



PALMERSTON NORTH CITY COUNCIL

AGENDA COUNCIL

9AM, WEDNESDAY 27 MAY 2020
ELWOOD ROOM, CONFERENCE & FUNCTION CENTRE
354 MAIN STREET, PALMERSTON NORTH



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

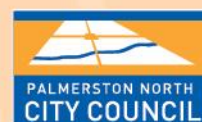
Heather Shotter

Chief Executive, Palmerston North City Council

Palmerston North City Council

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Private Bag 11034, 32 The Square, Palmerston North



COUNCIL MEETING

27 May 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. Confirmation of Minutes

Page 7

“That the minutes of the ordinary meeting of 29 April 2020 Part I Public be confirmed as a true and correct record.”

REPORTS

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| 5. | Standing Orders Update- Remote participation | Page 11 |
| | Memorandum, presented by Hannah White, Democracy and Governance Manager. | |
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| 6. | Covid-19 Palmerston North City Recovery Plan | Page 15 |
| | Memorandum, presented by David Murphy, City Planning Manager and Julie Macdonald, Strategy and Policy Manager.. | |
| | | |
| 7. | Voucher – Process Options and Feasibility (report to follow) | Page 27 |
| | Memorandum, presented by Sacha Haskell, General Manager – Marketing and Communications. | |
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| 8. | Electoral System Review | Page 29 |
| | Report, presented by Hannah White, Democracy and Governance Manager. | |
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| 9. | Councillor Appointments | Page 37 |
| | Memorandum, presented by Hannah White, Democracy & Governance Manager. | |
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| 10. | Extension of Term of Trustees on Palmerston North Performing Arts Trust Board | Page 41 |
| | Memorandum, presented by Hannah White, Democracy & Governance Manager. | |
| | | |
| 11. | Council Work Schedule | Page 43 |

12. 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
13.	Appointment to the Jaycee Trust Travelling Fellowship Selection Panel	Privacy	s7(2)(a)
14.	Appointment of External Member to the Finance and Audit Committee	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].

PALMERSTON NORTH CITY COUNCIL

Minutes of the Council Meeting Part I Public, held via an Audio Visual Meeting on 29 April 2020, commencing at 9.04am

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, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

38-20 Confirmation of Minutes

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That the minutes of the ordinary meeting of 25 March 2020 Part I Public be confirmed as a true and correct record, subject to an amendment to clause 28.2 replacing 102 with 142 and 102A with 142A.
2. That the minutes of the ordinary meeting of 25 March 2020 Part II be confirmed as a true and correct record.

Clauses 38.1 and 38.2 above were carried 16 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, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Tangi Utikere, seconded Grant Smith.

3. That in light of the move to Alert Level 3, the Council confirmed that Committee of Council would continue to meet on 8, 11, 20 and 21 May 2020, if required.

Clause 38.3 above was carried 16 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, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

REPORTS

39-20 Cultural CCOs six-month reports to December 2019

Memorandum, presented by Rebecca Hoffmann, Policy Analyst and Julie Macdonald, Strategy & Policy Manager.

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That Council receive the six-month reports to December 2019 submitted by Globe Theatre Trust Board, Te Manawa Museums Trust, Caccia Birch Trust Board and Regent Theatre Trust (Attachments 1-6 of this report entitled 'Cultural CCOs six-month reports to December 2019').

Clause 39-20 above was carried 16 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, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

40-20

Deadline for preparation of cultural CCOs Statements of Intent

Memorandum, presented by Julie Macdonald, Strategy & Policy Manager.

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That, pursuant to clause 4, schedule 8 of the Local Government Act 2002, the deadline for shareholder comments on the draft Statements of Intent of Globe Theatre Trust Board, Te Manawa Museums Trust, Caccia Birch Trust Board and Regent Theatre Trust be extended by one month to 1 June 2020.
2. That, pursuant to clause 4, schedule 8 of the Local Government Act 2002, the deadline for delivery of final Statements of Intent of Globe Theatre Trust Board, Te Manawa Museums Trust, Caccia Birch Trust Board and Regent Theatre Trust be extended by one month to 31 July 2020.

Clause 40-20 above was carried 16 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, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

41-20

Approval of the Local Governance Statement 2019-2022

Memorandum, presented by Hannah White, Democracy & Governance Manager.

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That the memorandum 'Approval of the Local Governance Statement

2019-2022' be received.

2. That the Local Governance Statement 2019-2022 (Appendix 1) be approved.
3. That delegated authority be given to the Chief Executive to amend the Local Governance Statement 2019-2022 to keep it up to date.

Clause 41-20 above was carried 16 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, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

42-20

Work Schedule

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

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

Clause 42-20 above was carried 16 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, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

The meeting finished at 10.35am.

Confirmed 27 May 2020

Mayor

MEMORANDUM

TO: Council

MEETING DATE: 27 May 2020

TITLE: Standing Orders Update- Remote participation

PRESENTED BY: Hannah White, Democracy and Governance Manager

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

RECOMMENDATION TO COUNCIL

1. That Council note the contents of the report entitled “Standing Orders Update-Remote participation”, of Council meeting 27 May 2020.

