



PALMERSTON NORTH CITY COUNCIL

AGENDA COUNCIL

9AM, WEDNESDAY 23 SEPTEMBER 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

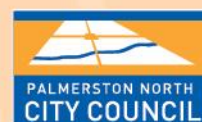
Heather Shotter

Chief Executive, Palmerston North City Council

Palmerston North City Council

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Private Bag 11034, 32 The Square, Palmerston North



COUNCIL MEETING

23 September 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. Deputation - James Beard

Page 7

5. **Confirmation of Minutes** Page 9
 “That the minutes of the ordinary meeting of 26 August 2020 Part I Public be confirmed as a true and correct record.”

6. **Notice of Motion - Representation Review** Page 31

7. **Notice of Motion - Whenua Planting options** Page 41

REPORTS

8. **PNCC Corporate Emissions Inventory and Management Plan** Page 43
 Memorandum, presented by David Murphy, City Planning Manager.

9. **District Licensing Committee - Appointment Process** Page 89
 Memorandum, presented by Desiree Harvey, Legal Counsel.

10. **Update on Release of Part II (Confidential) decisions** Page 93
 Memorandum, presented by Hannah White, Democracy and Governance Manager.

11. **Amendment to the Council and Committee Meeting Schedule for 2020** Page 101
 Memorandum, presented by Hannah White, Democracy and Governance Manager.

12. **Council Work Schedule** Page 105

13. **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
14.	Minutes of the ordinary meeting - Part II Confidential - 26 August 2020	For the reasons setout in the ordinary minutes of 26 August 2020, held in public present.	
15.	Appointment of Commissioner - All Saints Church Land Use Consent 5331	Privacy	s7(2)(a)
16.	Appointment of Commissioners - Kiwirail Regional Freight Hub	Privacy	s7(2)(a)
17.	Trustee Appointments to Council Controlled Organisations	Privacy	s7(2)(a)
18.	Civic Honour Awards 2020	Privacy	s7(2)(a)
19	Chief Executive's Performance Review 2019/20 [Limited circulation] Part IIB	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].

DEPUTATION

TO: Council

MEETING DATE: 23 September 2020

TITLE: Deputation - James Beard

RECOMMENDATION TO COUNCIL

1. That the Council receive the deputation for information.
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SUMMARY

James Beard will make a deputation to Council on rural representation.

ATTACHMENTS

Nil

PALMERSTON NORTH CITY COUNCIL

Minutes of the Council Meeting Part I Public, held in the Elwood Room, Conference & Function Centre, 354 Main Street, Palmerston North on 26 August 2020, commencing at 9.01am

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.

Councillor Leonie Hapeta left the meeting at 9.55am during consideration of clause 79. She entered the meeting again at 10.00am during consideration of clause 79.

80-20 Deputation - Andrew Pearce

Andrew and David Pearce from Cooee Drycleaners spoke to Council on the proposed Cuba Street Development. They made the following comments:

- Received an email saying the Council had agreed a development plan for Cuba Street, but none of the business owners on Cuba Street have seen any plan or proposal.
- Against any reduction in the car parks available on Cuba Street as this will harm businesses.
- Would like to see short term parking and prefer angle parking over 90 degrees parking.
- Disagrees with council's proposal to transform Cooee Drycleaner's off road parking space into a loading zone. Believes there is no need for another loading zones as there are several other loading zones nearby. Cooee's delivery vans use the parking space, which significantly limits the number of customers needing to visit the shop.
- Was told by council officers that they have a mandate to remove all parking spaces in Palmerston North, which is against the wishes of business owners.

Council officers stated that work to draft a proposal for Cuba Street was ongoing. Once a proposed plan has been formalised, consultation would take place with all affected businesses and the public.

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. To receive the deputation for information.

Clause 80-20 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 and Aleisha Rutherford.

81-20 Confirmation of Minutes

The minutes were agreed with an amendment to the Declarations of Interests to indicate that Councillor Dennison withdrew from the vote (clause 71).

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That the minutes as amended of the ordinary meeting of 24 June 2020 Part I Public be confirmed as a true and correct record.

Clause 81-20 above was carried 16 votes to 0, the voting being as follows

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 and Aleisha Rutherford.

REPORTS

82-20 Memorandum of Understanding Three Waters Services Reform
Memorandum, presented by Heather Shotter Chief Executive.

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. To note that in July 2020, the Government announced an initial funding package of \$761 million to provide a post COVID-19 stimulus to maintain and improve water networks infrastructure, and to support a three-year programme of reform of local government water services delivery arrangements; and
2. To note that initial funding will be made available to those councils that agree to participate in the initial stage of the reform programme, through a Memorandum of Understanding (MoU), Funding Agreement, and approved Delivery Plan.
3. To note that this initial funding will be provided in two parts: a direct allocation to individual territorial authorities, and a regional allocation. The participating individual authorities in each region will need to agree an

approach to distributing the regional allocation.

4. To note that the Steering Committee has recommended a preferred approach to the allocation of regional funding, being the same formula as was used to determine the direct allocations to territorial authorities.
5. To agree to sign the MoU attached as Appendix A and Funding Agreement attached as Appendix B to the report titled “Memorandum of Understanding Three Waters Services Reform”.
6. To agree to nominate the Chief Executive of the Council, as the primary point of communication for the purposes of the Memorandum of Understanding and reform programme – as referred to on page 6 of the Memorandum of Understanding.
7. To agree to delegate decisions about the allocation of regional funding to the Chief Executive of the Council, with the understanding that the minimum level of funding to the Council be based upon the formula used to calculate the direct council allocations, and noting that participation by two-thirds of territorial authorities within the Manawatū-Whanganui region is required to access the regional allocation.
8. To note that the Memorandum of Understanding and Funding Agreement cannot be amended or modified by either party, and doing so would void these documents.
9. To note that participation in this initial stage is to be undertaken in good faith, but this is a non-binding approach, and the Council can opt out of the reform process at the end of the term of the agreement (as provided for on page 5 of the Memorandum of Understanding).
10. To note that the Council has been allocated \$4.67m of funding, which will be received as a grant as soon as practicable once the signed Memorandum of Understanding and Funding Agreement are returned to the Department of Internal Affairs, and a Delivery Plan has been supplied and approved (as described on page 5 of the Memorandum of Understanding).
11. To note that the Delivery Plan must show that the funding is to be applied to operating and/or capital expenditure relating to three waters infrastructure and service delivery, and which:
 - a. supports economic recovery through job creation; and
 - b. maintains, increases, and/or accelerates investment in core water infrastructure renewal and maintenance.
12. To authorise the Chief Executive to develop and finalise the Delivery Plan including to address any feedback from Government and obtain the approval needed to release the funding.

Clause 82-20 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 and Aleisha Rutherford.

83-20

Delegation to New Zealand Transport Agency (NZTA) to Issue Permits

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

Councillor Leonie Hapeta left the meeting at 9.55am
Councillor Leonie Hapeta entered the meeting at 10.00am

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. To receive the report titled Delegations to New Zealand Transport Agency (NZTA) to Issue Permits dated 26 August 2020.
2. To delegate authority to the New Zealand Transport Agency to issue overweight permits in respect of the Land Transport Act: Vehicle Dimensions and Mass 2016, pursuant to clause 32(5) of Schedule 7 of the Local Government Act 2002.
3. To delegate authority to the Chief Executive to sign the Memorandum of Understanding - Overweight Permits included as Attachment 1 to this report.
4. To delegate authority to the New Zealand Transport Agency to issue High Productivity Motor Vehicles (HPMV) permits in respect of the Land Transport Act: Vehicle Dimensions and Mass 2016, pursuant to clause 32(5) of Schedule 7 of the Local Government Act 2002.
5. To delegate authority to the Chief Executive to sign the Memorandum of Understanding - High Productivity Motor Vehicles (HPMV) permits included as Attachment 2 to this report.

Clause 83-20 above was carried 15 votes to 0, with 1 abstention, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 Aleisha Rutherford.

Abstained:

Councillor Leonie Hapeta.

84-20

Palmerston North Airport Limited - Final Statement of Intent for 2020/21

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

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. To receive the report titled Palmerston North Airport Limited – Final Statement of Intent for 2020/21 dated 26 August.
2. To agree the Statement of Intent for Palmerston North Airport Limited for 2020/21.

Clause 84-20 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 and Aleisha Rutherford.

85-20

Section 17A Review of Caccia Birch House

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

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. To receive the report titled Section 17A Review of Caccia Birch House dated 26 August 2020.
2. To agree to undertake a review of Caccia Birch House under section 17A of the Local Government Act 2002.

Clause 85-20 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 and Aleisha Rutherford.

86-20

Resource Management Act Commissioner Schedule

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

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. To agree that the Resource Management Act 1991 Commissioner Schedule be reviewed in the manner described in the memorandum titled "Resource Management Act Commissioner Schedule" dated 26 August 2020.
2. To appoint a selection panel consisting of Chairperson of the Hearings Committee, the Chairperson of the Planning and Strategy Committee, Legal Counsel, City Planning Manager and Head of Planning Services to consider applications and bring recommendations to Council.

Clause **Error! Reference source not found.** above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 and Aleisha Rutherford.

87-20 Council Work Schedule August 2020

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

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

Clause 87-20 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 and Aleisha Rutherford.

RECOMMENDATIONS FROM COMMITTEE MEETINGS

88-20 Rangitāne o Manawatū Part I Public - 29 July 2020

Consideration was given to Rangitāne o Manawatū recommendations as appended to these minutes.

Moved Grant Smith, seconded Karen Naylor.

RESOLVED

1. To adopt the Committee's recommendations.

Clause 88-20 above was carried 14 votes to 0, with 2 abstentions, the voting being as follows:

For:

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

Abstained:

Councillors Susan Baty and Leonie Hapeta.

89-20 Community Development Committee Part I Public - 5 August 2020

Consideration was given to Community Development Committee recommendations as appended to these minutes.

Councillor Hapeta asked that Clause 36 – Draft Local Alcohol Policy – Deliberations on Submissions be voted on separately.

Moved Lorna Johnson, seconded Rachel Bowen.

RESOLVED

1. To adopt the Committee's recommendations clauses 30-35

Clause 89.1 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 and Aleisha Rutherford.

Moved Lorna Johnson, seconded Rachel Bowen.

RESOLVED

2. To adopt the Committee's recommendation clauses 36.

Clause 89.2 above was carried 13 votes to 0, with 3 abstentions, the voting being as follows:

For:

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

Abstained:

Councillors Tangi Utikere, Susan Baty and Leonie Hapeta.

90-20

Arts, Culture & Heritage Committee Part I Public - 12 August 2020

Consideration was given to Arts, Culture & Heritage Committee recommendations as appended to these minutes.

Moved Rachel Bowen, seconded Brent Barrett.

RESOLVED

1. To adopt the Committee's recommendations.

Clause 90-20 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 and Aleisha Rutherford.

91-20

Planning & Strategy Committee Part I Public - 12 August 2020

Consideration was given to Planning & Strategy Committee recommendations as appended to these minutes.

Moved Aleisha Rutherford, seconded Patrick Handcock ONZM.

RESOLVED

1. To adopt the Committee's recommendations

Clause 91-20 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 and Aleisha Rutherford.

92-20

Finance & Audit Committee Part I Public - 19 August 2020

Consideration was given to Finance & Audit Committee recommendations as appended to these minutes.

Moved Susan Baty, seconded Karen Naylor.

RESOLVED

1. To adopt the Committee's recommendations.

Clause 92-20 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 and Aleisha Rutherford.

EXCLUSION OF PUBLIC

93-20

Recommendation to Exclude Public

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

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
19.	Minutes of the ordinary meeting - Part II Confidential - 24 June 2020	For the reasons set out in the ordinary minutes of 24 June 2020, held in public present.	
20.	Tender Award - Contract 3915 - Wastewater Pipe Relining and Rehabilitation 2020-2022	Third Party Commercial	s7(2)(b)(ii)
21.	Appointments to the Project Team for Te Ahu a Tūranga - Manawatū Tararua Highway - Joint Processing and Appointment of Commissioners	Privacy	s7(2)(a)
22.	Presentation of the Part II Confidential Infrastructure Committee Recommendations from its 5 August 2020 Meeting	For the reasons set out in the ordinary minutes of 5 August 2020, held in public present.	

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.

Clause 93-20 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Tangi Utikere, 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 and Aleisha Rutherford.

The public part of the meeting finished at 10.27am

Confirmed 23 September 2020

Mayor

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 26 August 2020

TITLE: Presentation of the Part I Public Rangitāne o Manawatū Recommendations from its 29 July 2020 Meeting

Set out below are the recommendations only from the Rangitāne o Manawatū meeting Part I Public held on 29 July 2020.

The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

1-20 Appointment of Chair and Deputy Chair for the Rangitāne o Manawatū Committee for 2020.

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

The COMMITTEE RECOMMEND

2. That Council appoint Wiremu Te Awe Awe to be the Chair of the Rangitāne o Manawatū Committee for 2020.
3. That Council appoint Grant Smith, (the Mayor) to be the Deputy Chair of the Committee for 2020.

2-20 Name of the Committee

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

The COMMITTEE RECOMMEND

1. That the name "Rangitāne o Manawatū Committee" be confirmed for the 2019-2022 triennium.

5-20 Te Motu o Poutoa Development Plan

Report, presented by Jason Pilkington, Parks Planner.

The COMMITTEE RECOMMEND

1. That Council resumes development planning for Te Motu o Poutoa, as described in Option 1 of the report titled *Te Motu o Poutoa Development Plan*.
2. That the Council adopts the general planning timeframe and process for the Te Motu o Poutoa Development Plan described in the *Outline of Community Engagement* Section in the report titled *Te Motu o Poutoa Development Plan*.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 26 August 2020

TITLE: Presentation of the Part I Public Community Development Committee Recommendations from its 5 August 2020 Meeting

Set out below are the recommendations only from the Community Development Committee meeting Part I Public held on 5 August 2020. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

30-20 COVID-19 Relief Fund Guidelines

Memorandum, presented by Joann Ransom, Community Development Manager..

The COMMITTEE RECOMMENDS

1. That the draft guidelines for the COVID-19 Relief Fund, as appended to the report entitled "COVID-19 Relief Fund Guidelines", presented to the Community Development Committee meeting on 5 August 2020, be approved, subject to an addition to the guidelines of a funding cap of \$5,000 per application.
2. That, as a result of implementing the fund, if there is a need to make any significant changes to the guidelines, this will be brought back to Council for approval.

31-20 2019/2020 Summary of Celebrating Communities and Local Initiatives Fund

Memorandum, presented by Joann Ransom, Community Development Manager.

The COMMITTEE RECOMMENDS

1. That the memorandum entitled "2019/2020 Summary of Celebrating Communities Fund and the Local Initiatives Fund" presented to the Community Development Committee on 5 August 2020, be received.
2. That the Chief Executive review the administration of the Local Initiatives Fund and that applications are put on hold until this is completed.

34-20 Feasibility of introducing a companion card for those with permanent disabilities

Report, presented by Joann Ransom, Community Development Manager.

The **COMMITTEE RECOMMENDS**

1. That the report entitled “Feasibility of introducing a companion card for those with permanent disabilities” presented to the Community Development Committee on 5 August 2020, be received.
2. That Council approve undertaking a partnership with Mana Whaikaha to implement a local Companion Card Scheme (Option 1).
3. That Council approve a \$10,000 unbudgeted expense to implement such a scheme.
4. That the scheme be reviewed after 12 months as to its effectiveness and report back to the Community Development Committee.
5. That, at the appropriate time, the Chief Executive write to the cultural CCOs and Council funded ticketed activity providers encouraging them to support the companion card scheme.
6. That the Chief Executive write to the Ministry of Culture and Heritage advocating for the introduction of a nationwide Companion Card scheme and offering the Council and Mana Whaikaha a pilot scheme for their evidential base.

