

PALMERSTON NORTH CITY COUNCIL

AGENDA

FINANCE & AUDIT COMMITTEE

9AM, WEDNESDAY 24 FEBRUARY 2021
COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING
32 THE SQUARE, PALMERSTON NORTH



MEMBERSHIP

Susan Baty (Chairperson)

Karen Naylor (Deputy Chairperson)

Grant Smith (The Mayor)

Stephen Armstrong

Leonie Hapeta

Vaughan Dennison

Lorna Johnson

Renee Dingwall

Bruno Petrenas

Lew Findlay QSM

Aleisha Rutherford

Patrick Handcock ONZM

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

W pncc.govt.nz | E info@pncc.govt.nz | P 356 8199

Private Bag 11034, 32 The Square, Palmerston North



FINANCE & AUDIT COMMITTEE MEETING

24 February 2021

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. Public Comment

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

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

5. Hearing of Submissions - Proposal to grant a lease to the Pony Club at Otira Park Page 7

6. Otira Park - Palmerston North Pony Club Land Lease Proposal - Summary of Submissions Page 225

Memorandum, presented by Kathy Dever-Tod, Manager - Parks and Reserves; Bryce Hosking, Manager - Property.

7. Hearing of Submissions - Proposed Scout Hall in Ashhurst Domain Page 233

8. Ashhurst Domain - Scout Land Lease Proposal - Summary of Submissions Page 277

Memorandum, presented by Kathy Dever-Tod, Manager - Parks and Reserves; Bryce Hosking, Manager - Property.

9. Confirmation of Minutes Page 285

"That the minutes of the Finance & Audit Committee meeting of 16 December 2020 Part I Public be confirmed as a true and correct record."

10. Quarterly Performance and Financial Report - Quarter Ending 31 December 2020 Page 289

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

11. Treasury Report - 6 months ending 31 December 2020 Page 359

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

12. Animal Shelter Options Page 369

Report, presented by Bryce Hosking, Manager – Property; Kerry-Lee Probert, Head of Environmental Protection Services.

13. Health, Safety and Wellbeing Report October - December 2020 Page 391

Memorandum, presented by Alan Downes, Health, Safety and Wellbeing Manager; Wayne Wilson, Human Resources Manager.

14. Manawatu Community Athletics Track - Reviewed Memorandum of Understanding Page 403

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

15. CET Arena Pedestrian Entrance Bridge LED Display Page 425

Memorandum, presented by Bryce Hosking, Manager - Property.

16. Clearview Reserve - Proposal to Grant an Easement on Reserve Land to Powerco Page 429

Report, presented by Bryce Hosking, Manager - Property; Kathy Dever-Tod, Manager - Parks and Reserves.

17. Assurance Report on Review of Project Management Office Page 441

Memorandum, presented by Masooma Akhter, Business Assurance Manager; Geoff Snedden, PMO Manager.

18. Committee Work Schedule Page 461

19. Exclusion of Public

To be moved:

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

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and

the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

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
20.	Minutes of the Finance & Audit Committee meeting - Part II Confidential - 16 December 2020	For the reasons setout in the Finance & Audit Committee minutes of 16 December 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.

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].

SUBMISSION FROM CONSULTATION

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: Hearing of Submissions - Proposal to grant a lease to the Pony Club at Otira Park



RECOMMENDATION(S) TO FINANCE & AUDIT COMMITTEE

1. That the Finance & Audit Committee hear submissions from presenters who indicated their wish to be heard in support of their submission.
2. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.

SUBMITTERS WISHING TO BE HEARD IN SUPPORT OF THEIR SUBMISSION

Submission No.	Submitter	Page No.
34, 95	James Good & Rachel Robertson (Pony Club)	49, 110

ATTACHMENTS

1. Submissions [↓](#) 
2. Procedure Sheet [↓](#) 

ITEM 5

Subm No	Submitter
1	Kate Harle-Macgregor
2	Tanenuiarangi Manawatu Incorporated
3	Sharon Hancock
4	Matthew Edwards
5	Sarah Orpet
6	Natarsha Farrier
7	Brenda Kean
8	Cheryl Francis
9	Susie Bronlund
10	Sarah Rosanowski
11	Nancy Braithwaite
12*	Ashleigh
13	Marlene Taiwhati
14	Sandra Batten
15	Bev Gordon
16	Tara Cooper
17	Charmaine
18	Sue Swinburn
19	Vanessa Pitt
20	Hanna Finnigan
21	Lathainia Picking
22	Wendy Walker
23	Lee Jenkins
24	Elsje Marneweck
25	Robert Bowen
26	Kirsty Johnston
27	Faye Elliott
28	Stephen D Finegan
29	Chantelle Miles

Subm No	Submitter
30	Olivia Montgomery
31	Ellie Gray
32	Kayla Taiaroa
33	Yana
34	Rachel Robertson
35*	Gillian Hayes
36	Elizabeth Lord
37	Mark Kinaston-Smith
38	Julie jamieson
39	Kitty Mccrae
40	Wangyu shu
41	Charlotte White
42	Emma Kimberley
43*	Ruth Walker
44	Tracy Harris
45	Marcella Bates
46	Sandy Wilson
47	Katie Smith
48	Margo Lawrence
49	Natalie Jones
50	Jasmine Hansen
51	Libby Rayner
52	Cinnemon Trail
53	Jan Reid
54	Andrea Davenport
55	Nicholas Howard
56	Leanne Veale
57	Amber
58	Stacey Nicholson

Subm No	Submitter
59	Natalie Mitchell
60	Aidan Nicols
61	Kimberley ashcroft
62	Lorna Coates
63	Grace Pettit
64	Bronwyn Crooks
65	Megan Bramley
66	Stephanie Scott
67	Jess shackleton
68	Freya Thomson
69	Colin Macpherson
70	Jalissa Gage
71	Drewe Clayden
72	Sally Hansen
73	Alastair Cadzow
74	Bella Park
75	Fiona Northway
76	Rebecca Owen
77	Susan Evans
78	Josien Reinalda
79	Kelly Roberts
80	Lorene Ahern
81	Natalie Peoples
82	Rachel Lee
83	Saskia Beveridge
84	Megan Lozell
85	Bj Crosse
86	Jeff Burns
87	Michelle Lee

