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# **PALMERSTON NORTH CITY COUNCIL**

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## **AGENDA COUNCIL**

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**9AM, WEDNESDAY 26 FEBRUARY 2020**  
COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING  
32 THE SQUARE, PALMERSTON NORTH

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## MEMBERSHIP

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**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](http://pncc.govt.nz) | Civic Administration Building, 32 The Square  
City Library | Ashhurst Community Library | Linton Library

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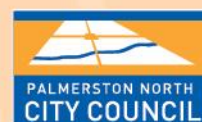
**Heather Shotter**

**Chief Executive, Palmerston North City Council**

**Palmerston North City Council**

W [pncc.govt.nz](http://pncc.govt.nz) | E [info@pncc.govt.nz](mailto:info@pncc.govt.nz) | P 356 8199

Private Bag 11034, 32 The Square, Palmerston North



## **COUNCIL MEETING**

26 February 2020

### **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 - New Years Honours**

Page 7

5. **Deputation - Rural Games** Page 9
6. **Confirmation of Minutes** Page 11  
“That the minutes of the extraordinary meeting of 12 February 2020 Part I Public be confirmed as a true and correct record.”

## ***REPORTS***

7. **Establishment of Jaycee Trust Travelling Fellowship Selection Panel** Page 13  
Memorandum, presented by Hannah White, Democracy & Governance Manager.
8. **CCNZ/Arts & Culture Fund Committee Assessment Committee** Page 23  
Memorandum, presented by Hannah White, Democracy & Governance Manager.
9. **Addition to Safe City Portfolio Terms of Reference** Page 27  
Memorandum, presented by Hannah White, Democracy & Governance Manager.
10. **Statement of Intent for Te Manawa 2020/21** Page 33  
Memorandum, presented by Sheryl Bryant, General Manager – Strategy & Planning.
11. **Establishment of Local Initiatives Fund Funding Allocation Panel** Page 35  
Memorandum, presented by Joann Ransom, Community Development Manager.
12. **Committee Work Schedule** Page 39

## RECOMMENDATIONS FROM COMMITTEE MEETINGS

### 13. Presentation of the Part I Public Finance & Audit Committee Recommendations from its 19 February 2020 Meeting

Page 41

“That the Committees recommendations be adopted or otherwise dealt with.”

### 14. Exclusion of Public

To be moved:

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

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
15.	Minutes of the ordinary meeting - Part II Confidential - 18 December 2019	For the reasons setout in the ordinary minutes of 18 December 2019, held in public present.	
16.	Appointment of Town Crier	Privacy	s7(2)(a)
17.	Chief Executive's Performance Review Panel [Limited circulation] Part II(B)	Privacy	S7(2)(a)

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:** 26 February 2020

**TITLE:** Presentation - New Years Honours

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### **RECOMMENDATION(S) TO COUNCIL**

1. That Council note that congratulations have been conveyed on behalf of the Council to the local recipients of the New Year's Honours 2020.

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### **SUMMARY**

The Mayor will refer to the local recipients of the New Year's Honours.

### **ATTACHMENTS**

NIL





## DEPUTATION

**TO:** Council

**MEETING DATE:** 26 February 2020

**TITLE:** Deputation - Rural Games

ITEM 5

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### RECOMMENDATION(S) TO COUNCIL

1. That the Council receive the deputation for information.

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### SUMMARY

Mr James Stewart and Ms Margaret Kouvelis will make a deputation to Council regarding the Rural Games and what the event means to the city economically and socially.

### 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 12 February 2020, commencing at 9.02am

- Members Present:** The Mayor (Grant Smith) (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:** The Mayor (for early departure on Council Business) and Councillor Leonie Hapeta.

### 1-20 Apologies

Moved Grant Smith, seconded Tangi Utikere.

#### RESOLVED

1. That Council receive the apologies.

Clause 1-20 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.

The meeting adjourned at 9.03am.  
The meeting resumed at 11.31am.

### 2-20 Confirmation of Minutes

Moved Grant Smith, seconded Tangi Utikere.

#### RESOLVED

1. That the minutes of the ordinary meeting of 18 December 2019 Part I Public be confirmed as a true and correct record.

Clause 2-20 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.

## **REPORTS**

- 3-20 Appointment to Electoral College- Central Economic Development Agency**  
Memorandum, presented by Hannah White, Democracy and Governance Manager.

Moved Grant Smith, seconded Susan Baty.

### **RESOLVED**

1. That Council adopts the Mayor's recommendation to appoint Deputy Mayor Tangi Utikere and Councillor Aleisha Rutherford to the Electoral College for the primary role of recommending the Chairperson and Directors to the Central Economic Development Agency Board.

Clause 3-20 above was carried 14 votes to 0, with 1 abstention, 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.