35-20 Papaioea Park Sports Pavilion - Tenant Lounge Option Analysis

Memorandum, presented by Bryce Hosking, Manager - Property

The **COMMITTEE RECOMMENDS**

1. That the memorandum entitled “Papaioea Park Sports Pavilion – Tenant Lounge Option Analysis” presented to the Community Development Committee on 5 August 2020, be received for information.
2. That Stage 3 of the Papaioea Place Redevelopment be referred to the 2021-31 Long Term Plan process.

36-20 Draft Local Alcohol Policy - Deliberations on Submissions

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

The **COMMITTEE RECOMMENDS**

1. That the Statement of Proposal incorporating the revised draft Local Alcohol Policy 2020 (as attached as attachment one to the report entitled

"Draft Local Alcohol Policy – Deliberations on Submissions" presented to the Community Development Committee on 5 August 2020) be approved for public consultation.

2. That the Mayor and Chairperson of the Community Development Committee be authorised to make minor amendments to the Statement of Proposal prior to public consultation.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 26 August 2020

TITLE: Presentation of the Part I Public Arts, Culture & Heritage Committee Recommendations from its 12 August 2020 Meeting

Set out below are the recommendations only from the Arts, Culture & Heritage Committee meeting Part I Public held on 12 August 2020. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

19-20 Cultural CCOs Final Statements of Intent 2020-23

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

During discussion Elected Members requested that the Statement of Intent for Te Manawa Museums Trust Board be considered separately.

The COMMITTEE RECOMMENDS

1. That the memorandum entitled 'Cultural CCOs Final Statements of Intent 2020-23' reported to the Arts, Culture & Heritage Committee on 12 August 2020, be received.
2. That the final Statements of Intent 2020–23 submitted by the Regent Theatre Trust, Caccia Birch Trust Board, and Globe Theatre Trust (Attachments 2–4 of the memorandum entitled 'Cultural CCOs Final Statements of Intent 2020-23' presented to the Arts, Culture & Heritage Committee on 12 August 2020), be approved.
3. That the final Statement of Intent 2020–23 submitted by the Te Manawa Museums Trust Board (Attachment 1 of the memorandum entitled 'Cultural CCOs Final Statements of Intent 2020-23' presented to the Arts, Culture & Heritage Committee on 12 August 2020), be approved.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 26 August 2020

TITLE: Presentation of the Part I Public Planning & Strategy Committee Recommendations from its 12 August 2020 Meeting

Set out below are the recommendations only from the Planning & Strategy Committee meeting Part I Public held on 12 August 2020. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

26-20 Deliberations on Submissions to the Amendment to the Cemeteries and Crematorium Bylaw 2018

Report, presented by Julie Macdonald, Strategy and Policy Manager.

The **COMMITTEE RECOMMENDS**

1. That the Council approves the Amendment to the Cemeteries and Crematorium Bylaw 2018 by specifically revoking clause 11.7 as stated on Attachment 1 to the report titled "Deliberations on Submissions to the Amendment to the Cemeteries and Crematorium Bylaw 2018".

27-20 Review of the Trade Waste Bylaw 2015 - S155 Determination

Report, presented by Julie Macdonald - Manager Strategy & Policy.

The **COMMITTEE RECOMMENDS**

1. That pursuant to s 155(1) of the Local Government Act 2002, the Council determines that a bylaw is the most appropriate way of addressing the perceived problem of regulating the quality and rate of trade waste discharges.
2. That pursuant to s 155(2)(a) of the Local Government Act 2002, the Council determines that a standalone bylaw is the most appropriate form for a trade waste bylaw.
3. That pursuant to s 155(2)(b) of the Local Government Act 2002, the Council agrees that it is not anticipated that a revised bylaw would give rise to any implications under the New Zealand Bill of Rights Act 1990.
4. That the Chief Executive be instructed to draft a revised Trade Waste Bylaw which addresses the perceived problem of regulating the quality

and rate of trade waste discharges.

28-20 Transport Portfolio Update (August 2020)

Memorandum, presented by Councillor Brent Barrett.

The **COMMITTEE RECOMMENDS**

1. That the Transport Portfolio update report for August 2020 be received for information.
2. That a plan to deliver pedestrian network improvements be referred to the 2021 Long Term Plan process.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 26 August 2020

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

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

29-20 S17A Review of Economic Development

Memorandum, presented by Sheryl Bryant, General Manager - Strategy & Planning.

The **COMMITTEE RECOMMENDS**

1. That Council undertake a Section 17A review under the Local Government Act 2002 of Economic Development and that an unbudgeted expense of \$15,000 be approved for the review.

30-20 Reserve land acquisition - unbudgeted proposals - Whakarongo Lagoon and Greens Road

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

The **COMMITTEE RECOMMENDS**

1. That the report entitled 'Reserve land acquisition – unbudgeted proposals – Whakarongo Lagoon and Greens Road' presented to the Finance & Audit Committee on 19 August 2020, be received.
2. That Council approve acquisition of approximately 3,300m² of part of Lot 1 DP 467810, east of the Whakarongo Lagoon, from the Etheridge family, noting that new operational funding of \$10,000 per year for three years, and \$8,000 per annum thereafter, will be required to maintain this land.
3. That subject to acquisition of the Whakarongo land being approved, Council approve utilisation of Programme 144 Urban Growth – Whakarongo – Reserve Land Purchase in the 2020/21 financial year to fund costs associated with the land acquisition, which are estimated to be \$10,000.
4. That Council approve acquisition of approximately 1.19ha, being part of Lot 1 DP 541201, adjacent to Greens Road, noting that new operational

funding of \$1,600 per annum will be required to maintain the land.

5. That subject to acquisition of the Greens Road land being approved, Council approve expenditure of up to \$27,000 in the 2020/21 financial year to purchase the property.
6. That Council note that operational costs associated with land acquisitions approved by Council, as part of report entitled 'Reserve land acquisition – unbudgeted proposals – Whakarongo Lagoon and Greens Road', will be added to existing operating budgets as part of the development of the draft 2021/31 Ten Year Plan.

32-20 Quarterly Performance and Financial Report - Quarter Ending 30 June 2020

Memorandum, presented by Stuart McKinnon, Chief Financial Officer and Andrew Boyle, Head of Community Planning.

The COMMITTEE RECOMMENDS

1. That the memorandum entitled 'Quarterly Performance and Financial Report – Quarter Ending 30 June 2020' presented to the Finance & Audit Committee on 19 August 2020 be received, and that Council note the following:
 - a. The June 2020 financial performance and operating performance.
 - b. The June 2020 capital expenditure programme progress together with those programmes identified as unable to be completed this financial year.
2. That Council note that the capital expenditure carry forward values in the 2020/21 Annual Budget will be increased by a net \$3,822,000 and capital revenue will increase by \$384,000.

33-20 Update of Treasury Policy (including Liability Management & Investment Policies)

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

The COMMITTEE RECOMMENDS

1. That the memorandum entitled 'Update of Treasury Policy (including Liability Management & Investment Policies)' presented to the Finance & Audit Committee on 19 August 2020, be received.
2. That the updated Treasury Policy (incorporating the Liability Management and Investment Policy pursuant to section 102 of the Local Government Act 2002) as attached to this report be adopted.
3. That it be noted Council will be reviewing the specific borrowing limits

contained in clause 3.6.1 of the Policy as part of the process of developing its Financial Strategy for the 2021-31 10 Year Plan, and that if the outcome of this is that there are changes to these limits, the Policy will be updated to include them.

NOTICE OF MOTION

TO: Council

MEETING DATE: 23 September 2020

TITLE: Notice of Motion - Representation Review

FROM: Rachel Bowen, Councillor

THAT THE COUNCIL RESOLVES:

1. To undertake a Representation Review in 2021, so that any outcomes can be in place for the 2022 election, and that the Review includes specific consultation on reducing the number of Elected Members.
-

NOTICE OF MOTION

I, Councillor Rachel Bowen, in accordance with Standing Orders 3.10.1, hereby GIVE NOTICE OF MOTION That I will move at the Council meeting on 23 September 2020 the following motion:

“That the Council undertake a Representation Review in 2021, so that any outcomes can be in place for the 2022 election, and that the Review includes specific consultation on reducing the number of Elected Members.”

And I further give notice that in compliance with Standing Order 3.10.2 the reason for the Notice of Motion includes:


“In 2010 Council held polls on representation issues, including the number of Councillors. While the Local Government Commission Determination of 2013 confirmed the number of Councillors for Palmerston North City Council at fifteen (15) the poll demonstrated significant appetite at that time for reducing the number of Councillors.

Across New Zealand, only Auckland and Christchurch Councils now have more Elected Members than Palmerston North.”

Moved: Councillor Rachel Bowen

Seconded: Mayor Grant Smith

ATTACHMENTS

1. Officer Advice- Representation Review [↓](#) 



PALMERSTON NORTH CITY COUNCIL

REPORT

TO: Council

MEETING DATE: 23 September 2020

TITLE: Representation Review Options

PRESENTED BY: Hannah White, Democracy and Governance Manager

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

RECOMMENDATION(S) TO COUNCIL

1. Should Council agree to the Notice of Motion to Council 23 September 2020, that an unbudgeted expense of up to \$30,000 be approved for the 2020/21 financial year to undertake a representation review.



PALMERSTON NORTH CITY COUNCIL

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	Whether to hold a representation review in 2021.
OPTION 1:	Hold a Representation Review in 2021, for 2022 local body election.
Community Views	Unknown at this stage. Rangitāne would be comfortable to follow the scheduled review period.
Benefits	Opportunity to consider whether current arrangements are fair and effective and to engage residents in this conversation. Opportunity to focus representation arrangement discussion with Māori wards set aside for this triennium.
Risks	Cost and time associated with consideration of all practicable options and appropriate consultation with communities. Should pre-consultation be undertaken, and it is found that there is no community appetite for change, Council could revoke its decision instead of deciding on an Initial Proposal.
Financial	A budget of \$30,000 would be needed.
OPTION 2:	Hold a Representation Review in 2024, for 2025 local body election.
Community Views	Not applicable as a representation review would be a legal requirement at this time.
Benefits	Opportunity to consider whether current arrangements are fair and effective and to engage residents in this conversation. In general, not applicable as a representation review would be a legal requirement at this time.
Risks	There may have been population changes since 2018 that would not be taken into account in arrangements until the 2025 election. In general, not applicable as a representation review would be a legal requirement at this time.
Financial	Not applicable as a representation review would be budgeted as a part of the Long Term Plan.



RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

1.1 The Chief Executive has received a Notice of Motion

“That the Council undertake a Representation Review in 2021, so that any outcomes can be in place for the 2022 election. And that the Review includes specific consultation on reducing the number of Elected Members.”

2. HISTORY OF REPRESENTATION ARRANGEMENTS

2.1 Palmerston North City Council held a representation review in 2018. There were no changes made to the representation arrangements.

2.2 Palmerston North City has had 15 councillors plus a mayor since 1989. Councillors and mayor have been elected at large since 2013 using Single Transferable Vote.

2.3 To the preliminary consultation discussion document in 2018, the Council received 30 submissions, of which 50% supported the current number of councillors, 6.7% supported an increase, 36.7% supported a decrease and 6.7% made no response. To the notified Initial Proposal, 20 submissions were received. 85% (17 responses) supported the current number of councillors.

2.4 On notification that the Council had adopted its Initial Proposal as its Final Proposal, four appeals were lodged with the Local Government Commission. None of the four appeals had the number of councillors as the subject of the appeal. The Local Government Commission upheld the Council’s decision to retain the same representation arrangements as 2013.

3. REPRESENTATION REVIEW REGULATIONS

3.1 The Local Electoral Act 2001 (19H) sets out that representation reviews must be held at least once every six years. A territorial authority may choose to hold a review earlier.

3.2 Before a representation review can be undertaken, decisions on the electoral system and Māori wards must be made. On 27 May 2020 Council decided to retain Single Transferable Vote as the system of election. Public have been notified of their right to demand a poll before 21 February 2021 for the 2022 elections. In May 2018 a resident initiated poll was held on Māori wards in Palmerston North. The decision of which is binding for the 2019 and 2022 local body elections.

3.3 The Local Electoral Act sets out the parameters within which a representation review must be undertaken. Territorial authorities must consider:

- 1) the number of councillors

- 2) the basis for election- that is whether
 - a) all councillors are elected by wards
 - b) some councillors are elected by wards and some at large
 - c) all councillors elected at large
- 3) representation arrangements- that is
 - a) effective representation of communities of interest within the district
 - b) fair representation (the “+/- 10%” rule)
 - c) ward boundaries coincide with statistical and community boundaries
- 4) community boards- that is
 - a) the appropriateness for devolved decision making and governing capacity
 - b) the basis of election and representation arrangements
 - b) the arrangement of elected and appointed members
- 3.4 Further, the Local Government Act 2002 sets out decision-making principles:
 - 1) the requirement to consider all reasonably practicable options
 - 2) awareness of community views
 - 3) opportunities for Māori to contribute to decision making processes
- 4. DESCRIPTION AND ANALYSIS OF OPTIONS**
 - OPTION ONE: REPRESENTATION REVIEW IN 2021**
 - 4.1 Undertake a representation review this triennium to test that the representation arrangements are effective, fair and establish public confidence.
 - 4.2 A review may be undertaken should the Council resolve to do so. An Initial Proposal would need to be determined after -1 March 2021 and before 08 September 2021.



OPTION TWO: REPRESENTATION REVIEW IN 2024

- 4.3 Undertake a representation review next triennium as per the minimum requirements set out in the Local Electoral Act.
- 4.4 A review must be undertaken with an Initial Proposal resolved after 01 March 2024.

5. ANALYSIS OF OPTIONS

OPTION ONE: REPRESENTATION REVIEW IN 2021

- 5.1 Since the Local Electoral Act expects local authorities to undertake representation reviews every six years, resolving to undertake one earlier would indicate that there is evidence of a change in local authority and community views on community boards, current basis of election or current number of members sufficient to undertake a review. A resolution in favour of the Notice of Motion would suggest that views among Elected Members had changed.
- 5.2 Similarly, a review might be undertaken earlier should it be the case that the current arrangements were not fit for purpose, for example that there had been population change sufficient to impact on fair or effective representation since the 2018 review. Statistics New Zealand is yet to release the most recent census data, so 2017 projections remain the most recent data available, the same used for the 2018 review.
- 5.3 The comparative chart below notes the number of electors per position at the 2016 election (the most recent DIA data available).