Subm No	Submitter
88	Michael Clement
89	Anna Phillips
90	Terri Standish
91	Rachael Fouhy
92	Victoria Jakobs
93	Jo Sinclair
94	Alice Perry
95*	James Good
96	Jane Fowell
97	Kathryn Berrie
98	Nadine Willoughby
99	Elizabeth Mundt
100	Michelle Macpherson
101	Georgia Davies
102	Sandra Owen
103	Robert Lozell
104	Georgie Rynhart
105	Sophie Bain
106	Christine Walker
107	Leah Hurn
108	Georgina Murrow
109	Ashley Esler
110	Perrin
111	Shannon Maynard-Pourau
112	Gracen Graham
113	Caitlin Pemberton
114	Beccy McInnes
115	Reuben Ellett
116*	Bobby Gillaly

Subm No	Submitter
117	Charles
118	Elizabeth Powell
119	Raewyn Smith
120	Michelle Poulton
121	Sharon mchardy
122	Dillon Ferguson
123	Sheryl Williams
124	Jill McAsey
125	Christina Whittle
126	Hayley Murphy
127	Heather McIvor
128	Lisa Swinburn
129	Louise Ilton
130	Grace
131	Linda Harrison
132	Chelsie Dale
133	Amanda Bright
134	Alison Hales
135	Jess Leong Son
136	Philippa Croad
137	Debbie Dickons
138	Jess Ostick
139	Lynne Moore
140	Tallulah McIntosh
141	Amie Brown
142	Inez McCaughan
143	Jaimee martens
144	Greer Murrie
145*	Sheryl Allison

Subm No	Submitter
146	Ethan Gillespie
147	Amy Jenkins
148	Grace Gordon
149	Catherine Hannon
150	Emily Dol
151	Susan Liverton
152	Bailey Gallagher
153	Denise Grace
154	Melissa Tootill
155*	Carl Ewart
156	Kendyl findlay
157	Kylie Brown
158	Sarah O'Neill
159	Elise van Dijck
160	Tammy Dodge
161	Sommer Rickard
162	Anita Seed-Kalman
163	Scott Seed
164	Shona Tinkler
165	Krissy marshall
166	Callum Anderson
167	Lyndall Holstein
168	Jess Cooper
169	Janene de Ridder
170	Hannah Tobin
171	Katrina Ross
172	Jo-Ann Hurren
173	Kelly Smith
174	Dorothy Chandler

Subm No	Submitter
175	Janet Susan Stirling
176	Ashleigh Barnett
177	Bridget Wihongi
178	Adele Kent
179	Cara Satherley
180	Judith Hall
181	Allan Alach
182	Matt Ahern
183	Mary E Legg
184	Steve Stannard
185	Matthew Whitbread-Edwards
186	Shar Hirst
187	Matt Kilsby-Halliday
188	Annie
189	Sharleen Strawbridge
190	Neil Stirling
191	Kylie Stirling
192	Graham. Miller
193	Natalie Rowney
194	Rebekah Taunton
195	Michelle Lambert
196	Robin Wood
197	Brendan Matthews
198	Ana Claasen
199	Nicole Abraham
200*	Diana Dixon
201	Graeme Fenemor
202	Anita Waldman
203	Sherron Bielski

Subm No	Submitter
204	April Papple
205	Ashley Lucas
206	Glenys McDonald

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Kate Harle-Macgregor

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think the pony club should be given this opportunity to continue their lease with more longevity.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Tanenuiarangi Manawatu Incorporated

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

Kia Ora We would like to work with PNCC around possible future options for this Park such as restoring it back to a wetland. The area is part of a very significant site for the tangata whenua Rangitaane o Manawatu and represents one of the last areas in Awapuni where there is the opportunity to do this. Whilst we are working through such a process we would have no objection to the Pony Club having a year by year lease to perhaps give time to explore any other areas in or near town where the pony club could maybe move to in time. In our view this falls under our Treaty partnership agreement.

Is there anything else you'd like to add?**Hearing**

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

3 14805539

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Sharon Hancock

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Definitel keep for pony club use!

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

4

Merle Lavin

From: Submission**Subject:** FW: Submission on proposal to grant a lease to the Pony Club at Otira Park**Your contact details****Name**

Matthew Edwards

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Extend the lease it is good for the community to have spaces like this for sporting development.

Is there anything else you'd like to add?**Hearing**

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
sarah.orpet

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
I support the lease to be extended

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

6

14807541

Merle Lavin

From: Submission

Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Natarsha Farrier

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Pony club brings so much joy. Let them have their lease extended

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

7

14809752

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Brenda Kean

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Absolutely. Organizations like Pony Club are vital to keep today's young people motivated and wanting to achieve. Finding anywhere accessible to people is difficult for pony clubs so please keep their lease

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

8

14807236

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Cheryl Francis

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Please keep this land as it is. Not many places now for children to have ponies in town

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

Merle Lavin

9

14808542

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Susie Bronlund

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Yes. Please renew the lease for the pony club.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

10

14808930

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Sarah Rosanowski

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Renew the lease.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

Merle Lavin

11

14808140

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Nancy Braithwaite

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

Of course you should.. so many kids are involved in pony club and it's great to see them doing something rather than inside on computer games

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

12

14807544

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Ashleigh

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think that the pony club should keep its lease

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

Yes, I'd like the opportunity to talk to my submission

13 14810861

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Marlene Taiwhati

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

At this present time with housing being short and private rentals being above means of many i feel council could utilise this area for those in emergency housing..especially those that are pregnant and dont have a home

Is there anything else you'd like to add?

No thankyou

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

14

14810862

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Sandra Batten

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
I think the pony club lease should go ahead.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

Merle Lavin

15

14809145

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Bev Gordon

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

The pony needs to continue its an important part of family time that continues on in some family's from previous generations, that will start an interest in others. Diversity in the type of sport that a family can participate in and enjoy is important to families everywhere.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

16

14808247

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Tara Cooper

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

I think the lease should definitely be extended so the Pony Club can have continued use of the grounds. Pony Clubs are a very important part of community sport and an organisation that provides opportunity for children to pursue their passion and learn great life skills. With increased traffic on roads and fewer rural roads it's getting harder for horse riders to find safe places to ride, especially for children. Having safe grounds like these are a vital resource for the community.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

17

14805547

Merle Lavin

From:
Subject:Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park**Your contact details**Name
Charmaine**Privacy**Withhold my contact details
True**Your submission**What do you think about this proposal?
let them keep the grounds for lony club

Is there anything else you'd like to add?

