.

b. The annual salaries for Councillors with additional responsibilities are to be as set out in Tables 1 and 3 of this memorandum.

Clause 148.2 above was carried 12 votes to 3, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Billy Meehan, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Against:
Councillors Rachel Bowen, Lorna Johnson and Karen Naylor.

Moved Grant Smith, seconded Bruno Petrenas.

3. That the information set out in Attachment 1 relating to the positions of additional responsibility, including position descriptions, be approved and be sent to the Remuneration Authority.

Clause 148.3 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Councillor Aleisha Rutherford left the meeting at 12.40pm.

Moved Grant Smith, seconded Bruno Petrenas.

4. That a proposed new fee of $250 per meeting be payable to members of any Council Committee or Sub-Committee who are not an Elected Member, except that for the independent member of the Finance and Audit Committee, for whom a separate amount will be negotiated at the time of appointment, noting that the Elected Member remuneration budgets for 2019/2020 and 2020/2021 will need to be revised.

Clause 148.4 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, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Moved Grant Smith, seconded Lorna Johnson.

5. That the Mayor and Chief Executive be authorised to review the hours attached to the Description of Positions of Responsibility before submitting to the Remuneration Authority.

Councillor Aleisha Rutherford entered the meeting again at 12.49pm.

Clause 148.5 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Vaughan Dennison, seconded Billy Meehan.

6. That the amendments to the *Elected Member Expenses Policy* be approved, including that a childcare allowance not be payable to elected members and that this policy, as amended, be sent to the Remuneration Authority for its approval, subject to:

- The expenses of the Mayor and Deputy Mayor be reported annually to the Finance & Audit Committee.
- Under the Travel and Attendance that the word ‘any’ replace the words ‘an evening’.
- Minor amendments will be authorised by the Mayor, Deputy Mayor and Chief Executive.

Clause 148.6 above was carried 15 votes to 0, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Vaughan Dennison, seconded Billy Meehan.

The amendment above to include “including that childcare allowance not be payable to elected members” was carried 11 votes to 4, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Susan Baty, Rachel Bowen, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor and Bruno Petrenas.

Against:
Councillors Brent Barrett, Zulfiqar Butt, Aleisha Rutherford and Tangi Utikere.

Moved Aleisha Rutherford, seconded Brent Barrett.

Note:
On a motion that the words “including the introduction of a childcare allowance” be added. The motion was lost 5 votes to 9, with 1 abstention, the voting being as follows:
Extension of Right to Vote to Non-Committee Members
Memorandum, presented by John Annabell, Legal Counsel.

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That Standing Order 1.6, relating to the extension of the right to vote to non-committee members, apply to the following committees for the current term of Council:
   - Finance & Audit Committee
   - Infrastructure Committee
   - Planning & Strategy Committee
   - Arts, Culture & Heritage Committee
   - Community Development Committee
   - Economic Development Committee
   - Environmental Sustainability Committee
   - Play, Recreation & Sport Committee

Clause 149-19 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, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

150-19 Amendments to Delegations Manual
Memorandum, presented by John Annabell, Legal Counsel.

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That the Delegations Manual be amended, the amendments being as set out in the attachment to the memorandum titled “Amendments to
Delegations Manual”, excluding the amendment “To provide for the Rangitāne o Manawatū Committee to undertake the powers of the Council under the Reserves Act 1977 with regards to Te Motu o Poutoa Reserves and any other reserves that may be administered by that Committee.”

Clause 150-19 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, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Karen Naylor, seconded Lorna Johnson.

The amendment above to include “excluding the amendment ‘To provide for the Rangitane o Manawatu Committee to undertake the powers of the Council under the Reserves Act 1977 with regards to Te Motu o Poutoa Reserves and any other reserves that may be administered by that Committee’” was carried 12 votes to 2, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Against:
Councillors Brent Barrett and Aleisha Rutherford.

151-19 Proposed changes to foundation documents for Local Government Funding Agency (LGFA)
Memorandum, presented by Steve Paterson, Strategy Manager - Finance.

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That Council support proposed changes to the structure of the Local Government Funding Agency (LGFA) that enable it to lend to CCOs; and

2. That the Chief Executive, and when necessary elected members, be delegated authority to execute any documents associated with the Council’s participation in LGFA.

Clause 151-19 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, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

152-19 Meeting Calendar 2019
Memorandum, presented by Carly Chang, Democracy & Governance Administrator.

Moved Grant Smith, seconded Tangi Utikere.
RESOLVED

1. That the Palmerston North City Council Meeting Calendar 2019 be approved.

Clause 152-19 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, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

153-19 Council Work Schedule

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED


Clause 153-19 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, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

The meeting finished at 2.15pm

Confirmed 18 December 2019

Mayor
MEMORANDUM

TO: Council

MEETING DATE: 18 December 2019

TITLE: Papaioea Place Redevelopment - Stage 2 - Approval of Contract

PRESENTED BY: Bryce Hosking, Manager - Property

APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council approves the contract with G & K Construction Limited (trading as Latitude Homes) for $5,986,532 including GST for the construction of Stage 2 of the Papaioea Place Redevelopment.

1. ISSUE

1.1 Stage 2 of the Papaioea Place Redevelopment is funded through Programme 1219.

1.2 The decision to bring forward the Programme into the current financial year allowed the on-site contractors to move fluently into Stage 2 of the development and provided the following benefits:

- Securing the availability of contractors – they can move straight into Stage 2 upon the completion of Stage 1;
- Efficiency gains – Design, consents, resources, contractors and project managers can all start preparing for Stage 2 prior to the completion of Stage 2 so Resource Consent can be achieved prior to the conclusion of Stage 1, and physical works can begin straight away; and
- Cost savings – Contractors can bundle up works to get the best rates. It has allowed prices to be locked in at today’s rates rather than in 8 months’ time. This has included labour rates, materials, and construction costs.

1.3 Given the resolution was passed to increase the programme budget to $5,986,532 including GST, and the construction programme, detailed designs and costings have all now been confirmed, Council needs to enter into a formal contract with G & K Construction Limited (trading as Latitude Homes) to deliver stage 2.

1.4 For clarity, the scope of the current contract for stage 1 does not extend to cover the construction works in stage 2.
2. BACKGROUND

2.1 The Papaioea Place project is a design and build contract between Palmerston North City Council and G & K Construction Limited (trading as Latitude Homes) with project management being provided by WT Partnership.

2.2 The overall development is being delivered in the following format:

- Stage 1
  - Part 1 – demolition of old units, 30 new replacement units
  - Part 2 – demolition of old units, 20 new replacement units
  
  Stage 1 is due for completion in February 2020.

- Stage 2
  - Part 1 – demolition of old units, 18 new replacement units
  - Part 2 – demolition of old units, 10 new replacement units
  
  Stage 2 is due for completion in December 2020.

Previous Council Decisions

2.3 The decision was made by Council to bring forward Programme 1219 – Papaioea Place Stage 2 into the current financial year from the 2020/21 year. This was done as part of the confirmation of the 2019/20 Annual Plan.

2.4 Following completion of detailed designs and revised costings, a report titled ‘Papaioea Place – Stage 2’ was presented to the Finance and Performance Committee meeting held on 16 September 2019.

The following resolution was adopted by Council:

1. That Council increase the budget of Programme 1219 by $1,126,573 taking the total programme budget from $4,859,959 including GST to $5,986,532 including GST. This will enable the completion of Stage 2 noting that this will increase the total number of units from 48 to 78 as previously approved by Council in the 2019/20 annual budget. This excludes the development of a communal tenant lounge and gardens.

3. NEXT STEPS

3.1 Council approve the contract with Latitude Homes for the delivery of Stage 2 of the Papaioea Place Redevelopment.

3.2 Asbestos removal, demolition of the old units, and earthworks are set to begin January 2020.
4. **COMPLIANCE AND ADMINISTRATION**

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

The recommendations contribute to Goal 3: A Connected and Safe Community

The recommendations contribute to the outcomes of the Connected Community Strategy

The recommendations contribute to the achievement of action/actions in the Social Housing Plan

The action is: Upgrade the Papaioea housing complex.

| Contribution to strategic direction and to social, economic, environmental and cultural well-being | Programme 1219 – Social Housing – Papaioea Place Stage 2 is a redevelopment project that currently includes the construction of the final 28 units within the housing complex. |

**ATTACHMENTS**

Nil
MEMORANDUM

TO: Council

MEETING DATE: 18 December 2019

TITLE: The Manawatū River - Manawatu Golf Club Proposed Land Exchange

PRESENTED BY: Bryce Hosking, Manager - Property

APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council as the administering body of Centennial Drive Reserves, authorise the disposal of 800 square metres of land, being part of lot Part Section 1678 Town of Palmerston North, in return for 9,350 square metres of land owned by Manawatū Golf Club land, being part of Part Lot 3 DP 19255, Section 1679, town of Palmerston North, Part Lot 1 DP 1332, and Part Lot 261 DP 666.

2. That Council, in exercise of the powers conferred on it by delegation by the Minister of Conservation, confirms that Council has met the requirements of Sections 119 and 120 of the Reserves Act 1977.

3. That Council note that the requirements of Section 4 of the Conservation Act 1987 have been satisfied in relation to consultation with Iwi over granting a land exchange at Centennial Drive Reserves.

1. ISSUE

1.1 The Manawatū Golf Club (MGC) effectively owns a significant portion of land in the river environment due to their rights to apply for an accretion over it.

1.2 This piece of land contains approximately 1,200 metres of the Manawatū River Park shared pathway and 12.2 hectares of open space and forest that the public currently use. The 12.2 hectares of land is currently not “technically” owned by anyone, as it is accretion land. That is, land that has been impacted by river margin movement.

1.3 Through negotiations with the Manawatu Golf Club, Council Officers were able to secure a deal where there is a partial exchange of land. Under this transaction Council would sell MGC approximately 800m² of reserve land which is currently being used as their 16th golf tee. In exchange MGC would sell Council a 9,350m² strip
of land along their boundary which would give Council the rights to claim the accretion land in the future, essentially securing it in Council’s ownership.

1.4 The MGC membership adopted this full proposal on 2 September 2019, and Council has subsequently entered into a Sale and Purchase Agreement to secure these terms, subject to Council approval of the land exchange, under the Ministerial delegation of the provision 15(1) of the Reserves Act.

1.5 The parcel proposed for exchange is held as reserve under the Reserves Act 1977, and a Reserves Act land exchange process must be followed by Council.

1.6 A report was brought to the Sport and Recreation Committee on 11 October 2019 seeking Council approval to undertake consultation. After considering submissions, if any, Council Officers are required to bring a report back to Council seeking approval to proceed with the land exchange. This is that report.

2. BACKGROUND

2.1 The Manawatū River Framework describes Council’s strategic direction in the river environment. The associated programme was funded through the 2018–28 Ten Year Plan, and Council is currently in Year Three of implementing the Manawatū River Framework.

2.2 The MGC owns a significant portion of land in the river environment. This piece of land contains approximately 1,200 metres of the Manawatū River Park path. The framework (Section 10.1 page 75) includes the purchase this piece of golf club land in the river environment, to lower any risk of this highly significant piece of pathway and 12.2 hectares of space and forest being lost to public access in the future.

2.3 This piece of land is currently not “technically” owned by anyone, as it is accretion land. That is, land that has been impacted by river margin movement. See Figure One below.

2.4 The owner of a property that has been impacted by river or stream margin movement may apply to LINZ to have the accretion recognised, and thereby take ownership of the land. In this case the 12.2 hectares of accretion land can only be applied for by the MGC. However, if Council purchases the entire margin, then Council may apply for ownership of the additional 12.2 hectares.
2.5 Accretion is described by Land Information New Zealand (LINZ) in the following way:

3. Accretion occurs where a property is bounded by water, has a moveable boundary, and land is added to the property due to gradual and imperceptible changes in the position of the water boundary. The owner may then apply to have the title adjusted to reflect the current position of the water boundary.