Council	Voting System	Basis of election	No. of councillors	Community Boards	No. of electors/ seat
METRO					
Palmerston North City	STV	At large	15	No	3636
Christchurch City	FPP	Wards	16	Yes	15064
Dunedin City	STV	At large	14	Yes	6349
Hamilton City	STV (2022)	Wards	12	No	8322
Hutt City	FPP	Mixed	12	Yes	6461
Porirua City	STV	Wards	10	No	3693
Queenstown Lakes District	FPP	Wards	10	No	2113



PALMERSTON NORTH CITY COUNCIL

Tauranga City	STV (2019)	Mixed	10	No	9059
Upper Hutt City	FPP	At large	10	No	2955
Wellington City	STV	Wards	14	Yes	10136
Whangarei District	FPP	Wards	13	No	4451
SIMILAR SIZE					
Hastings District	FPP	Wards	14	Yes	3796
New Plymouth District	STV (2019)	Wards	14	Yes	4004

- 5.4 Undertaking a review at this time might mean that the outcome of the Local Government Commission boundary reorganisation process which is currently underway for Tokomaru and Opiki might not coincide with the review. When a review may commence and be completed by is bound by legislative timeframes once it begins, so should it be resolved to undertake a review, the outcome of Tokomaru-Opiki may not be incorporated. The Local Government Commission has confirmed that should the reorganisation decision have impact on the representation arrangements that this would be acted upon by the Commission regardless of timing of a representation review.
- 5.5 Consideration would need to be given to the timing of any representation review so as to sufficiently differentiate from other consultations in Long Term Plan consultation year and to prevent any consultation fatigue.
- 5.6 As noted in 2.4, a representation review must take into account all of the dimensions of representation. Thus, deciding to hold a review means that all criteria and practicable options must be considered. A review cannot be limited to number of councillor seats, alone.
- 5.7 The Society of Local Government Managers Code of Good Practice for the management of local authority elections and polls recommend that a preliminary consultation is undertaken prior to the formal processes required under the Local Electoral Act. This is in line with the Local Government Act decision-making provision to be aware of community views. The Local Government Commission has confirmed that should an objection or appeal be raised, the Commission will take consideration of the breadth of preliminary engagement to develop the Initial
- 5.8 As a representation review was scheduled for 2024 it was not budgeted for in 2021. The costs of running a review are estimated to be between \$20000-\$40000. This would cover the cost of independent advice on design of the initial proposal, community consultation, any referenda etc. Staff time would also need to be diverted from other planned project work.



PALMERSTON NORTH CITY COUNCIL

- 5.9 The Local Government Commission guidelines for representation reviews recommend that local authorities consider the use of an independent panel or consultant to recommend representation arrangements, in order to take advantage of specialist knowledge but also to avoid any concerns of Elected Member interest.

Option TWO: Representation review in 2024

- 5.10 Since the Local Electoral Act expects local authorities to undertake representation reviews every six years, no resolution would be needed to do so.
- 5.11 However, since the Local Electoral Act allows local authorities to undertake representation reviews earlier than every six years, choosing not to undertake a review in 2021 assumes there is no significant change of views that need to be taken in account and that Elected Members are comfortable that current arrangements are effective and fair for communities of interest in the population.
- 5.12 Consideration would need to be given to the messaging in a review in 2024 to ensure that any potential reconsideration of Māori ward option does not overshadow other representation review questions.
- 5.13 The cost of regular representation review has been set aside in the long-term planning.

6. NEXT STEPS

- 6.1 Should the notice of motion be decided upon, officers will begin work to identify communities of interest, noting any changes to the resident population since the 2018 review engaging with internal and external experts. The view of the public and Elected Members will be canvassed in the design of an Initial Proposal to be brought to Council in approximately May 2021.

7. COMPLIANCE AND ADMINISTRATION

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



PALMERSTON NORTH CITY COUNCIL

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	Ensuring the representation arrangements of the Council are fair and effective leads to public confidence in its Elected Members and the decisions made by Council.

ATTACHMENTS

Nil

NOTICE OF MOTION

TO: Council

MEETING DATE: 23 September 2020

TITLE: Notice of Motion - Whenua Planting options

FROM: Karen Naylor, Councillor

THAT THE COUNCIL RESOLVES:

1. That the Chief Executive investigate whenua planting options in partnership with local Iwi.
-

NOTICE OF MOTION

I, Councillor Karen Naylor, in accordance with Standing Orders 3.10.1, hereby GIVE NOTICE OF MOTION that I will move at the Council meeting on 23 September 2020 the following motion:

“That the Chief Executive investigate whenua planting options in partnership with local Iwi”.

Rationale: A whenua planting initiative has been suggested by local midwives. The idea is that Council could provide a place on public land / reserve for families to bury their babies' placenta (whenua). The idea is based on the Māori cultural practice - traditionally whenua (placenta) and pito (umbilical cord) of newborn babies are returned to the land at a significant place. Families sometimes struggle to find an appropriate place to do this, due to renting, or living in short-term accommodation.

Mover: Karen Naylor

Seconded: Aleisha Rutherford

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 23 September 2020

TITLE: PNCC Corporate Emissions Inventory and Management Plan

PRESENTED BY: David Murphy, City Planning Manager

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

RECOMMENDATION TO COUNCIL

1. To receive the memorandum titled 'PNCC Corporate Emissions Inventory and Management Plan' presented to Council on 23 September 2020.

The Environmental Sustainability Committee meeting on 9 September 2020 adjourned this report to the Council meeting on 23 September 2020.

1. ISSUE

- 1.1 Palmerston North City Council has set itself, through the Eco City Strategy, the target of a citywide 25% reduction in carbon emissions by 2028. Since 2016, Council has been measuring its emissions through the 'Toitū Carbonreduce' (previously branded 'CEMARS') programme.
- 1.2 The '2018-19 PNCC Emissions Inventory Report' (Attachment 1) is the fourth such report to be produced; it enumerates PNCC's corporate emissions (ie. emissions resulting from Council activities) during the 2018-19 financial year. This report and the associated source data have been independently audited by Toitū Envirocare, giving Council and external partners assurance that the figures contained within are accurate.
- 1.3 As part of the Toitū Carbonreduce programme, Council is required to periodically produce an 'Emissions Management and Reduction Plan' (EMRP). The actions contained within the previous plan, three years ago, were derived from the actions contained in the (then draft) Eco City Strategy and Plans, and associated programmes. As was discussed in the Council Climate Change briefing on 20 May, Council has now achieved the majority of what it set out to do.
- 1.4 As a result of Council action, PNCC emissions have fallen from 26,444tCO₂e in 2015/16, to 21,260tCO₂e in 2018/19: a 20% reduction. Non-landfill related emissions have fallen further still, from 6,719tCO₂e to 5266tCO₂e: a 22% reduction.

ITEM 8

Thanks to this, Council was recognised as one of the Top 10 emission reducing organisations participating in the 'Carbonreduce' programme.

- 1.5 In anticipation of further actions resulting from the upcoming Long-Term Plan deliberations, Council has prepared an interim EMRP (Attachment 2), which details which actions of the previous plan have been completed, and the few remaining which are still outstanding.
- 1.6 While emissions from the closed Awapuni Landfill will continue to fall over time (as the waste within continues to degrade), further emission reductions will require additional Council investment.

2. BACKGROUND

- 2.1 The PNCC Internal Emissions Report is compiled from usage and emissions data from the following emissions sources:
 - Council stationary energy (electricity, natural gas, diesel generators) across all sites
 - Wastewater processing emissions
 - Vehicular fuel usage
 - 'Small Plant' (eg. chainsaws, leaf blowers, etc.) fuel usage
 - Diesel use by Council generators
 - Methane release from Awapuni and Ashhurst Landfills
 - Gross waste tonnages collected from all sites
 - Air travel
 - Staff commuting
 - Air-conditioning unit gas refills
 - Fertilizer use
- 2.2 The emissions inventory uses the Ministry for the Environment's standard emissions factors and guidelines. This inventory has been externally audited by Toitū Envirocare to provide confidence to Council and other interested parties that our emissions inventory is a true reflection of Council's emissions profile.
- 2.3 An overview of PNCC's 2018/19 emissions inventory is provided below in Figure 1. It shows total corporate emissions (top left), breaks down Council's emissions by site/activity class (bottom left), by scope (upper right), and finally by aggregate source (lower right).

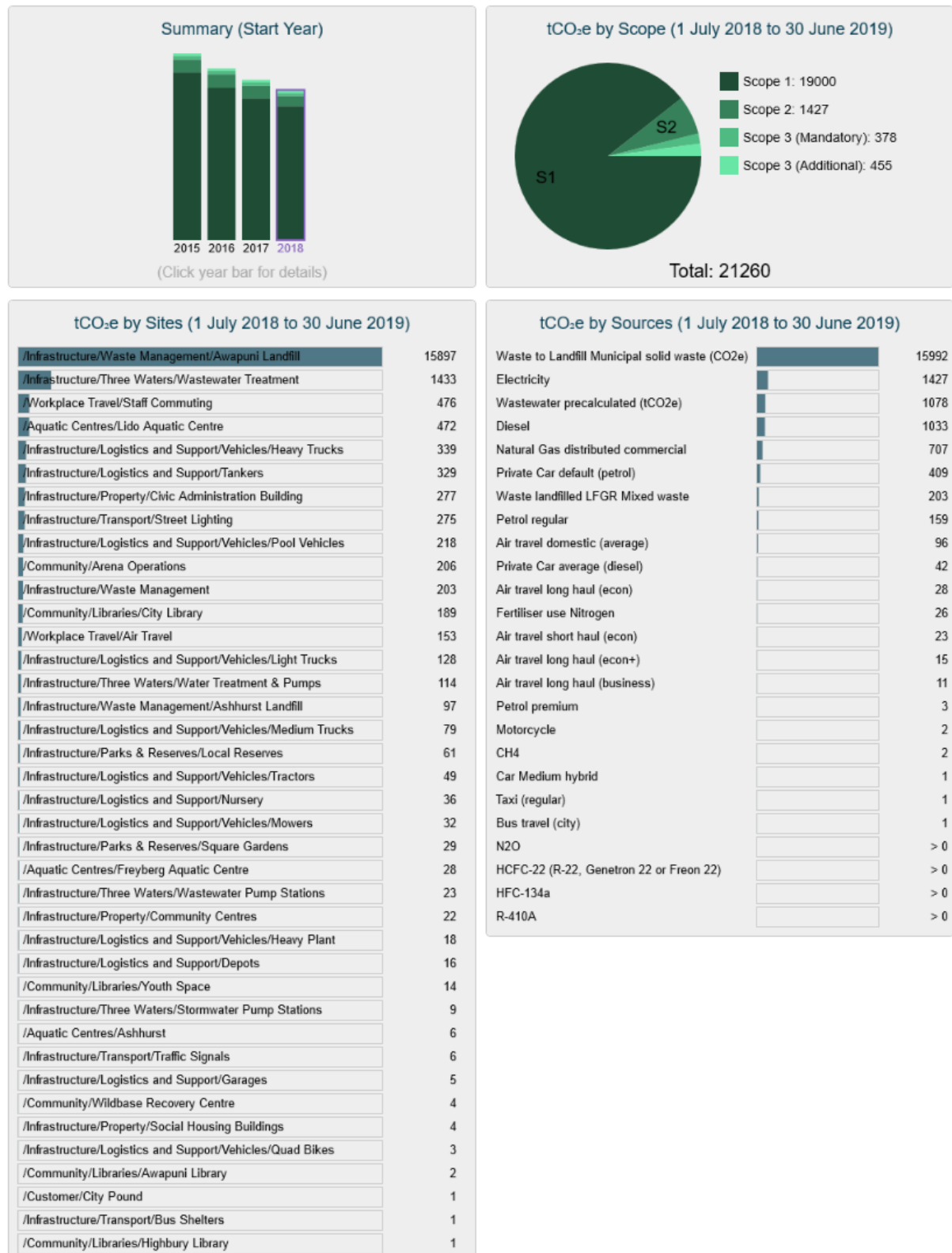


Figure 1: PNCC Emissions Source Summary

Note:

- The inventory is presented in terms of 'carbon dioxide equivalent' or 'CO₂e'. This is because other gases such as methane and nitrous oxide have different relative impacts per unit weight. For example, the refrigerant R-22, typically only released in very small volumes, has a global warming potential 12,000 greater than carbon dioxide. CO₂e accounting allows for the global warming potential of different greenhouse gases to be compared with one another.

3. NEXT STEPS

3.1 The recent passing of the Climate Change Response (Zero Carbon) Amendment Act 2019 enshrines the national target of net zero emissions by 2050. Assets constructed or refurbished in the coming years are unlikely to require renewal prior to 2050. As such, the asset management decisions made through the upcoming LTP can be expected to significantly affect the costs associated with Council meeting the 2050 target.

3.2 Only minimal further emission reductions are possible without additional capital investment. The asset management plans currently under development will provide a range of emission reduction options for Council consideration, but will not cover:

- opportunities for further emission reductions that are only revealed during the detailed design phase of projects;
- emission reduction opportunities resulting from time-limited funding becoming available (eg. from Central Government),
- emission reduction opportunities that arise from the early renewal of energy-intensive assets (eg. gas boilers).

3.3 Should Council wish to realise these opportunities for emission reductions, typically associated with a corresponding reduction in operational costs, additional capital funding is required. A 'Low Carbon Fund' could be prioritised based on a weighted assessment on emission reductions, operational savings, and contribution to other strategic priorities.



3.4 To inform future capital investment and benchmark performance, Council will continue to participate in the 'Carbonreduce' programme: collecting corporate emissions data and reporting these annually.

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 4: An Eco City	
The recommendations contribute to the outcomes of the Eco City Strategy	
The recommendations contribute to the achievement of the Eco City Strategy goal of a 25% reduction in carbon emissions.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The emissions inventory and management plan detail Council's progress on reducing its own internal corporate emissions in line with the Eco City Strategy goal.

ATTACHMENTS

1. 2018-19 PNCC Emissions Inventory Report [↓](#) 
2. 2019-20 PNCC Emissions Management and Reduction Plan [↓](#) 



GREENHOUSE GAS EMISSIONS INVENTORY REPORT

Toitū carbonreduce and Toitū carbonzero programme



Palmerston North City Council

Person responsible: Heather Shotter, CEO

Prepared by: Adam Jarvis, Policy Analyst (Environmental Sustainability)

Dated: 11 June 2020

For the period: 01 July 2018 to 30 June 2019

Base year: 01 July 2015 to 30 June 2016

Verification status: Pending verification by Toitū Envirocare



DISCLAIMER

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This work shall not be used for the purpose of obtaining emissions units, allowances, or carbon credits from two or more different sources in relation to the same emissions reductions, or for the purpose of offering for sale carbon credits which have been previously sold.

The consolidation approach chosen for the greenhouse gas inventory should not be used to make decisions related to the application of employment or taxation law.

This report shall not be used to make public greenhouse gas assertions without independent verification and issue of an assurance statement by Toitū Envirocare.

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GREENHOUSE GAS EMISSIONS INVENTORY SUMMARY

Table 1: GHG emissions data summary.

	2016	2017	2018	2019
Scope 1	23,780.79	21,552.78	20,064.98	18,742.50
Scope 2	1,811.31	1,945.25	1,795.03	1,376.88
Scope 3 Mandatory	502.84	476.07	481.72	379.62
Scope 3 Additional	349.07	349.00	348.96	454.91
Scope 3 One time	0.00	0.00	0.00	0.00
Total gross emissions	26,444.02	24,323.10	22,690.68	20,953.91
Certified green electricity	0.00	0.00	0.00	0.00
Purchased emission reductions	0.00	0.00	0.00	0.00
Net GHG emissions (all scopes)	26,444.02	24,323.10	22,690.68	20,953.91
Total gross GHG emissions per Turnover/revenue (\$Millions)	239.59	193.04	176.31	146.53
Total mandatory GHG emissions per Turnover/revenue (\$Millions)	236.43	190.27	173.60	143.35

Note: total mandatory emissions includes scope 1, scope 2, and scope 3 (i.e. excludes scope 3 one-time and scope 3 additional).

Table 2: Gross organisation GHG emissions by scope for current measurement year.

Indicator	tCO ₂ e
Scope 1	
Other	26.17
Other fuels	698.69
Other gases	1.81
Transport fuels	866.84
Waste	15,992.00
Water & Wastewater	1,157.00
Scope 2	
Electricity	1,376.88
Scope 3	
Scope 3 Additional	454.91
Transport - other	176.13
Waste	203.48

Indicator	tCO ₂ e
Total	20,953.91

Table 3: GHG emissions inventory summary by scope and business unit.