HearingUnder the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Sue swinburn

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?
Pony clubs are fantastic and I would like the lease to continue

Is there anything else you'd like to add?
Children today and young adults miss out on a lot of opportunities because of lost opportunities please
dont let this be another one

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

Merle Lavin

19

14803933

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Vanessa Pitt

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I support the renewal of the lease to the Pony Club. Having a variety of resources available to the public is what makes our city great. We have dog parks, river walks, playgrounds, sports grounds, gardens etc and this is another string to our city's bow. Added to that, to sell this land off for potential construction of high density housing will adversely affect the property values of the existing housing surrounding this park.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

20

14809146

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Hanna Finnigan

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Yes, let them release the land

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

21 14810763

Merle Lavin

From: info@pncc.govt.nz
Sent: Tuesday, 10 November 2020 4:10 am
To: Submission
Subject: Submission on proposal to grant a lease to the Pony Club at Otira Park



Your contact details

Name
Lathainia Picking

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
I think it is a great use of reserve land.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

22

14810069

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
wendy

Address
walker

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?
an excellent idea great for the town kids

Is there anything else you'd like to add?
pncc have been good value to palmerston north pony club hope it continues

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

23 14 805548

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Lee Jenkins

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Yes, they should keep the lease

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

148/0362

24

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Elsje Marneweck

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Absolutely lease to them!!

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

25

14808151

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Robert Bowen

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?

This land is used not only by the Pony club but by many residents in and around Awapuni and surrounding areas who enjoy the walkway.

Is there anything else you'd like to add?

The land is also a valuable flood relief zone which should be taken into account with increasing flooding as a result of global warming. Napier is a good example of poor planning for heavy storms and downpours. Palmerston North City Council should review the release of this lands use for building as this could result in similar flooding problems in the future for which the council could be held responsible.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

26

14810865

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Kirsty Johnston

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I think the lease should be extended for at least 3 years.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

Merle Lavin

27

14810866

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Faye Elliott

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?

Yes please let's them stay there. It compliments being near the race course. It enhances the walking track with horses for family's to look at. And it is a true local pony club for riders within the surrounding region

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

28

14808551

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Stephen D Finegan

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?
Renew the lease

Is there anything else you'd like to add?
Nice area to cycle though. Prefer this to more houses.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

29 14807560

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Chantelle miles

Withhold my contact details

False

Your submission

What do you think about this proposal?

Fully support the pony club continuing to have that land for there use

Is there anything else you'd like to add?

It's important for the kids to have some Land available in town to use for ponies it's a great sport to get into

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

30

14809477

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Olivia Montgomery

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Yes

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

31 14809265

Merle Lavin

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Ellie gray

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?

I think the lease should be regranted to the pony club for there excellent organisation

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

32

14811187

Merle Lavin

From: info@pncc.govt.nz
Sent: Monday, 9 November 2020 10:19 pm
To: Submission
Subject: Submission on proposal to grant a lease to the Pony Club at Otira Park



Your contact details

Name
Kayla Taiaroa

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Keep leasing the land to the pony club.

Is there anything else you'd like to add?
Turning this land into housing as many have commented would be an absolute waste of beautiful land many of the neighbouring community use.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

33

14809384

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Yana

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Keep the lease!

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

34

14809786

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Rachel Robertson

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

I think the lease should be for longer. To support a local club, they need knowledge in their future to invest in the land to make it suitable for the horses

Is there anything else you'd like to add?

Please make the lease cheaper. They are really struggling with costs and it is the council's responsibility to help out our youth, local clubs and a place for learning.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

35

14808270

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Gillian Hayes

Withhold my contact details

False

Your submission**What do you think about this proposal?**

Please keep the lease available to the pony club. Horses are huge part of the NZ culture and it is wonderful for city kids to be able to access such a great facility in such a central location

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

36

14808271

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Elizabeth Lord

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?

I would like to see the pony club's lease renewed. It is a great community club for all horse lovers that is close enough to town to be accessible to all Pony club grows our equestrian babies into horsewoman /men

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

37

14868272

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Mark Kinaston-Smith

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?

I feel it would be a shame and great loss to the community to loose the use of these grounds for use by the pony club,

Is there anything else you'd like to add?

The New Zealand pony club is an association that is strong and supportive of our youth. It also promotes fair play and team play.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

38

14809271

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Julie jamieson

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Leave the land leased to the pony club. It is an icon as well as the grazing that is down by the duck pond on race course road. Alot of people go there just to see the horses. Plus it is an amazing pony club and amazing grounds for the ponyclub.

Is there anything else you'd like to add?

Renew the lease. Stop selling everything decent in Palmerston North for housing. Not all of us skateboard or are interested in skateparks. Palmerston north has very limited options for young people to do. No wonder we have a serious drug and drinking problem. Because there just isnt enough affordable things offered in P.N. Stop removing all the riding areas for horses.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

39

14810090

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Kitty McCrae

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

Please extend the lease

Is there anything else you'd like to add?

Great to have it so close to town

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

40

14810793

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Wangyu shu

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?
Extend lease for pony club

Is there anything else you'd like to add?
We need recreation to keep kids entertained and away from technology.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

41
14809877
Merle Lavin

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Charlotte White

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Let them lease the land, it makes sense

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

42

14809484

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Emma Kimberley

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Renew lease to the Pony Club

Is there anything else you'd like to add?
No

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

43

14809386

Merle Lavin**From:**
Subject:Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park**Your contact details****Name**

Ruth Walker

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

I am in full support of this and I would encourage the PNCC to provide more permanent grounds for Pony Clubs so they can develop their facilities.

Is there anything else you'd like to add?