2.6 The Manawatū River Framework recognises that the purchase of this piece of land was always conditional on the MGC being amenable to the sale, and so no set financial year was established for this purchase until some form of negotiation had taken place.

2.7 In early 2019 Council Officers started engaging with MGC. The management and President received the proposal favourably and proceeded to obtain a valuation. The valuation includes the harvestable pine forest trees.

2.8 During the valuation process it was noted that a portion of the golf club’s 16th tee was on part of Palmerston North City Council land at Centennial Drive Reserves. The club approached Council to tidy up this oversight as part of the land exchange deal so that the club became full owner of the course.

2.9 Council Officers agreed to this and identified a comparable parcel of land along the shared path (highlighted in orange as shown in Figure Two) that could be exchanged for the 16th tee (highlighted in yellow as shown in Figure Two).
4. **Figure Two: Proposed Land Exchange between PNCC and MGC**

6. 

2.10 The land being exchanged by Council is approximately 800 m\(^2\) and the land being exchanged by MGC is approximately 9,350 m\(^2\). In addition, should the exchange proceed, Council would be entitled to claim the accretion land which is approximately 12.2 hectares.

2.11 The MGC membership adopted the full proposal on 2 September 2019. Council and MGC have entered into an agreement for the land exchange subject to Council approval of the land exchange, under the Ministerial delegation of the provision 15(1) of the Reserves Act.

2.12 The parcel proposed for exchange is held as reserve under the Reserves Act 1977, and a Reserves Act land exchange process must be followed by Council.

2.13 On 11 October 2019 Council resolved:

2.14 “That Council approves consultation with the public, as per Section 15 & 119 of the Reserves Act 1977, on the proposal to exchange 800 square metres of land, being part of lot Part Section 1678 Town of Palmerston North, in return for 9,350 square metres of land owned by Manawatū Golf Club land, being part of Pt Lot 3 DP 19255, Sec 1679 TN OF Palmerston North, Pt Lot 1 DP 1332, and Pt Lot 261 DP 666”.

2.15 In addition to general public consultation, Council Officers have also undertaken consultation with Rangitāne on this exchange.
3. **RANGITĀNE CONSULTATION**

3.1 Council’s Treaty of Waitangi responsibilities under Section 4 of the Conservation Act 1987 require council to consult with Iwi or Hapū before undertaking any action and making decisions about reserves.

3.2 Council Officers have worked closely with Council’s Rangitane o Manawatū partners on all aspects of the Manawatū River Framework. There have been two workshops with Rangitane: one at Tānenuiarangi Manawatū Inc. and the other at Te Rangimarie Marae in which general direction, issues and feedback were discussed. The purchase of MGC land was discussed in these forums and Rangitane were supportive of the direction to purchase the land.

3.3 On 23 August 2019 at the regular bi-monthly meeting with Rangitane Officers formally discussed the proposed purchase and the requirement to dispose of a small portion of the land at Centennial Drive Reserves (16th tee of the Manawatū Golf Club course) as a matter of general "tidy-up" work that would need to be part of the purchase agreement. This proposal was received positively by Rangitane.

3.4 Council sent a detailed formal email to Rangitane on 6 September 2019 (in order to meet all Reserves Act 1977 and Conservation Act requirements) describing the proposal to dispose of some reserve land and purchase the golf club land and seeking input from Rangitane. There were no concerns raised by Rangitane.

4. **COMMUNITY ENGAGEMENT PROCESS AND RESULT**

4.1 The Community engagement process occurred under the Reserves Act 1977 requirements for public consultation as required for land-exchange proposals.

4.2 A one-month period in which to receive support or objections to the proposal was held in accordance with Sections 119 and 120 of the Reserves Act 1977, and objectors/supporters were provided the opportunity to be heard by the Council.

4.3 Council ensured that the proposed land exchange was advertised on newspaper and published on Council website over the one-month submissions period since 9 October 2019 till 8 November 2019.

- One submission was received in support of the proposal on 31 October 2019 from Horizons Regional Council. Horizons generally supports the proposed land exchange. Horizons would welcome discussions on removing the block of trees (pines) from the area of the river berm land that will likely be subject to accretion claim following a successful land exchange process.

- No objections of the proposal were received during the regulated period.

7.
5. **NEXT STEPS**

5.1 **If the reserve exchange is approved after consultation and consideration of objections:**

5.2 Utilise Programmes 94 (Walkways Extension Budget) and 752 (Manawatu River Framework) to purchase this land parcel. The previous resolution was: “that if the reserve exchange is approved after consultation and consideration of objections, the Council authorise the Chief Executive to redirect current parks land purchase budget that are unlikely to be spend in current financial year to the land exchange, noting overall land purchase programmes for 2020/2021 annual plan will be revised.”

5.3 Gazette the land exchange as per the Reserve Act 1977 requirements.

5.4 Claim the accretion land and further discuss with Horizons Regional Council for the removal of the block of trees upon the recognition of accretion.

6. **COMPLIANCE AND ADMINISTRATION**

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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 Manawatu River Plan

The action is: Purchase Manawatū Golf Club land on the river side of the stop bank to secure permanent public access.
| Contribution to strategic direction and to social, economic, environmental and cultural well-being | The proposed exchange is implementing the Manawatū River Framework. |

**ATTACHMENTS**

NIL
MEMORANDUM

TO: Council

MEETING DATE: 18 December 2019

TITLE: Parking Mitigation Options in the Implementation of the College Street Transport Upgrade

PRESENTED BY: Robert van Bentum, Manager Transport and Infrastructure

APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council approve a Capital New Programme entitled College Street Upgrade Parking Mitigation in 2019-20 with a budget of $480,000 to enable the construction of 32 indented parking spaces on College Street to mitigate the parking loss of the Transport Upgrade Project.

1. ISSUE

1.1 Council has approved the upgrade of College Street to improve safety for all road users. The primary focus of the project is improving safety for bus passengers by installation of bus bays and for people on bikes by providing buffered cycle lanes and removing conflicts with parked cars wherever possible.

1.2 Council recently adopted the “Urban Cycling Masterplan” following extensive consultation and engagement with road users and the community. The masterplan identifies a priority list of around 20 cycleway routes recommended to develop an integrated urban cycle commuter network for the city. College Street is a key initial part of this network as well as being a major public transport corridor.

1.3 Over the last two years through a series of consultations and engagements with the wider community and the specific residents and businesses along College Street, Officers have developed an optimised design for the implementation of improved public transport and buffered cycle facilities. To achieve the level of service required to deliver the safe cycling experience required to deliver a step change in the number of commuter cyclists, a significant proportion of the currently available on-street parking will need to be removed.
1.4 The residents of College Street have communicated their opposition to the wholesale removal of on-street parking facilities. In order to enable a start to be made with implementation of the project, Officers provided a report to the September 2019 meeting of Council on various options for investment. This included options up to a value of $1.1m for indented parking to mitigate the parking impacts of the project.

1.5 Council declined to support this level of mitigation and asked Officers to provide a further report detailing several options for alternative parking levels of service. Council did however approve funding to construct two indented parking bays in the Awapuni section of the project at an estimated cost of $75,000.

1.6 During the meeting some interim proposals for alternative parking levels of service were presented. This report provides a recommendation on the proposed parking mitigation and seeks Council approval of the preferred option along with an additional capital new programme budget to enable the mitigation to be implemented in the 2019-20 financial year.

1.7 Work is currently on-hold pending a decision by Council. A significant portion of the upgrade work comprises re-sealing and line marking and is scheduled as part of the city-wide road maintenance contract to be completed in early 2020. If a decision is not made, this sealing work will need to proceed and the opportunity for cost sharing between the road maintenance programme and road upgrade will be lost.

2. BACKGROUND

2.1 On 23 September 2019, Officers presented an update on the College Street project to Council. This report included a range of options for levels of service to provide indented parking spaces to offset the loss of parking associated with the transport upgrade.

2.2 The options presented to Council were based on two main criteria. One was the variation in parking demand based on parking surveys and the other based on logical arguments. The various levels of parking demand options included

- Average Demand
- Average Demand +20%
- Max Demand
- Max Demand +20%

The logical arguments included

- Consider all parking demand surveyed
• Omission of school peak parking demand
• Omission of parking demands within 50m from a side road

2.3 Based on the points above, 12 combinations of were presented to Council indicating various levels of expenditure and levels of service.

2.4 The Councils response to the report was a request to Officers to refine the number of options and provide a recommended option which was financially acceptable and provided a reasonable distribution of parking along its length.

3. FILTERING OPTIONS

3.1 Based on the parking demand surveys, catering for the maximum parking demand or higher would involve significant investment (more than $500,000). As the maximum parking demand occurs only very rarely such that for the majority of time would be significantly unutilised, it was considered that catering for the peak demand would not be cost effective. Options that considered the maximum demand or higher have therefore been dismissed.

3.2 The options which provided for a reduction in on-street parking based on their being a side road within 50m, were also not considered further based on the negative impact on the amenity of the street. In some sections of College Street this would have resulted in long sections of College Street with no on-street parking. This was considered to result in too significant an impact on local residents and businesses.

3.3 The remaining options considered further were those that catered for average parking demand or average demand + 20%, which represented 24 to 29 spaces. This level of parking mitigation provision was considered reasonable and was used as a basis to determine where parking should be located.

4. RECOMMENDED MITIGATION

4.1 Based on the parking demand surveys and residual parking capacity of the design, parking mitigation was identified as being required only in the section between Botanical Road and Batt Street.

4.2 To fairly distribute the indented parking, the following principles were applied to guide parking location.

• The removal of on-street trees was minimised to retain residential amenity
• Parking priority to be to cater for shops, businesses and schools
• Focus parking on long sections, where side road parking is difficult to access
Focus on locations where multiple parking spaces in a single indented bay can be provided to minimise costs.

Parking to be staggered on both sides of the road to give a better spread throughout the section.

4.3 Using the range of 24 to 29 parking spaces and the principles outlined above, an exercise was undertaken to locate indented parking along the street. Two options were initially developed and this was refined down to one working option. Some further assessment identified some additional areas of parking deficiency for which some additional indented parking spaces were proposed.

4.4 The exercise identified 32 parking spaces appropriately located could provide for an even distribution of parking along College Street between Botanical Road and Batt Street. The exact locations are shown in Appendix A which is attached. The cost is estimated to be approximately $480,000, and it is anticipated that only 3 streets trees will need to be removed to construct the new infrastructure.

5. OTHER CONSIDERATIONS/COMMENTS

5.1 Since the September report to Council, Officers have undertaken further parking surveys, focusing on the parking demand in the side roads. Occupancy surveys were undertaken every two hours on Thursday 7 November and Sunday 11 November. The results of the surveys identified that there is generally ample parking on the side roads to cater for the existing demand and there should be capacity for any shift in parking demand as a result of the project. The results from the parking surveys of the side roads can be found in Appendix B attached to this report.

5.2 Some side roads have existing parking restrictions, including Morris Street, Colombo Street, Oxford Street, Ada Street, Ranfurly Street. Parking restrictions typically comprise P120 time limits on one side of the road. The restrictions are likely to have been installed to balance the demand between all day CBD commuter parking and residential visitor parking. These restrictions will assist in mitigating the demand for short term parking on College Street.