Component gas	Scope 1	Scope 2	Scope 3	Total	Removals	After removals
CH ₄	3.93	61.87	208.32	274.11	0.00	274.11
CO ₂	18,696.21	1,313.74	610.96	20,620.91	0.00	20,620.91
HFCs	0.01	0.00	0.00	0.01	0.00	0.01
N ₂ O	42.36	1.27	15.25	58.88	0.00	58.88
PFCs	0.00	0.00	0.00	0.00	0.00	0.00
SF ₆	0.00	0.00	0.00	0.00	0.00	0.00
Total	18,742.50	1,376.88	834.53	20,953.91	0.00	20,953.91

Table 4: Mobile and stationary combustion of biomass.

Biomass	Quantity	Tonnes Biogenic CO ₂
No activity recorded	n/a	n/a

Table 5: Deforestation of two hectares or more.

Source	Mass	tCO ₂ e
Deforestation tCO ₂ e (tCO ₂ e)	18,356.80	18,356.80

Table 6: GHG stock liability (see Table 13: for mass of individual gases).

Source	Units	Quantity	Potential Liability tCO ₂ e
Diesel commercial	litres	37,528.00	99.96
Diesel stationary combustion	litres	18,764.00	50.85
HCFC-22 (R-22, Genetron 22 or Freon 22)	kilograms	577.06	1,044.48
Petrol	litres	3,600.00	8.83
R-407C	kilograms	215.20	381.76
R-407F	kilograms	160.00	291.92
R-410A	kilograms	104.00	217.15

Table 7: Land-use liabilities.

Type of sequestration	Liability tCO ₂ e
Contingent liability (carbon sequestered this reporting period)	34,866.00

Type of sequestration	Liability tCO ₂ e
Potential sequestration liability (total carbon stock)	975,500.00

Table 8: Renewable electricity generation on-site.

Renewable generation on-site	kWh generated	tCO ₂ e avoided
No activity recorded	n/a	n/a

Table 9: Purchased emissions reductions.

Type of emission reductions purchased	Amount	tCO ₂ e
Certified green electricity (tCO ₂ e)	0.00	0.00
Purchased emission reductions (tCO ₂ e)	0.00	0.00
Total	0.00	0.00

1 INTRODUCTION

This report is the annual greenhouse gas (GHG) emissions¹ inventory report for the named organisation. The inventory is a complete and accurate quantification of the amount of GHG emissions that can be directly attributed to the organisation's operations within the declared boundary and scope for the specified reporting period. The inventory has been prepared in accordance with the requirements of the **measure-step**² of the Programme, which is based on the *Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004)* and *ISO 14064-1:2006 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*³. Where relevant, the inventory is aligned with industry or sector best practice for emissions measurement and reporting.

2 STATEMENT OF INTENT

This inventory forms part of the organisation's commitment to gain Programme certification.

This inventory reports into the Toitū carbonreduce programme.

3 ORGANISATION DESCRIPTION

Te Kaunihera o Papaioea, Palmerston North City Council (PNCC), is the territorial authority of Palmerston North, the lower North Island city of approximately 89,000 residents. With approximately 564 full time equivalent staff, PNCC has responsibilities across: water supply, wastewater, stormwater, waste management, local roads, libraries, parks, community centres, animal control and regulatory services, while also providing a range of other services to the community including subsidised housing. Unlike many other councils in Aotearoa, PNCC retains a substantial works department, and much of the city's maintenance work is done in-house, rather than being contracted out.

Council through its 2018-2028 long term plan (LTP) set a target of 25% reduction in citywide carbon emissions. This target is the keystone of a wider series of sustainability plans that come under the 'Eco City Strategy'. This strategy includes measures around enhancing biodiversity, reducing waste, building infrastructure resilience to climate change, improving energy efficiency and encouraging active transport.

Council wholly owns four Council Controlled Organisations (CCOs). These are Te Manawa Museums Trust, Palmerston North Airport Limited, Globe Theatre Trust, and Regent Theatre Trust. Council is a 50% shareholder (along with Manawatu District Council) in the Central Economic Development Agency CCO. Council also owns three other small organisations which are exempted from CCO status. These are: Caccia Birch Trust, Palmerston North Performing Arts Trust, and the Manawatu-Wanganui Regional Disaster Relief Fund Trust.

Council owns a large number of properties within the city, many of which are leased out to businesses at market rates. Other properties are leased at a subsidized rate to community organisations. This includes bowls and other sports clubs including the Palmerston North Golf Course, and the lease of Hancock Community House to the Community Services Council, who sublease parts of the building to other community organisations. Council also leases several of its facilities, notably its community libraries, from the private sector. Finally, while retaining ownership of the properties themselves, the operation of its community swimming pools (the Lido and Freyberg) is contracted to Community Leisure Management Limited.

¹ Throughout this document "emissions" means "GHG emissions".

² Programme refers to the Toitū carbonreduce and the Toitū carbonzero programme.

³ Throughout this document 'GHG Protocol' means the *GHG Protocol Corporate Accounting and Reporting Standard* and 'ISO 14064-1:2006' means the international standard *Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.

4 ORGANISATIONAL BOUNDARIES INCLUDED FOR THIS REPORTING PERIOD

Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2006 standards. The GHG Protocol allows two distinct approaches to be used to consolidate GHG emissions: the equity share and control (financial or operational) approaches. The Programme specifies that the operational control consolidation approach should be used unless otherwise agreed with the Programme.

An operational control consolidation approach was used to account for emissions.

The organisational chart provides a summary overview of the primary PNCC structures and business units, outlining which units are included within the scope of this report. Note that due to a organisational restructure during the 2018/19 financial year, this chart does not reflect the current 2019 organisational structure.

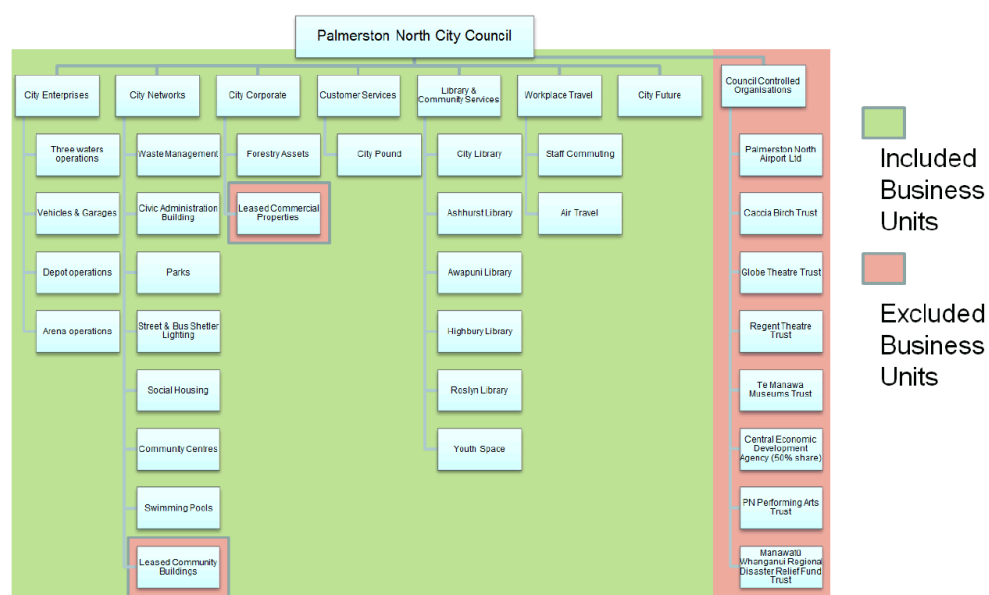


Figure 1: Organisational structure.

Table 10: Brief description of business units in the certifying entity.

Business unit	Address	Purpose
City Enterprises	549 Ferguson St, Terrace End, Palmerston North	Primary operational and works unit of PNCC
-Arena Operations	61 Pascal St, Palmerston North	Stadium and Community Sports Facilities
-Depot Operations	549 Ferguson St, Terrace End, Palmerston North	PNCC Works Depot
-Facilities Management	Citywide toilets and misc halls	Community halls and supporting facilities

Business unit	Address	Purpose
-Garages	Citywide	Vehicle Garages
-Nursery	Depot	
-Storm Water Pump Stations	Citywide	
-Tankers	Citywide	Fuel tankers supporting PNCC plant usage (e.g. Line trimmers)
-Vehicles	Citywide	Pool vehicles, trucks and heavy plant equipment (e.g. Ride on mowers)
-Wastewater Pump Stations	Citywide	
-Water Treatment & Pumps	Citywide	
-Wastewater Treatment	75 Totara Rd, Palmerston North	
City Networks	32 The Square, Palmerston North	Primary asset management unit of PNCC
-Closed Ashhurst Landfill	303 Shriifs Rd, Palmerston North	
-Closed Awapuni Landfill	775-819 Fitzherbert E Rd	
-Bus Shelters	Citywide	Lighting
-Civic Administration Building	32 The Square, Palmerston North	
-Community Centres	Citywide	
-Local Reserves	Citywide	Lighting, community connections, sheds etc.
-Social Housing Buildings	Citywide	Electricity costs supporting social housing complexes
-Square Gardens	The Square	
-Street Lighting	Citywide	
-Traffic Signals	Citywide	
-Waste Management	Citywide	
- - Ashhurst Transfer Station	123 Mulgrave St	Public solid waste transfer station
- - Awapuni Waste Operations	303 Shriifs Rd, Palmerston North	Rubbish, recycling and composting facility

Business unit	Address	Purpose
Community Pools		Community Pools
-Lido Aquatic Centre	Park Rd, Palmerston North	Operated under contract by Community Leisure Management
-Freyberg Aquatic Centre	Thames St, Palmerston North	Operated under contract by Community Leisure Management
Customer Services	32 The Square, Palmerston North	Customer Services
-City Pound	20 Totara Rd, Palmerston North	
Library & Community Services	4 The Square, Palmerston North	Libraries
-Ashhurst Library	64 Bamfield St, Ashhurst, Palmerston North	
-Awapuni Library	96C College St, Awapuni, Palmerston North	
-City Library	4 The Square, Palmerston North	
-Te Pātikitiki Library	157 Highbury Ave, Highbury, Palmerston North	
-Roslyn Library	8 Kipling St, Roslyn, Palmerston North	
-Youth Space	1 George St, Palmerston North	
Workplace Travel	N/A	Staff getting around
-Air Travel	N/A	
-Staff Commuting	N/A	

5 ORGANISATIONAL BUSINESS UNITS EXCLUDED FROM INVENTORY

Excluded from this inventory are:

- 1) Council Controlled Organisations. These organisations, while associated with PNCC, are separately managed and use different data management systems. Consequently, they have been excluded from this initial inventory.
- 2) Emissions from Council owned leased buildings. These emissions (e.g. from tenants energy use) are largely outside of the control of Council, and are thus not included in this inventory.

3) Embodied emissions of purchased Council products. Council procurement policy encourages officers to make sustainable purchasing decisions, but Council purchases an extremely wide range of products from a similarly wide range of suppliers, with highly variable carbon accounting practices and methodologies. Consequently, these emissions have been excluded at this stage.

4) Emissions resulting from externally contracted civil works and services. As above, Council procurement policy encourages the use of contractors that demonstrate sustainable practices, but for the same reasons these emissions are not currently within the scope of this inventory.

6 GHG EMISSIONS SOURCE INCLUSIONS

The GHG emissions sources included in this inventory are those required for Programme certification and were identified with reference to the methodology described in the GHG Protocol and ISO14064-1:2006 standards. Identification of emissions sources was achieved via personal communications with Palmerston North City Council staff, and cross-checked against operational expenditure records for the reporting period. These records were viewed in order to see what activities may be associated with emissions from all of the operations.

As adapted from the GHG Protocol, these emissions were classified into the following categories:

- **Direct GHG emissions (Scope 1):** GHG emissions from sources that are owned or controlled by the company.
- **Indirect GHG emissions (Scope 2):** GHG emissions from the generation of purchased electricity, heat and steam consumed by the company.
- **Indirect GHG emissions (Scope 3):** GHG emissions required by the Programme that occur as a consequence of the activities of the company but occur from sources not owned or controlled by the company. Inclusion of other Scope 3 emissions sources is done on a case-by-case basis.

After liaison with the organisation, the emissions sources in Table 11 have been identified and included in the GHG emissions inventory.

Methane emissions from Awapuni and Ashhurst landfills which are closed have been included in the Scope 1 emissions. The results are from AECOM's study in 2017 based on the IPCC's 1st order decay model.

Table 11: GHG emissions sources included in the inventory

Business unit	GHG emissions source	GHG emissions level scope	Data source	Data collection unit	Uncertainty (description)
Aquatic Centres/Ashhurst	Electricity	Scope 2	Smartpower	kWh	
Aquatic Centres/Ashhurst	Natural distributed commercial	Scope 1	Smartpower	kWh	
Aquatic Centres/Freyberg	Electricity	Scope 2	Smartpower	kWh	
Aquatic Centres/Lido Aquatic Centre	Electricity	Scope 2	Smartpower	kWh	
Aquatic Centres/Lido Aquatic Centre	Natural distributed commercial	Scope 1	Smartpower	kWh	
Community/Arena Operations	Electricity	Scope 2	Smartpower	kWh	
Community/Arena Operations	Natural distributed commercial	Scope 1	Smartpower	kWh	
Community/Libraries/Ashhurst Library	Electricity	Scope 2	Smartpower	kWh	
Community/Libraries/Awapuni Library	Electricity	Scope 2	Smartpower	kWh	
Community/Libraries/City Library	Electricity	Scope 2	Smartpower	kWh	
Community/Libraries/City Library	Natural distributed commercial	Scope 1	Smartpower	kWh	

Business unit	GHG emissions source	GHG emissions level scope	Data source	Data collection unit	Uncertainty (description)
Community/Libraries/Highbury Library	Electricity	Scope 2	Smartpower	kWh	
Community/Libraries/Roslyn Library	Electricity	Scope 2	Smartpower	kWh	
Community/Libraries/Youth Space	Electricity	Scope 2	Smartpower	kWh	
Community/Libraries/Youth Space	Natural distributed commercial	Scope 1	Smartpower	kWh	
Customer/City Pound	Electricity	Scope 2	Smartpower	kWh	
Infrastructure/Logistics Support/Depots	Electricity	Scope 2	Smartpower	kWh	
Infrastructure/Logistics Support/Garages	Natural distributed commercial	Scope 1	Smartpower	kWh	
Infrastructure/Logistics Support/Nursery	Natural distributed commercial	Scope 1	Smartpower	kWh	
Infrastructure/Logistics Support/Vehicles/Heavy Plant	Diesel	Scope 1	PNCC Spreadsheet	L	
Infrastructure/Logistics Support/Vehicles/Heavy Plant	Petrol premium	Scope 1	PNCC Spreadsheet	L	
Infrastructure/Logistics Support/Vehicles/Heavy Plant	Petrol regular	Scope 1	PNCC Spreadsheet	L	
Infrastructure/Logistics Support/Vehicles/Heavy Trucks	Diesel	Scope 1	PNCC Spreadsheet	L	