I grew up in Kingston, Tasmania and attended our local Pony Club "Huntingfield Pony and Riding Club" until I was 25. Over the years I completed the certificates and competed for my club at a state level winning many championships and represented Tasmania at the Pony Club National Championships. Some of my friends competed in international Pony club competitions and many including myself, went on to be members of national squads and represent Australia at international competitions after our Pony club years. Pony club provides a supportive environment that teaches sportsmanship and horsemanship, it is a fantastic way to learn more about horses and riding as well as the importance of friendship. Pony clubs do require substantial facilities in order to provide their members and visitors a safe learning environment. Pony clubs rely heavily on volunteers and donations to operate and in order to invest in the development of grounds they need the security that the grounds will be available for an extended period. The Pony club I was a member of hosts multiple competitions, club days and camps annually and this has only been possible as a result of a shared vision and long lease of the grounds (100 years from memory) which has given them the ability to secure grants and donations as well as many volunteers to create an extensive cross country course, club rooms with commercial kitchen, bathrooms and undercover viewing areas, storage sheds, PA system, jumps trailers, holding yards and two expansive all weather arenas. It is now one of the most prestigious clubs and popular competition venues in the south of the state. All this started with a small club in a paddock! So please, do not overlook the value of pony clubs and the benefits they provide to their members and wider community, please support them and give them the security to enable them to prosper into the future.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

Yes, I'd like the opportunity to talk to my submission

14810193

44

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Tracy Harris

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Please keep the pony club there. The land can't be used for much else because of the flood zone.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

45
14807356
Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Marcella Bates

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think it's a great idea and also believe it should be a longer term. Kids with ponies means they are outside unlike modern times with computers, playstations and other technology devices. Horseriders, families and the clubs like to invest both time and money into their club and also care for the land. It keeps the grasses down if grazed also meaning less work for council. Dog walkers, runners I'm guessing also benefit from the use of the land by gaining access.

Is there anything else you'd like to add?

There is less and less green space around suburban areas. I believe this is a great asset to be kept as a green space, before its lost forever.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

46

14889175

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Sandy Wilson

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

There are so few areas to ride it would be a huge loss to lose it

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

47

14810795

Merle Lavin**From:**
Subject:Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park**Your contact details****Name**
Katie Smith**Privacy****Withhold my contact details**
True**Your submission****What do you think about this proposal?**

Please renew the lease. This land is well used and cared for, as well as giving kids access to sporting activities in the community. This club needs support and ending the lease would mean some kids can't go and ride their ponies.

Is there anything else you'd like to add?**Hearing**

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

48

14807273

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Margo Lawrence

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Yes you should continue the lease. So many sports are supported by the council with multiple grounds. This is the only equestrian venue for the everyday rider. Looking after ponies builds great moral character the the kids form life long friendships .

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

49 14822904

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Natalie Jones

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think it should be extended indefinitely.

Is there anything else you'd like to add?

Great community space.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

50

14822461

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Jasmine Hansen

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Keep the lease for pony club - we use it and love it - it's a unique resource for eventing in particular and very handy Massey.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

51

14820286

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Libby Rayner

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

I am in support of extending the lease of the park to Palmerston North Pony Club. This is a small but passionate club that provides a valuable opportunity to kids living in the city wanting to learn and explore horse riding and equestrian sport. There are so few branches of the Manawatu Pony Club left it is likely that this branch too would collapse if their vital "home ground" was removed from beneath them.

Is there anything else you'd like to add?

As the saying goes "Children in sport stay out of court". Providing an opportunity for kids to be involved in sport is vital. The New Zealand Pony Club has an internationally recognised educational syllabus to foster a healthy respect for animals, teaching children about animal welfare and how to care for horses and ponies. Their FairPlay charter underpins all that they do and provides a second "family" for kids immersed in Pony Club.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

52

148 22462

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Cinnemon Trail

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
To keep as a manawatu icon, pony club

Is there anything else you'd like to add?
Children have learned so much from this club, wonderful for kids who don't live with land. We have grazed there and use the grounds. People are so friend that go pass walking.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

53 14827818

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Jan

Address

Reid

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I'm happy for them to continue to lease the land.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

54

14822805

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Andrea Davenport

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I believe pony club should keep the use of the grounds

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

SS 14822466
Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Nicholas Howard

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think that the pony club should have their lease extended. They are a great asset to the city.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

36

14821267

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Leanne Veale

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Absolutely support the continued lease of the PN Pony Club, it will continue to give young people in our community the opportunity to par take in horse riding activities without having to travel long distance. Pony Clubs are where the great equestrians start off, you never know if another Mark Todd is in the waiting.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

57 14820391

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Amber

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think the Palmerston North pony club lease should be extended. As a child I learnt ride at pony club and got the opportunity to represent my pony club in events and be apart of team competitions. At pony club I made life long friends and discovered my passion for horse riding. I think pony club is a great place for young people to start out and learn to ride.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

58

14822361

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Stacey Nicholson

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I think the lease should be longer. A review every 3 years is very frequent. Of course it should stay as a pony club. The areas available to ride horses are getting fewer and fewer these days. Pony club is a great thing for kids.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

Merle Lavin

59

14821384

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Natalie Mitchell

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Keep the Pony Club

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

60

14820486

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Aidan Nicols

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Give them a 5 or 10 year lease. It's a flood plain so could be used for little else.

Is there anything else you'd like to add?

My children love walking past the horses as we walk the dog.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

61

14822806

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Kimberley ashcroft

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

It is great for the pony club and wider community. I am all for this lease to continue

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

62

14821823

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Lorna Coates

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Let the kids keep the pony club

Is there anything else you'd like to add?
Pony club is important for children to learn responsibility, empathy for animals and sportsmanship.
Would we be seeing such a consultation for a rugby club? Keep the pony club

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Grace Pettit

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Renew the pony club lease, there appears to be no other suitable use

Is there anything else you'd like to add?

Green spaces in cities are very valuable

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

64

14820819

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Bronwyn Crooks

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

I agree that the Pony Club should have the opportunity to carry on with a lease for the property.

Is there anything else you'd like to add?

What else would the property be used for?

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

65

14822144

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Megan Bramley

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

The pony club should definitely be able to extend the lease. Where else will they go? The pony club deserves to be able to continue for all those involves.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

66

14821143

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Stephanie Scott

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I think it would be great to continue to lease the land to the pony club. Pony clubs offer young riders a fantastic place to learn and develop not just their horsemanship and riding skills, but their empathy, sportsmanship and compassion. Pony club offers the riders and their families a fantastic social network and having suitable places to meet and ride ensures as many people as possible are able to take up horse riding

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

Merle Lavin

67

148 20725

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Jess shackleton

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think you should renew the lease. The pony club is an important part in many kids upbringings.