**Abstained:**

Councillor Aleisha Rutherford.

The meeting finished at 11.34am

Confirmed 26 February 2020

**Mayor**

## MEMORANDUM

**TO:** Council

**MEETING DATE:** 26 February 2020

**TITLE:** Establishment of Jaycee Trust Travelling Fellowship Selection Panel

**PRESENTED BY:** Hannah White, Democracy & Governance Manager

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

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### RECOMMENDATION(S) TO COUNCIL

1. That a Jaycee Trust Travelling Fellowship Selection Panel for the 2019-2022 term of Council be established and the Terms of Reference be confirmed as follows:
  - The purpose of the Jaycee Trust Travelling Fellowship Selection Panel is to allocate up to two Jaycee Trust Travelling Fellowships of not more than \$5,000 each per year, with discretion to grant more than two fellowships as long as the total amount of funding does not exceed \$10,000 per year.
2. That the Council delegate authority to the Jaycee Trust Travelling Fellowship Selection Panel to assess applications to the scheme and approve up to two travelling fellowships of not more than \$5,000 each per year, with discretion to grant more than two fellowships as long as the total amount of funding does not exceed \$10,000 per year.
3. That the decision-making process for the Jaycee Trust Travelling Fellowship Selection Panel to conduct its business be as follows:
  - Decisions of the panel shall, where possible, be reached by consensus of members present. In the event that a vote is necessary, a decision will be reached if it has the support of the majority of members present.
  - The Chairperson shall have a casting vote.
  - The Quorum for meetings of the Panel will be at least two members.
4. That Council appoint the Chairperson of the Community Development Committee to the Jaycee Trust Travelling Fellowship Selection Panel as Chair.
5. That members of the community be invited to submit applications for the two community positions on the Jaycee Trust Travelling Fellowship Selection Panel and for those registrations to be received by Hannah White, Democracy & Governance Manager, by 5.00pm on 31 March 2020.
6. That an appointment panel be established to consider all applications for membership to the Jaycee Trust Travelling Fellowship Selection Panel and to make

recommendations to a Council meeting at which the final appointments will be made, as follows:

- The appointment panel to comprise the Mayor, Chair and Deputy Chair of the Community Development Committee.
- That the appointment panel, once decided, convene a meeting as soon as possible to determine the membership of the Jaycee Trust Travelling Fellowship Selection Panel.
- That a report be presented to the 27 May 2020 Council meeting putting forward the name of those recommended to become members.

## 1. ISSUE

This report addresses the following:

- The Jaycee Trust Travelling Fellowship Selection Panel needs to be re-established for the 2019-2022 term of Council.
- An appointment panel to consider applications for membership to the Jaycee Trust Travelling Fellowship Selection Panel needs to be established.

## 2. BACKGROUND

The Jaycee Trust Travelling Fellowship was established in 1987 to provide funding to encourage young persons not exceeding 40 years of age, representing all walks of life in the ideal of service to the community, and to promote or make donations to any organisation encouraging practical participation in civil activities to assist young people to develop qualities of citizenship. This report seeks to establish a Selection Panel to allocate funds from the Trust for the 2019-2022 term for this purpose.

It is proposed to continue this term with a similar membership composition as that of the previous term, that is, comprising the Chairperson of the Community Development Committee together with two external members.

Under the Local Government Act 2002 the Council has the power to appoint a subordinate decision-making body. The subordinate decision-making body would not be governed by Standing Orders and a formal agenda would not be supplied although members would be provided with papers as appropriate. Only those appointed to the body would meet. It is suggested that this subordinate decision-making body continue to be known as the Jaycee Trust Travelling Fellowship Selection Panel.

The Selection Panel has delegated authority from Council to assess applications to the scheme and approve up to two travelling fellowships of not more than \$5,000 (including

GST) each year, with discretion to grant more than two fellowships as long as the total amount of funding does not exceed \$10,000 per year.

### 3. NEXT STEPS


By re-establishing the Jaycee Trust Travelling Fellowship Selection Panel for the 2019-2022 term of Council, the allocation of funds will enable appropriate people the ability to travel or engage in special projects to gain further knowledge in their specialist area, which can then be applied locally, benefiting the community.

Democracy & Governance will inform Elected Members of the decisions made by the Panel to award scholarship(s).