1. ISSUE

On 25 March 2020, Council agreed to temporarily amend (by removal) Standing Orders 2.4.5 and 3.4.5 so that the expectations for quorum were in line with the Local Government Act minimum requirement ie. the quorum for committees was to be 2 members while at COVID-19 Level 3 and above. This was in response to the COVID-19 environment and the stipulation in Local Government Act Schedule 7 Clause 25A(4), which required the quorum to be physically present for a meeting to take place.

On 14 May 2020, New Zealand moved to COVID-19 alert Level 2. As a result, the change reverts to the quorum rules stipulated in the Standing Orders.

In the interim, on 25 March 2020, an Epidemic Notice was put in place. On 26 March the COVID-19 Response (Urgent Management Measures) Legislation Bill was enacted, under which section 25A of Schedule 7 of the Local Government Act 2020 was amended. 25A gave members of a committee or local authority the right to attend via audio or audiovisual link. However there was a condition that the Standing Orders of the local authority must have permitted such participation and an allowance for conditions to be put in place. 25A has now been modified by 25B while the Epidemic Preparedness (COVID-19) Notice 2020 is in place.

25B states that,

“A member of a local authority, or of a committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the local authority or committee by means of audio link or audiovisual link.

and

To that end, a member may attend a meeting by means of audio link or audiovisual link despite any limitation or condition on the use of an audio link or audiovisual link that is contained in the local authority’s standing orders; and anything else to the contrary in the local authority’s standing orders.”

Further 25B(6) explicitly notes that

“A member of the local authority or committee who attends a meeting by means of audio link or audiovisual link, in accordance with this clause, is to be counted as present for the purposes of [clause 23](#).”

2. BACKGROUND

In summary, while the Palmerston North City Council Standing Orders do not explicitly allow for audio-visual participation, the current amendment to the Local Government Act gives members that right.

Should the Epidemic Notice be revoked or expire, and should the Council wish to amend the Standing Orders to allow remote participation to continue, this could be considered at the time. Note, a change in Standing Orders requires 75% of Members present at the meeting to approve it (according to the process for alteration of Standing Orders noted into SO 2.1.2).

3. COMPLIANCE AND ADMINISTRATION

Does the Committee 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?	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	
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	

ATTACHMENTS

NIL

MEMORANDUM

TO: Council

MEETING DATE: 27 May 2020

TITLE: Covid-19 Palmerston North City Recovery Plan

PRESENTED BY: David Murphy, City Planning Manager and Julie Macdonald, Strategy and Policy Manager.

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

RECOMMENDATION(S) TO COUNCIL

1. That the Covid-19 Palmerston North City Recovery Plan attached to the memorandum titled "Covid-19 Palmerston North City Recovery Plan" reported to the 27 May 2020 Council meeting, be endorsed to guide Council's recovery actions and inform future decision-making, particularly the 10 Year Plan 2021/31.

1. ISSUE

New Zealand, along with many other countries, is currently in the midst of a national emergency response to the Covid-19 pandemic. Responses to the emergency are being carried out under the Civil Defence Emergency Management Act 2002 (CDEMA 2002).

A Covid-19 Palmerston North City Recovery Plan (the Plan) has been prepared as a contribution towards PNCC's obligations under the CDEMA 2002. The Plan was formally approved by the Palmerston North City Council Controller on 15 May 2020, following detailed engagement with elected members during April and May 2020.

2. BACKGROUND

The full effects of the COVID-19 pandemic on the Palmerston North community may take some time to be fully understood. Covid-19 is different to other emergency events experienced in New Zealand. There has been no damage to infrastructure, but the impacts of the pandemic are being felt by businesses, individuals, families, neighbourhoods, and organisations. We know that the economic and social impacts are likely to be significant and felt by the community long into the future.

The CDEMA 2002 defines recovery as *the co-ordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency.*

Guidance from the National Emergency Management Agency (NEMA) suggests recovery should:

- Support cultural and physical well-being of individuals and communities;
- Minimise the escalation of the consequences of the disaster;
- Reduce future exposure to hazards and their associated risks – i.e. build resilience; and
- Take opportunities to regenerate and enhance communities in ways that will meet future needs (across the social, economic, natural and built environments).

The Plan has been prepared based on information and advice received from government departments, the National Emergency Management Agency (NEMA), Horizons Regional Council, PNCC's Emergency Operations Centre, and strategic partners. A series of elected member workshops also informed the preparation and approval of the Plan.

The Plan takes a staged approach to a recovery:

Stage One: Recovery Planning.

Stage one makes a commitment to some immediate initiatives for city recovery and establishes the framework for a longer-term response. This is a living document that will be reviewed and updated in stages two and three.

Stage Two: Review and Update.

Stage two will be a consideration of further new initiatives following the release of more national-led recovery initiatives and the availability of a more complete picture of the impact of the pandemic on the city.