Is there anything else you'd like to add?

Many pony clubs round nz are struggling to survive, if you cancel the lease on this pony club they won't be able to find new facilities and another branch will close. That would be a great shame

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

68

14821608

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Freya Thomson

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Allow the pony club to lease the land again.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

Merle Lavin

69

14821057

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Colin Macpherson

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I dont believe this large area should be leased at such a small price to only a very few individuals. There is at least half of the property that could be developed as residential. As we all know there is a huge shortage of available residential building sites in pn.

Is there anything else you'd like to add?

Has anyone asked how often they utilise the grounds for anything other than grazing? How many members are there for the whole area..... 8..?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

70

14822810

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Jalissa Gage

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Let the pony club have the lease, it's been their home for a long time.

Is there anything else you'd like to add?

Ni

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Drewe Clayden

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

The pony club absolutely deserves to continue using the grounds.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

72

14821609

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Sally Hansen

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

Yes the lease should be extended

Is there anything else you'd like to add?

Pony clubs are a positive group activity that keeps kids and their families working together

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

73

14822268

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Alastair Cadzow

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

It is very important to keep the lease with the PN Piny Club operating. Please keep it in place.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

74

14821389

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Bella Park

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

Keep the pony club! Pony club is so valuable to young riders in the development of their skills both as riders and as responsible and capable young people. It will be so hard for the pony club to find another place to have their club so if you don't extend the lease then they will likely have to disband their club

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Fiona Northway

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

Yes this is a great facility

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

76

14822471

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Rebecca. Owen

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

The pony club should be allowed to extend their lease for another 3 years

Is there anything else you'd like to add?

Its a great pony club and they deserve our support

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

77 14871150

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Susan Evans

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Pony club should continue to hold the lease. It is a huge asset to many young people and their families.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

78

14820296

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Josien Reinalda

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I support the proposal.

Is there anything else you'd like to add?

I would suggest an longer lease period if desired by the pony club. They have been there for 50 years. A longer period would give investments a better payoff.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

Merle Lavin

79

14820943

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Kelly Roberts

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Yes extend the lease

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

80

14820399

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Lorene Ahern

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I am 100% happy for this lease to be renewed. If the lease would now be renewed for the Pony Club, what would be the purpose for the land? It would require regular upkeep by the council to keep it tidy if the horses were not there to graze. This land is well used by the pony club as it has been for many years, it would be sad to see the horses go as the people using the walkway enjoy watching them and often stop to pat them.

Is there anything else you'd like to add?**Hearing**

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

81

14822058

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Natalie peoples

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Yes the pony club should absolutely stay to use this land for something else would be ridiculous and selfish of the council to do as it is such a good opportunity for kids to learn and meet new people

Is there anything else you'd like to add?

The lease should be made a lot longer than 3 years

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

82

148 221 58

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Rachel Lee

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think the pony club should most definitely have their lease extended for another 3 years- I use the walkway and love seeing the kids riding. I also know many families who use the pony club.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

83

148 21486

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Saskia Beveridge

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

The lease definitely needs to be extended and for longer than 3 years so that the club can concentrate doing what it does best. There is so much land already being used for housing, why take this away. Pony club is such a fantastic thing for kids to be involved in. For parents like me who didn't grow up with horses, pony club has been a gods end. Such a great community of volunteers who all give so much. You should attend a rally and see what goes on!!

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

84

14820297

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Megan Lozell

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Yes they should be able to extend their lease for another three years

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

85 14820400

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Bj crosse

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

I'd love to see the lease continue. It's a great sport for the children and I love going to watch. Teaches the kids so much animal care, sports, being in a team, to be responsible and to love animals. Keep it there

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

86

14821835

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Jeff Burns

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Keep the pony club, renew the lease.

Is there anything else you'd like to add?

Make the lease period longer.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

87 14822161

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Michelle Lee

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Keep the pony club.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

88

14821488

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Michael Clement

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I believe the lease should be extended, the Pony Club has a long-standing history at its current location and it provides a valuable service to members of the community. It also provides a buffer between the residential areas of the city and the racecourse. If the city wants to expand we should be doing so out towards Ashhurst around Whakarongo and Stoney Creek Road.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

89 14821938

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Anna Phillips

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

It is a great idea to continue to offer this land for lease. This club has a long history, and it should be preserved.

Is there anything else you'd like to add?

This is the only Pony Club in Palmerston North, it definitely is an asset to our city and brings some 'country' into people's lives as they walk on the walk ways surrounding the area. I believe, this club should be supported both financially and physically by the City Council. It will be a shame when the club is moved on, when it would also probably disintegrate. And a piece of history lost.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

90

14820617

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Terri Standish

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

It's a great idea to renew.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

91 14821837

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Rachael Fouhy

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I think the grounds should be continued to be leased to the Pony Club in order to provide opportunities that kids may otherwise not have.

Is there anything else you'd like to add?

Compared with other sports, the PNCC invests little in Equestrian activities. This is an opportunity to not only support equestrian activities but also youth in sport.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

92

14822 488

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Victoria Jakobs

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I am not in favour of the proposal for a number of reasons. If the land is suitable for housing development, then, given the pressure on land, I think it should be released for housing/social housing. If it is to remain a reserve (and I note it is a wetland), then I think it needs to be a space that more people can enjoy (like Linklater Park for eg). Owning a horse and horseriding is only for people with a higher level of discretionary income. I note no membership and or usage figures were given but I assume they are small. A significant amount of reserve land is tied up for a few. And, I assume, with such a low lease price, the ratepayers are partially funding this, which I am also opposed to.

Is there anything else you'd like to add?