### 4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven and Enabling Council	
The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	<p>By adopting the recommendations the Council will ensure that appointments are made. This will contribute to the desired outcome of an effective and responsible Council that excels in good governance.</p> <p>If Council approves the recommendations, the process for appointment of two members will commence and a report will be presented to the 27 May 2020 Council meeting with the recommendation for appointment by the selection panel.</p>

### ATTACHMENTS

1. Jaycee Trust Deed [↓](#) 



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HENRY SEDGWICK HARROD, ROBERT STEWART LOCKWOOD,  
JONATHAN MARK COOK, JOHN MORETON CHAPPELL and  
KEVIN EDWARD O'BRIEN

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PALMERSTON NORTH JAYCEE TRUST -  
DEED TO RECORD ESTABLISHMENT OF  
TRAVELLING FELLOWSHIPS

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Fitzherbert Rowe  
Solicitors  
Palmerston North

DOCS\KJOS\TRUSTS\JAYCEE

THIS DEED made the 8<sup>th</sup> day of DECEMBER 2000.

### PARTIES

HENRY SEDGWICK HARROD of Hawkes Bay, ROBERT STEWART LOCKWOOD, JONATHAN MARK COOK, JOHN MORETON CHAPPELL and KEVIN EDWARD O'BRIEN all of Palmerston North, Company Directors (together with the survivors of them and their successors called "the Trustees")

### BACKGROUND

- A. By Deed dated 28<sup>th</sup> September 1987 PALMERSTON NORTH JAYCEE INCORPORATED ("the Settlor") did settle upon the Trustees a Trust fund with the direction that during the Trust period of the Trust created by such Deed, the Trustees would pay or apply the whole or any part of the income of such Trust fund in or towards the benefit of all or such one or more to the exclusion of the others for any of the purposes set forth in Schedule A of the said Deed.
- B. The said Schedule A set forth the following specific purposes:
- (i) To encourage young persons not exceeding 40 years of age representing all walks of life in the ideal of service to the community, and in pursuance of this idea, to under-write, promote or make donations to any organisation encouraging practical participation in civil activities so that such young persons may thereby develop qualities of citizenship.
  - (ii) To under-write funds and otherwise provide young persons with avenues of participation whereby such qualities of leadership as are needed in all communities may be developed.
  - (iii) To under-write promote and pay for furnishing practical opportunities for the advancement of the ideals of fellowship and tolerance on a local national and international basis.
  - (iv) To educate members of the community generally in matters of civil national and international importance.
- C. The Trustees pursuant to their powers under the said Deed desire to establish and set apart funds for travelling fellowships to be appropriated by the Trustees within the purposes set out in the above Schedule A to enable persons approved for such travelling fellowships to study and travel or engage in special projects beyond New Zealand for limited periods of time so that their contribution to the community and their trade, industry, profession, business or calling, back in New Zealand would be enhanced.
- D. The Trustees now wish to establish the guidelines and framework for the grant of such travelling fellowships in the terms set out in this Deed.
- E. The Trustees have sought the approval of the Palmerston North City Council to the establishment of the guidelines and framework for such travelling fellowships pursuant to this Deed, having regard to the fact that the administration of such fund shall henceforth be transferred to the said Council pursuant to Clause B of the said Deed dated 28 September 1987.

- F. The Palmerston North City Council has approved of the execution of this Deed by the Trustees in this form at the meeting of such Council held on 26 September 2000.

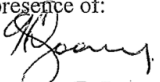
**NOW THEREFORE THIS DEED RECORDS:**

1. The Trustees operating pursuant to the said Deed of the 28<sup>th</sup> September 1987 under the name of the Palmerston North Jaycee Trust and in application of the purposes authorised within Schedule A of that said Deed as attached above, do hereby declare their intention to establish and provide in each year until the termination of the Trust period, one or more travelling fellowships from the income of the Trust in the following terms:
  - (a) Such fellowship or fellowships may be granted by the Trustees to New Zealand citizens under the age of 40 living in the city of Palmerston North or the district of Manawatu or such adjoining areas as the Trustees shall approve, who shall be selected in accordance with an application procedure determined by the Trustees and at such financial level as the Trustees shall determine. The purpose of such fellowships shall be to enable recipients of the same to travel beyond New Zealand to approved designated places and to apply themselves to an appropriately approved study programme or to engage in special projects so that their contribution to the New Zealand community and to their trade, industry, profession, business or calling, will be enhanced upon their return.
  - (b) Such fellowships shall be primarily for travel, for a short-term period of generally not more than three month's duration, to enable the recipients to undertake intensive investigations in some specialty area approved by the Trustees. The recipients will be required to accept in writing any offer of such travelling fellowship to be made by the Trustees, and to abide by any conditions attached thereto.
  - (c) The project to be undertaken by such recipients shall be completed within the year following upon the date of grant of such travel fellowship and recipients must at the completion of the project undertaken pursuant to such fellowship, return to such study or employment as the Trustees shall approve.
  - (d) Each such fellowship is intended to cover the all inclusive costs of travel which could not be met by the applicant provided that applicants are expected to meet not less than twenty per cent of such total costs in each case, provided further that the Trustees may in special circumstances, in their discretion, grant more than eighty per cent assistance if an applicant can justify inability to meet the base criteria of a twenty per cent personal contribution.
  - (e) It shall be a term of the grant of any such travelling fellowship that recipients shall submit 6 copies of a report of their project to the Trustees within three calendar months of their return to New Zealand.
  - (f) In certain circumstances travelling fellowships may be approved for travel and study in some other part of New Zealand, without necessarily involving the recipient in overseas travel.