Stage Three: Long-term Recovery Plan.

Stage three will be measures considered through the next 10 Year Plan 2021/31 process.

All stage one actions are achieved through the reprioritisation of existing budgets within the 2019/20 and 2020/21 financial years, unless otherwise noted in the Plan. All stage three actions are subject to separate decision making as part of the 10 Year Plan 2021/31.

Further background including the approach to recovery is outlined in the Plan itself which is included as Attachment One.

3. NEXT STEPS

The key next steps are:


- Deliver the stage one actions.

- Monitor national-led recovery initiatives and respond to further direction and opportunities.
- Investigate the actions identified for consideration as part of the 10 Year Plan 2021/31.
- Monitor implementation of the Plan via the Quarterly report.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual		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 the outcomes of the Not applicable.		
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 Plan has been prepared within the context of Council's strategic direction. The overall goal of the recovery effort is for Palmerston North to deliver on its long-term goals and bounce-back by building on its strengths and responding creatively to the current challenges. The actions for recovery are structured according to the well-being framework provided by the Local Government Act 2002. They provide a useful check to ensure all aspects of community well-being are addressed in the Plan. While all four well-beings are addressed by the Plan, given the nature and effects of the pandemic, there is a strong focus on economic recovery and on the social wellbeing of the city overall.	

ATTACHMENTS

1. Covid-19 Palmerston North City Recovery Plan [↓](#) 

Covid-19: Palmerston North City Recovery Plan

Stage One: Recovery Planning

Introduction

New Zealand, along with many other countries, is currently in the midst of a national emergency response to the Covid-19 pandemic. Responses to the emergency are being carried out under the Civil Defence Emergency Management Act 2002 (CDEMA 2002). Local emergency responses have been made to assist in the management of local issues, but overall the requirement is for largely national response to a national emergency.

The full effects of the COVID-19 pandemic on the Palmerston North community may take some time to be fully understood. Covid-19 is different to other emergency events experienced in New Zealand. There has been no damage to infrastructure, but the impacts of the pandemic are being felt by businesses, individuals, families, neighbourhoods, and organisations. We know that the economic and social impacts are likely to be significant and felt by the community long into the future.

Palmerston North City Council (PNCC or Council), together with Horizons Regional Council, has been leading the local response through its Emergency Operations Centre. Alongside the re-establishment of the many Council functions affected by the pandemic, PNCC is now turning its attention to city recovery.

What is Recovery?

The CDEMA 2002 defines recovery as *the co-ordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency.*

Guidance from the National Emergency Management Agency (NEMA) suggests recovery should:

- Support cultural and physical well-being of individuals and communities;
- Minimise the escalation of the consequences of the disaster;
- Reduce future exposure to hazards and their associated risks – i.e. build resilience; and
- Take opportunities to regenerate and enhance communities in ways that will meet future needs (across the social, economic, natural and built environments).

Planning for Recovery in Palmerston North

The overall goal of the recovery effort is for Palmerston North to deliver on its long-term goals and bounce-back by building on its strengths and responding creatively to the current challenges. PNCC will work towards achieving this recovery by working with government, the wider community, partners, and a wide range of other stakeholders in the future of Palmerston North.

This plan has been prepared as a contribution towards PNCC's obligations under the CDEMA 2002. Section 155 of Part 9 of the National CDEM Plan requires PNCC to use information received in response to an emergency as a basis for developing a recovery action plan, and a recovery strategy (if required), for establishing and planning effective recovery arrangements.

This plan has been prepared based on information and advice received from government departments, the National Emergency Management Agency (NEMA), Horizons Regional Council, PNCC's Emergency Operations Centre, and strategic partners.

Council's Approach to Recovery

The Government has encouraged PNCC and other councils in New Zealand to assist with economic recovery by accelerating capital projects and continuing to deliver services to stimulate the local economy. While the private sector may necessarily retrench, there is an opportunity for the public sector to assist with economic recovery. PNCC will continue to examine all its costs to ensure that services are delivered in the most effective manner possible. A rates freeze could result in additional costs in later years or a reduction in the services being provided by PNCC.

Recovery also provides an opportunity for PNCC to show leadership by responding to Government direction, understanding and supporting the work of other agencies, and working with strategic partners, such as Rangitāne o Manawatū and CEDA, as they fulfil their own leadership roles in the city.

This recovery plan is developed in the context of the guiding principles of PNCC:

- **Inclusive:** We will celebrate diversity and be inclusive and collaborative in our engagement, planning, decision making and service provision, to ensure our actions are fair and equitable.
- **Open:** We will be accountable to our community and transparent in our decision making. We will make decisions in public whenever possible and clearly communicate the reasons behind them.
- **Ambitious:** We will be ambitious in our aspirations for our city and actively pursue new options that can enhance our prosperity and wellbeing.
- **Bold:** We will provide visionary leadership, take considered risks and make tough decisions where needed to benefit our community and sustain our future.
- **Enabling:** We will support our community to build its capacity to achieve its goals through community-led solutions to community issues.
- **Guardianship:** We will act in the public interest as responsible and ethical stewards of the city and the infrastructure assets and resources under our control, ensuring they are used efficiently and effectively to deliver public value now and into the future.