Disclosure. I am a property developer. My opposition is not as a result of this

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

93 14820511

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Jo Sinclair

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I think it should stay in the pony clubs hands , They do a great service for the Palmerston north Children who love horses . They look after the land and keep it well cared for.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

94

14820402

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Alice Perry

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Pony club reserves should be supported as they encourage young kids to be active and learn a whole range of skills and traits. Having a pony club local to the community is an asset that should be supported.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

95

148 22061

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

James Good

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

As President of the Palmerston North Pony club, I would support this submission and would like to have the opportunity to speak in response to any objections if required.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

Yes, I'd like the opportunity to talk to my submission

96

14820403

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Jane Fowell

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I would like to support the lease being continued for the specified period.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

97 14822384

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Kathryn berrie

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Pony club should stay where they are if they want to continue the lease

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

98

14822385

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Nadine Willoughby

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

The pony club should stay. This is a space that kids can learn about horses and riding which is a pleasure activity much like mountain biking and golf. The lease should be extended for 30 years as a time.frame to allow security for the club and to be able to do improvements if need be. This area is flood land and not suitable for housing. It is out of the centre of town and in an area that is suitable with being so close to the racetrack.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

99

14820738

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Elizabeth Mundt

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

Allow the ponyclub to continue its lease at a very affordable, price that doesnt include inflation.

Is there anything else you'd like to add?

Encourage the sport by assisting with updated improvements to facilities where reasonable

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

100

14820304

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Michelle Macpherson

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think this large inner city area should be made available to a much larger portion of the public instead of a very small number of privileged children who own a horse.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

101

14820304

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Georgia Davies

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
The pony club should be able to continue to lease the area

Is there anything else you'd like to add?
Equestrian is a fantastic sport that teaches patience, persistence, sportsmanship, compassion etc so it is needed to keep kids in horses

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

102

14822822

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Sandra Owen

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Palmerston North has been a very strong arm of Manawatu Pony Club for many many years. Its getting harder and harder to have safe places for our kids to ride and the structure and supervision they are given by NZPony Club trained instructors is invaluable. Please retain this area as a recreational green space available for pony riders:)

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

103 1482155

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Robert Lozell

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

Yes we need the grounds for our young riders it's a nice safe place for everyone to ride

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

104

14821942

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Georgie Rynhart

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

Yes, I think the lease for the pony club should be extended. I'm pretty sure the flooding prospects make it unsuitable for any development, and in any case keeping wide open spaces in our city is important. It's a great use of this space benefiting both the club and the public.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

105

14821283

Merle Lavin**From:**
Subject:Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park**Your contact details****Name**
Sophie bain**Privacy****Withhold my contact details**
True**Your submission****What do you think about this proposal?**

I think they should keep there land. It is very hard when pony club looses their grounds. Finding new grounds and keeping memberships are hard work. Please allow the club to keep their grounds.

Is there anything else you'd like to add?

Stop seeing every oppertunity of land to subdivide.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

106

14821073

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Christine Walker

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I live in the area of the pony club. Fully support them obtaining another lease. Our Youth need to have access or just the opportunity to such activities like the pony club. There are plenty of other benefits to keeping the pony club where it is, such as teaching youth about commitment, responsibilities, care so not all youth in our city turn out to be a thieving bunch of hoodlums, intimidating our elderly and causing harm to others. We also don't want to be a city of the depressed because all our recreational areas are being sold off for housing. We are not Auckland, a concrete heartless jungle.

Is there anything else you'd like to add?

If the council are thinking of making a buck or two with the current property market, I strongly oppose to any future sale of the land to establish housing. If you start with one, then what will happen to all our green spaces in our city??

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Leah Hurn

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Extend the lease please.

Is there anything else you'd like to add?

Important green space in the city which is used by many for recreation. Do not undervalue these spaces for our children

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

108

14820945

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Georgina Murrow

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
As a member of the pony club I fully support this proposal. The club offers many fantastic benefits to local children and offers them opportunities they might not normally have whilst living in town.

Is there anything else you'd like to add?
Pony club has managed this land for 50 years it would be a shame to see this lost.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

109

14822280

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Ashley Esler

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

As a member of a pony club when I was young, I think that it is such a crucial club when developing skills as a horse owner. It is also excellent for developing skills to aid in challenges in the real world. I think that the lease should be extended.

Is there anything else you'd like to add?

No

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

110

14820305

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Perrin

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
It should be extended.

Is there anything else you'd like to add?
I used to go to that pony club in the 80s.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

111

14822921

Merle Lavin

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Shannon Maynard-Pourau

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Let them have the lease

Is there anything else you'd like to add?

Stop removing activities that the community really enjoy at a low cost

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

112

14821074

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Gracen Graham

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think that letting the Pony Club should be allowed to sign on for another 3 years. They take great care of the space and it is accessible + convenient for what they use it for.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

113

14821075

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Caitlin Pemberton

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

They should be able to stay. Perhaps a longer lease to encourage more/updated facilities.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

Merle Lavin

114

14822600

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Beccy McInnes

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think the pony club should definitely be allowed to keep their grounds. Tielcey park is no longer an equestrian facility from what I understand therefore to take away another area used for riding would be a real shame

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

115

14822719

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Reuben Ellett

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

I think you should extend their lease

Is there anything else you'd like to add?

No thanks, keep up the good work PNCC!

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

116

14820838

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Bobby gillaly

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Yes we should leave then to lease it

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

Yes, I'd like the opportunity to talk to my submission

Merle Lavin

117

14822922

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Charles

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think could be worth thinking about not extending lease and selling land to be developed into new housing.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

118

14820949

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Elizabeth Powell

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
I think the pony club should have there lease extended as they do so well with all the members and everyone loves there events.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

Merle Lavin

119

14820409

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Raewyn Smith

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Yes they should continue to lease these grounds

Is there anything else you'd like to add?

No

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

120

14820842

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Michelle Poulton

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

Extend the lease

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

121

14826309

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Sharon mchardy

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Should be extended

Is there anything else you'd like to add?

No

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

122

14821408

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Dillon Ferguson

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Keep the lease

Is there anything else you'd like to add?

Fix the derelict buildings in the cbd

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

123

14822071

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Sheryl Williams

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Let the pony club stay. Make their lease longer so they can do work needed on the land.

Is there anything else you'd like to add?

Maybe look at all the empty derro buildings and pointless parks to out much needed housing on.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

124

14820518

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Jill McAsey

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Yes extend the lease and Keep it available for the pony club.

Is there anything else you'd like to add?

There is very little things in Palmerston North for the young to do in Palmerston North. Children in town can access this area and it is not miles out of town and hard to access. Therefore easier to stay actively involved in their horse and club. Plus it is a great place to walk through with families and being up close to horses.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

125

14822072

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Christina Whittle

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think the PonyClub should continue to use the grounds.