Business unit	GHG emissions source	GHG emissions level scope	Data source	Data collection unit	Uncertainty (description)
Infrastructure/Logistics Support/Vehicles/Leased Vehicles and Support/Vehicles/Leased Vehicles	Diesel	Scope 1	PNCC Spreadsheet	Vehicles L	
Infrastructure/Logistics Support/Vehicles/Leased Vehicles and Support/Vehicles/Leased Vehicles	Petrol regular	Scope 1	PNCC Spreadsheet	Vehicles L	
Infrastructure/Logistics Support/Vehicles/Light Trucks and Support/Vehicles/Light Trucks	Diesel	Scope 1	PNCC Spreadsheet	Vehicles L	
Infrastructure/Logistics Support/Vehicles/Medium Trucks and Support/Vehicles/Medium Trucks	Diesel	Scope 1	PNCC Spreadsheet	Vehicles L	
Infrastructure/Logistics Support/Vehicles/Mowers and Support/Vehicles/Mowers	Diesel	Scope 1	PNCC Spreadsheet	Vehicles L	
Infrastructure/Logistics Support/Vehicles/Mowers and Support/Vehicles/Mowers	Petrol regular	Scope 1	PNCC Spreadsheet	Vehicles L	
Infrastructure/Logistics Support/Vehicles/Pool Vehicles and Support/Vehicles/Pool Vehicles	Diesel	Scope 1	PNCC Spreadsheet	Vehicles L	
Infrastructure/Logistics Support/Vehicles/Quad Bikes and Support/Vehicles/Quad Bikes	Petrol regular	Scope 1	PNCC Spreadsheet	Vehicles L	
Infrastructure/Logistics Support/Vehicles/Tractors and Support/Vehicles/Tractors	Diesel	Scope 1	PNCC Spreadsheet	Vehicles L	
Infrastructure/Parks & Reserves/Local Reserves	Electricity	Scope 2	Smartpower	kWh	

Business unit	GHG emissions source	GHG emissions level scope	Data source	Data collection unit	Uncertainty (description)
Infrastructure/Parks & Reserves/Local Reserves	Fertiliser Nitrogen	use	PNCC Refrigerants and Stock Liabilities	kg	
Infrastructure/Parks & Reserves/Square Gardens	Electricity		Smartpower	kWh	
Infrastructure/Property	HCFC-22 (R-22, Genetron 22 or Freon 22)	Scope 1	PNCC Refrigerants and Stock Liabilities Spreadsheet	kg	
Infrastructure/Property	R-410A	Scope 1	PNCC Refrigerants and Stock Liabilities Spreadsheet	kg	
Infrastructure/Property/Civic Administration Building	Electricity	Scope 2	Smartpower	kWh	
Infrastructure/Property/Civic Administration Building	Natural distributed commercial	Scope 1	Smartpower	kWh	
Infrastructure/Property/Community Centres	Electricity	Scope 2	Smartpower	kWh	
Infrastructure/Property/Community Centres	Natural distributed commercial	Scope 1	Smartpower	kWh	
Infrastructure/Property/Social Housing Buildings	Electricity	Scope 2	Smartpower	kWh	

Business unit	GHG emissions source	GHG emissions level scope	Data source	Data collection unit	Uncertainty (description)
Infrastructure/Three Waters/Stormwater Pump Stations	Electricity	Scope 2	Smartpower	kWh	
Infrastructure/Three Waters/Wastewater Pump Stations	Electricity	Scope 2	Smartpower	kWh	
Infrastructure/Three Waters/Wastewater Treatment	Electricity	Scope 2	Smartpower	kWh	
Infrastructure/Three Waters/Wastewater Treatment	Natural Gas distributed commercial	Scope 1	Smartpower	kWh	
Infrastructure/Three Waters/Wastewater Treatment	Wastewater precalculated (tCO ₂ e)	Scope 1	PNCC Wastewater Calculations Spreadsheet	t	
Infrastructure/Three Waters/Water Treatment & Pumps	Electricity	Scope 2	Smartpower	kWh	
Infrastructure/Transport/Bus Shelters	Electricity	Scope 2	Smartpower	kWh	
Infrastructure/Transport/Street Lighting	Electricity	Scope 2	Smartpower	kWh	
Infrastructure/Transport/Traffic Signals	Electricity	Scope 2	Smartpower	kWh	
Infrastructure/Waste Management	Waste landfilled LFGR Mixed waste	Scope 3	September 2009 Waste Audit of Council Facilities	t	Tonnage is based on an out of date (2009) estimate
Infrastructure/Waste Management/Ashhurst Landfill	Waste to Landfill Municipal solid waste (CO ₂ e)	Scope 1	PNCC Solid Waste Calculation Spreadsheet, and associated IPCC modelling spreadsheets	t	Resource consent estimates landfill size to be 15,000m ³ , but little else is known about site, requiring a variety of assumptions to be made regarding density and yearly use.

Business unit	GHG emissions source	GHG emissions level scope	Data source	Data collection unit	Uncertainty (description)
Infrastructure/Waste Management/Ashhurst Transfer Station	Electricity	Scope 2	Smartpower	kWh	
Infrastructure/Waste Management/Awapuni Landfill	CH ₄	Scope 1	PNCC Solid Waste Calculation Spreadsheet, and associated IPCC modelling spreadsheets	t	Landfill composition is estimated based on national averages
Infrastructure/Waste Management/Awapuni Landfill	N ₂ O	Scope 1	PNCC Solid Waste Calculation Spreadsheet, and associated IPCC modelling spreadsheets	t	Landfill composition is estimated based on national averages
Infrastructure/Waste Management/Awapuni Landfill	Waste to Landfill Municipal solid waste (CO ₂ e)	Scope 1	PNCC Solid Waste Calculation Spreadsheet, and associated IPCC modelling spreadsheets	t	Landfill composition is estimated based on national averages
Workplace Travel/Air Travel	Air travel domestic (average)	Scope 3	House of Travel	pkm	
Workplace Travel/Air Travel	Air travel long haul (business)	Scope 3	House of Travel	pkm	
Workplace Travel/Air Travel	Air travel long haul (econ)	Scope 3	House of Travel	pkm	
Workplace Travel/Air Travel	Air travel long haul (econ+)	Scope 3	House of Travel	pkm	
Workplace Travel/Air Travel	Air travel short haul (econ)	Scope 3	House of Travel	pkm	

Business unit	GHG emissions source	GHG emissions level scope	Data source	Data collection unit	Uncertainty (description)
Workplace Travel/Staff Commuting	Air travel domestic (average)	Scope 3	2020 Workplace Survey	pkm	Feb snapshot survey reached 260 out of ~564 staff, but was not randomly sampled
Workplace Travel/Staff Commuting	Bus travel (city)	Scope 3 Additional	2020 Workplace Survey	pkm	Feb snapshot survey reached 260 out of ~564 staff, but was not randomly sampled
Workplace Travel/Staff Commuting	Car hybrid	Scope 3 Additional	2020 Workplace Survey	km	Feb snapshot survey reached 260 out of ~564 staff, but was not randomly sampled
Workplace Travel/Staff Commuting	Motorcycle	Scope 3 Additional	2020 Workplace Survey	km	Feb snapshot survey reached 260 out of ~564 staff, but was not randomly sampled
Workplace Travel/Staff Commuting	Private Car average (diesel)	Scope 3 Additional	2020 Workplace Survey	km	Feb snapshot survey reached 260 out of ~564 staff, but was not randomly sampled
Workplace Travel/Staff Commuting	Private Car default (petrol)	Scope 3 Additional	2020 Workplace Survey	km	Feb snapshot survey reached 260 out of ~564 staff, but was not randomly sampled
Workplace Travel/Staff Commuting	Taxi (regular)	Scope 3	Taxi Invoices	\$	

6.1 Other emissions – HFCs, PFCs and SF₆

We use hydrofluorocarbons (HFCs) in our operations and these have been included in the inventory.

No operations use perfluorocarbons (PFCs), Nitrogen Trifluoride (N₃) nor sulphur hexafluoride (SF₆), therefore no holdings of these are reported and no emissions from these sources are included in this inventory.

6.2 Other emissions – biomass

Combustion of biomass has occurred in our operations and is included in the inventory. Council operates a Biogas generator at the Totara Rd Wastewater Treatment Plant, using gas from the adjacent landfill gas capture system. The methane and nitrous-oxide emissions have been included in the inventory, while the carbon emissions are excluded, due to being part of the short carbon cycle.

6.3 Other emissions – deforestation

No deforestation has been undertaken by the organisation on land it owns and that is included in this inventory. Therefore no emissions from deforestation are included in this inventory. A commercial forestry block of Pinus Radiata 'Turitea West' was harvested towards the end of the reporting period. The block was 15.4ha in size, and 44 years old at the time of harvest. The block is, with some management of pine regrowth, being allowed to regenerate into natives - a process assisted by high numbers of birds from the adjacent Turitea Forest.

6.4 Pre-verified data

No pre-verified data is included within the inventory.

7 GHG EMISSIONS SOURCE EXCLUSIONS

Emissions sources in Table 12 have been identified and excluded from the GHG emissions inventory.

Three emissions sources have been excluded from this inventory: Emissions resulting from the transport of goods by third parties (freight), taxi travel, and emissions from the use of rental cars. In each case, given the nature of Council operations resulting in few occasions when these services are used, it is expected that these emissions represent only a small de minimis fraction of Council's total emissions. However, it is intended that these emissions sources will be included in future inventories.

Table 12: GHG emissions sources excluded from the inventory

Business unit	GHG emissions source	GHG emissions level scope	Reason for exclusion
Palmerston North City Council	Freight	3.00	Currently insufficient data. Likely to be de minimis, however intention is to include source in future years
Palmerston North City Council	Taxi Travel	3.00	Currently insufficient data. Likely to be de minimis, however intention is to include source in future years

Business unit	GHG emissions source	GHG emissions level scope	Reason for exclusion
Palmerston North City Council	Rental Cars	3.00	Currently insufficient data. Likely to be de minimis, however intention is to include source in future years

8 DATA COLLECTION AND UNCERTAINTIES

Table 11 provides an overview of how data were collected for each GHG emissions source, the source of the data and an explanation of any uncertainties or assumptions made. Estimated numerical uncertainties are reported with the emissions calculations and results.

All data was calculated using Toitū eManage and GHG emissions factors as provided by the Programme (see Appendix 1 - data summary.xls).

A calculation methodology has been used for quantifying the GHG emissions inventory using emissions source activity data multiplied by GHG emissions or removal factors.

Emissions resulting from Council's wastewater treatment and closed landfills (Awapuni & Ashhurst) have been precalculated as part of a citywide emissions inventory. Details are included in the relevant attached spreadsheets.

Emission data resulting from waste produced at Council facilities, or deposited in public waste bins provided by Council, are reliant on a survey conducted 2009 which has unfortunately not been updated as planned. It is expected that a new waste survey will be conducted in time for next year's emission inventory report.

The staff travel survey was conducted in February 2020, and anonymously reached 260 staff out of approximately 560 FTEs. However, this sample was not randomly selected, and is likely to include some degrees of bias. Notably, due to the way the survey was conducted, the results are likely under-representative of staff working in remote locations such as the community libraries.

9 GHG EMISSIONS CALCULATIONS AND RESULTS

GHG emissions for the organisation for this measurement period are provided in Table 1 where they are stated by greenhouse gas, by scope, by business unit and as total emissions.

Clearly Council's emissions are dominated by the closed Awapuni Landfill, which accounts for some 76% of gross emissions despite these emissions being substantially mitigated by the landfill gas capture system. Balancing these emissions however are Council's substantial forestry blocks, which sequestered some 34,866 tonnes CO₂ during the reporting period. However of this area, a small forestry block of 15.4ha was harvested at the end of the reporting period.

Inventory results show that further inroads into gross emissions is likely to require significant capital investment in energy efficiency improvements and electric vehicles.

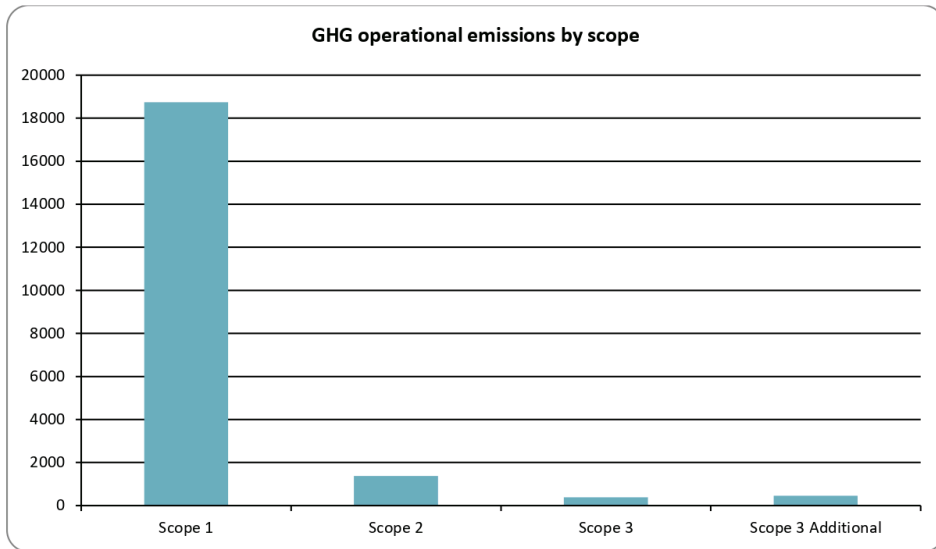


Figure 2: GHG emissions (tonnes CO₂e) by scope

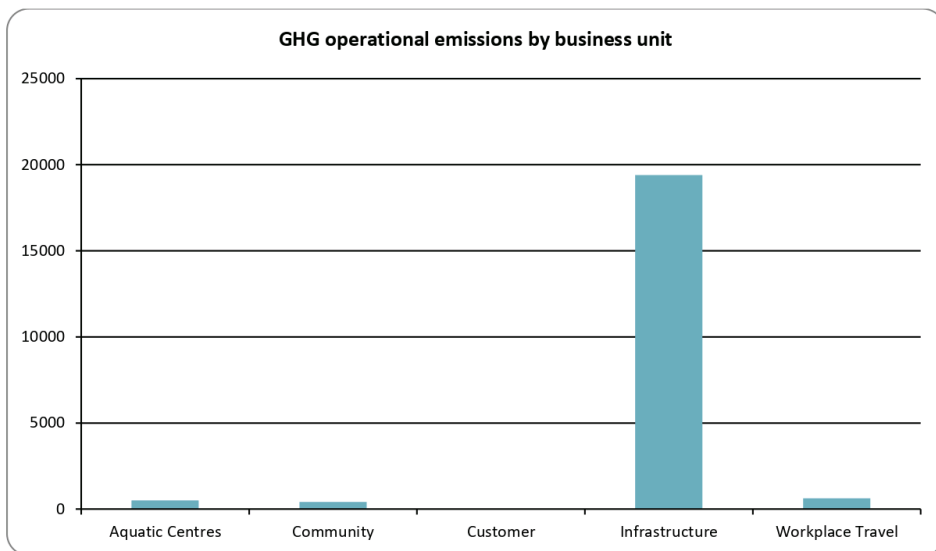


Figure 3: GHG emissions (tonnes CO₂e) by business activity.