PNCC is taking a staged approach to a planned recovery:

Stage One: Recovery Planning

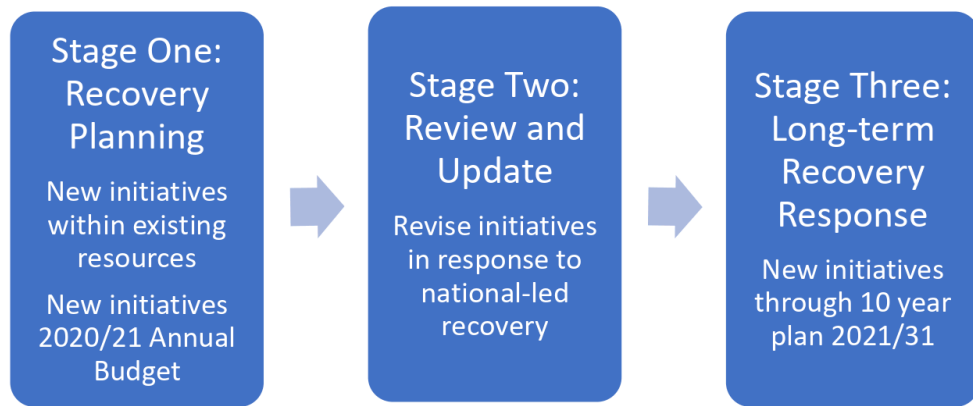
Stage One (this document) makes a commitment to some immediate initiatives for city recovery and establishes the framework for a longer-term response. This is a living document that will be reviewed and updated in stages two and three.

Stage Two: Review and Update

Stage Two will be a consideration of further new initiatives following the release of more national-led recovery initiatives and the availability of a more complete picture of the impact of the pandemic on the city.

Stage Three: Long-term Recovery Plan

Stage Three will be measures considered through the next 10 Year Plan 2021/31 process.



Strategic Context

This plan has been prepared within the context of Council's strategic direction and will inform PNCC's city recovery actions and priorities during the 2020/21 financial year. It will also inform the preparation of the 2021/31 Long Term Plan.

The actions for recovery are structured according to the well-being framework provided by the Local Government Act 2002. They provide a useful check to ensure all aspects of community well-being are addressed in the plan. While all four well-beings are addressed by the plan, given the nature and effects of the pandemic, there is a strong focus on economic recovery and on the social wellbeing of the city overall.

Strategic Partners

PNCC makes this recovery response alongside the roles and priorities of many strategic partners. While not an exhaustive list, the table below provides an overview of the core roles and recovery approaches of PNCC and these strategic partners:

Government	Horizons Regional Council	Rangitāne o Manawatū	Central Economic Development Agency (CEDA)	Chamber of Commerce	Community welfare agencies	PNCC
Recovery lead	Lead regional recovery	Advance capital projects.	Lead local economic recovery for the city	Grassroots business support and advocacy	Knowledge of social impact	Local leadership, partnerships and international relations
Respond to national emergency	CDEMA advice	Procurement partnerships to grow Māori business.	Opportunity to show leadership	Focus on SMEs and connect large business	Co-ordination of voluntary sector response	City Recovery Plan
National Recovery Plan and Agency	Support local councils taking the lead	Redeployment opportunities for Māori	Regional Business Partners Network accessing Govt funding (SMEs)	Establish City Centre BID	Focus on maintaining core service delivery.	Support Government directions
Economic stimulus – business support	Accelerate 25 refresh to focus on recovery	Catalyst project partnerships	Business support and information	Business mentor programme		Accelerate capital projects
Infrastructure		Advance Manawatū River projects	Connect large business	Connect with business		Government advocacy
Welfare		Advance Te Motu O Potua planning and development	Data, metrics and insights			Connect with business
			Domestic visitation			Build community spirit
			Talent and redeployment.			Closely examine all costs

Stage One Actions

All stage one actions are achieved through the reprioritisation of existing budgets within the 2019/20 and 2020/21 financial years, unless otherwise noted.

These stage one recovery actions are underway or have already been completed:

- Application lodged with Government for funding for 10 “shovel ready” projects that align with the Government’s Infrastructure Industry Reference Group criteria.
- Application to the NZTA Innovating Streets for People pilot fund.
- Rental holiday for PNCC commercial tenants (\$68,000 cost).
- Early payment of PNCC creditors.
- Establishment of PalmyProud Papaioea Whakahi Hub on the PNCC website.
- Survey of community groups to understand challenges and opportunities.
- No enforcement of parking during level 4 and level 3 lockdown (estimated \$50,000 per week cost).
- Waiver of library fees during level 4 and 3 (estimated \$35,000 cost).
- Early release of leased carparks without penalty (estimated \$2,000 cost).
- Additional cleaning of public toilets.
- Re-establishment of PNCC services.