- (g) Upon notification by the Trustees to any applicant of the preliminary approval of such application, the recipient shall then prepare a formal itinerary for final approval before the fellowship grant is paid to the recipient.
- (h) In selecting approved recipients the Trustees will place great importance upon the potential benefit for New Zealand of the proposed project and each applicant must state clearly what that benefit is expected to be and how the applicant is qualified to gain and pass on that benefit in their ongoing service role in New Zealand.
- (i) It is declared that a special objective of such travelling fellowships is to enable young people in all walks of life within New Zealand with potential for leadership, to undertake projects for the foregoing purposes.
- (j) The Trustees shall prepare appropriate documents of application with conditions for the grant of such travelling scholarships as they shall from time to time determine.
- (k) That as soon as practicable after the execution of this Deed and pursuant to arrangements to be made by the Trustees with the Palmerston North City Council, the Trustees shall transfer the fund to such bank account of the Palmerston North City Council as the said Council shall designate to the intent that henceforth the said Council shall hold and administer the fund pursuant to the trusts set forth in the said Deed dated 28 September 1987 as varied and extended by the terms of this Deed and the Trustees shall thereupon be discharged of their role as Trustees of the said fund.

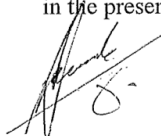
IN WITNESS WHEREOF this Deed has been executed the day and year first above written.

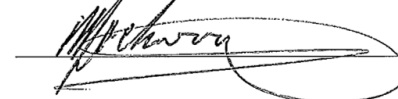
SIGNED by  
HENRY SEDGWICK HARROD  
in the presence of:

  
J.D. LOONEY


)  
)  
) 


SIGNED by  
ROBERT STEWART LOCKWOOD  
in the presence of:

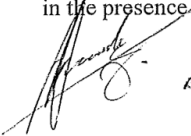
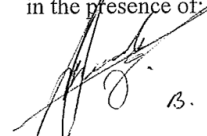

  
B. DEUCHARS.

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SIGNED by  
JONATHAN MARK COOK  
in the presence of:

  
C.M. COLLIS

)  
)  
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SIGNED by )  
JOHN MORETON CHAPPELL )  
in the presence of: )  
 B. DEUCHAR )  
  
SIGNED by )  
KEVIN EDWARD O'BRIEN )  
in the presence of: )  
 B. DEUCHAR )  




## MEMORANDUM

**TO:** Council

**MEETING DATE:** 26 February 2020

**TITLE:** CCNZ/Arts & Culture Fund Committee Assessment Committee

**PRESENTED BY:** Hannah White, Democracy & Governance Manager

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

### RECOMMENDATION(S) TO COUNCIL

1. That the following resolutions specific to the CCNZ/Arts & Culture Committee be rescinded noting that such a committee acts as an external body and follows the Creative Communities Scheme Guidelines:
  - 23 September 2019 121-19
    - 121.5 Appointment process for committees with external members
  - 13 November 2019, 147-19
    - 147.2 Chairperson appointments
    - 147.5 Deputy chairperson appointments
    - 147.7 Terms of Reference for committees
    - 147.11 Nominations to be sought for two community representatives
    - 147.12 Selection panel
  - 18 December 2019 , 163-19
    - 163.19 Selection panel amendments
2. That Councillors Bowen and Dingwall be approved as Council's appointees to the CCNZ/Arts & Culture Fund Committee for the 2019-2022 term.
3. That the existing assessment committee be convened to elect community members and a chairperson according to the Creative Communities Scheme Guidelines.

### 1. ISSUE

It has been identified that the current terms of reference and appointments process for the CCNZ/Arts & Culture Fund Committee contradict with the 2019-22 Creative Communities Scheme agreement signed by the Chief Executive in June 2019 and the Creative Communities Scheme Guidelines of September 2018. The recommendations of this report

bring the committee in line with Creative New Zealand's Creative Communities Scheme Guidelines and Palmerston North City Council's agreement with Creative New Zealand.

## 2. BACKGROUND

The purpose of the CCNZ/ Arts & Culture Fund Committee is to administer Creative New Zealand's Creative Communities Scheme and Palmerston North City Council's Arts and Culture Fund to fund opportunities for local communities to engage with and participate in local arts activities; support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity; and to enable and encourage young people to engage with and actively participate in the arts.

