



PALMERSTON NORTH CITY COUNCIL

AGENDA
PLANNING & STRATEGY
COMMITTEE

9AM, WEDNESDAY 12 FEBRUARY 2020
COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING
32 THE SQUARE, PALMERSTON NORTH



MEMBERSHIP

Aleisha Rutherford (Chairperson)
Patrick Handcock ONZM (Deputy Chairperson)
Grant Smith (The Mayor)

Brent Barrett	Lorna Johnson
Rachel Bowen	Billy Meehan
Zulfiqar Butt	Bruno Petrenas
Renee Dingwall	Tangi Utikere
Leonie Hapeta	

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

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

Heather Shotter
Chief Executive, Palmerston North City Council

Palmerston North City Council

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Private Bag 11034, 32 The Square, Palmerston North



PLANNING & STRATEGY COMMITTEE MEETING

12 February 2020

ORDER OF BUSINESS

NOTE: The Planning & Strategy Committee meeting coincides with the ordinary meeting of the Environmental Sustainability Committee and the extraordinary Council meeting. The Committees will conduct business in the following order:

- Environmental Sustainability Committee
- Planning & Strategy Committee
- Extraordinary Council

1. Apologies

2. Notification of Additional Items

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

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

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

3. Declarations of Interest (if any)

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

4. Public Participation at Meetings

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Memorandum, presented by Natalya Kushnirenko, Democracy & Governance Administrator.

5. Public Comment

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

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

6. Work Schedule

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7. Exclusion of Public

To be moved:

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

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

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

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be

prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

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

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



PALMERSTON NORTH CITY COUNCIL

MEMORANDUM

TO: Planning & Strategy Committee

MEETING DATE: 12 February 2020

TITLE: Public Participation at Meetings

PRESENTED BY: Natalya Kushnirenko, Democracy & Governance Administrator

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

RECOMMENDATION(S) TO PLANNING & STRATEGY COMMITTEE

1. That the Planning & Strategy Committee set aside a public comment section of not more than 30 minutes at the commencement of each ordinary meeting of the Committee to provide members of the community the opportunity to comment.

1. ISSUE

Each newly established Committee needs to consider whether or not it wishes to have public participation at its meetings. The procedures to receive public comment are set out in this report.

2. BACKGROUND

It has been a decision by Committees and Subcommittees in the past to set aside a period of time to receive public comment at the beginning of the meetings for members of the public to comment on issues on the agenda, and if time permits, on other issues. This procedure has been proven to be effective in providing an opportunity for greater communication with the community.

Providing a public comment section at the beginning of the meeting enables any member of the public to come along to the meeting to make comment on any matters on the agenda or other matters if time permits.

This procedure also enables an opportunity for quick response from any Council officer who might be present and also facilitates the request for reports for subsequent meetings. In some cases, concerns raised by members of the public may well be resolved by Council officers present at the meeting.

The Council has previously adopted its own Standing Orders and in those Standing Orders provision has been made to allow for public comment at Committee and Subcommittee meetings should a Committee wish to adopt this practice. Please refer to the 'Public

Participation' section as outlined in clause 3.23 of the Palmerston North City Council's Standing Orders, as appended to this report.

If a member or members of the public wish to comment on issues that do not appear on the agenda, they must do so with the Chairperson's approval in the public comment section of the meeting.


3. NEXT STEPS

If the Committee decide to allow public comment, this will be provided for in all Committee ordinary meetings for the following term.

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?	No
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 Active Citizenship Plan	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Increasing opportunities for the community to contribute to Council decision making and for the Council to engage with the community.

ATTACHMENTS

1. Standing Orders - Public Participation [↓](#) 

3.23 PUBLIC PARTICIPATION

Period for public comment

3.23.1

A period of up to 30 minutes may be set aside at the commencement of each ordinary committee meeting for public comment, immediately following the notification of minor items.

[Council, 30 November 2005]

Content of public comment

3.23.2

Public comment shall be confined to those items appearing on the order paper for the particular meeting concerned, and, if time permits, any other matter.