A comprehensive list of further actions is detailed below under the well-being framework set out in the Local Government Act 2002. These critical recovery actions give effect to Government direction and involve PNCC doing its core role well.

Economic wellbeing

To facilitate new building, we will:

- streamline building and resource consent process.
- deliver on the Government’s proposed RMA amendments for major projects.
- prioritise District Plan land-supply projects and use of Council land for housing.
- discourage land-banking (through a review of the rates policy).
- increase our advocacy to Government for funding of catalyst projects, e.g. Regional Freight Ring Road and KiwiRail Freight Hub.

To support local business, we will:

- develop a ‘Choose Manawātū’ buy-local campaign with key partners (costs to be confirmed).
- promote the city centre BID and finalise the BID policy.
- no enforcement of metered parking until Tuesday 2 June.
- consider further promotions if parking cost is less than anticipated.
- investigate a city centre voucher redemption programme.
- hold regular Mayoral business and employment summits.
- work with Palmy BID and hospitality sector to promote increased outdoor dining and parklets.

To support efficient procurement and contractor relationships we will:

- support local contractors where we can.
- consider innovative contracts, e.g. Alliance model for major capital projects.
- hold critical contractor meetings and survey them to understand capacity and capability.
- undertake a regional demand analysis to understand pressure points on contractors.
- establish efficient procurement and contractor processes to support accelerated capital programme.

Cultural wellbeing

To promote placemaking we will:

- develop 'play streets' guidance.
- develop a manual to promote community-led fruit tree and berm gardens.
- do village-centre planning with local communities.
- investigate opportunities to re-purpose under-utilised assets for temporary use.
- activate vacant city centre spaces in collaboration with BID.
- activate The Square for low-intensity 'dwell-time'.

To encourage future events, we will:

- confirm a new schedule of events.
- provide event capability workshops and training.
- develop an event toolkit for community providers.
- run an event forum.

To build community spirit we will:

- Publish a PalmyProud special Covid-19 recovery edition.

Social wellbeing

To support community welfare, we will:

- transition welfare back to relevant agencies and confirm the nature of the joint working arrangements in future.
- redirect training to community groups to address skill gaps identified in survey of community groups.
- advocate to central government for an increase to the rates rebate.
- review rates remission policy.
- establish a new community relief fund (subject to Annual Budget decision \$200,000).

To support active communities, we will:

- hold group exercise and dance sessions in public spaces.
- reduce sports field user charges for 2020 (proposed budget \$57,000 in 2020/21 Annual Budget).
- carry out urgent maintenance on sports fields to ensure they are ready.
- consider redirecting unspent sport event funding in collaboration with Sport Manawātū (redirect up to \$100,000, subject to a direction from Council).
- hold a sport and recreation sector forum in collaboration with Sport Manawātū.

Environmental Wellbeing

To promote climate change adaptation and mitigation we will:

- tailor the low carbon road map engagement to take advantage of the community experience during lockdown.

To promote the use of active and public transport we will:

- continue to promote an urban cycling culture to take advantage of enhanced user experiences during the lockdown.
- temporarily widen footpaths to support social distancing in the city centre (up to \$20,000 from existing budgets).

To increase biodiversity, we will:

- accelerate Te-Apiti Master Plan in collaboration with Gorge Governance Group.

To strengthen the relationship with ENM we will:

- investigate temporary accommodation options for ENM in advance of new central Environment Hub project (stages two and three).
- redirect environmental education funding to delivery by ENM.
- help promote the ENM nature-based experiences programme.

Actions to be considered in Stages Two and Three

Council will also investigate the following further actions in the development of Stage Two and Three (and the 10 Year Plan 2021/31):

- Accelerate and bring forward the capital programme.
- Align the accelerated capital programme to contractor availability.
- Develop legacy projects that deliver on Council's strategic objectives and can be delivered by available contractors and create redeployment opportunities.
- Online portal for development community.
- Subsidise outdoor dining infrastructure to support hospitality recovery.
- Plan for additional social and public housing.
- Legacy project "Cloak of Tane" city-wide planting programme.
- Investigate new central city Environment Hub.
- Accelerate active transport projects and urban cycling network masterplan.
- Expand Green Corridors programme.
- Investigate investment in initiatives to improve housing quality.

Monitoring

This recovery plan is stage one of a three stage recovery process. Stage Two will involve adjusting the plan to accommodate further national direction. PNCC will continue to monitor national direction and work with CEDA, Horizons Regional Council and government departments to develop metrics to monitor the effects of the pandemic.

MEMORANDUM

TO: Council

MEETING DATE: 27 May 2020

TITLE: Voucher – Process Options and Feasibility (report to follow)

PRESENTED BY: Sacha Haskell, General Manager – Marketing and Communications

APPROVED BY: Sacha Haskell, General Manager - Marketing and Communications

This report will be published separately.