Is there anything else you'd like to add?

I think it is a fantastic opportunity for our youth

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

126

14821078

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Hayley

Address

Murphy

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I would like to see this available for housing, there is such a shortage in Palmerton North at the moment

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

127

14820952

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Heather McIvor

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think the lease should be renewed. I think the space is great for walking through and keeping the pony club available is great for the young people of our city.

Is there anything else you'd like to add?

I do not believe the site would be appropriate for government housing as some have suggested. This is due to it being a long way from the city centre. People living on government homes are often on a tighter budget and owning a car instead of being able to walk to places, such as work and shops, may be out of reach.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

128

14822602

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Lisa Swinburn

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Agree to let them keep the lease

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Louise Ilton

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

I fully support this proposal.

Is there anything else you'd like to add?

As a former member of Palmerston North Pony Club, A head coach of a neighbouring branch I believe it is very important that young riders have access to land where they can grow and be educated safely throughout the New Zealand Pony Club System. I know the branch is grateful for the use of the land and the support of the iwi and for a long time the Palmerston North Pony Club have treated the land with respect in return for the privilege of riding on it. As this is a branch with lots of younger members, and especially young girls, it would be fabulous to be able to keep them in sport for a longer period of time as if access is restricted it is likely to see more young people dropping out of sport and we would like to see them remain in the sport, be active and inspire other young riders to grow the sport. It is important that parents are able to access facilities in their local region and that has been demonstrated strongly this year with many people wanting to stay local and support local. I look forward to seeing lots of young members growing from this branch.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

130

14822391

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Grace

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

Keep the lease agreement. Make the agreement longer than 3 years so the club can actually invest in infrastructure. Pony Clubs are perfect for young people to learn about looking after and caring for another living being. Good for social interaction, making friends, having fun, learning, being disciplined. Why would you want to take that away from society?

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

131

14822284

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Linda Harrison

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Please extend the lease of Otira Park to Palmerston North Pony Club as the grounds are critical to the continuation of a successful organisation providing grazing & rally grounds that allow city youth the opportunity to ride & undertake the responsibilities of horse care & ownership.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

132

14820954

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Chelsie Dale

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Renew the lease.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

133 14820314

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Amanda Bright

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I think the lease should be renewed, it gives children a place to keep their pony & a place to ride. There aren't enough places for kids to do this in the region.

Is there anything else you'd like to add?

Please don't take away something so valuable for kids who wouldn't be able to keep a pony or learn how to look after one. It gives them valuable skills that can be used anywhere.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

134

14821949

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Alison Hales

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I don't agree. Due to the poor behavior of some of these people while riding their horses between their stables and the river. Not renewing the lease will mean this unsocial behavior stops. Foul language by the riders towards members of the public and horse droppings left behind on the river path and children's playground

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

Merle Lavin

135

14821411

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Jess Leong Son

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

Yes, the pony club services a lot of people in the manawatu region. There are a lot of people in the horse community in this region

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

136

14820754

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Philippa Croad

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I think the grounds should be leased to the pony club

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

137

14821953

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Debbie Dickons

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

I support the continued use of council grounds for a community group. Nowadays the number of privately owned properties available for groups like a pony club is virtually zero so access to public owned lands is vital.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

138

14826522

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Jess Ostick

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Yes extend the lease

Is there anything else you'd like to add?

For longer than 3 years

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

139

14821289

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Lynne Moore

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Providing a 3 year lease to the pony club as requested is an excellent idea allowing stability and certainty for the club and its members.

Is there anything else you'd like to add?

Anything that increases horse access to the city area and council lands is to be applauded as there is ever increasing pressure on riders to both stay off the roads (for safety) while also being barred from public spaces off road for reasons that are frequently neither logical or fair.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

140

14822395

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Tallulah McIntosh

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think it should be extended and renewed

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

141

14820850

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Amie Brown

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I think it should be renewed, but for 10 years. A fantastic club for the Tamariki of Te papaiōea. They should have the stability & reassurance of knowing they have a home for at least 10 years.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

142

14822170

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Inez McCaughan

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Yes extend the lease, it is a lovely walk through there and many friends are with pony club and get great enjoyment out of it.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

143

14821293

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Jaimee martens

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think the lease should be extended to the pony club. Its a great community group and they look after the grounds and help kids that otherwise can't afford grazing

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

144

14823054

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Greer Murrie

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
I think its great, shame that it is not for a longer term in order for the Pony Club to feel stable and secure, and make worthwhile improvements.

Is there anything else you'd like to add?
I feel that needs of equine community are under represented by PNCC facilities. 1

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Sheryl Allison

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Yes as it is still being used well and keeping our young generations occupied and making the most of it. Why take it all away from them. Having this land to allowed them to practice and build their confidence up is the purpose behind it to be able to work on their skills without the hassle from the public. If they didn't have this piece of land then where will they go?

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

Yes, I'd like the opportunity to talk to my submission

Merle Lavin

146

14820635

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Ethan Gillespie

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

Great idea!!

Is there anything else you'd like to add?

Keep the lease going

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

147 14821648

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Amy Jenkins

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

The pony club should definitely be kept, they are a great asset to the area. And give young people a chance to do something fabulous with their spare time.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

148

14822396

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Grace Gordon

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Most definitely as it teaches the kids a lot n keeps them from harm off the streets. Also the values they learn is immense and the responsibilities. I grew up with ponies n horses n showing them, never got in to trouble, drugs, alcohol or pregnant. When I left school I knew about responsibilities in got a job straight away

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

149

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Catherine Hannon

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

It's too cheap to lease the land. I have lived in this area for ages and I never seen anybody down there. Surely housing is a better option or should be explored. I think leave the pony club on a month by month lease as they are now as we explore other options. If the land is sold maybe you can use the money for the water treatment plant vs charging all the users crazy amount in rates each year.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

150

14821295

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Emily Dol

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Looks good. The pony club is a great community that uses the land to progress the young equestrians of palmy.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

151 14820755

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Susan liverton

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Yes let them lease it ,the pony club has been there for a very long time,im 43 and I remember going there with a friend when we were little, please let the lease be longer than 3 years,its an awesome place and there's not many places left in palmy that doesn't have houses

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

152

14821081

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Bailey Gallagher

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

An extension should be granted

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Denise Grace

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

I think the council should continue to lease the land to the Pony Club as proposed. It is a good use of this land and provides excellent space for recreation and enjoyment of the walking tracks and outdoors for everyone, not just the Pony Club.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

154

14823059

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Melissa Tootill

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I have so many fond memories from my childhood spending all of my spare time at this pony club with my horses and it would be an absolute shame for kids not to have these fantastic facilities to utilize. If it weren't for this pony club my family would have never been able to afford my sister and I to learn to ride and own our own horses!