[Council, 30 November 2005]

Advice of items on which public comment is intended

3.23.3

Persons wishing to make public comment shall advise the chief executive or chairperson and shall indicate those items or matters upon which comment is intended. Such advice shall be given either before the meeting or at the meeting at the commencement of the period set aside for public comment. The chairperson may determine that any person may not comment at any particular meeting, or that any comment made shall be confined to a particular item or matter.

[Council, 30 November 2005]

Time limit on public comment

3.23.4

Each person addressing the meeting may speak for a maximum of three minutes. This time limit may be extended at the discretion of the chairperson for a further three minutes. Each person may address the meeting once only, regardless of whether or not that person wishes to comment on more than one item or matter.

[Council, 30 November 2005]

Questions on public comment

3.23.5

With the permission of the chairperson, members may ask questions of speakers during the period set aside for public comment. Such questions by members shall be confined to obtaining information or clarification on matters raised by the speakers.

[Council, 30 November 2005]

Comment on item not on the agenda

3.23.6

Where public comment is made on an item that is not on the order paper, such comment shall be received or referred to the chief executive or another committee or sub-committee for report. Otherwise, such comment shall not be considered nor discussed unless the procedure for dealing with items not on the agenda is followed (see standing order 2.15.8).

[Council, 30 November 2005]

Termination of comment

3.23.7

The chairperson may terminate any public comment being made if it is irrelevant, repetitive, disrespectful, or offensive, or if the chairperson has reason to believe that statements made have been predominately motivated by ill will or otherwise take improper advantage of the occasion (see standing order 3.16 regarding qualified privilege).

[Council, 30 November 2005]

Public comment at extraordinary meetings of the local authority and its committees

3.23.8

The above procedures may, with the approval of the chairperson, also apply to extraordinary committee and extraordinary subcommittee meetings either generally or to particular meetings PROVIDED THAT at such meeting or meetings public comment shall be confined to those items appearing on the order paper for the particular meeting concerned.

[Council, 30 November 2005]

Application of public comment

3.23.9

Standing orders 3.23.1 to 3.23.8 shall apply only to those committees and subcommittees that adopt the above procedures. This order does not apply to meetings of the local authority.

[Council, 30 November 2005]

COMMITTEE WORK SCHEDULE

TO: Planning & Strategy Committee

MEETING DATE: 12 February 2020

TITLE: Work Schedule

RECOMMENDATION(S) TO PLANNING & STRATEGY COMMITTEE

1. That the Planning & Strategy Committee receive its Work Schedule dated February 2020.

ATTACHMENTS

1. Work Schedule [↓](#) 

PLANNING & STRATEGY COMMITTEE

COMMITTEE WORK SCHEDULE – FEBRUARY 2020

Item No.	Estimated Date	Report	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1.	February 2020		PNCC Venues Policy	General Manager – Strategy and Planning		5 August 2019 Clause 57
2.	March 2020		Draft Procurement Policy targeting social and environmental impact	Chief Financial Officer		19 August 2019 Clause 54.3
3.	March 2020		Smokefree Outdoor Areas Policy Review	General Manager, Strategy and Planning		5 June 2019 Clause 45.2
4.	March 2020		District Plan and school travel	General Manager, Strategy and Planning		6 May 2019 clause 32.3
5.	March 2020		Concept plan regarding the play activity in The Square	General Manager, Strategy and Planning	Links to Masterplan. Needs to follow play policy.	Committee of Council 28 May 2018 clause 3.10
6.	March 2020		Speed Limits Bylaw	General Manager, Strategy and Planning		
7.	April 2020		Feedback and outcomes from the Creative Cities Index			Council 7 October 2019 131.2
8.	April 2020		Palmerston North Civic and Cultural Precinct Masterplan – timeline and costings including library options	General Manager, Strategy and Planning	Library options to be developed	1 April 2019 clause 16.1
9.	April 2020		Effectiveness of Council's Youth Engagement	General Manager - Strategy and Planning	Transferred from Community Development	Council 25 March 2019 Clause 22.3