5.3 To assist school pickup and drop off on College Street and alleviate traffic conditions around schools, implementation of short-term parking restrictions such as P120 or P30 during school peaks could be implemented on some of the side roads. These changes would improve the availability of parking for parents wanting to pick-up and drop off children a short distance from schools. Where such changes are needed, Officers would look to consult with affected residents and schools to determine whether there is support for these changes.
6. **NEXT STEPS**

6.1 Should Council approve the additional capital new budget for the recommended indented parking spaces, Officers will proceed to design and construct the indented parking bays, in combination with scheduling the remainder of the sealing and line marking work.

6.2 Additionally, Officers will liaise with schools on College Street and identify opportunities to introduce time limited parking restrictions during school terms to improve the ease of pickup and drop off of school children.

6.3 Should Council not approve any funding for parking mitigation as proposed, Officers will proceed to deliver the College Street Upgrade Project as originally planned/designed, with no parking mitigation for the section from Botanical Road to Batt Street.

7. **COMPLIANCE AND ADMINISTRATION**

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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

The action includes:

- Providing for the extension of public transport, cycling, and pedestrian facilities and services into residential and industrial growth areas, and the rural villages.
- Upgrading, on a prioritised basis, cycle route interconnections and intersections.
- Improving existing bus stops in the city with bus shelters, signage, markings, concrete pads, and hard stands.
| Contribution to strategic direction | This programme contributes to delivery of a safer transport network by advancing the urban cycling network and reducing conflicts between various road users. This is achieved by delivering wider cycle lane width, reducing conflicts with stationary buses at bus stops and reducing conflicts between people on bikes and parked cars. The ultimate objective of delivering an improved and safer cycling route is to encourage more people to make more journeys by bicycle or active transport mode rather than by car. |

**ATTACHMENTS**

1. Appendix A Recommended Indented Parking Locations
2. Appendix B Side Street Parking Survey Results
Appendix A - College Street - Recommended Indented Parking Locations

32 Indented Spacing to be constructed (circled in red)
3 Trees to be removed

Estimated Cost of $480,000

<table>
<thead>
<tr>
<th>Type</th>
<th>Indented Parking (Recommended)</th>
<th>Proposed Indented Parking (Recommended)</th>
<th>Tree</th>
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<tbody>
<tr>
<td></td>
<td>Possible Indented Parking (Not Recommended)</td>
<td>Tree affected by possible Indented Parking</td>
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</tbody>
</table>
### Appendix B - Side Street Parking Surveys

<table>
<thead>
<tr>
<th>Street</th>
<th>Capacity</th>
<th>Sunday 10/16/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>North of College</td>
<td>Item %</td>
<td>9am</td>
</tr>
<tr>
<td>Babcock St</td>
<td>14</td>
<td>2%</td>
</tr>
<tr>
<td>Alexander St</td>
<td>14</td>
<td>2%</td>
</tr>
<tr>
<td>Asbury St</td>
<td>14</td>
<td>2%</td>
</tr>
<tr>
<td>Dickinson St</td>
<td>14</td>
<td>2%</td>
</tr>
<tr>
<td>Raines Cres.</td>
<td>14</td>
<td>2%</td>
</tr>
<tr>
<td>Prince PI</td>
<td>14</td>
<td>2%</td>
</tr>
<tr>
<td>Kings St</td>
<td>14</td>
<td>2%</td>
</tr>
<tr>
<td>可观街</td>
<td>14</td>
<td>2%</td>
</tr>
</tbody>
</table>

- **Note:** The percentages indicate the percentage of spaces available at different times of the day.
MEMORANDUM

TO: Council
MEETING DATE: 18 December 2019
TITLE: Programme 1068 WWTP Replacement of Inlet Lift Pumps
PRESENTED BY: Robert van Bentum, Manager - Transport and Infrastructure
APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council approve an increase of $404,000 to the 2019-20 budget for Waste Water Capital Renewal Programme 1068 - Totara Road Wastewater Treatment Plant - Replacement of Inlet Pumps, from $36,000 to $440,000.

1. ISSUE

1.1 All the wastewater from the city and satellite communities is treated at the Totara Road WWTP. All the incoming flow to the treatment plant after screening must be lifted by pump into the sedimentation basins and secondary treatment systems. Two of the four lift pumps at the Totora Road WWTP are programmed for replacement on the basis that they have reached their end of life and are showing signs of significant wear.

1.2 Council approved Programme 1068 – Totara Road Wastewater Treatment Plant – Replacement of Inlet Pumps with a budget of $1 million in the 2018-28 LTP. Initial design work and procurement of the pumps was started in 2018-19 with the intention of completing the installation work in the 2019-20 financial year. The project scope provided for a stage one replacement of two pumps and installation of the new flow meters on each of the four pumps to provide accurate information of inlet flows to the plant and aid in monitoring and verifying pump performance.

1.3 Officers identified in 2018-19, on the basis of the scope of work to be done that the allocated budget was larger than required. Approval was given by Council to allocate surplus funds to other critical renewal projects underway at the WWTP involved in replacing the screens and grit removal systems. Following implementation of the flow meter installation works and furthermore detailed design and investigation work it emerged that the cost to complete the project is significantly greater than anticipated.
1.4 Additional costs are associated with having to install new larger electrical control cabinets, pipe work and driveshafts, more complex installation of the pumps as well as higher than anticipated costs for installing the flow meters.

1.5 The replacement of the pumps is now critical for the following reasons:

- the current pumps are showing significant wear and represent a critical point of failure
- the current pumping capacity at the WWTP is only just sufficient to pump the maximum inflow to the plant such that any pump failure will result in surcharge of flows within the upstream network
- the consequence of failure is a potential emergency discharge of untreated wastewater into the environment and resulting significant consent non-compliance
- the pumps can only be efficiently replaced during the summer low flow period such that if the current window is missed then Council will carry additional risk for an extended period including the potential for significant expenditure to complete an emergency renewal of a pump during a period of higher inflows to the plant

1.6 This report seeks approval for additional budget of $404,000 to enable a contract for the installation of the first two of four pumps to be let.

2. **OVERVIEW OF THE PROBLEM**

2.1 Three of the existing lift pumps were installed in 1968. A fourth pump was installed in 1988. Two of the original pumps were refurbished approximately twenty years ago. The current pumping capacity is around 530L/s (each). These pumps are necessary to pump all effluent water from post screening to the sedimentation tanks. The pumps have been performing satisfactorily, however they have reached the limit of their capacity and life span.

2.2 It was identified in the 2017 Waste Water AMP that lift pump assets were past their optimum life. In order to increase the pumping capacity to manage peak wet weather flows, replacement pumps were proposed which could deliver up to 900 L/s each as opposed to the current 530L/s. Two of the four pumps have been scheduled to be replaced in February 2020 when inflows to the plant levels are at their lowest.

2.3 The scope of Stage One works include the following activities:

- Replacement two of four pumps (pumps procured and paid for in 2018-19 due to long lead time)
- Electric Motor Replacement
3. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

3.1 Council approved funding of in the 2018-28 LTP for Programme 1068—Replacement of Inlet Pumps of 1M for the 18/19 FY and 1M for 21/22 FY. During implementation of Programme 1068 in 2018-19, it was assessed that the budget was in excess to that required to complete the scope of work. At the same time several over critical WWTP projects were identified to be under budgeted and an amount of $462,288 was reallocated to three other Programmes namely:

- Programme - 1056 - Inlet Screens Replacement, ($90,236)
- Programme - 1059 - Grit Removal Replacement ($354,618)
- Programme - 621 - Digester Lid Replacement ($17,433)

3.2 The remaining Programme 1068 budget of $573,000 was allocated to the upgrade of flow meters and procurement of lift pump equipment in 2019, leaving a balance of $36,000. Contributing to the higher anticipated cost to complete were higher installation costs for the flow meters and the requirement for new electrical distribution board, drive shafts and connecting pipework. Although the other Programmes of work needed additional funding, the reallocation of funds from 1068 was based on inadequate project scoping and estimates and was actioned prematurely.

3.3 Due to the complexity and risk of the project a consultant from Stantec Ltd has been engaged to review the design and methodology of the remaining scope of work and develop a detailed tender scope and contract for the works. The contract is designed to ensure the project is delivered to budget and quality and within the available window. Stantec will fulfil the role of Engineer to the Contract to assist PNCC project officers with technical design input and contractor management.

3.4 In accordance with MT70 an invited procurement process has been conducted to identify a suitable contractor to carry out the electrical and mechanical works. Three suppliers were approached with two providing feasible proposals for the works. One supplier declined to undertake the work due to the short time frame required so that two proposals were received. Following evaluation of the tenders a preferred supplier has been identified based on providing the lowest quoted price by $50,000
and their comprehensive analysis of the work required. If approval for the additional funding is given, Officers will award the contract works to the preferred supplier.

4. **ANALYSIS OF OPTIONS**

4.1 **Option 1. Additional Budget Approved**

4.2 The current pumping system is operating at around 75% of full capacity due to significant wear in one of the 4 existing pumps, resulting in a critical loss of capacity for peak weather flows. With all four pumps in service, the maximum flow capacity is 2120 L/s. Due to continuing growth in the city and the impacts of increasing wet weather events, peak inflows to the plant are already predicted to exceed this capacity in unusual events. By initiating work immediately, the system can be restored to its optimum capacity and the risk of overflow reduced as soon as possible.

4.3 Programme 1068 provides for the replacement of all 4 pumps, however given the critical nature of the components and time taken for the work to be completed, it is not possible to replace more than 2 pumps at one time. The summer dry period provides the lowest risk period for the work to be undertaken given the likelihood and magnitude of large inflows to the plant are much reduced.

4.4 Work is on-going to confirm the scope and approach for renewing and/or upgrading pumping capacity for the period up until the WWTP is reconfigured or replaced through the BPO project. At this stage it is envisaged that a new capital project will be developed to install low flow pumps to manage summer low flows at the plant. Once this work is complete, overall pumping capacity will be reviewed to determine requirement to replace the remaining pumps. Additional work is also being scoped to identify if the inlet works can be modified to enable more flow to be delivered using the new pumps. The pumps have a theoretical capacity of up to 900l/s compared to the current 510 l/s.

4.5 **Benefits:** Critical capacity issues will be addressed before the upcoming peak flow period between June-August 2020. Latent risk in the system will be reduced and plant reliability will increase to manage current and forecasted inflows.

4.6 **Risks:** Of the two pumps that are proposed to be replaced, one pump failed in mid-2019 and due to its fragility can only be used as a backup for peak flow periods and the second pump earmarked for renewal has reduced capacity due to the significant wear and its being beyond its optimised life.

4.7 **Financial:** Confirmed costs for completing the works has been obtained through an invited tender process. Including allowances for contingency, project and contract management costs, the total cost to deliver the project is estimated to $549,000. As the 2019-20 budget for Programme 1068 is $36,000 and $109,000 has been previously capitalised, additional unbudgeted funding of $404,000 is required.
Table 1. Summary of Programme 1068 - Budget Changes

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Programme Budget – 2018-19</td>
<td>$1,008,000</td>
</tr>
<tr>
<td>Approved Budget Adjustment (Sept 2018)</td>
<td>-$462,288</td>
</tr>
<tr>
<td>Remaining Budget - 2018-19</td>
<td>$545,712</td>
</tr>
<tr>
<td>Programme Expenditure 2018-19</td>
<td>-$508,839</td>
</tr>
<tr>
<td><strong>Budget Carried Forward – 2019-20</strong></td>
<td><strong>$36,873</strong></td>
</tr>
<tr>
<td>Cost to Complete – 2019-20</td>
<td>$440,873</td>
</tr>
<tr>
<td>Required Budget Adjustment</td>
<td><strong>$404,000</strong></td>
</tr>
</tbody>
</table>

4.8 Option 2. Additional Programme Budget is not Approved

4.9 Failure to complete this Programme of work will fail to address the existing capacity issues and result in a significant risk of significant wastewater surcharges within the network and a risk of overflows during storm events. The next available budget allocation for the lift pump Programme 1068 is not until FY 23.