On 14 Feb 2005 the CCNZ/Arts and Culture Fund Sub-Committee was established by Council, reporting to the Arts and Cultural Wellbeing Committee. The Palmerston North City Council funding tops up the Creative New Zealand funding. On 5 November 2007, the CCNZ/ Arts and Culture Fund Committee became a Standing Committee. Successive Councils have reestablished the committee and its terms of reference and appointments processes. The current terms of reference and appointments process for the CCNZ/Arts & Culture Fund Committee contradict with the 2019-22 Creative Communities Scheme agreement signed by Chief Executive on 25 June 2019 and the Creative Communities Scheme Guidelines issued September 2018.

Under the 2019-22 Creative Communities Scheme agreement, noting that, "Should the Territorial Authority fail to comply with this Agreement or the Guidelines, this Agreement may be terminated by written notice from Creative New Zealand to the Territorial Authority. In that event the Territorial Authority shall repay the Funding" (11.2), the Territorial Authority agrees to "Ensure that the scheme is administered according to the guidelines" (7.1); "Adhere to the provisions for the composition and appointment of any assessment committee" (7.2).

According to the Creative Communities Scheme Guidelines, the composition of the committee should be as follows:

- a. Local Councils may appoint up to two representatives to the assessment committee. These may be elected councillors or community board members with an arts and culture focus or knowledge.
- b. The local community arts council are reserved the right to have a representative on the assessment committee.
- c. Community representatives be made of at least one member of Māori descent, with knowledge of local Māori arts activity and local Māori communities (Scheme agreement, Schedule 2 (7.21); Guidelines, p.10); at least one of Asian descent, with knowledge of local Asian arts activity and local Asian communities is recommended (Scheme agreement cover letter 10 June 2019, p.2); and community membership must be reflective of the



PALMERSTON NORTH CITY COUNCIL

diversity of the local communities the Territorial Authority represents (Scheme agreement, Schedule 2 (7.20); Guidelines, p. 10).

- d. Youth councils and ethnic councils do not have an automatic right but may nominate community representatives for election.
- e. Community members must be elected in a public and open way by the existing committee after a public nomination process with a term of three years and maximum of two consecutive terms (Guidelines, p.11).

Further according to the Creative Communities Scheme Guidelines,

- f. the Chairperson is to be elected by the assessment committee and may serve a maximum of three consecutive years as Chair (Guidelines, p.11).

Accordingly, it is recommended that the committee be a community-led body with up to two positions for Councillors as Council Appointees, one position for Palmerston North Community Arts trading as Square Edge and up to eight community members to be publicly elected following nomination.

### 3. NEXT STEPS

1. The existing assessment committee made up of Council appointees and the Community Arts Palmerston North (trading as Square Edge) will meet to elect the community members for the new term, ensuring that Community members include at least one member of Māori descent and seeking nominees of Asian descent with knowledge of their community's local arts activity and local communities and other representative organisations such as Pasifika, Youth Council, Manawatu Multicultural Council.
2. To this end, Palmerston North City Council will administer the Committee including but not limited to entering into contract with Creative New Zealand; encouraging nominations to reflect the diversity of the City; and opening the funding rounds.
3. The Delegations Manual and website will be updated to remove reference to the CCNZ/ Arts & Culture Committee as a committee of Palmerston North City Council.

### 4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
If Yes quote relevant clause(s) from Delegations Manual <Enter text>	
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?		<b>No</b>
Is there funding in the current Annual Plan for these actions?		<b>No</b>
Are the recommendations inconsistent with any of Council's policies or plans?		<b>Yes</b>
The Delegations Manual and website will be updated to remove reference to the CCNZ/ Arts & Culture Committee as a committee of Palmerston North City Council.		
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 Active Citizenship Plan		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Provides further opportunity for Palmerston North community to participate in decision-making.	

**ATTACHMENTS**

Nil

## MEMORANDUM

**TO:** Council

**MEETING DATE:** 26 February 2020

**TITLE:** Addition to Safe City Portfolio Terms of Reference

**PRESENTED BY:** Hannah White, Democracy & Governance Manager

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

### RECOMMENDATION(S) TO COUNCIL

1. That Civil Defence and Emergency Management be added to the Safe City Portfolio Terms of Reference.

#### 1. ISSUE

Civil Defence and Emergency Management is yet to be allocated to a portfolio. The most suitable portfolio this would fall under is Safe City. It is proposed to add Civil Defence and Emergency Management to the Terms of Reference for the Safe City Portfolio to enable more effective sector engagement.