ATTACHMENTS

Nil

REPORT

TO: Council

MEETING DATE: 27 May 2020

TITLE: Electoral System Review

PRESENTED BY: Hannah White, Democracy and Governance Manager

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

RECOMMENDATIONS TO COUNCIL

1. That the report entitled "Electoral System Review" of Council meeting 27 May 2020 be received.
2. That the electoral system for the 2022 elections be the Single Transferable Voting electoral system (Option 1).

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	Electoral System Review
OPTION 1:	That the electoral system for the 2022 elections be the Single Transferable Voting electoral system.
Benefits	Residents have used STV for the 2013, 2016 and 2019 elections and are familiar with the system.
Risks	Some residents may find the system difficult to understand and accordingly disengage with voting.
Financial	No cost as no change
OPTION 2:	That an electoral system consultation be undertaken in July 2020 to consider community views before a decision is made by Council in August 2020 to either confirm an electoral system OR to go out to poll.
Benefits	Opportunity for interested residents to engage. Result of consultation may be more strongly reflected in decision.

Risks	<p>Draft consultation document would need to come to Council in June. Consultation over the winter period may suggest consultation is not genuine.</p> <p>Since the issue does not appear a priority for residents thus far, submissions may not provide any further data to inform decision.</p> <p>If poll changes system, the change will hold for two elections. Public may still petition for a poll.</p>
Financial	Limited cost of printing consultation document and running hearings for submitters who wish to speak AND cost of potential poll
OPTION 3:	That Council resolve that a community poll be undertaken to determine the electoral system by February 2021.
Benefits	Potential to engage residents in decision-making and to heighten resident interest in local government.
Risks	<p>Potential for polarised decision if only certain sectors of community participate in poll.</p> <p>If poll changes system, the change will hold for two elections.</p>
Financial	Cost of running a full poll.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 The Council must formally notify residents of its electoral system for the next election via public notice by 19 September 2020. The public notice must also include information for the public on their right to call a poll.
- 1.2 The current electoral system of STV will continue unless Council resolves a change before 12 September 2020, according to s27 of the Electoral Act 2001.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 In March 2017 the Council voted to use the Single Transferable Voting electoral system for the 2019 elections. This is the system which has been used in Palmerston North City elections since 2013.
- 2.2 The Electoral Act 2001 allows for two types of electoral systems to be used for local government elections: Single transferable Voting (STV) and First Past the Post (FPP).

- 2.3 STV has been used by the Mid-Central Health Board since 2013. FPP is used by Horizons Regional Council. FPP was used for national elections until 1996 when the central government elections moved to Mixed Member Proportional System (the electorate vote remains a FPP style decision).

3. DESCRIPTION OF OPTIONS

3.1 **That the electoral system for the 2022 elections be the Single Transferable Voting electoral system.**

Continue with the current electoral system that has been used in Palmerston North since 2013.

In **STV** voters are able to rank candidates in order of preference, rather than simply pick their most preferred candidate for each vacancy. **STV** means that you have one vote, but can indicate your preferences for all the candidates. Under **FPP**, you would place ticks next to the names of up to the total x of seats available, which gives each Elector x number of votes.

In STV the number of vacancies and votes determines the quota a candidate must reach to be elected. The formula for deciding the quota is total number of valid votes, divided by the number of vacancies plus one. The necessary number of candidates to fill all vacancies is achieved first by the counting of all first preferences then by a transfer of a proportion of votes by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and transfer of votes for those candidates in accordance with the voter's next preferences. Excess votes received by each successful candidate are redistributed to help elect other candidates and if there were still positions to fill, the least popular candidates are removed from the counting process, with their votes being similarly being redistributed to other candidates. The counting of votes is carried out electronically and may involve a number of separate steps or iterations until results are determined.

3.2 **That an electoral system consultation be undertaken to consider community views before a decision is made by Council in August 2020 to either confirm an electoral system OR to go out to poll.**

Provide an opportunity to gather feedback on community views towards STV and FPP systems.

The Council could resolve to keep the STV system or change to the FPP system or to conduct a poll if that resolution was passed by 21 February 2021. If a change was made or a poll was held the result would be binding for the next two elections.

3.3 That Council resolve that a community poll be undertaken to determine the electoral system by May 2021.

The last time a poll was carried out in Palmerston North City on the electoral system was 2003.

Regardless of the Council resolution, a petition of 5% of electors could demand a poll. If that demand is received before 21 February 2021, the result would hold for the 2022 and 2025 elections, if after 21 February 2021, the result would hold for the 2025 and 2028 elections.

4. ANALYSIS OF OPTIONS

4.1 That the electoral system for the 2022 elections be the Single Transferable Voting electoral system. (Option 1)

The Palmerston North public has not demanded a poll since 2003.

If the public do disagree with the Council's resolution, they have the right to call a poll via petition of more than 5% of voters. In other words, there are mechanisms in place to allow the public to voice an opinion whether or not a consultation is held.