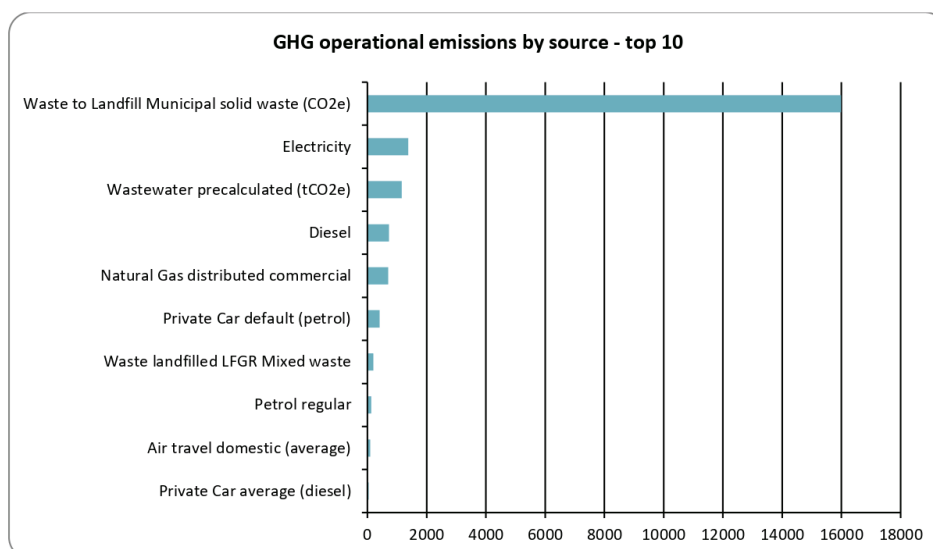


Figure 4: GHG emissions sources by source.

The inventory report and any GHG assertions are expected to be verified by a Programme-approved, third-party verifier. The level of assurance is reported in a separate Assurance Statement provided to the directors of the certified entity.

10 EMISSIONS REDUCTIONS AND REMOVALS ENHANCEMENT

GHG emissions for the organisation for the current reporting period are detailed in Table 1. Council's emissions have fallen significantly since the 2015/16 baseline, from 26444 to 20954 tCO₂, an 21% reduction. This is thanks in large part due to the continued maturation of the Awapuni and Ashhurst Landfills, which comprise approximately 76% of the total emissions, and 65% of the observed emissions reduction. However, this reduction should be viewed as a consequence of the outsourcing of municipal waste management since the closure of Awapuni Landfill, rather than as a result of an actual reduction in greenhouse gas emissions.

Non-landfill related emissions have fallen from 6719 to 4756 tCO₂, a 29% reduction. Much of this improvement was made in previous financial years through process improvements at the Lido and Wastewater Treatment Plant. Further emission reductions have been made through the ongoing LED street-lighting upgrade programme, the introduction of electric vehicles into the fleet and minor upgrades to energy efficiency of Council buildings, particularly again through LED lighting upgrades. A recent survey of staff commuting patterns has found workplace travel emissions have increased since the previous survey in 2011.

The management and reduction plan has not changed since certification. Major changes to the Emission Management and Reduction Plan have been deferred until next year, in order to bring the timing of the plans in line with the Council's Long Term Planning cycle. As such, this iteration of Council's EMRP contains only minor updates to reflect actions previously completed.

The organisation will have an updated management plan in place for managing and reducing emissions in the future in order to maintain Programme recertification.

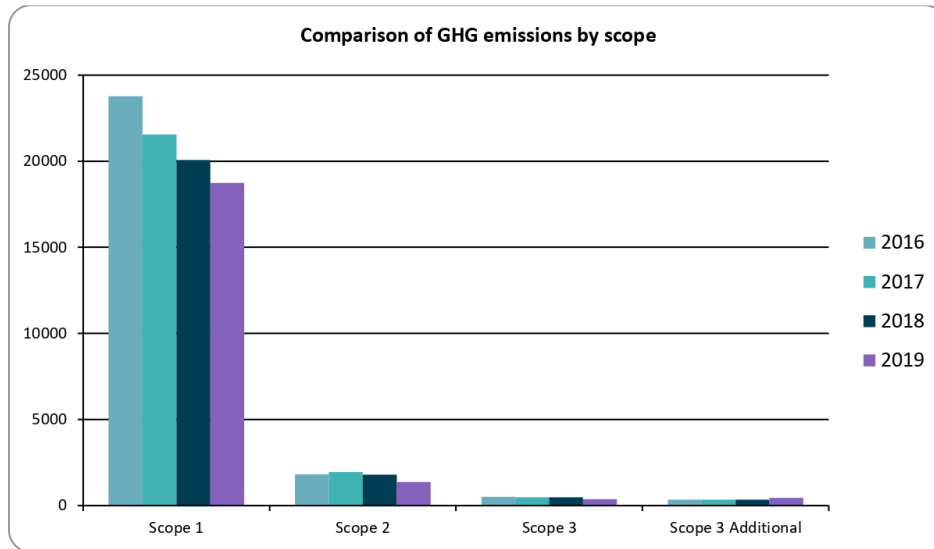


Figure 5: Comparison of GHG operational emissions by scope between the reporting periods.

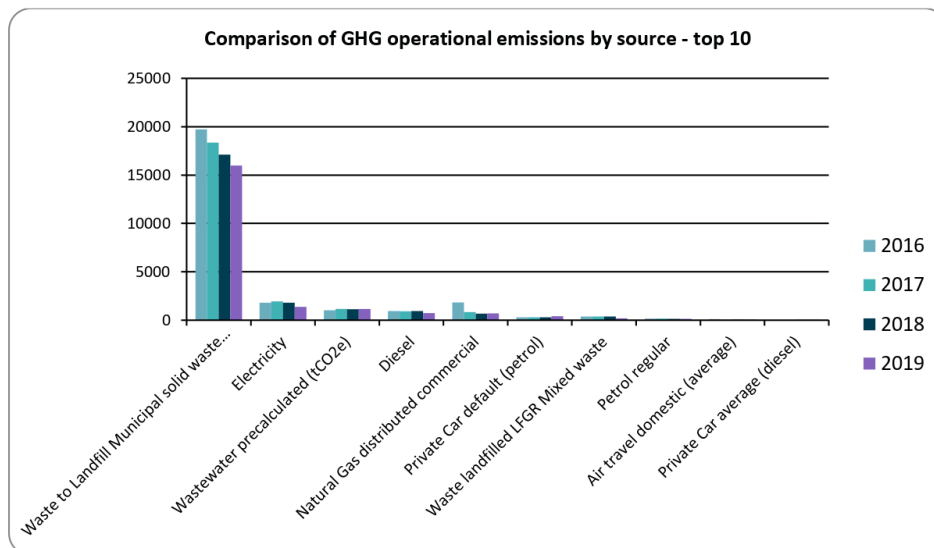


Figure 6: Comparison of GHG operational emissions by emissions sources between the reporting periods.

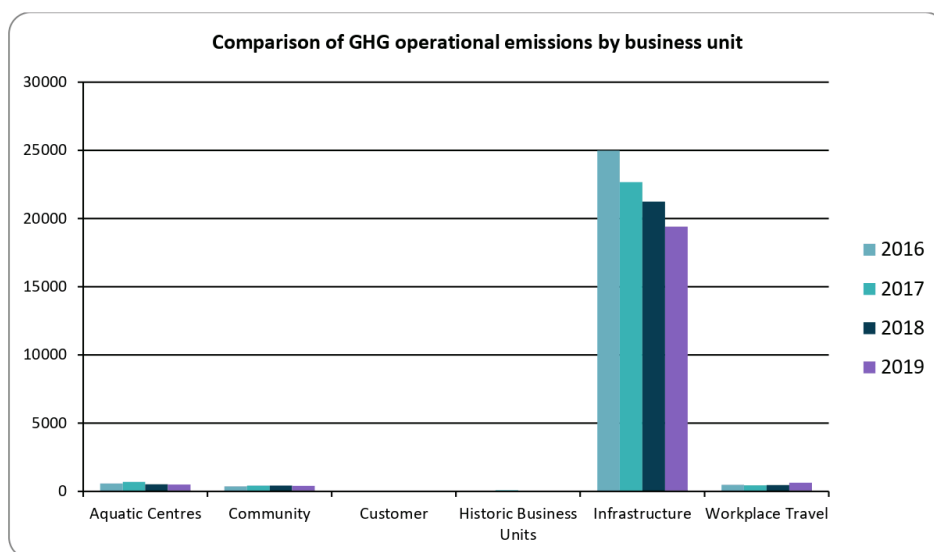


Figure 7: Comparison of emissions by business unit between the reporting periods.

11 LIABILITIES

11.1 GHG stocks held⁴

HFCs, PFCs and SF₆ represent GHGs with high global warming potentials. Their accidental release could result in a large increase in emissions for that year, and therefore the stock holdings are reported under the Programme (Table 13).

GHG stocks have been reported in this inventory and added into the GHG Stock Liability questionnaire.

Table 13: HFCs, PFCs and SF₆ GHG emissions and liabilities.

Business Unit	Source	Units	Amount held - start of reporting period	Amount held - end of reporting period	Potential Liability tCO ₂ e
Logistics and Support	Diesel commercial	litres		18764	49.98204
Palmerston North City Council	Diesel commercial	litres	18,764.00	18,764.00	49.98
Tankers	Diesel stationary combustion	litres	(no data)	18,764.00	50.85

⁴ HFC stock liabilities for systems under 3 kg can be excluded.

Business Unit	Source	Units	Amount held - start of reporting period	Amount held - end of reporting period	Potential Liability tCO ₂ e
Property	HCFC-22 (R-22, Genetron 22 or Freon 22)	kilograms		284.03	514.09
Palmerston North City Council	HCFC-22 (R-22, Genetron 22 or Freon 22)	kilograms	293.03	293.03	530.38
Tankers	Petrol	litres		1,200.00	2.94
Palmerston North City Council	Petrol	litres	1,200.00	1,200.00	2.94
Logistics and Support	Petrol	litres		1,200.00	2.94
Palmerston North City Council	R-407C	kilograms	107.60	107.60	190.88
Property	R-407C	kilograms		107.60	190.88
Property	R-407F	kilograms		80.00	145.96
Palmerston North City Council	R-407F	kilograms	80.00	80.00	145.96
Property	R-410A	kilograms		52.00	108.58
Palmerston North City Council	R-410A	kilograms	52.00	52.00	108.58

11.2 Land-use change

Organisations that own land subject to land-use change may achieve sequestration of carbon dioxide through a change in the carbon stock on that land. Where a sequestration is claimed, then this also represents a liability in future years should fire, flood or other management activities release the stored carbon.

Land-use change has been included in this inventory. Council owns substantial blocks of native, exotic and commercial pine forests.

12 PURCHASED REDUCTIONS

Purchased reductions could include certified “green” electricity, verified offsets or other carbon-neutral-certified services. Organisations may choose to voluntarily purchase carbon credits (or

offsets) or green electricity that meets the eligibility criteria set by a regulatory authority. The reported gross emissions may not be reduced through the purchase of offsets or green tariff electricity.

Purchased emission reductions have not been included in this inventory.

Certified green electricity has been included in this inventory. While Council purchases electricity from a 100% renewable supplier (Meridian Energy), it should be understood that this is not the same thing as a carbon neutral supplier. Consequently this supply is not considered to be 'certified green energy' for the purposes of this inventory.

We generate on-site renewable electricity, and this is included in the inventory. Council operates:

Solar farms on the roof of the Administration Building, Conference Centre, and Manawaroa Street Depot. It also operates a micro-hydro generation plant at the Turitea Dam, and a co-generation plant at the Totara Rd Wastewater Treatment Plant, which has recently been upgraded to utilise gas captured at the adjacent closed Awapuni Landfill. In each case, the generated electricity offsets energy that would otherwise be bought from the grid.

13 DOUBLE COUNTING / DOUBLE OFFSETTING

Double counting/offsetting refers to situations where:

- Parts of the organisation have been prior offset.
- The same emissions sources have been reported (and offset) in both organisation and product.
- Emissions have been included and potentially offset in the GHG emissions inventories of two different organisations, e.g. a company and one of its suppliers/contractors. This is particularly relevant to indirect (Scope 2 and 3) emissions sources.
- The organisation generates renewable electricity, uses or exports the electricity and claims the carbon benefits.
- Emissions reductions are counted as removals in an organisation's GHG emissions inventory and are counted or used as offsets/carbon credits by another organisation.

Double counting / double offsetting has not been included in this inventory.

14 REFERENCES

International Organization for Standardization, 2006. ISO14064-1:2006. Greenhouse gases – Part 1: Specification with guidance at the organisation level for quantification and reporting of greenhouse gas GHG emissions and removals. ISO: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2004 (revised). The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard. WBCSD: Geneva, Switzerland.

15 APPENDIX 1: GHG EMISSIONS DATA SUMMARY

More GHG emissions data is available on the accompanying spreadsheet to this report:

PNCC 17_18 Wastewater Calculations.xlsx, PNCC Airtravel.xlsx, PNCC Business Units.xlsx, PNCC Emission Source Exclusions.xlsx, PNCC Forestry.xlsx, PNCC Refrigerants Fertilizers and Stock Liabilities.xlsx, PNCC Solid Waste Calculations.xlsx, PNCC Vehicles.xlsx, PNCC Workplace Travel.xlsx



EMISSIONS MANAGEMENT AND REDUCTION PLAN

Toitū carbonreduce and Toitū carbonzero programme



Palmerston North City Council

Person responsible: Heather Shotter, CEO

Prepared by: Adam Jarvis, Policy Analyst (Environmental Sustainability)

Dated: 11 June 2020

For the period: 01 July 2019 to 30 June 2020

Base year: 01 July 2015 to 30 June 2016

Verification status: Pending verification by Toitū Envirocare

Approved for release by:

A handwritten signature in black ink, appearing to read "Adam".

Adam Jarvis, Policy Analyst (Environmental Sustainability)



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INTRODUCTION

This report is the annual greenhouse gas (GHG) Emissions Management and Reduction Plan prepared for Palmerston North City Council and forms the manage step part of the organisation's application for Programme certification.¹²

RATIONALE

Climate change will have significant impact on the city of Palmerston North, and consequently Palmerston North City Council. Impacts will include: more frequent flood events of greater severity, drier summer periods (with implications for the rural sector, and municipal water supply) and potential heat wave events exacerbated by the urban heat island event (with implications for public health). Mitigating these impacts will be key for the long term well-being of the City.

In its 'Eco City Strategy', council outlines the aspiration:

"We want a future-focused city that plans for and cares about the future, enhancing its natural and built environment. Our city will realise the benefits to society from creating clean energy, lowering carbon emissions and reducing our ecological footprint."

"... Palmerston North has a moral duty to reduce its emissions. A lack of action will not only contribute to further climate change, but risk the city missing out on the current wave of progress, and be forced to play catch up as international agreements strengthen. Alternatively, Palmerston North has an opportunity to be a leader, and reap the benefits of being a global leader exporting knowledge around the world."

To this end, Council has set an ambitious target for the city: A 25% reduction in citywide CO₂ emissions over the next decade. Clearly if such a target is to be achieved, Council needs to lead the way. Thus far, it has done so, having (provisionally) reduced its emissions by 22% since 2015/16. This plan outlines Council's relatively minor actions over the next 12 months, as it builds towards a major strategic refresh through the upcoming Long Term Plan process in 2021.

TOP MANAGEMENT COMMITMENT

Management to receive and approve this plan following auditing and verification.

PERSON RESPONSIBLE

The officer responsible is to develop environmental low-carbon policies to guide Council's actions towards carbon reductions, while maintaining the data required to inform the required changes.

AWARENESS RAISING AND TRAINING

Additional staff resources have been employed to bring further expertise into key parts of the organisation: asset management and infrastructure delivery in particular. Asset management, project management and procurement processes are, or have already been, reformed to bring greater emphasis on the carbon impact of various decisions. Following development of a framework and training of key staff, asset management plans will now include an assessment of the estimated future carbon emissions associated with maintenance, renewal, and 'capital new' programmes.

¹Throughout this document 'emissions' means 'GHG emissions'.

²Programme means the Toitū carbonreduce and Toitū carbonzero certification programme.