#### 2. BACKGROUND

The most suitable portfolio that Civil Defence and Emergency Management would fall under is Safe City. It is proposed to add to this to the Terms of Reference for the Safe City Portfolio to enable more effective sector engagement.

#### 3. NEXT STEPS

The Safe City Portfolio will provide reports to the Community Development Committee on Civil and Emergency Management engagement.

#### 4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No

Does this decision require consultation through the Special Consultative procedure?		<b>No</b>
Is there funding in the current Annual Plan for these actions?		<b>No</b>
Are the recommendations inconsistent with any of Council's policies or plans?		<b>No</b>
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 Active Citizenship Plan		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Provides greater opportunity for sector to engage with Council and as a results further inform decision making.	

### ATTACHMENTS

1. Proposed Terms of Reference: Portfolios [↓](#) 

## TERMS OF REFERENCE FOR PORTFOLIOS

### General Purpose

The purpose of portfolios is to enable more effective sector engagement between the Council and the community.

### Specific Responsibilities

1. Enhance relationships with key stakeholders
2. Support achievement of Council strategy within portfolio sector
3. Act as elected Council's spokesperson and point of contact for matters within their portfolio
4. Collaborate with committee chairs and other portfolio leads where there are shared objectives
5. Work effectively with the relevant GMs and delegated officers
6. Attend any advisory groups or external appointments made
7. As far as possible attend council launches of new projects and activities in their area of responsibility
8. Keep elected members informed through regular reporting to the relevant committee
9. Keep the Mayor informed of any emerging issues
10. Be mindful the code of conduct applies to elected members with staff contact, ethics and behaviour
11. Access Council resources and the centralised budget via the designated officer

**Scope**

Portfolio	Indicative Scope	Reporting Committee
People & Community	Senior & older persons; youth; multicultural; children & families	Community Development
Health & Wellbeing	Workforce & employment; Mid-Central Health DHB relationship; people with disabilities; active recreation	Community Development
Neighbourhoods, Villages & Rural	City neighbourhoods Awapuni, Highbury, Kelvin Grove, Milson, Roslyn and other community centres; villages of Ashhurst, Bunnythorpe, Linton, Longburn as well as surrounding rural communities; land transport	Community Development
Safe City	Safety Advisory Board; World Health Organisation accreditation; Neighbourhood Support; Road safety; Civil Defence & Emergency Management	Community Development
Education & Students	Domestic & international education; Massey University and other tertiary institutions relationships; schools sector; student city programme; workforce & employment	Economic Development
Science, Technology & Innovation	Workforce & employment; start ups & business innovation; Tech sector; digital; Agritech; The Factory; FoodHQ; Massey and other research institutions relationships, Young Enterprise	Economic Development
Inner City/ CBD	Retail; Business Improvement District; workforce & employment; CBD streetscapes improvements; Central City events	Economic Development
Housing	Social and public housing; development community relationship; PN City Housing Steering Group	Economic Development
Defence	Workforce & employment; NZDF - Linton Army - Ohakea relationships; military heritage	Economic Development

Portfolio	Indicative Scope	Reporting Committee
Climate Change	Environmental sector group relationships; natural and open spaces	Environmental Sustainability
Transportation	Rail – road – air intermodal; road safety; land transport; public & active transport; transport innovation	Planning and Strategy

### Portfolio Councillors

Portfolio	Councillors
People & Community	Councillor Johnson (Lead); supported by Councillors Bowen, Butt, Dingwall, Findlay, Handcock, Meehan, and Rutherford
Health & Wellbeing	Councillor Meehan (Lead) supported by Councillors Bowen, Hapeta, Naylor, and Petrenas
Neighbourhoods, Villages & Rural	Councillor Petrenas (Lead) supported by Councillors Dennison, Handcock, Meehan, and Rutherford
Safe City	Councillor Handcock (Lead) supported by Councillors Barrett and Dennison
Education & Students	Councillor Bowen (Lead) supported by Councillors Butt, and Hapeta
Science, Technology & Innovation	Councillor Barrett (Lead) supported by Councillors Bowen and Hapeta
Inner City/ CBD	Councillor Hapeta (Lead) supported by Councillors Bowen, Butt, Handcock, and Petrenas
Housing	Councillor Baty (Lead) supported by Councillors Dingwall, Handcock, and Johnson
Defence	Councillor Findlay (Lead) supported by Councillors Bowen and Handcock
Climate Change	Councillor Butt (Lead) supported by Councillors Barrett, Dingwall, and Johnson
Transportation	Councillor Barrett (Lead) supported by Councillors Hapeta, Naylor, Petrenas, and Rutherford





## MEMORANDUM

**TO:** Council

**MEETING DATE:** 26 February 2020

**TITLE:** Statement of Intent for Te Manawa 2020/21

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

**APPROVED BY:** Heather Shotter, Chief Executive

### RECOMMENDATION(S) TO COUNCIL

1. That, pursuant to the Local Government Act 2002, Schedule 8, Part 1, Clause 4, the deadline for delivery of the Draft Statement of Intent be extended by 1 month to 1 April 2020.