4.10 Benefits: Other than the avoiding budget costs, there are no benefits. To the contrary given the other upgrade projects underway which will increase flows to the pumps, there are significant risks associated with deferring the work.

4.11 Risks: Given the condition of the two pumps that are proposed to be replaced, current pumping capacity is compromised. Deferring the replacement of the two pumps will result in an on-going substantial risk that the pumping capacity will not be able to manage the peak flows. It is assessed that there is moderate likelihood of one or both pumps failing within the next 12 months. Failure of one or both pumps will increase the likelihood of an uncontrolled discharge to the environment.

4.12 A discharge of untreated wastewater to the Manawatū River will adversely affect river quality, represent a significant non-compliance and have a significant reputational impact at a sensitive for Council as it is working through the BPO process and extensive consultation with the community on wastewater outcomes and future treatment and disposal options.

4.13 Financial: Although there is a short term saving from this option, the cost to complete the Programme of work is likely to increase over time. In addition, if one or both of the pumps were to fail, emergency replacement will be both difficult and costly particularly if it has to be undertaken during a period of higher flows.
Equipment already purchased will need to be stored and funding costs paid without the benefit of the improved level of service.

5. CONCLUSION

5.1 The total estimated cost to complete the project over the two financial years is $949,000 only slightly less than the original approved budget provided in 2018-1 for the programme. As a result of the reallocation of funds to other critical projects, additional funding of $404,000 is required to enable 2019-20 scope of work to be completed. The approval of the funding will significantly reduce the pumping capacity risks at the WWTP and provide time for Officers to address other critical projects at the WWTP.

6. NEXT STEPS

6.1 If additional budget is approved, staff are in able position to award a contract for the work almost immediately and so ensure work is completed as soon as possible.

6.2 Once implemented full optimised pumping capacity would be restored with a maximum flow of up to 2100l/s, representing a 25% increase on the current compromised flow capacity. Work would continue on detailed re-scoping and design for the upgrades and improvements to the other critical WWTP system components.

7. COMPLIANCE AND ADMINISTRATION

| Does the Council 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? | No |
| 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:

The Wastewater Treatment Plant is fully compliant with its existing resource consent
The Programme contributes to the provision of wastewater services by providing for the safe collection, treatment and disposal of the city’s wastewater and continuing to ensure the city complies with its resource consent requirements, while avoiding negative impacts on the receiving environment.

ATTACHMENTS

1. Program 1068 Lift Pump - Cost Estimate
<table>
<thead>
<tr>
<th>Programme Costs – 2018/19 FY</th>
<th>Actual Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply and deliver Lift Pumps (2)</td>
<td>$92,000</td>
<td>Ordered and received</td>
</tr>
<tr>
<td>Supply and Deliver Check Valves (2)</td>
<td>$17,000</td>
<td>Ordered, yet to be received</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>$109,000</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Programme Cost to Complete – 2018/20 FY</strong></td>
<td><strong>Engineers Estimate</strong></td>
<td><strong>Max. Torr</strong></td>
</tr>
<tr>
<td>Supply and Install 1250-amp distribution board</td>
<td>$100,000</td>
<td>$75,961</td>
</tr>
<tr>
<td>2 x CEG XNP Series 100kV @ 50Hz 8 Pole Electric Motors</td>
<td>$40,000</td>
<td>$34,633</td>
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<tr>
<td>Pump and VSD Electrical Installation, based on new inlet switchboard</td>
<td>$30,000</td>
<td>$24,849</td>
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<tr>
<td>Pressure transmitter and flushing solenoids</td>
<td>$10,000</td>
<td>$7,161</td>
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<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>$150,000</strong></td>
<td><strong>$142,244</strong></td>
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<tr>
<td><strong>Mechanical Works</strong></td>
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<tr>
<td>Price to remove pump and assess inlet dimensions and condition</td>
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<tr>
<td>Price for manufacture of ZO/F discharge pipes and pump pedestals</td>
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<tr>
<td>Price for replacement of ZO/F of drive motors, pumps, drive shafts, discharge pipes</td>
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<tr>
<td>Price for removal and installation of flush water feed line</td>
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<tr>
<td>Price for install air release valves</td>
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<td><strong>Sub-Total</strong></td>
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<td><strong>Other Non-Contract Costs</strong></td>
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<tr>
<td>Description</td>
<td>Amount</td>
<td>Provider</td>
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<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>Contract development, administration and engineer to contract</td>
<td>$40,000</td>
<td>Estimated Stantec</td>
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<tr>
<td>Project Management and Design Costs</td>
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<td>PNCC Internal</td>
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<tr>
<td>Contingency (20% of construction cost to complete)</td>
<td>$55,000</td>
<td>Estimated</td>
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<tr>
<td>Supplier overheads to meet contract conditions</td>
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<td>Estimated</td>
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<tr>
<td><strong>Sub-total</strong></td>
<td><strong>$130,000</strong></td>
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</tr>
<tr>
<td><strong>Grand Total:</strong></td>
<td><strong>$549,000</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Estimated Programme Cost</strong></td>
<td><strong>$549,000</strong></td>
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</tr>
<tr>
<td>Costs Incurred 2018/19</td>
<td>-$109,000</td>
<td></td>
</tr>
<tr>
<td>Carry Forward Budget</td>
<td>-$36,000</td>
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</tr>
<tr>
<td><strong>Additional Budget from Council</strong></td>
<td><strong>$404,000</strong></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Council

MEETING DATE: 18 December 2019

TITLE: Rangitāne o Manawatū Committee Delegation

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

APPROVED BY: Heather Shotter, Chief Executive

RECOMMENDATION TO COUNCIL

1. That the Memorandum dated 18 December 2019 and titled “Rangitāne o Manawatū Committee Delegation” be received.

1. ISSUE

To provide further clarity on the proposed delegation that:

“The Rangitāne o Manawatū Committee may, in regard to the Te Motu o Poutoa Reserve, and any other reserve that may be added to the Committee’s jurisdiction, undertake the powers of the Council as an administering body in regard to the Reserves Act 1977. This power will also apply to the Committee if its name is changed and approved by the Council.”

2. BACKGROUND

A Kawenata in Relation to Te Motu o Poutoa was signed between Rangitāne o Manawatū and Palmerston North City Council in August 2019. The Kawenata establishes the framework for co-management of Te Motu o Poutoa reserve as a starting point for a partnership collaboration with the intent that as the partnership grows further reserves will come under the same arrangement.

The following outlines the agreed co-management approach:

(a) a partnership entity will be established as a Council committee;
(b) the name of the Committee will be proposed by the members of the Committee at its first meeting and will be referred to the Council for its approval;
(c) there will be six members on the Committee, namely three appointed from Rangitāne and three appointed from elected members of the Council, one of whom will be the Mayor. Rangitāne members will be recommended for
appointment by Rangitāne. All members of the Committee will be appointed by
the Council when the Committee is formally established;

(d) the Chair and the Deputy Chair of the Committee will be appointed annually by
the Council so that, for the first year, the Chair will be appointed either from
Rangitāne or Council members of the Committee, and the Deputy Chair will be
appointed from the other Partner. In subsequent years, the positions of Chair and
Deputy Chair will be rotated to the other Partner. In making these appointments,
the Council will have regard to any recommendations made by the Committee;

(e) the Committee will carry out the functions of administering body of Te Motu 0
Poutoa under the Reserves Act 1977, in accordance with any powers that may be
delegated to the Committee by the Council;

(f) the Committee may make decisions on meeting procedures where such
decisions are either required or permitted by the Council’s Standing Orders or
relevant legislation. If the Committee wishes to modify Standing Orders or adopt
meeting procedures that are not otherwise permitted, appropriate approval from
the Council will be required;

(g) the Committee will operate in a manner that reflects the purpose and principles
of this kawenata and in accordance with the Reserves Act 1977, the Local
Government Act 2002 and other relevant legislation.

In discussion with officers involved in the development of the Kawenata, it was anticipated
that all recommendations from the Committee will go to Council for adoption. Therefore,
there is no need for any delegations to be made to this Committee.

3. NEXT STEPS

No further action is required.

4. COMPLIANCE AND ADMINISTRATION

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the Council have delegated authority to decide?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are the decisions significant?</td>
<td>No</td>
</tr>
<tr>
<td>If they are significant do they affect land or a body of water?</td>
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</tr>
<tr>
<td>Can this decision only be made through a 10 Year Plan?</td>
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<td>Does this decision require consultation through the Special Consultative procedure?</td>
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<tr>
<td>Is there funding in the current Annual Plan for these actions?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are the recommendations inconsistent with any of Council’s policies or plans?</td>
<td>No</td>
</tr>
</tbody>
</table>

The recommendations contribute to Goal 5: A Driven and Enabling Council
| The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy | Not Applicable |
| The recommendations contribute to the achievement of action/actions in | contribution to strategic direction and to social, economic, environmental and cultural well-being | Clarity on delegations to committees contributes to Council’s priority in regard to good governance. |

**ATTACHMENTS**

Nil
MEMORANDUM

TO: Council

MEETING DATE: 18 December 2019

TITLE: Review of Policy on Appointments

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

APPROVED BY: Heather Shotter, Chief Executive

RECOMMENDATION(S) TO COUNCIL

1. That the policy on appointments, section (c), adopted by the Council at its 7 October 2019 meeting be amended to read:

   The selection panel will comprise the Mayor or Deputy Mayor, the Chairperson of the Community Development Committee or appropriate committee with regard to the CCNZ/Arts and Culture Fund Committee and the Chief Executive in other cases, and two other Councillors who not considering to become a member of the relevant committee; or alternatively if the two councillor members have already been appointed to the Committee those members will sit on the Panel.

1. ISSUE

   To address a policy issue in relation to councillor member representatives on the selection panel for the CCNZ/Arts & Culture Fund Committee. The policy anticipated that the councillor members on the CCNZ/Arts & Culture Fund Committee would not have been determined at the time of selection of the external members to the Committee. However, when the Council committee structure and membership was established in the new triennium, the membership was agreed and therefore appropriate that the two councillors appointed be part of the selection panel.

2. BACKGROUND

   At its 7 October 2019 meeting, the Council resolved:

   “That with respect to the appointment of members of the District Licensing Committee, the CCNZ/Arts and Culture Fund Committee, and any other committees that include external appointments, the following procedures apply for all appointments apart from Iwi appointments:
a. Applications for membership will be invited from elected members (if appropriate) and from the wider community and will be publicly advertised.

b. A selection panel will be established to consider all applications for membership and will make recommendations to the Council with regard to final appointments to be made.

c. The selection panel will comprise the Mayor or Deputy Mayor, the Chairperson of the Community Development Committee or appropriate committee with regard to the CCNZ/Arts and Culture Fund Committee and the Chief Executive in other cases, and two other Councillors who have not nor will be able to apply to become a member of the relevant committee.

d. The decision on the two Councillors for the selection panel will be made by the Mayor or Deputy Mayor in conjunction with the Chairperson of the Community Development or appropriate committee in the case of appointment to the CCNZ/Arts and Culture Fund Committee and by the Mayor and Deputy Mayor in the case of other appointments.

e. The panel will appoint its own chair at the meetings as soon as possible to determine membership of the relevant committee.

f. The selection panel’s report to the Council will include the names and brief biographical statements of those persons recommended for appointment, will list the names of all other applicants, and will include recommendations regarding chairpersonship and deputy chairpersonship of committees as appropriate.

g. Appointments to the District Licensing Committee will be made for a period of up to three years whilst those of other committees will be made for the then current term of Council.”