4.2 That Council resolves to consult and/or go out for community poll on the electoral system. (Options 2 and 3)

The LGA, Part 2, 10 (1)(a) states the purpose of local government is "to enable democratic local decision-making and action by, and on behalf of, communities". Accordingly, any measure of democratic local decision-making must include voter turnout.

Palmerston North City has the lowest voter turnout of the ten metro cities in the 2019 local body elections at 37.32%. This is within an overall trend downwards. While the highest three voter turnout rates were found in FPP systems, and the lowest three in STV systems, no relationship can be claimed in the data between electoral system and voter turnout, without considering other historical and cultural factors in the context of each city's voting behaviour. For example, one could argue that voter turnout in Palmerston North is low because of the stability of its Council.

Of the ten metro cities (not including Auckland), Palmerston North City is one of four using STV. Two of the metros using STV have at-large systems and two have ward systems. Of the five at-large city councils, two (including PNCC) use STV, although the Local Government Commission notes that STV is more likely to lead to greater proportional representation of communities of interest in an at-large (single ward) system.

FPP remains the more popular electoral system in local body elections. While all the district health boards use STV, there are five district councils, 5 city councils (including Palmerston North) and one regional council using STV.

Table 1: 2019 Electoral System of Metro Councils

City Council	Electoral system	Ward system	Ranking turnout	Voter turnout
Christchurch	FPP	Ward	7	41.13
Dunedin	STV	At-large	4	45.6
Hutt	FPP	Ward	6	42.1
Invercargill	FPP	At-large	1	53.01
Napier	FPP	Ward	3	50.03
Nelson	FPP	Ward	2	51.81
Palmerston North	STV	At-large	10	37.32
Tauranga	STV	Ward	8	40.28
Upper Hutt	FPP	At-large	5	43.15
Wellington	STV	Ward	9	40.12

Table 2: Voter turnout trend over time

Voter turnout % - Metro	2010	2013	2016	2019	% Change
Auckland*	51.0	34.9	38.5	35.3	-3.2
Christchurch City	52.2	42.9	38.3	41.1	2.8
Dunedin City	53.0	43.1	45.2	45.6	0.4
Hamilton City	37.8	38.3	33.6	39.4	5.8
Hutt City Council	40.4	36.6	37.8	42.1	4.3
Nelson City*	52.2	52.2	52.1	51.9	-0.2
Palmerston North City	43.2	38.7	39.1	37.4	-1.7
Porirua City	39.1	36.6	38.0	41.0	3.0
Tauranga City	43.8	37.8	38.0	40.3	2.3
Upper Hutt City	44.3	40.8	41.0	43.2	2.2
Wellington City	40.0	41.5	45.6	39.9	-5.7
Total	45.0	38.0	39.3	38.2	-1.2

Table 3: Electoral System Advantages

Factor	STV	FPP
Elector familiarity (voters over 40)	X	X
Elector familiarity (voters under 40)	X	
Elector understanding “simple to understand”		X
Tends to greater proportional representation	X	
Tends to more minority candidates	X	
Voter turnout	?	?
Cost	X	

5. CONCLUSION

- 5.1 The Electoral Act allows for either FPP or STV to be used as both systems have advantages and disadvantages. While both systems are provided for in the Act, more local bodies use FPP. Palmerston North, on the other hand, has used STV for the previous three elections. There is no compelling reason for change. However, Councillors may wish to consult the public on this issue.

6. NEXT ACTIONS

- 6.1 Review of the electoral system is the first step before Council considers whether or not to hold a formal review of the representation system (wards, community boards, number of councillors). A report will be presented to Council in June.
- 6.2 If the Council decides to maintain the present STV electoral system no further action will be necessary with respect to these matters, other than to advise by public notice published by 19 September 2020 that the public has a right to demand a poll to change the electoral system.
- 6.3 If the Council decides to pursue Option 2 or 3, a memorandum will be prepared for the next Council meeting proposing a consultation strategy and documentation as appropriate.

7. COMPLIANCE AND ADMINISTRATION

Does the Committee 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?	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
<Enter text>	
The recommendations contribute to Goal 5: A Driven and Enabling Council	

PALMERSTON NORTH CITY 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 The action is: <Enter text>	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The Electoral System is one way that residents engage with the political process of representative government.

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 27 May 2020

TITLE: Councillor Appointments

PRESENTED BY: Hannah White, Democracy & Governance Manager

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

RECOMMENDATIONS TO COUNCIL

1. That the report entitled "Council Appointments" be received.
2. That Council appoint Councillor Findlay to represent Council on Age Friendly Palmerston North.
3. That Council appoint Councillor Rutherford as spokesperson for Digital Technology under the Science, Technology and Innovation Portfolio.

1. ISSUE

- 1.1 To make an additional appointment to an external body and to agree a change to the Portfolio Science, Technology and Innovation.
- 1.2 Under the Delegations Manual, Clause 166.9 the Council is the determining body for the appointments of Council representation on any body.