### 1. ISSUE

To seek an extension of time for the delivery of the draft Statement of Intent (SOI) given the delay in finalising the Statement of Expectation (SOE).

### 2. BACKGROUND

At its 18 December 2019 meeting the Council considered the draft SOE for Te Manawa 2020/21 and made a number of amendments. Incorporating these amendments into a final SOE, and due to the Christmas break, has meant a delay in providing the SOE to Te Manawa.

Amendments to the Local Government Act (LGA) 2002 enabled the Council to extend the time for delivery of the SOI to the Council. It is appropriate that this is applied to the delivery of Te Manawa's draft SOI due to the aforementioned delay. The relevant clause is:

*"The shareholders of a council-controlled organisation may, by written notice, extend a deadline specified in [clause 1\(2\)](#), [2](#), or [3](#) for a period or periods not exceeding in total 1 calendar month." (LGA, Schedule 8, Part 1, Clause 4).* The clauses reference back to timing associated with the draft SOI, shareholders comments, and the final SOI.

### 3. NEXT STEPS

Once Council approves an extension of time, written notice will be provided to the Te Manawa Trust Board.

#### 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	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The action enables Council to use a legislative power under the Local Government Act to extend a time limit. This contributes to its priority for good governance.

#### ATTACHMENTS

Nil

## MEMORANDUM

**TO:** Council

**MEETING DATE:** 26 February 2020

**TITLE:** Establishment of Local Initiatives Fund Funding Allocation Panel

**PRESENTED BY:** Joann Ransom, Community Development Manager

**APPROVED BY:** Chris Dyhrberg, Chief Customer Officer

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### RECOMMENDATIONS TO COUNCIL

1. That a Local Initiatives Fund Allocation Panel for the 2019-2022 term of Council be established and the Terms of Reference be confirmed as follows:
  - The purpose of the Local Initiatives Fund Allocation Panel is to allocate the available Local Initiatives Fund budget as provided for in the Community Funding Policy 2018. The Panel may make as many grants as it deems necessary to achieve the outcomes of the Fund.
2. That Council appoints (*insert a Councillor's name*) to sit on the Local Initiatives Fund Allocation Panel for the 2019-2022 term.
3. That the Council delegate authority to the Local Initiatives Fund Allocation Panel to assess applications to the scheme as provided for in the Community Funding Policy 2018.
4. That an appointment panel, comprising of the Chair of the Community Development Committee, the Councillor appointed to the Local Initiatives Fund Allocation Panel, and the Community Development Manager, be established to consider all nominations for membership to the Local Initiatives Fund Allocation Panel and are delegated authority to make final appointments.

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### 1. ISSUE

While Council has a Local Initiatives Fund to distribute in 2019/2020, an Allocation panel has not been established to consider applications for the fund, which will open in March 2020.

This report addresses the following:

1. A Local Initiatives Fund (LIF) Allocation Panel must be established for the 2019-2022 term of Council.
2. The terms of reference and decision-making process of the LIF Allocation Panel must be established.
3. An appointment panel must be established to consider the appointment of community members of the LIF Allocation Panel.

## 2. BACKGROUND

The purpose of the LIF is to provide an opportunity for new community initiatives to develop, after which time they are in a better position to seek long-term funding. The initiatives must be unique, innovative and address an issue of community concern in Palmerston North.

In accordance with the Community Funding Policy 2018, the LIF Allocation Panel consists of one councillor and two community representatives, who are responsible for assessing LIF applications and awarding grants.

Staff recommend that Council call for applications for the community representatives, and that an appointment panel be established and delegated the authority to assess those applications and appoint the representatives. The panel is proposed to consist of the Chair of the Community Development Committee, the Councillor appoint to the Local Initiatives Fund Allocation Panel, and the Community Development Manager.

The LIF Allocation Panel has delegated authority from Council to assess applications to the LIF and approve applications that align with the Community Funding Policy. The Panel is empowered to award as many grants as it deems appropriate.

## 3. NEXT STEPS

If the recommendations are adopted, members of the community will be invited to submit nominations for the two community member positions on Local Initiatives Fund Allocation Panel. These will be received by Hannah White, Democracy & Governance Manager, by 5.00pm on 31 March 2020. Community leaders, including the outgoing community representatives, will be encouraged to apply. A meeting of the appointment panel will be convened to assess the applications and appoint two community representatives.

By establishing a LIF Allocation Panel for the 2019-2022 term, Council will be supporting initiatives that are unique, innovative and address an issue of community of concern in Palmerston North.