The policy anticipated that there was still a process to go through to determine who the councillor members would be on the CCNZ/Arts & Culture Fund Committee, therefore it would not be appropriate to put councillors on the selection panel who were still under consideration as members of this Committee.

To address this, it is proposed to change the policy wording in relation to (c) above to:

“The selection panel will comprise the Mayor or Deputy Mayor, the Chairperson of the Community Development Committee or appropriate committee with regard to the CCNZ/Arts and Culture Fund Committee and the Chief Executive in other cases, and two other Councillors who are not considering to be a member of the relevant committee; or alternatively if the two councillor members have already been appointed to the Committee those members will sit on the Panel.”
3. **NEXT STEPS**

Update the policy and ensure it is accessible.

4. **COMPLIANCE AND ADMINISTRATION**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
</tr>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Contribution to strategic direction and to social, economic, environmental and cultural well-being</th>
<th>This report amends an existing policy to enable good governance.</th>
</tr>
</thead>
</table>

**ATTACHMENTS**

Nil
MEMORANDUM

TO: Council

MEETING DATE: 18 December 2019

TITLE: Agreement to Establish a Joint Committee

PRESENTED BY: Sheryl Bryant, General Manager – Strategy & Planning

APPROVED BY: Heather Shotter, Chief Executive

RECOMMENDATION(S) TO COUNCIL

1. That the Chief Executive be authorised to sign the agreement with Manawatū District Council to re-establish the Manawatū District/ Palmerston North City Joint Strategic Planning Committee, attached as appendix 1 to the report dated 18 December 2019 and titled “Agreement to Establish a Joint Committee”, noting that this is based on the previous agreement dated 16 November 2016 with the addition of the following clause between clauses 11 and 12 in the agreement:

“The provision in MDC Standing Order 19.3 allowing a casting vote for the person presiding at a meeting in the case of an equality of votes, shall not apply to meetings of the Joint Committee.”

1. ISSUE

The establishment of the Manawatu District/ Palmerston North City Joint Strategic Planning Committee is subject to the Local Government Act 2002, Schedule 7, clause 30A which requires an agreement between the local authorities who appoint members of the joint committee. Schedule 7 also stipulates what must be specified in the agreement.

This report presents the agreement to the Council and requests that the Chief Executive is authorised to sign the agreement on behalf of the Council.

2. BACKGROUND

In November 2016, the Palmerston North City and Manawatū District Councils signed an agreement specifying the number of members each Council may appoint, how the Chair and Deputy Chair would be appointed, the Terms of Reference, any responsibilities delegated to the joint committee, and procedures for how the agreement could be varied.
This agreement includes mechanisms whereby both the Manawatū District and Palmerston North City Councils could make binding decisions with regard to the Central Economic Development Agency Limited (a jointly owned economic development CCO between Palmerston North City Council and Manawatū District Council). At its 21st November 2019 meeting, the Manawatū District Council resolved the following:

*That the Chief Executive be authorised to prepare and sign an agreement with Palmerston North City Council to re-establish the Manawatū District / Palmerston North City Joint Strategic Planning Committee, based on the previous agreement dated 16 November 2016 with the addition of the following clause between clauses 11 and 12 in the agreement:*

“The provision in MDC Standing Order 19.3 allowing a casting vote for the person presiding at a meeting in the case of an equality of votes, shall not apply to meetings of the Joint Committee.

In Clause 10 of the proposed agreement, the arrangement for sharing administrative support for the Joint Committee is outlined. During the 2016-2019 triennium, the Palmerston North City Council provided this support. The Manawatū District Council will provide administrative support for the Joint Committee for the 2019-2022 triennium.

Clause 11 provides for all meetings to be conducted under the Manawatū District Council Standing Orders. These Standing Orders provide for a casting vote of the Chair, however such provision has been specifically excluded as per Clause 12 of the agreement.

Accordingly, it is proposed that the Chief Executive be authorised to sign the agreement on behalf of the Council. Once the agreement has been signed, then the Councils can proceed to establish the Manawatū District/ Palmerston North City Joint Strategic Planning Committee. There is some urgency in establishing the Committee due to the need to meet in March 2020 to consider the Central Economic Development Agency’s draft Statement of Intent. Therefore, both matters are before the Council to manage the timing differences between Manawatū District Council’s and this Council’s consideration of the both the agreement and the establishment of the Committee.

### 3. NEXT STEPS

Once the agreement has been signed, the establishment of the Manawatū District/ Palmerston North City Joint Strategic Planning Committee can occur.

### 4. COMPLIANCE AND ADMINISTRATION

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

The recommendations contribute to Goal 5: A Driven and Enabling Council

The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy

The recommendations contribute to the achievement of action/actions in Not Applicable

**ATTACHMENTS**

1. Agreement to Re-establish the Manawatū District/ Palmerston North City Joint Strategic Planning Committee

   ![Attachment Link]
AGREEMENT IN RELATION TO THE RE-ESTABLISHMENT OF THE MANAWATŪ DISTRICT AND PALMERSTON NORTH CITY JOINT STRATEGIC PLANNING COMMITTEE

PARTIES:
MANAWATŪ DISTRICT COUNCIL
and
PALMERSTON NORTH CITY COUNCIL

DATED: 21 NOVEMBER 2019
Agreement in Relation to the Re-establishment of the Manawatū District and Palmerston North City Joint Strategic Planning Committee

Dated: 21 November 2019

Parties:
1. Manawatū District Council (referred to as MDC)
2. Palmerston North City Council (referred to as PNCC)

Background
A. The Manawatū District and Palmerston North City Joint Strategic Planning Committee that existed during the 2016-2019 triennium was deemed discharged as at the local authority elections held 12 October 2019.
B. The Local Government Act 2002 (referred to as the Act) requires an agreement to be made between MDC and PNCC before any joint committee can be established or re-established.
C. MDC and PNCC now wish to record their agreement on matters required by the Act to be agreed upon before the Manawatū District and Palmerston North City Joint Strategic Planning Committee (referred to as the Joint Committee) can be re-established.

The Parties Agree:
1. The requirements and procedures, as set out in the following clauses, will apply for the re-establishment and operation of the Joint Committee.
2. The Joint Committee will be a joint committee as permitted by Clauses 30 and 30A of Schedule 7 to the Act and, as such, is deemed to be a committee of both the Manawatū District Council and the Palmerston North City Council (collectively referred to as the Councils).
3. The Terms of Reference of the Joint Committee are:
   a. To address strategic planning issues that impact on both Manawatū District and Palmerston North City, in particular issues relating to but not restricted to infrastructure, land use planning and economic development.
   b. To consider community planning and community outcomes implications. For the purpose of the Joint Committee’s Terms of Reference, “Strategic Planning Issues” mean those that are referred to the Joint Committee by either MDC and/or PNCC, taking an inter-regional perspective.
   c. To consider and promote the creation and growth of economic wealth for Manawatū and beyond, with particular reference to the activities of the Central Economic Development Agency Limited.
4. The Joint Committee will have recommending status only, other than the power:
   a. To appoint and discharge subcommittees and working parties as it considers appropriate, and to delegate any of its functions or duties to subcommittees so appointed; and
Agreement in Relation to the Re-establishment of the Manawatū District and Palmerston North City Joint Strategic Planning Committee

b. To make decisions on meeting procedures where such decisions are either required or permitted by Standing Orders or relevant legislation.

c. In relation to the Central Economic Development Agency Limited (CEDA), the Joint Strategic Planning Committee has the following functions, powers, and duties under the Local Government Act 2002 and/or the Companies Act 1993:

   i. To adopt a policy that sets out the process for the identification, appointment and remuneration of directors;
   
   ii. To appoint and remove a person or persons to be directors of CEDA;
   
   iii. To approve the remuneration to be paid to directors of CEDA;
   
   iv. To undertake performance monitoring of CEDA, as per section 65 of the Local Government Act 2002;
   
   v. To agree with the Statement of Intent of CEDA or, if the Joint Committee does not agree, to take all practical steps to require a Statement of Intent to be modified, as per section 65 of the Local Government Act 2002.
   
   vi. To receive the half yearly report of CEDA, as shareholder;
   
   vii. To receive the Annual Report of CEDA, as shareholder.

5. The Joint Committee will comprise ten members, being:

   a. The Mayor of MDC;
   
   b. The Mayor of PNCC;
   
   c. Four appointees of MDC; and
   
   d. Four appointees of PNCC.

6. The Joint Committee will appoint and may remove a Chairperson and Deputy Chairperson, one of whom will be the Mayor or a Councillor of MDC and the other the Mayor or a Councillor of PNCC.

7. The quorum of the Joint Committee will comprise six members of the Joint Committee, including at least three elected members (the Mayor and/or other Councillors) from each of the Councils.

8. Each of the Councils will be responsible for the payment of travel expenses for their respective appointees.

9. Meetings of the Joint Committee will be held at intervals of three months. Other meetings may be held at other times as arranged.

10. The Councils will share administrative work associated with the Joint Committee on the basis that one Council is responsible for providing administrative services for the Joint Committee for a full triennium and the other Council for the following triennium. The changeover date for such administration will be the date of the local authority elections.

11. Meetings of the Joint Committee will be conducted according to the Standing Orders of MDC, except as stated otherwise in this Agreement.
Agreement in Relation to the Re-establishment of the Manawatū District and Palmerston North City Joint Strategic Planning Committee

12. The provision in MDC Standing Order 19.3 allowing a casting vote for the person presiding at a meeting in the case of an equality of votes, shall not apply to meetings of the Joint Committee.

13. Elected members of either of the Councils who are not members of the Joint Committee are nonetheless entitled to receive meeting notices and agenda, and to attend and speak at Joint Committee meetings.

14. Recommendations made by the Joint Committee will be reported immediately to the Councils for adoption. Minutes of meetings of the Joint committee will be reported to the following ordinary meeting of the Joint Committee for confirmation as a correct record.

15. This Agreement may be varied when resolutions to that effect have been made and adopted by both of the Councils.

16. The Joint Committee will be deemed to be discharged as at the date of the next local authority elections but it may be recommended to both incoming Councils that a new joint committee be established according to the same or similar arrangements as set in this Agreement and as may be agreed upon by the Councils before any such new committee is established.

17. This Agreement comes into force immediately following the signing of this Agreement, at which time the respective Chief Executives for the Councils will report that this Agreement has been signed, enabling MDC and PNCC to then separately pass resolutions establishing the Joint Committee in accordance with the terms of this Agreement and, where applicable, appointing their members to it.

Signed by the Parties:

Signed on behalf of
Manawatū District Council

[Signature]
Dr Richard Templer
Chief Executive

Signed on behalf of
Palmerston North City Council

[Signature]
Heather Shetter
Chief Executive
MEMORANDUM

TO: Council

MEETING DATE: 18 December 2019

TITLE: Establishment of the Manawatū District / Palmerston City Joint Strategic Planning Committee

PRESENTED BY: Sheryl Bryant, General Manager – Strategy & Planning

APPROVED BY: Heather Shotter, Chief Executive

RECOMMENDATION(S) TO COUNCIL

1. That the Council re-establishes the Manawatū District / Palmerston North City Joint Strategic Planning Committee, with terms of reference as outlined in the agreement to form the Manawatū District / Palmerston North City Joint Strategic Planning Committee dated 18 December 2019.