SIGNIFICANT EMISSIONS SOURCES

No activity recorded

Figure 1: GHG emissions by source.

Council's emissions remain dominated by gas from Awapuni Landfill, which accounts for the entire city's waste over a period of many decades. A modern landfill gas capture system has been installed at the site, and there seems to be little avenue to substantially further reduce these emissions. However gas production at the site is declining over time as the landfill waste matures.

The next largest emission source results is the wastewater treatment plant (WWTP). This source is substantial, again because Council is effectively accounting for the entire City's wastewater emissions. A major upgrade in 2016 allowed gas from the adjacent Awapuni Landfill (previously flared) to be used to power the treatment plant, substantially offsetting the treatment plant's emissions. The current WWTP is due for replacement, and Council has recently begun community consultation on options for replacement. It is expected that whichever option is ultimately selected, the incorporation of modern technology and processes will result in lower emissions from the new WWTP as compared to the existing facility.

Third on the list of Council's emissions is staff commuting, which has been voluntarily included within scope. A new workplace travel survey conducted in 2020 found that, compared with the previous 2011 survey, while Council's efforts to encourage more active transport had been somewhat successful, staff commuting emissions had nonetheless substantially increased. This is due to a relatively small proportion of staff commuting much larger distances than previously, which unfortunately more than offsets the small reductions caused by some staff living locally making the switch to less carbon intensive modes. Further thought needs to be given as to how to substantially affect these emissions, and this iteration of the plan does not commit Council to any action in this regard.

Fourth on the list is the Lido Aquatic Centre. A comprehensive energy audit of the site was conducted in 2016, and a range of energy saving measures implemented. Energy consumption at the site does vary dramatically depending on weather, which makes it difficult to determine precisely what impact this has had. However, comparing the provisional 2018/19 figures to the 2015/16 baseline, we see a roughly 13% reduction in emissions has been achieved at this site. Further emission reductions are likely to require substantial capital investment, and these are currently being investigated through the asset management process to be considered in 2021 through the Long Term Plan process.

The fifth highest source of emissions is from the Council's fleet of heavy trucks, which includes rubbish and recycling vehicles, transport vehicles, and miscellaneous vehicles including a single water tanker. Some progress in was made late in 2018, as two fully electric recycling vehicles began operation, replacing end-of-life diesel vehicles. Note that the impact of this procurement on our emissions data will not be fully realised until the next reporting period. Replacement of further diesel vehicles will be considered as part of next year's Long Term Plan.

Also of note is the emissions resulting from urban street lighting. An extensive LED Street Lighting upgrade programme was completed during the current reporting period. So far, this has resulted in a 50% reduction in street lighting emissions, and can be expected to drop further over the next two years as the effects of now completed work show up in the data.

TARGETS FOR EMISSIONS REDUCTION

The organisation is committed to managing and reducing its emissions in accordance with the Programme requirements. Table 1 provides details of the emission reduction targets to be implemented. These are 'SMART' targets (specific, measurable, achievable, realistic, and time-constrained).

It is now clear that Council will significantly exceed the targets it set in the previous iteration of this plan. A 25% reduction in total gross carbon emissions was sought by 2029. With the Awapuni Landfill continuing to mature, and the emission reductions of completed capital works yet to fully show up in our data, it seems likely that Council will be able to demonstrate having achieved its 25% reduction target by this time next year, some 9 years early. It can therefore be expected that these targets will be substantially revised to be more ambitious through the upcoming Long Term Plan process in 2021.

Table 1: Emission reduction targets

Emissions reduction initiative	Target	Baseline (tCO ₂ e)	Target date	Metrics/KPI	Responsibility	Rationale
Total Gross Scope 1, 2 and 3 mandatory emissions	25%	33473.00	30/06/2029	Per \$M turnover	Chief Executive Officer	Council citywide target as set in the 'Eco City Strategy' during 2018 LTP consultation
Total Gross Scope 1, 2 and 3 mandatory emissions	17%	33473.00	30/06/2019	Per \$M turnover	Chief Executive Officer	Sum of expected reductions through to 30/06/2019
Non-Landfill Gross Scope 1, 2 and 3 mandatory emissions	7%	6744.00	30/06/2019	Per \$M turnover	Chief Executive Officer	Sum of expected reductions through to 30/06/2019
Emission specific 'subtargets'						
Transition to Electric Vehicles	10%	907.00	30/06/2019	Per \$M turnover	Fleet Manager	Expected reduction from planned EV purchases
Upgrade Street Lighting to LED	59%	543.00	30/06/2019	Per \$M turnover	Project Engineer	Expected reduction in power consumption from complete rollout
Begin upgrade building and reserve lighting to LED	60%	32.00	30/06/2019	Per \$M turnover	Project Engineer	Expected reduction in power consumption from projects through to end of 2018/19 FY
Improve landfill waste diversion from Council buildings	66%	10.00	30/06/2019	Per \$M turnover	Waste Engineer	Council building waste is a small proportion of total waste, but significant reductions are achievable
Continued maturation of closed landfills	19%	26826.00	30/06/2019	Absolute	Waste Engineer	Expected reduction based on first order decay modelling

SPECIFIC EMISSIONS REDUCTION PROJECTS

In order to achieve the reduction targets identified in Table 1 specific projects have been evaluated to achieve these targets. These are detailed below.

As can be seen, the majority of what Council has set out to achieve during the current Long Term Plan cycle has been achieved. For the most part, further emission reductions will require further capital investment, options for which are currently under investigation through the Asset Management Plan process. These options will be deliberated on during the Long Term Plan process in 2021.

Table 2: Projects to reduce emissions

Objective	Actions	Responsibility	Completion date
Transition to Electric Vehicles	Progressively replace fleet vehicles with electric where practical	Fleet Manager	Ongoing
Upgrade Street Lighting to LED	Upgrade all street lighting fixtures to LED	Project Engineer	Completed
Upgrade building and reserve lighting to LED	Upgrade all other lighting fixtures to LED where practical	Project Engineer	2024.00
Energy Audits of Council Facilities	Sequentially audit facilities energy usage to identify opportunities to reduce energy consumption	Energy Officer	Completed
Reduce 'plant item' fuel usage	Trial lower frequency mowing regimes, promoting wildflower growth in lower amenity reserves	Leisure Assets Planner	Completed
Reduce hot water flow rates	Install aerators and flow restrictors on all hot water taps and showerheads	Eco Design Advisor	2019.00
Reduce soft plastic packaging and polystyrene	Use purchaser power to influence current suppliers to reduce non-recyclable packaging	Waste Engineer	Ongoing
Improve landfill waste diversion from Council buildings	Roll out the CAB 'Bin The Bin' programme to the central library then to other staffed facilities	Waste Engineer	Completed
Improve landfill waste diversion from public facilities and parks	Review all PNCC's public 'fixed bin' infrastructure to improve design and legibility for users. Review facility user contracts to require adequate recycling.	Waste Engineer	Completed

Objective	Actions	Responsibility	Completion date
Reduce waste to landfill from Council funded events, and events held on Council land	Work with event organisers to continue to apply 'zero waste event' principles. Provide integrated support package to events in order to make zero waste 'easy'.	Waste Engineer	Completed
Low Carbon Buildings and Projects	Review project management and procurement processes to ensure project design phase considers whole-of-life cost and carbon emission mitigations.	Chief Financial Officer	Completed
Staff Travel	Promote active transport. Provision of bikes for staff travelling to meetings, adequate parking facilities, and wet weather gear.	Transportation Planner	Ongoing
Staff Travel	Negotiate bulk discount for e-bikes, and institute salary advance scheme for staff members.	Human Resources Manager	Completed

Table 3: highlights emission sources that contributed to poor data quality and describes the actions that will be taken to improve the data quality in future inventories.

Council has been able to improve the quality and scope of its data, now including taxi travel and referencing more up-to-date data sources (e.g. workplace travel emissions). Unfortunately due to staff turnover, an updated waste assessment has still not been completed. Some further work remains to be done over the next year in quantifying organisational freight use, and the usage of rental vehicles.

Table 3: Projects to improve data quality

Emissions source	Actions to improve data quality	Responsibility	Completion date
Council Waste Production	Updated Waste Assessment	Rubbish and Recycling Engineer	2021.00
Staff Commuting	Updated Travel Survey	Transportation Planner	Completed
Taxi Travel	Obtain taxi travel data from provider	Policy Analyst (Environmental Sustainability)	Completed
Rented Cars	Quantify organisational rental car use	Policy Analyst (Environmental Sustainability)	2021.00
Freight	Quantify organisational freight use	Policy Analyst (Environmental Sustainability)	2021.00

Emissions source	Actions to improve data quality	Responsibility	Completion date
Electricity and Natural Gas	Review discrepancy between reported and invoiced data	Policy Analyst (Environmental Sustainability)	Completed

The emissions inventory identified various emissions liabilities. Table 4 details the actions that will be taken to prevent GHG emissions from these potential emissions sources.

Efforts in this regard have been highly successful. As a result of replacing older AC units, and an improved maintenance regime, emissions resulting from AC refrigerant leaks have reduced from ~30tCO₂e in 2015/16 to virtually zero in 2018/19. Similarly, no significant diesel leaks or forest fires have been recorded over the same period.

Table 4: Projects to prevent emissions and reduce liabilities

Emissions source	Actions to reduce liabilities	Responsibility	Completion date
Air conditioning units (refrigerant gasses)	Regular servicing and maintenance to prevent damage	Parks and Property Manager (via contracted services)	Ongoing
Forestry (Damage from pest plants and animals, fire)	Management of pest plants and animals in Turitea, Arapuke & Hardings Park forests. Rural fire management plan.	Water & Waste Services Manager	Ongoing
Diesel Generators & Tanks (leakage)	Monthly fuel dips & regular maintenance	Treatment Plants Manager	Ongoing

UNINTENDED ENVIRONMENTAL IMPACTS

ENVIRONMENTAL IMPACTS	Transition to EVs	LED Upgrades	Energy Audits	Less Mowing	Lower Hot Water Flow Rates	Less soft plastics	More landfill waste diversion	Sustainable Facilities	Regular AC & Generator Servicing	Encouraging Active/Public Staff Travel	Forestry Protection Measures
Resource use											
Electricity consumption											

ENVIRON MENTAL IMPACTS	Trans ition to EVs	LED Upgr ades	Ene rgy Au dits	Less Mo win g	Lo we r Ho t Wa ter Flo w Rat es	Less soft plas tics	Mor e landf ill wast e diver sion	Sustai nable Faciliti es	Regul ar AC & Gene rator Servi cing	Encour aging Active/ Public Staff Travel	Fores try Prote ction Meas ures
Fuel consumpt ion											
Water consumpt ion											
Wastewat er discharge											
Waste to landfill											
Air, land and water quality											
Transport congestio n											
Biodiversi ty											
Land use											
Flooding											
Local economy											
Dark Green	Signif icant positi ve impa ct										

ENVIRONMENTAL IMPACTS	Transition to EVs	LED Upgrades	Energy Audits	Less Mowing	Lower Hot Water Flow Rates	Less soft plastics	More landfill waste diversion	Sustainable Facilities	Regular AC & Generator Servicing	Encouraging Active/Public Staff Travel	Forestry Protection Measures
Light Green	Some positive impact										
White	No change										
Yellow	Some adverse impact										
Red	Significant adverse impact										

KEY PERFORMANCE INDICATORS

Table 5: Key Performance Indicators (KPI)

KPI	2016	2017	2018	2019	2020
Turnover/revenue (\$Millions)	110.3710	126.00	128.7000	143.00	143

Table 6: GHG emissions per KPI

KPI	2016	2017	2018	2019	2020
Total gross GHG emissions per Turnover/revenue (\$Millions)	239.59	193.04	176.31	146.53	0.00
Total mandatory GHG emissions per Turnover/revenue (\$Millions)	236.43	190.27	173.60	143.35	0.00

MONITORING AND REPORTING

Energy (Electricity and Natural Gas) data is reported monthly, via SmartPower, to Environmental Sustainability Policy Analyst (ESPA). Vehicle data is reported monthly, via PNCC's internal data management systems to the Environmental Sustainability Policy Analyst (ESPA) and the Fleet Manager. Air travel data is collected by PNCC's travel providers (Orbit, House of Travel), and compiled in an annual report to the ESPA. Refrigerant use is reported yearly by the refrigerant contractor to the ESPA. Wastewater data is collected daily by PNCC's wastewater operations team, and reported yearly to the ESPA. Landfill gas emissions are estimated yearly by the ESPA. Workplace commuting data is collected during the workplace travel survey, most recently completed by ESPA in Feb 2020. It is expected that this survey will be refreshed every three years from now on. Council waste (from Council facilities & offices, street & park bins, the Arena, and non-recyclable products deposited in Council provided kerbside recycling bins and not identified and rejected by the streetside operational staff) is collected during the Council Facility Waste Audit, last completed in 2009, and reported to the Rubbish and Recycling Engineer and the ESPA. It is intended that this survey will be completed again in 2021, and every three years thereafter.

Ultimately, all GHG emission data is the responsibility of the ESPA, who reports on progress to the Council and Executive Leadership Team every twelve months following external auditing.

EMISSIONS REDUCTION CALCULATIONS

Table 7: GHG inventory results

	2016	2017	2018	2019	2020
Scope 1	23,780.79	21,552.78	20,064.98	18,742.50	0.00
Scope 2	1,811.31	1,945.25	1,795.03	1,376.88	0.00
Scope 3 Mandatory	502.84	476.07	481.72	379.62	0.00
Scope 3 Additional	349.07	349.00	348.96	454.91	0.00
Scope 3 One time	0.00	0.00	0.00	0.00	0.00
Total gross emissions	26,444.02	24,323.10	22,690.68	20,953.91	0.00
Reporting reductions					
5-year average (tCO ₂ e)	26,444.02	25,383.56	24,485.93	23,602.93	23,602.93
5-year average (tCO ₂ e) (scope 1 & 2)	25,592.11	24,545.07	23,650.05	22,767.38	22,767.38
Emissions intensity reductions					
Turnover/revenue (\$Millions)	110.37	126.00	128.70	143.00	143.00
GDP deflator values Yr1 prices (assumed)					
Adjusted turnover (\$M)					
Emissions intensity (tCO ₂ e/\$M)	239.59	193.04	176.31	146.53	0.00
5-year average emissions intensity (tCO ₂ e/\$M)	239.59	216.32	202.98	188.87	188.87

	2016	2017	2018	2019	2020
Percentage change in absolute emissions	(no data)	-8.02	-6.71	-7.65	-100.00
Percentage change in emissions intensity	(no data)	-19.43	-8.67	-16.89	-100.00

PERFORMANCE AGAINST PLAN

As has been discussed earlier in this report, Council is clearly on track to significantly exceed the targets it set in 2015/16. Most notably, the target of a 25% reduction in gross emissions by 2029 is likely to have been achieved already (though it will take another year of data collection before this is certain). As such, it is expected that Council will review these targets through the upcoming Long Term Plan process in 2021.

MEMORANDUM

TO: Council

MEETING DATE: 23 September 2020

TITLE: District Licensing Committee - Appointment Process

PRESENTED BY: Desiree Harvey, Legal Counsel

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

RECOMMENDATIONS TO COUNCIL

1. That the memorandum titled 'District Licensing Committee – Appointment Process' reported to Council on 23 September 2020 be received.
2. That the Chief Executive be instructed to commence a recruitment process for four persons, including at least one Elected Member, to be included on Palmerston North City Council's list of approved District Licensing Committee members.
3. That the Mayor, Chief Executive, Legal Counsel, an independent District Licensing Committee Chair, and one Elected Member form the selection panel to finalise selection criteria, shortlist and interview candidates and make recommendations to the Council regarding final appointments.
4. To delegate authority to the Mayor in consultation with the Chief Executive to appoint the independent District Licensing Committee Chair and Elected Member on the selection panel.