Staff will inform Council of the Panel's funding decisions annually.

#### 4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual <Enter text>	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 Community Support Plan	
Action: To implement the Community Funding Policy.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	By adopting the recommendations, the Council will ensure that appointments are made to the Allocation Panel and the Funding Panel of the Local Initiatives Fund that will contribute to an effective and responsible Council that excels in good governance.

#### ATTACHMENTS

Nil



## COMMITTEE WORK SCHEDULE

TO: Council

MEETING DATE: 26 February 2020


TITLE: Committee Work Schedule

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### RECOMMENDATION(S) TO COUNCIL

1. That the Council receive its Work Schedule dated February 2020.

### ATTACHMENTS

1. Council Work Schedule - February 2020 [↓](#) 

## COUNCIL

## WORK SCHEDULE – FEBRUARY 2020

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1.	<del>February</del> March 2020	Report on Part II matters	General Manager – Strategy and Planning		25 March 2019 Clause 26-19
2.	<del>February 2020</del>	<del>Community Membership appointees for CCNZ/Arts &amp; Culture Find Committee</del>	<del>General Manager – Strategy and Planning</del>		<del>Council</del> <del>13 November 2019</del> <del>Clause 147.12</del>
3.	March 2020	Finance & Audit Committee Independent Appointee	General Manager – Strategy and Planning		Council 13 November 2019 Clause 147.9



## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 26 February 2020

**TITLE:** Presentation of the Part I Public Finance & Audit Committee Recommendations from its 19 February 2020 Meeting

Set out below are the recommendations only from the Finance & Audit Committee meeting Part I Public held on 19 February 2020. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 18-20 New Deed of Lease for Manawatu Pony Club, Manawatu Canine Club and Ruahine Kindergarten Milverton

Memorandum, presented by Bryce Hosking, Manager - Property.

#### The COMMITTEE RECOMMENDS

1. That Council, as the administering body under the Reserves Act 1977, on behalf of the Minister of Conservation, approve the following leases:
  - a. Land lease at Ashhurst Domain, Palmerston North, to Manawatu Pony Club Incorporated.
  - b. Land lease at Ashhurst Domain, Palmerston North, to The Manawatu Canine Centre Incorporated.
  - c. Land lease at Milverton Park, Palmerston North, to Ruahine Kindergarten Association Incorporated.
2. That Council agree to execute the following leases:
  - a. A new five-year lease with renewal option between Palmerston North City Council and Manawatu Pony Club Incorporated for the land at Ashhurst Domain, Palmerston North.
  - b. A new five-year lease with renewal option between Palmerston North City Council and The Manawatu Canine Centre Incorporated at Ashhurst Domain, Palmerston North.
  - c. A new five-year lease with renewal option between Palmerston North City Council and Ruahine Kindergarten Association Incorporated for the land at Milverton Park, Palmerston North.

**19-20 Powerco Easement at Vautier Park**

Memorandum, presented by Bryce Hosking, Manager - Property.

The **COMMITTEE RECOMMENDS**

1. That Council, as the administering body of Vautier Park (legally described as Part Section 249 Town of Palmerston North), authorise the granting of an easement to convey electricity, to Powerco.
2. That Council, in exercise of the powers conferred on it by delegation under the Reserves Act 1977, authorise the granting of an easement to convey electricity, to Powerco.
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 an easement to convey electricity at Vautier Park.
4. That Council note that the requirements of Sections 119 and 120 of the Reserves Act 1977 have been satisfied in relation to public notification prior to the resolution to grant an easement to convey electricity over Vautier Park.

**20-20 Wastewater BPO Quarterly Report & Financial Status**

Report, presented by Robert van Bentum - Transport and Infrastructure Manager and Sacha Haskell, General Manager - Communications and Marketing.

The **COMMITTEE RECOMMENDS**

2. That Council approves additional budget of \$470,700 in order to complete the technical work and marketing and communications input scoped for the BPO Project for the 2019/2020 financial year.

**21-20 PNCC Animal Shelter Options**

Report, presented by Bryce Hosking, Manager - Property.

The **COMMITTEE RECOMMENDS**

1. That Council agrees to proceed with Option 2 and builds a new Animal Shelter next to the existing facility in Totara Road, Palmerston North for \$2,925,919 + GST. This will be a multi-year Programme split over the 2020/21 and 2021/22 financial years.

The proposed programme budget (not currently budgeted for) will be

split:

2020/21 \$300,000 – Design and Consent Phase

2021/22 \$2,625,919 – Construction Phase

2. That consideration be given by the Chief Executive to bringing the design and consent phase into the current year if possible.

### **ATTACHMENTS**

Nil