2. That the Council approves the Mayor’s recommendations for the Palmerston North City Council members of the Manawatū District / Palmerston North City Joint Strategic Planning Committee as:
   • Deputy Mayor, Tangi Utikere
   • Councillor Susan Baty
   • Councillor Leonie Hapeta
   • Councillor Aleisha Rutherford

3. That meetings of the Manawatū District / Palmerston North City Joint Strategic Planning Committee be held on the following dates:
   • Thursday 12th March 2020
   • Thursday 11th June 2020
   • Thursday 10th September 2020
   • Thursday 10th December 2020

1. ISSUE

To re-establish the Manawatu District/ Palmerston North City Joint Strategic Planning Committee, and set meeting dates for 2018.
ITEM 14

2. BACKGROUND

Prior to this report, it was recommended that the Council authorise the Chief Executive to sign the agreement to re-establish the Manawatū District / Palmerston North City Joint Strategic Planning Committee. Assuming that occurs after resolution of the Council, both Councils are now asked to separately pass further resolutions establishing the Joint Committee, approving membership, and setting dates for the Committee to meet in 2020. It should be noted that the Manawatū District Council will be considering the establishment of the Committee at its meeting on 19 December 2019.

As set out in the Terms of Reference contained in the agreement to re-establish the Joint Committee, the membership of the Joint Committee comprises ten members, made up of the Mayor and four Councillors from each Council.

The Joint Committee will appoint its Chairperson and Deputy Chairperson at its first meeting, one of whom will be the Mayor or a Councillor of Manawatu District Council and the other the Mayor or a Councillor of Palmerston North City Council.

The Terms of Reference set out that meetings of the Joint Committee will be held at intervals of three months, with other meetings being held as and when required. It is proposed that, due to Palmerston North Council meetings now being held on a Wednesday, meetings will be held on a Thursday in the months of March, June, September and December. The venue for the meetings will be the Council Chamber at Manawatū District Council.

3. NEXT STEPS

The Committee will be able to operate once established. The Committee will be administered by the Manawatu District Council for the 2019-22 triennium.

4. COMPLIANCE AND ADMINISTRATION

<p>| Does the Council 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 |</p>
<table>
<thead>
<tr>
<th>Are the recommendations inconsistent with any of Council’s policies or plans?</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>The recommendations contribute to Goal 5: A Driven and Enabling Council</td>
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<tr>
<td>The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy</td>
<td></td>
</tr>
<tr>
<td>The recommendations contribute to the achievement of action/actions in Not Applicable</td>
<td></td>
</tr>
<tr>
<td>Contribution to strategic direction and to social, economic, environmental and cultural well-being</td>
<td>The establishment of the Manawatū District/ Palmerston North City Joint Strategic Planning Committee contributes to good governance of matters pertaining to both the Manawatu and the City, including the oversight of the Central Economic Development Agency for which both Councils are equal shareholders.</td>
</tr>
</tbody>
</table>

**ATTACHMENTS**

Nil
MEMORANDUM

TO: Council

MEETING DATE: 18 December 2019

TITLE: Annual Meeting Calendar 2020

PRESENTED BY: Carly Chang, Democracy & Governance Administrator

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

RECOMMENDATION(S) TO COUNCIL

1. That the Council adopts the Annual Meeting Calendar 2020 attached as an appendix to the report dated 18 December and titled “Annual Meeting Calendar 2020”.

1. ISSUE

At the end of each calendar year the Council is required to adopt a meeting calendar for the following year. This meeting calendar outlines dates, locations and other related information and is published both in hard copy and on the Council’s website.

2. BACKGROUND

All regular Council and Committee meetings will start at 9:00am.

The meeting structure is based on a monthly cycle, which is reflected in the calendar attached.

The Rangitāne o Manawatū Committee meeting dates are yet to be confirmed as we are currently in the process of seeking membership nominations from Rangitāne.

For 2020 we will be publishing the calendar similar to the way in which it was done in 2019 where it was published in a booklet format and included information on Council Appointees to Outside Organisations and contact details of Elected Members along with the required information.

3. NEXT STEPS

A report will go to Council in the New Year to approve the Rangitāne o Manawatū Committee membership and then meetings dates can be confirmed.
Adopt the updated Palmerston North City Council Annual Meeting Calendar 2020 will ensure that it can be distributed and published as required under legislation.

4. **COMPLIANCE AND ADMINISTRATION**

| Does the Council 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? | No |
| Are the recommendations inconsistent with any of Council’s policies or plans? | No |

The recommendations contribute to Goal 5: A Driven and Enabling Council

The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy

| Contribution to strategic direction and to social, economic, environmental and cultural well-being | To ensure transparency and a robust democratic process. |

**ATTACHMENTS**

1. Annual Meeting Calendar 2020 [1] [2]
<table>
<thead>
<tr>
<th>Committee</th>
<th>Day &amp; Time</th>
<th>Members</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
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<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<tbody>
<tr>
<td>Infrastructure</td>
<td>Wed 9.00 am</td>
<td>Mayor, Deputy Mayor and Councillors: Vaughan Dimond (Chair), Susan Batty (Deputy Chair), Brent Barnett, Rachel Brown, Zaffiffi Bati, Louis Fiedler, Billy Monahan, Karen Naylor, Bruce Petersham and Michelle Rutherford</td>
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<tr>
<td>Community Development</td>
<td>Wed 9.00 am</td>
<td>Mayor and Councillors: Lorna Johnson (Chair), Rachel Brown (Deputy Chair), Brent Barnett, Susan Batty, Rachel Brown, Zaffiffi Bati, Louis Fiedler, Karen Naylor, Bruce Petersham, Michelle Rutherford</td>
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<tr>
<td>Economic Development</td>
<td>Wed 9.00 am</td>
<td>Mayor, Deputy Mayor (Chair) and Councillors: Lorna Johnson (Chair), Brent Barnett, Susan Batty, Rachel Brown, Zaffiffi Bati, Louis Fiedler, Karen Naylor, Bruce Petersham, Michelle Rutherford and Vacancy - Rangipai Representation</td>
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<tr>
<td>Planning &amp; Strategy</td>
<td>Wed 9.00 am</td>
<td>Mayor, Deputy Mayor and Councillors: Rachel Brown (Chair), Brent Barnett, Rachel Brown, Zaffiffi Bati, Louis Fiedler, Karen Naylor, Bruce Petersham, Michelle Rutherford and Vacancy - Rangipai Representation</td>
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<tr>
<td>Arts, Culture &amp; Heritage</td>
<td>Wed 9.00 am</td>
<td>Mayor, Deputy Mayor and Councillors: Rachel Brown (Chair), Brent Barnett, Rachel Brown, Zaffiffi Bati, Louis Fiedler, Karen Naylor, Bruce Petersham, Michelle Rutherford and Vacancy - Rangipai Representation</td>
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<tr>
<td>Environmental Sustainability</td>
<td>Wed 9.00 am</td>
<td>Mayor and Councillors: Brent Barnett (Chair), Markus Rutherford (Deputy Chair), Jaffiffi Bati, Louis Fiedler, Karen Naylor, Bruce Petersham, Michelle Rutherford and Vacancy - Rangipai Representation</td>
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<tr>
<td>Finance &amp; Audit</td>
<td>Wed 9.00 am</td>
<td>Mayor and Councillors: Lorna Johnson (Chair), Brent Barnett, Susan Batty, Rachel Brown, Zaffiffi Bati, Louis Fiedler, Karen Naylor, Bruce Petersham, Michelle Rutherford and Vacancy - Rangipai Representation</td>
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<td>Play, Recreation &amp; Sport</td>
<td>Wed 9.00 am</td>
<td>Mayor and Councillors: Lorna Johnson (Chair), Brent Barnett, Susan Batty, Rachel Brown, Zaffiffi Bati, Louis Fiedler, Karen Naylor, Bruce Petersham, Michelle Rutherford and Vacancy - Rangipai Representation</td>
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<tr>
<td>Council</td>
<td>Wed 9.00 am</td>
<td>Mayor and All Councillors</td>
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<td>Committee of Council</td>
<td>Wed 9.00 am</td>
<td>Mayor and All Councillors</td>
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<tr>
<td>MD/PN City Joint Strategic Planning</td>
<td>Thurs 1.00pm</td>
<td>Mayor and Councillors: Vaughan Dimond, Karen Naylor and Vacancy - Rangipai Representation</td>
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<tr>
<td>planners</td>
<td>TBA</td>
<td>Mayor and Councillors: Vaughan Dimond, Karen Naylor and Vacancy - Rangipai Representation</td>
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<tr>
<td>Hearings Committee</td>
<td>Meets as required</td>
<td>Councillor: Tugiat (Chair), Michelle Rutherford (Deputy Chair), Brent Barnett, Susan Batty, Rachel Brown, Karen Naylor, Louis Fiedler, Lorna Johnson, Karen Naylor and Bruce Petersham</td>
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<td>Notes</td>
<td>Venue for Meetings: Meetings are held at the Civic Administration Building (Council Chambers or other meeting venues), 15 The Square, Palmerston North, at the conference and function centre, 15 The Street, Palmerston North.</td>
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* Approximate Convening Day & Time
** Meeting
*** Hearing
MEMORANDUM

TO: Council

MEETING DATE: 18 December 2019

TITLE: Adoption of Triennial Agreement

PRESENTED BY: Sheryl Bryant, General Manager – Strategy & Planning

APPROVED BY: Heather Shotter, Chief Executive

RECOMMENDATION(S) TO COUNCIL

1. That the Draft Triennial Agreement for the Manawatu-Whanganui Region be adopted, and that Horizons Regional Council be requested to remove the specific references to the Regional Community Outcomes Group (COGS) and the Local Authorities Public Relations Network (LAPRN) in Appendix One.

1. ISSUE

All local authorities in each region are required to enter into a Triennial Agreement at the start of each triennial term. This memorandum recommends that the Council adopt the Draft Triennial Agreement attached.

2. BACKGROUND

The Local Government Act 2002 requires local authorities in a region to enter into a Triennial Agreement that sets out the protocols for communication and coordination among them. The Agreement must be adopted no later than 1 March after each triennial local government elections and remains in place until the next elections. An Agreement can be amended at any point if all local authorities within a region agree.

Each Agreement must include a statement of the process for consultation on proposals for new regional council activities.

If any decision of a local authority is significantly inconsistent with, or is expected to have consequences that will be significantly inconsistent with, the Agreement then the local authority must clearly identify the inconsistency and the reasons for it, and say that the local authority intends to seek an amendment to the Agreement.
The Agreement is administered by Horizons Regional Council. The attached draft Agreement has been prepared by Horizons for consideration and adoption by all local authorities in the Manawatū-Whanganui Region. It is very similar to the 2016 Agreement.

The differences are in the section that looks at areas of particular regional focus for the current term (section C of the attached agreement):

- the Climate Change Memorandum of Understanding (as signed by all Manawatū-Whanganui local authorities in September 2019) and work to develop a region wide action plan has been added
- three water policies and services (with an initial focus on drinking water) has been added
- specific mention of regionally significant facilities (eg sports and recreation facilities) has been removed, but would still be covered by the general working together provisions of the Agreement.

Council should agree to adopt the Agreement with one minor amendment: Appendix One contains mention of the Regional Community Outcomes Group (COGS) and the Local Authorities Public Relations Network. These names should be removed as they are informal networks, that meet and co-ordinate as appropriate, rather than specific fora.

3. NEXT STEPS

The Council’s decision to adopt the draft Agreement and to request removal of the references to the Regional Community Outcomes Group (COGS) and the Local Authorities Public Relations Network will be communicated to Horizons Regional Council immediately following the Council meeting.

The Triennial Agreement will be signed by the Chairperson of Horizons Regional Council and the Mayors of the territorial authorities that form the Manawatū-Whanganui region.