1. ISSUE

- 1.1 On 23 September 2019 Council approved the incoming Council to undertake and complete an appointment process for members of the District Licensing Committee (DLC), including appointments of Chairperson and Deputy Chairperson.
- 1.2 The terms of current DLC members Councillor Susan Baty, Councillor Tangi Utikere and Rod Titcombe are due to expire on 30 November 2020, and a resignation was received earlier this year from Graham Rossiter. A recruitment process will need to be undertaken to ensure that the DLC can continue without disruption.

2. BACKGROUND

- 2.1 Palmerston North City Council contracts DLC Chairs and Members to hear and make decisions on applications for alcohol licences and managers' certificates, as required

by the Sale and Supply of Alcohol Act 2012. Sections 189-193 of the Act set out the required composition of licensing committees.

- 2.2 Each DLC consists of three members, including the appointment of one member as the Chairperson. The Chairperson can be an Elected Member, or a Commissioner appointed to the DLC. The other two members of each Licensing Committee must be appointed from the Council's list maintained under section 192.
- 2.3 Council is also able to appoint an Elected Member to be Deputy Chairperson, and act in place of the Chairperson if they are unavailable.
- 2.4 The Act sets out eligibility for the list as follows:
 - a) Members must have experience relevant to alcohol licensing matters; and
 - b) Members must not be appointed if they have such an involvement or appearance of involvement with the alcohol industry that they could not perform their duties without actual or perceived bias, or the person is a constable, a Medical Officer of Health, an inspector or an employee of a territorial authority.
- 2.5 Current terms of list members expire on the following dates:
 - Susan Baty (30 November 2020)
 - Tangi Utikere (30 November 2020)
 - Rod Titcombe (30 November 2020)
 - Vicki Beagley (30 November 2021)
- 2.6 Accordingly, this report recommends that a recruitment process be undertaken for four persons, including at least one Elected Member, to constitute Palmerston North City Council's list of approved DLC members, including the appointment of a Chairperson and Deputy Chairperson. The recruitment process will commence 24 September and close 23 October 2020.
- 2.7 Subsequent to the 23 September 2019 decision of Council, a review has been conducted of the appointment process for members of committees such as the DLC, to put safeguards in place which ensure that recruitment is fair, transparent and free from conflicts of interest (real or perceived).
- 2.8 With respect to the appointment of members of the DLC, the following procedures are recommended:
 - a) Applications for membership be invited from current list members, elected members, and from the wider community, and be publicly advertised.
 - b) A selection panel be established to consider all applications for membership and to make recommendations to Council with regard to final appointments to be made.

- c) The selection panel's recommendations to Council (to include the names and brief biographical statements of those persons recommended for appointment), list the names of all other applicants, and include recommendations regarding Chairpersonship and Deputy Chairpersonship of the DLC.
- d) Appointments to the DLC be made for a period of up to five years.
- e) The newly established list of approved members be published on the website.

2.9 With respect to the selection panel, the following procedures are recommended:

- a) The selection panel comprise the Mayor, Chief Executive, Legal Counsel, an independent District Licensing Committee Chair, and one other Elected Member who has not, nor will apply, to become a member of the DLC (to be decided in accordance with b) below).
- b) Expressions of interest for inclusion on the selection panel be sought from Elected Members, and a decision be made by the Mayor.
- c) Eligibility criteria for the DLC list noted above also apply to membership of the selection panel.
- d) The selection panel finalise selection criteria, shortlist and interview candidates and make recommendations to Council regarding final appointments.
- e) The selection panel appoints its own Chair.

3. NEXT STEPS

3.1 Undertake the recruitment process.

3.2 Bring recommendations for appointment to November Council meeting.

4. COMPLIANCE AND ADMINISTRATION

Does 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 a plan under the Driven and Enabling Council Strategy

The action is: N/A

Contribution to strategic direction and to social, economic, environmental and cultural well-being

To ensure Council meets proper processes for appointments, including ensuring the appointment process is fair, transparent and free from conflicts of interest (real or perceived).

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 23 September 2020

TITLE: Update on Release of Part II (Confidential) decisions

PRESENTED BY: Hannah White, Democracy and Governance Manager

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

RECOMMENDATIONS TO COUNCIL

1. To receive the memorandum titled 'Update on Release of Part II (Confidential) decisions' reported to Council on 23 September 2020.
2. To agree that released decisions be reported on the agenda of Council or the relevant committee at its subsequent meeting.

1. ISSUE

- 1.1 To update the Council on the future process for reviewing and releasing Part II (confidential) decisions.

2. BACKGROUND

- 2.1 In March 2020, Council received a report which listed the 25 confidential decisions from 2019 and 14 historical decisions from the 2016-2019 Council term to be released. The report also proposed a new format for how confidentially released decisions would be displayed on the Council's website to improve the searchability of released decisions.
- 2.2 Since March, Officers have re-formatted the [released confidential decisions](#) page on the Council's website and have grouped released decisions by Council/ committee and triennium. Reports and appendices that contained no confidential material have also been released and work is ongoing to redact confidential material from reports/ appendices for release also.
- 2.3 Confidential decisions for release March – June 2020 have been approved by the Chief Executive on 03 August 2020 and published on the website. These are attached as Attachment 1.

3. PROCESS GOING FORWARD

3.1 In order to improve the timeliness of the process, it is proposed that confidential decisions be released as follows:

- All confidential reports to contain a recommendation which outlines when the decision/ report can be released.
- Confidential decisions that are resolved by Council or committee to be released immediately, will be released after the meeting by the Legal and Governance team as part of the post-meeting process.
- Any decisions for release of confidential information outside a Council/ Committee resolution will be determined by the Chief Executive as per Standing Orders.
- Released decisions will be reported on the agenda to the Council or relevant committee at the subsequent meeting.

4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven and Enabling Council	
The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy	
The recommendations contribute to the achievement of action/actions in a plan under the Driven and Enabling Council Strategy	
Contribution to strategic direction and to social, economic, environmental and cultural well-	Releasing previously confidential decisions on a regular basis improves the transparency of the Council and allows the public to be better informed about decisions.

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ATTACHMENTS

1. Released confidential decisions February-June 2020 [↓](#) 

Confidential Decisions released February – June 2020

Meeting	Date	Title	Author	Report	Appendix	Decision
Council	26/02/2020	Award of Tender - CET Arena Redevelopment	Bryce Hosking	Redact report LGOIMA S(7)(2)(h) Commercial activities	Withheld LGOIMA S(7)(2)(h) Commercial activities	<p>RESOLVED</p> <p>1. That Council approves \$619,601 plus GST of additional funding for the Arena Redevelopment Programmes 1082, 1083, and 1534 by: Transfer \$619,601 from the budget of Programme 1514 – Central Energy Trust Arena Manawatu – Commercial Building to the Arena Redevelopment Programmes 1082, 1083 and 1534 with an allocation split as required.</p> <p>2. That Council accepts the tender and awards the construction contract to PAK Holdings Limited t/a Humphries Construction for the sum of \$13,098,008.10 (Thirteen Million, Ninety-Eight Thousand, Eight Dollars and Ten Cents) plus GST for the combined redevelopment projects of the Speedway Pits Relocation, Embankment Redevelopment, and the new Entrance Plaza.</p> <p>3. The Chief Executive be given delegated authority to sign contract documents on behalf of Council.</p>
Council	27/05/2020	Appointment to the Jaycee Trust Travelling Fellowship Selection Panel	Natalya Kushnirenko	Release	Withheld LGOIMA (7)(2)(a) Privacy	<p>RESOLVED:</p> <p>1. That Mrs Joanne Hazlitt and Ms Makaela Jones be appointed as members of the Jaycee Trust Travelling Fellowship Selection Panel for the 2019-2022 term of Council.</p> <p>That this report be made available to the public once Ms Hazlitt and Ms Jones have been notified of confirmation of their appointment to the Jaycee Trust Travelling Fellowship Selection Panel.</p>

Council	27/05/2020	Appointment of External Member to the Finance and Audit Committee	Hannah White	Release	Withheld LGOIMA (7)(2)(a) Privacy	<p>RESOLVED:</p> <p>1. That Steve Armstrong is appointed to the Finance and Audit Committee for the 2019-2022 triennium.</p> <p>2. That the External Member to the Finance and Audit Committee be paid an honorarium of \$1000+ withholding tax per day, and that fuel expenses be recompensed.</p>
Council	24/06/2020	Rotation of Trustees on Council Organisations	Natalya Kushnirenko	Release	<p>Release Appendices 1, 4, 5, 6</p> <p>Appendices 2 and 3 redact private details and then release</p>	<p>RESOLVED</p> <p>1. That Council reappoint trustee Ms Patricia Keiller to the Caccia Birch Trust Board and commence appointment process inviting persons to apply for two trustee positions on the Caccia Birch Trust Board.</p> <p>2. That Council reappoint trustee Susan McConachy to the Regent Theatre Trust Board and commence an appointment process inviting persons to apply for one trustee position on the Regent Theatre Trust Board.</p> <p>3. That Council reappoint trustees Mr Gerard Hudson and Mrs Russell Harris to the Globe Theatre Trust Board.</p> <p>4. That Council reappoint directors Mr Gerard Gillespie and Mr Jon Nichols to the Palmerston North Airport Limited Board.</p> <p>5. That Council reappoint trustees Sheridan Hickey and Ms Margaret May to the Palmerston North Performing Arts Trust.</p> <p>6. That the report titled 'Rotation of Trustees on Council Organisations' presented to Council on 24 June 2020, and decisions, be released from Part II following notification of appointments to Trustees and Boards.</p> <p>7. That Council commence an appointment process inviting persons to apply for two trustee positions on the Te Manawa Museum Trust Board</p>

ITEM 10 - ATTACHMENT 1

						<p>8. That it be noted that the Annual General Meeting of the Te Manawa Museum Trust Board be held on 24 September 2020.</p> <p>9. That it be noted that the Annual General Meeting of the Globe Theatre Trust be held on 21 September 2020.</p> <p>10. That it be noted that the Annual General Meeting of the Regent Theatre Trust Board is yet to be determined.</p> <p>11. That it be noted that the Annual General Meeting of the Caccia Birch Trust Board is yet to be determined.</p> <p>12. That it be noted that the Annual General Meeting of the Palmerston North Airport Limited be held by entry in the Minute Book at a date yet to be determined in October 2020.</p> <p>That is be noted that the Annual General Meeting of the Palmerston North Performing Arts Trust be held on 18 September 2020.</p>
Council	24/06/2020	Streets for People Programme - Procurement of Design Services	Geoffrey Snedden	Release	Withheld – S(7)(2)(h) Commercial activities	<p>RESOLVED</p> <p>1 That the Committee's recommendation be adopted.</p> <p>That the report be released at the Chief Executive's discretion after commercial sensitivities are complete.</p>
Infrastructure	3/6/2020	Streets for People Programme - Procurement of Design Services	Geoffrey Snedden	Release	LGOIMA S(7)(2)(h) Commercial activities	<p>RESOLVED:</p> <p>1. That the Committee approve the recommended procurement process of engaging a design consultant to undertake all design services for all the Programmes of Work for the Streets for People Programme.</p>

Historic Decisions released

Meeting	Date	Title	Author	Report	Appendix	Decision
Council	19/12/2018	Host City for World Junior Men's Softball World Cup 2020	Sacha Haskell	Release	Withhold LGOIMA S(7)(2)(h) Commercial activities	1.That Council supports the hosting bid for the February 2020 World Jnr Men's Softball World Cup and instructs the Chief Executive to commit additional events funding of \$110,000NZD to the Hosting Committee.

MEMORANDUM

TO: Council

MEETING DATE: 23 September 2020

TITLE: Amendment to the Council and Committee Meeting Schedule for 2020

PRESENTED BY: Hannah White, Democracy and Governance Manager

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

RECOMMENDATION TO COUNCIL:

1. To receive the memorandum titled 'Amendment to the Council and Committee Meeting Scheduled for 2020', reported to Council on 23 September 2020.
 2. That the Rangitāne o Manawatū Committee meet at 2pm 25 November 2020 in the Function and Conference Centre, Main Street, Palmerston North.
 3. That the Manawatū District and Palmerston North City Joint Strategic Planning Committee meet at 1pm, 10 November 2020 in the Manawatū District Council, 135 Manchester Street, Feilding.
 4. That the Play, Recreation and Sport Committee meet at 2pm 21 October in the Russell Lounge at Central Energy Trust Arena, 61 Pascal Street, Palmerston North.
-

1. ISSUE

- 1.1 There have been two additional meeting requests that need to be scheduled on the Council calendar 2020 and a change of venue. They are:
- The second Rangitāne o Manawatū Committee meeting in November
 - An additional meeting of the Manawatū District and Palmerston North City Joint Strategic Planning Committee in November
 - A change of venue for the Play, Recreation and Sport Committee meeting in October

2. BACKGROUND – LEGAL REQUIREMENTS

- 2.1 The Local Government Official Information and Meetings Act 1987 (LGOIMA) requires Council to notify the public of the time and place of all of its committee meetings.
- 2.2 Section 7(19)(6) of the Local Government Act allows for local authorities to adopt and amend a schedule of meetings:

Section 7(19)(6) If a local authority adopts a schedule of meetings—

(a) the schedule—

(i) may cover any future period that the local authority considers appropriate; and

(ii) may be amended; and

(b) notification of the schedule or of any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment.

- 2.3 Following their inaugural meeting, Committee Members of the Rangitāne o Manawātū Committee have agreed 2pm 25 November 2020 for their next meeting. This meeting is scheduled to meet in the afternoon following the November Council meeting.
- 2.4 Future meeting dates for the Rangitāne o Manawātū Committee will be incorporated into the annual meeting calendar 2021 due to be agreed by Council in November.
- 2.5 There has been a request for an additional meeting of the Manawātū District and Palmerston North City Joint Strategic Planning Committee for 1pm 10 November 2020 in order to approve the Statement of Expectations for the Central Economic Development Agency.
- 2.6 The Chairperson of the Play, Recreation and Sport Committee would like to hold the October committee meeting in the Russell Lounge at Central Energy Trust Arena to coincide with a site visit of the redevelopment. The change of venue will require formal notification.

3. NEXT STEPS

- 3.1 If approved, these meetings will be publicly notified.

4. COMPLIANCE AND ADMINISTRATION

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

If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven and Enabling Council	
The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy	
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	Effective public decision making can take place.

ATTACHMENTS

NIL

ITEM 11

COMMITTEE WORK SCHEDULE

TO: Council


MEETING DATE: 23 September 2020

TITLE: Council Work Schedule

RECOMMENDATION TO COUNCIL

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

ATTACHMENTS

1. Work Schedule - Council [↓](#) 

COUNCIL

WORK SCHEDULE – September 2020

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1.	TBC 2020	Manawātū Residents' card	General Manager – Marketing and Communications		Council 25 May 2020 Clause 48-20
2.	September 2020	Council Organisation Appointments	General Manager – Strategy & Planning		Council 24 June 2020 Clause 79-20
3.	October 2020	Report from Standing Orders Working Group	General Manager – Strategy & Planning		Council 24 June 2020 Clause 66- 20
4.	March 2021	Remits from PNCC	General Manager – Strategy & Planning		Council 24 June 2020 Clause 69-20
5.	May 2021	Remits received from other Territorial Authorities	General Manager – Strategy & Planning		Council 24 June 2020 Clause 69-20