2. BACKGROUND

Age Friendly Palmerston North

- 1.3 Council has been approached by Age Friendly Palmerston North to appoint a representative onto the body (Appendix 1). Age Friendly Palmerston North are working through a 5-year project to make Palmerston North an age friendly city. They require a council representative on their group to achieve this status. The Mayor has recommended Councillor Findlay represent the Council on Age Friendly Palmerston North. Age Friendly Palmerston North will be associated with the Community Development Committee.

Appointee to Science, Technology and Innovation Portfolio

- 1.4 The Mayor established, and Council approved 11 councillor portfolios on 13 November 2019 for the triennium. Portfolios are a mechanism for councillors to be the spokesperson for, and to act as the point of contact for matters within their portfolio; with the aim to improve engagement with different sectors of the community. Each portfolio has a lead councillor who is responsible for reporting to the relevant committee.
- 1.5 The Mayor has recommended Councillor Rutherford be appointed as the spokesperson for digital technology under the Science, Technology and Innovation portfolio.

Portfolio	Elected Members	Report to
Science, Technology and Innovation	Councillors Barrett (Lead), supported by Councillors Bowen, Hapeta and Rutherford	Economic Development Committee
<u>Indicative Scope:</u> Workplace and employment; start up and business innovation; Tech sector; digital; Agritech; The Factory; FoodHQ; Massey and other research institutions relationships, Young Enterprise.		

3. NEXT STEPS

- 1.7 Age Friendly Palmerston North will be notified of the Council's decision.
- 1.8 The list of portfolios and terms of reference will be updated and published on the website.

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	No

plans?	
The recommendations contribute to Goal 5: A Driven and Enabling Council	
The recommendations contribute to the outcomes of the Connected Community 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	Provides greater opportunity for sector to engage with Council and as a result further informs decision making.

ATTACHMENTS

1. Letter - Age Friendly Palmerston North [↓](#) 



Age Friendly Palmerston North
C/- Raewyn Cameron
P O Box 4547
Palmerston North

29 January 2020

Mayor Grant Smith
Palmerston North City Council
The Square
Palmerston North

Dear Mayor Smith

I am writing on behalf of the Age Friendly Palmerston North group.

We would like to request a Councillor to represent the Council on Age Friendly Palmerston North.

We meet once a month on the 2nd Thursday of each month from 3.00 – 4.00pm.

The World Health Organisation and the Office for Seniors have suggested that we do this to achieve certification to become an Age Friendly city.

We would appreciate your consideration of our request.

Yours faithfully

A handwritten signature in blue ink that reads 'Raewyn Cameron'.

Raewyn Cameron
Chairperson
Age Friendly Palmerston North

MEMORANDUM

TO: Council

MEETING DATE: 27 May 2020

TITLE: Extension of Term of Trustees on Palmerston North Performing Arts Trust Board

PRESENTED BY: Hannah White, Democracy & Governance Manager

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

RECOMMENDATIONS TO COUNCIL

1. That the report entitled “Extension of Terms of Trustee on Palmerston North Performing Arts Trust Board” be received.
2. That the Council extend the terms of Ms Sheridan Hickey and Ms Margaret May, as Trustees of the Palmerston North Performing Arts Trust Board, to 30 September 2020, subject to their agreement.

1. ISSUE

To extend the terms of Ms Sheridan Hickey and Ms Margaret May as Trustees of the Palmerston North Performing Arts Trust Board to 30 September 2020.

2. BACKGROUND

The current terms of the relevant Trustees expire on 30 June 2020, and it was anticipated that an appointment process would be completed by that date. Due to the circumstances surrounding the Covid-19 pandemic, it is recommended that this be combined with the annual appointment process to Council Controlled Organisations, usually commencing in late June.

Both Ms Hickey and Ms May are long-serving members of the Trust Board and have indicated their availability and willingness to extend their term until 30 September 2020.

Council is entitled to appoint two members to the Palmerston North Performing Arts Trust Board. If Council decides to advertise the positions there will be two vacancies.

In appointing Trustees, Council will be seeking persons with relevant skills and ability to make a significant contribution to the successful operation of Palmerston North Performing Arts Trust Board.

3. NEXT STEPS

In the event that Council adopt the recommendation set out above, the positions would be included in the Rotation of Trustees on Council Controlled Organisations report for consideration by Council in June.

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	Desired outcome of an effective and responsible Council that excels in good governance.

ATTACHMENTS

Nil

COMMITTEE WORK SCHEDULE

TO: Council


MEETING DATE: 27 May 2020

TITLE: Council Work Schedule

RECOMMENDATION TO COUNCIL

1. That the Council receive its Work Schedule dated 27 May 2020.

ATTACHMENTS

1. Council's Work Schedule May 2020 [↓](#) 

COUNCIL

WORK SCHEDULE – MAY 2020

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1.	May 2020	Finance & Audit Committee Independent Appointee	General Manager – Strategy and Planning	Panel has met and shortlisted candidates	Council 13 November 2019 Clause 147.9
2.	May 2020	Jaycee Trust Travelling Fellowship -- membership appointments	General Manager – Strategy and Planning		Council 26 February 2020 Clause 8-6