4. COMPLIANCE AND ADMINISTRATION

<p>| Does the Council 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 | No |</p>
<table>
<thead>
<tr>
<th>plans?</th>
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</thead>
<tbody>
<tr>
<td>Contribution to strategic direction and to social, economic, environmental and cultural well-being</td>
<td></td>
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</tbody>
</table>

**ATTACHMENTS**

1. Draft Triennial Agreement March 2020 + MOU Climate Change
DRAFT
Triennial Agreement for the Manawatū-Whanganui Region

March 2020
MANAWATŪ-WHANGANUI REGION

TRIENNIAL AGREEMENT

PURPOSE

This Triennial Agreement (Agreement) is established under section 15 of the Local Government Act 2002 (LGA) (but also has relationships with sections 14 and 16). The purpose of this Agreement is to give effect to the principles of local government through the establishment of protocols for communication and coordination between the local authorities of the Manawatū-Whanganui Region. The Agreement gives particular effect to the promotion of desired community and local authority outcomes and objectives in such a way as to achieve sustainable development and promote the interests of the Region’s communities. The Agreement also establishes the process for consultation on proposals for new Regional Council activities.

The Agreement is effective from 1 March 2020 until such time as the Agreement is either amended by the agreement of all parties or is renewed following the 2022 local authority elections and before 1 March 2023.

PARTIES

The signatories to this agreement are:

Principal Signatories:
(those local authorities whose boundaries are completely or primarily encompassed within the Manawatū-Whanganui Region and who primarily identify with that Region).

1. Horizons Regional Council (Manawatū-Whanganui Regional Council)
2. Horowhenua District Council
3. Manawatu District Council
4. Palmerston North City Council
5. Rangitikei District Council
6. Ruapehu District Council
7. Tararua District Council
8. Whanganui District Council

Non-primary Signatories:
(those local authorities whose boundaries bisect the Manawatū-Whanganui Region but whose principal identification is with another Region).

1. Taupo District Council
2. Waitomo District Council
3. Stratford District Council

This Triennial Agreement is binding on all local authorities of the Manawatū-Whanganui Region. It is recognised that for Non-primary Signatories, the degree of involvement in the actions required under "B. Communication and Coordination" and "D. Form" will be in proportion to the degree to which these parties are affected by decisions, issues, proposals or other matters, as determined by the Non-primary Signatories.
AGREEMENT

A. General

Signatories to this Agreement agree to work together in good faith for the good governance of their localities and the Region.

Signatories to this Agreement recognise that:

- The communities within the Region are diverse and encompass a range of desired outcomes and objectives.
- Collaboration and cooperation between local authorities of the Region can more effectively promote social, economic, and cultural interests of communities in the Region, and maintenance and enhancement of the Region’s environment.
- Collaboration and cooperation between local authorities of the Region can bring efficiencies in terms of planning, administration costs and consideration of decision-making and consultation requirements, increases available resources and promotes cooperative approaches in taking strategic judgements about the allocation of resources.
- Although collaboration and cooperation are outcomes that should be strived for, each local authority has the legislative mandate to govern their own area as appropriate.
- Collaboration and cooperation between local authorities of the Region can more effectively grow the region’s economy for the benefit of its communities.

B. Communication and Coordination

Signatories to this agreement will:

1. Hold a meeting of Mayors, regional Chairperson and their Chief Executive Officers every six months to review the performance of the Agreement as outlined under section D(1) of this Agreement;

2. Work together to develop a common process for promoting or achieving priorities and community outcomes, and making efficient use of resources, in accordance with section 14(e) LGA;

3. Develop joint approaches as required.

4. Provide for early notification (through the appropriate council or officer forum) of, and participation in, decisions that may affect other local authorities in the Region in accordance with the requirements of sections 77-89 LGA (decision-making and consultation). This will include distribution of draft documentation of major policy discussions and the development of consultation policies;

5. Apply a ‘no surprises’ policy whereby early notice will be given over disagreements between local authorities concerning policy or programmes before critical public announcements are made;

6. Use existing structures to pursue greater collaboration within the Region (refer to Appendix One);

7. Consider joint community consultation for issues affecting more than one authority.
8. Provide opportunities for other local authorities, whether party to this agreement or not, to work jointly on the development of strategies and plans for the achievement of identified outcomes and priorities.

9. Work together to achieve regional economic growth and development (refer to Appendix Two).

C. Regional Co-operation

1. The parties note that there is value, in the appropriate circumstances, in working together to take a regional approach to issues and opportunities of mutual benefit.

2. In this triennium the parties note that areas of regional focus include:
   i. Climate change response – Councils have signed an MoU (attached) and are developing a region wide action plan;
   ii. Sustainable regional growth and prosperity (eg. through Accelerate25, collaboration between councils and across EDAs);
   iii. Three waters policy and services with the initial focus on drinking water.

3. Other areas of regional focus may arise during the triennium and will be considered by mutual agreement including any matters relevant to section 15(2)(c) LGA.

4. The parties are committed to ongoing and open discussions about how they best work together to develop opportunities that are regionally as well as locally significant.

D. Proposals for New Regional Council Activities

1. New Activities

New activities for Horizons Regional Council may be proposed either by the Regional Council itself or by one or more constituent territorial authorities when they see an opportunity for the Regional Council to pick up new activities. The process for consultation on proposals for such activities shall be as follows:

a. The affected parties agree to discuss the issues involved at one or more of the existing forums, and to provide early drafts of proposals to affected councils for early comment in accordance with the requirements of sections 77-89 LGA (decision-making and consultation).

b. The Regional Council will inform all territorial authorities within the Region of:
   – the nature of the activity proposed to be undertaken;
   – the scope of the proposal (including size, districts covered and why);
   and
   – the reasons for the proposal.

c. Territorial authorities will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The Regional Council agrees to fully consider any submissions and representations on the proposal made by territorial authorities within the Region.
d. Final decisions (including considerations leading to the specific decision) will be communicated to the next available Regional Chiefs’ meeting.

2. Significant New Activities proposed by Horizons Regional Council

If the Regional Council or a Regional Council controlled organisation proposes to undertake a significant new activity, and these activities are already undertaken or proposed to be undertaken by one or more territorial authorities within the Region, section 16 of the LGA will apply.

However, in the spirit of this agreement, the parties agree to an expanded consultation and communication process. The parties agree to discuss the issues involved at one or more of the existing forums, and to provide early drafts of proposals to affected councils for early comment in accordance with the requirements of sections 77-89 LGA (decision-making and consultation).

The parties also agree that prior to implementing the formal provisions of section 16 (2 and 3):

a. The Regional Council will inform all territorial authorities within the Region of:
   – the nature of the activity proposed to be undertaken;
   – the scope of the proposal (including size, districts covered, and why); and
   – the reasons for the proposal.

b. Territorial authorities will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The Regional Council agrees to fully consider any submissions and representations on the proposal made by territorial authorities within the Region.

Should the mediation processes outlined in section 16(4) be initiated, the parties agree to the following process. If no agreement on a mediator is forthcoming a mediator will be appointed by the president of the Manawatu District Law Society. If mediation is unsuccessful, any of the local authorities affected may ask the Minister of Local Government to make a binding decision on the proposal. The cost of mediation will be met equally by the parties that have agreed to the mediation.

E. Form

Consultation in relation to this agreement will take one or more of the following forms:

1. A meeting of Mayors, regional Chairperson and their Chief Executive Officers will occur at least once every six months to review the performance of the agreement and discuss outstanding issues. This meeting will occur as part of the regular Regional Chiefs’ meetings and minutes of the review discussions will be distributed to each council within the Region. This does not preclude meetings being coordinated by councils on request. All public communications from these meetings shall be approved by all participants prior to their release.
2. Existing regional and sub-regional forums, such as Regional Chiefs’ meeting.

3. Meetings between councils and meetings between staff as necessary to achieve communication and coordination on issues identified in the Agreement.

4. An annual report (July to June) provided to all interested local authority members within the Region at the Regional Chiefs’ meeting scheduled during or about September each year.

F. Agreement to Review

The parties agree to review the terms of this Agreement within 40 working days of a request by one of the parties being made in writing to the local authority with delegated responsibility to service the Agreement. Such a request will be accompanied by a Statement of Proposal including outcomes sought and reasons for the proposal, and engage all affected parties in consultation.


The following consultation process will apply to the preparation of a new, or change, variation, or review of an existing, Regional Policy Statement, regional plan or district plan by a local authority in the Region:

1. The Regional Council will seek the input of territorial authorities, and vice-versa, for the preparation or review of the Regional Policy Statement, or regional or district plan.

2. For the Regional Policy Statement or a regional plan, the Regional Council will make the draft version available to all territorial authorities in the Region for discussion and development.

3. The parties to this agreement acknowledge their obligation to act in accordance with the principles of consultation set out in Section 82 LGA.

H. Resolving Disagreement

In the event of a disagreement over the actions taken to give effect to this agreement that cannot be successfully resolved by affected parties, the parties agree to refer the issue of disagreement to mediation.

I. Servicing

Signatories agree that responsibility for servicing this agreement shall be carried out by Horizons Regional Council. Servicing involves:

- Providing those secretarial services required; and

- Acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the Agreement on a case by case basis and in a format agreed by affected parties.

J. Statutory Requirements

This document is deemed to duly constitute fulfilment of section 14e, 15 and 16 of the LGA, and Schedule 1 Clause 3A(1) of the RMA.
Section 15 of the LGA requires that:

1. Not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement containing protocols for communication and coordination among them during the period until the next triennial general election of members.

2. Each agreement must include a statement of the process for consultation on proposals for new Regional Council activities.

3. After the date specified in subsection (1), but before the next triennial general election of members, all local authorities within each region may meet and agree to amendments to the protocols.

4. An agreement remains in force until replaced by another agreement.

In addition, other sections of the Act also require collaboration:

Section 14(e)

1. A local authority should collaborate and cooperate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources.

Section 16 – (summarised)

1. If a Regional Council, or a Regional Council-controlled organisation, proposes to undertake a significant new activity, the Regional Council must advise all the territorial authorities within its Region and the Minister of Local Government of the proposal, include it in the draft Long Term Plan, and go through mediation if agreement is not reached.

Schedule 1 Clause 3A(1) of the RMA requires that:

A triennial agreement entered into under section 15(1) of the LGA must include an agreement on the consultation process to be used by the affected local authorities in the course of—

(a) preparing a proposed policy statement or a variation to a proposed policy statement; and

(b) preparing a change to a policy statement; and

(c) reviewing a policy statement.
# Authority

This Agreement is signed by the following on behalf of their respective authorities.

<table>
<thead>
<tr>
<th>Council</th>
<th>Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizons Regional Council</td>
<td>Rachel Keedwell</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chairperson</td>
<td></td>
</tr>
<tr>
<td>Horowhenua District Council</td>
<td>Bernie Wanden</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Manawatu District Council</td>
<td>Helen Worboys</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Palmerston North City Council</td>
<td>Grant Smith</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Rangitikei District Council</td>
<td>Andy Watson</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Ruapehu District Council</td>
<td>Don Cameron</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Stratford District Council</td>
<td>Neil Volzke</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Tararua District Council</td>
<td>Tracey Collis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Taupo District Council</td>
<td>David Trewavas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Waitomo District Council</td>
<td>Brian Hanna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Whanganui District Council</td>
<td>Hamish McDouall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX ONE

Existing structures that promote communication and collaboration include, but are not limited to:

<table>
<thead>
<tr>
<th>Forum</th>
<th>Members</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Chiefs</td>
<td>Horizons RC, Horowhenua DC, Manawatu DC, Palmerston North CC, Rangitikei DC, Ruapehu DC, Tararua DC</td>
<td></td>
</tr>
<tr>
<td>SOLGM – Society of Local Government Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LGNZ Zone and sector meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAPRN Local Authorities Public Relations Network</td>
<td>Public Relations/Communications practitioners from Manawatū-Whanganui Region</td>
<td>Planners from local authorities in Manawatū-Whanganui Region</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COGS meetings coordinate with Regional Chiefs meeting dates.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meeting of revenue and rating managers from Manawatū-Whanganui Region</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meeting of electoral officers from Councils in this Region</td>
</tr>
<tr>
<td>IPWEA (Institute of Public Works Engineering Australasia)</td>
<td></td>
<td><a href="http://www.ipwea.asn.au/">http://www.ipwea.asn.au/</a></td>
</tr>
<tr>
<td>Civil Defence and Emergency Management Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALGIM – Association of Local Government Information Management</td>
<td>Mission is to provide leadership to Local Government in Information Management and Information Processes. <a href="http://www.algim.org.nz/">http://www.algim.org.nz/</a></td>
<td></td>
</tr>
<tr>
<td>MW LASS Ltd – Manawatū-Whanganui Local Authority Shared Services Limited</td>
<td>Horizons RC, Horowhenua DC, Manawatu DC, Rangitikei DC, Ruapehu DC</td>
<td></td>
</tr>
<tr>
<td>Forum</td>
<td>Members</td>
<td>Comments</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
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</tr>
<tr>
<td>Tararua DC</td>
<td></td>
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<tr>
<td>Whanganui DC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manawatu District and Palmerston North City Joint Strategic Planning Committee</td>
<td>Manawatu DC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Palmerston North CC</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX TWO

Collaboration and Co-operation for Regional Economic Development

The purpose of this Appendix is to describe how the district, city and regional councils (the Councils) in the Horizons (Manawatū-Whanganui) region will work together to achieve economic growth and development.

This Appendix is a demonstration of the Councils’ shared vision which is

To work collaboratively to grow the region’s economy for the benefit of its communities.

The agreement

Not withstanding the requirements of Sections 16 and 77-89 of the LGA, the parties agree:

- To use the Regional Chiefs Forum as a mechanism to formally discuss any issue relating to Economic Development.
- To work collaboratively to enhance opportunities for growth and development in the region.
- That the principle of a regional approach benefits all parties.
- To communicate openly about opportunities for growth whilst respecting commercial confidentiality.
- To make economic growth and development a priority and a standing item at their regular meetings, termed ‘Meetings of the Regional Chiefs’.
- To review proposed works on an annual basis. Additional items may be added to this Appendix at any stage with the agreement of all parties.

Works proposed this triennium

In this triennium the parties will work collaboratively to implement the opportunities identified in the Manawatū-Whanganui Economic Action Plan under Accelerate25.

The work may include:

- Providing feedback on implementation from the Regional Chiefs to the Accelerate25 Lead Team.
- Engaging both governance and staff in supporting implementation of actions arising from the Regional Economic Action Plan.
- Working with iwi, business leaders and economic development agencies to aid implementation of the Regional Economic Action Plan.
- Progressing actions from the Regional Economic Action Plan.
Memorandum of Understanding

Working together to adapt to climate change

Our councils recognise the urgent need to address the challenge presented by climate change. We acknowledge that action is needed now to avoid its worst effects and achieve a just transition to a resilient, sustainable future. It is a matter of great significance to the communities our councils serve.

We believe local government has an important role to play in helping communities in the region adapt to a changing climate. We see this as the most significant area of work for local government. We also have a role in helping to mitigate climate change by making our contribution to reducing the causes of climate change.

The purpose of this MoU is to enshrine a collaborative approach across the Horizons region with a focus on how we work to adapt to a changing climate.

As a group of Councils working on climate change we undertake to:

- collaborate across our organisations on action to build organisational, community and regional resilience in the face of a changing climate;
- collaborate across our organisations to take action to mitigate the effects of climate change;
- Collaborate and communicate within our organisations and our communities, openly sharing how our community can transition to a sustainable future and a significantly lower contribution to the causes of climate change;
- Place priority on developing strategies to address climate change;
- communicate openly, sharing what we know about likely effects and response options;
- engage and involve our communities in decisions that affect them;
- give effect to our engagement responsibilities with iwi and hapū in our areas of responsibility and arrangements detailed in Treaty of Waitangi Settlements;
- report regularly on work going on to address climate change adaptation and mitigation across the region;
- support each other with skills and knowledge from our respective organisations;
- work collectively as a region to engage with central Government.
Our councils are signatories to the Local Government Declaration on Climate Change. The forthcoming Triennial Agreement is an opportunity to consider further cooperation in response to climate change. We will seek agreement from our respective Councils to include the content of this MoU in the next triennial agreement.

Signed on 31/9/19 by

Mayor of Ruapehu District Council

Mayor of Whanganui District Council

Mayor of Rangitikei District Council

Mayor of Manawatu District Council

Mayor of Palmerston North City Council

Mayor of Tararua District Council

Mayor of Horowhenua District Council

Chair of Horizons Regional Council
COMMITTEE WORK SCHEDULE

TO: Council

MEETING DATE: 18 December 2019

TITLE: Council Work Schedule

________________________

RECOMMENDATION(S) TO COUNCIL


ATTACHMENTS

1. Work Schedule
# WORK SCHEDULE – DECEMBER 2019

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Report Date</th>
<th>Subject</th>
<th>Officer Responsible</th>
<th>Current Position</th>
<th>Date of Instruction/ Point of Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>February 2020</td>
<td>Award of Contract 3458 – Road Maintenance, Resurfacing and Rehabilitation 2017-2024</td>
<td>General Manager Infrastructure</td>
<td>Transferred to Infrastructure Committee</td>
<td>28 May 2017 Clause 81-17-part II</td>
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<tr>
<td>3</td>
<td>December 2019</td>
<td>Implementation Plan for College Street Transport Upgrade – further scope, detail and plans, and options</td>
<td>Chief Infrastructure Officer</td>
<td></td>
<td>23 September 2019 Clause 107.2</td>
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<tr>
<td>4</td>
<td>March 2020</td>
<td>Finance &amp; Audit Committee Independent Appointee</td>
<td>General Manager – Strategy and Planning</td>
<td></td>
<td>Council 13 November 2019 Clause 147.9</td>
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<tr>
<td>5</td>
<td>December 2019</td>
<td>Rangitāne representative appointees to Community Development, Economic Development and Environmental Sustainability Committees</td>
<td>General Manager – Strategy and Planning</td>
<td></td>
<td>Council 13 November 2019 Clause 147.10</td>
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<tr>
<td>6</td>
<td>February 2020</td>
<td>Community Membership appointees for CCNZ/Arts &amp; Culture Find Committee</td>
<td>General Manager – Strategy and Planning</td>
<td></td>
<td>Council 13 November 2019 Clause 147.12</td>
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<tr>
<td>7</td>
<td>December 2019</td>
<td>Establishment of the Joint Strategic Planning Committee and agreement with Manawatu District Council</td>
<td>General Manager – Strategy and Planning</td>
<td></td>
<td>Council 13 November 2019 Clause 147.16</td>
</tr>
</tbody>
</table>
RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 18 December 2019

TITLE: Presentation of the Part I Public Finance & Audit Committee Recommendations from its 4 December 2019 Meeting

Set out below are the recommendations only from the Finance & Audit Committee meeting Part I Public held on 4 December 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

77-19 Review of Structure of Dog Control Fees

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

The COMMITTEE RECOMMENDS

1. That the report be received and that it be noted that officers will be placing more emphasis than before on monitoring compliance with the criteria for classification as a preferred owner.

2. That no specific change be made to the charging structure for animal control fees but the rationale for the components of the fees be consciously considered each year as part of the process of recommending an updated schedule of fees and charges.

78-19 Contract Approval - CET Arena - Arena 2 Ceiling, Lighting and Fire System Upgrade

Memorandum, presented by Bryce Hosking, Manager - Property.

The COMMITTEE RECOMMENDS

1. That the Council approves the contract between Palmerston North City Council and Colspec Construction Limited for the Arena 2 Ceiling, Lighting and Fire System Upgrade for the sum of $2,082,757 + GST. This is for the major construction works including contingency, beginning on 9 December 2019.

2. That the Council notes that:
   a) Enabling and minor works for this project, including the procurement of materials and sub-contractors, have already been completed. These
ITEM 18

works will be reflected in the contract between Palmerston North City Council and Project Work 2008 Limited for the Arena 2 Ceiling, Lighting and Fire System Upgrade for the sum of $277,244 + GST; and

b) The major construction works covered in the contract to be approved in Recommendation 1 of the report titled “Contract Approval – CET Arena – Arena 2 Ceiling, Lighting and Fire System Upgrade” and dated 4 December 2019, are set to begin on 9 December 2019. This means works will commence prior to Recommendation 1 being approved by Council.

79-19 New Deed of Lease for 21 Havelock Avenue

Memorandum, presented by Bryce Hosking, Manager - Property.

The COMMITTEE RECOMMENDS

1. That the Council as the administering body under the Reserves Act 1977, on behalf of the Minister of Conservation, approves the lease of land and building at 21 Havelock Avenue, Palmerston North, to Papaioea Pasifika Centre Trust.

2. That the Council agree to execute a new five-year and nine-months lease between Palmerston North City Council and Papaioea Pasifika Centre Trust for 21 Havelock Avenue, Palmerston North.

81-19 Request for City Wide Capital New Programme to Fund New Parking Infrastructure

Memorandum, presented by Robert van Bentum, Manager Transport and Infrastructure.

The COMMITTEE RECOMMENDS

1. That the Council approve a Capital New Programme entitled City Wide - On-Street Parking Infrastructure for the 2019-20 financial year with a budget of $75,000.

82-19 Te Motu o Poutoa Land Purchase Opportunity

Report, presented by Kathy Dever-Tod, Parks and Reserves Manager.

The COMMITTEE RECOMMENDS

1. That the Council purchases the land at the entranceway to Te Motu o Poutoa for $300,000 from Higgins Family Holdings.
2. That the Council funds the $300,000 land purchase by: 1. transferring $170,000 of the unspent budget from Programme 708 (Urban Growth - Aokautere - Reserves Land Purchase) to this purchase; and 2. utilising $130,000 of unallocated budget from Programme 94 (Walkways and Shared Path – Purchase of Land to Extend Walkways) for this purchase to make up the total.

3. That the top up of Programme 708 (Urban Growth - Aokautere - Reserves Land Purchase) of $170,000 to cover the amount used at Te Motu o Poutoa to purchase the entranceway land be referred to the next 10 Year Plan 2021 process.

83-19 CET Arena Redevelopment Update

Memorandum, presented by Bryce Hosking, Manager - Property.

The COMMITTEE RECOMMENDS

1. That Council approve the plan to deliver Programmes 1534 (Embankment), 1082 (Speedway Pits Relocation) and 1083 (Entrance Plaza) concurrently as one project through a single main contractor during the 2019/20 and 2020/21 years.

2. That Council approve the budgets for these Programmes totalling $6.833m for the current 2019/20 financial year and $8.862m for the 2020/21 financial year as follows:

<table>
<thead>
<tr>
<th></th>
<th>2019/20</th>
<th>2020/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme 1534</td>
<td>$1,694,000</td>
<td>$2,481,000</td>
</tr>
<tr>
<td>Programme 1082</td>
<td>$2,876,000</td>
<td>$4,040,000</td>
</tr>
<tr>
<td>Programme 1083</td>
<td>$2,263,000</td>
<td>$2,341,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$6,833,000</td>
<td>$8,862,000</td>
</tr>
</tbody>
</table>

3. That Council note that as a consequence of the changes above the remaining LTP budgets for the following Programmes have been reduced to the following:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme 990</td>
<td>$6,757,000</td>
</tr>
<tr>
<td>Programme 1083 (Land Purchase)</td>
<td>$1,008,000</td>
</tr>
</tbody>
</table>
ITEM 18

ATTACHMENTS

Nil