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

155

14820328

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Carl Ewart

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Agree to the lease being extended. We throughly enjoy walking through there and seeing the horses.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

Yes, I'd like the opportunity to talk to my submission

Merle Lavin

156

14821175

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Kendyl findlay

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Keep the pony club!! Safe places for people to ride are so limited now a days if you don't own land. My mum used to ride her horse into town and had people throwing cans at her as she was riding. keep the ponyclub!

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

157

14821418

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Kylie Brown

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

We lived in manawatu for many years and my daughter sometimes rode at the grounds during pony club events and trainings. I feel it is of great value to the community as a PC grounds. It is well used by a variety of children.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

158

148 27012

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Sarah O'Neill

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I absolutely think the pony club lease should continue! So nice to have it there, great use of the land.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

159 14829967

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Elise van Dijck

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?
The pony club lease should be extended

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

14829264

160

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Tammy Dodge

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
I love having this green area - seeing it bring used in this way. I would be very disappointed to see the club move and the area tagged for housing

Is there anything else you'd like to add?
I believe clubs should be accessible in the community

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

Merle Lavin

161

14830571

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Sommer Rickard

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I understand the value of land but this pony clubs been there for ever would be shame to see it go

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

162

14828249

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Anita Seed-Kalman

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Extend

Is there anything else you'd like to add?
No

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

163 14828250

Merle Lavin

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Scott Seed

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?

I think it should the lease should be be continued it's a great place for younger riders to learn that's easily assessed.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

164

14826829

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Shona Tinkler

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Yes they should get access to it. There is VERY LiTTLE horse riding access anywhere in Palmerston North and it should be open for ALL ages of horse riders!

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

16 S 148282 SS

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Krissy marshall

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

100% agree with the lease but it should be for longer than 3 years.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

166

14830164

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Callum anderson

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Keep the pony club there, stop using every spare inch of land for housing.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

Merle Lavin

167

14829652

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Lyndall Holstein

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

I think it's great, and can't imagine a single reason it shouldn't go ahead.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

168

14828552

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Jess Cooper

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

169

14829756

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Janene de Ridder

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
The lease should be renewed

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

170

14829973

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Hannah Tobin

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I agree with extending the lease to the Pony Club

Is there anything else you'd like to add?

No

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

171

14828760

Merle Lavin

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Katrina Ross

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Yes the lease should be renewed

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

172

14829757

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Jo-Ann Hurren

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Please grant lease on Reserve land to the Palmerston North Pony Club

Is there anything else you'd like to add?
As a ratepayer i cannot even rathom this has to be approved! This is this first time i have ever made a submission on anytginf but feel quite concerned on this. I used to live in Awapuni and the walks around here were lovely. Where else would the pony club go? Would this land just be sold off to greedy developers to put monopitch or the like overpriced houses. Dont want another Japac takeover! We cannot lose some traditions and for some pony club is it. Leave things as please.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

173

14828553

Merle Lavin

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Kelly Smith

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
I think that the Pony Club should stay were it is. It's in a great spot.

Is there anything else you'd like to add?
Renew it

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

174

14826833

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

dorothy Chandler

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

Renew The lease

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

175 14828343

Merle Lavin

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Janet Susan Stirling

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

From my reading of the submission and my own experience of regularly using the walking track adjacent to the land in question, I support the pony club being given a three year lease. I enjoy seeing the horses and various activities in the paddocks and I am sure it encourages people to take up horse riding as a consequence.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

176

14828554

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Ashleigh barnett

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?
Absolutely let them extend it this would be heartbreaking for them to lose. 100% support extending the lease as many times as they require. Pony club is something very special to the people who are members.

Is there anything else you'd like to add?
No

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

Merle Lavin

177

14825269

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Bridget. Wihongi.

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think it's a no brainer really. Yes, the lease should be extended. The wellbeing these activities provide is beyond important.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

178

14830165

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Adele Kent

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

Yes, continuing to lease it to the Pony Club is a good idea.

Is there anything else you'd like to add?

My kids love to walk down to see the horses.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

179

14829657

Merle Lavin

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Cara Satherley

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

We would like the lease to be extended to the Pony Club. A lot of young families walk along the walkway and stop to look/pet/observe the horses and I believe with Covid19 it's a nice part of nature that everyone can enjoy that is not always accessible to living in cities and we would like this to be an opportunity that is maintained.

Is there anything else you'd like to add?

We have observed that pony club members are always friendly and talk to people and answer questions and it's nice to look out our window to see everyone enjoying this opportunity.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

180

14827036

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Judith Hall

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

Absolutely extend the Pony Club's lease. It is a wonderful facility within the City Boundary, and fits in with the Otira Park Reserve. It provides another diversity to walkers, giving a country feel within the urban environment. Children in particular love seeing the horses. It gives a lot of urban people the chance to learn about horses, how to care and learn to ride. We often see riders going through their paces and over jumps.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

Merle Lavin

181

14827942

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Allan Alach

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?
We fully and unreservedly support the extension of the Pony Club's lease on Otira Park. It is an asset to the area.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

182

14829976

Merle Lavin

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Matt Ahern

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?
Looks ok.

Is there anything else you'd like to add?
I'm concerned the land will be sold and built on. It appears some if the land has already begun preparations for building on by the race track. Was this council land too? We do not want residential houses built up in this area. I would also like the pony club to tidy and maintain their clubrooms better, painting the roof included. Looks a shambles.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

Merle Lavin

183

14844317

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Mary E Legg

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I would like the lease to be approved. As well as being great for the pony owners having their pets nearby, it's great for people in town to be able to see horses and it's part of the history of this area. We took our great-nieces there to see 'real' horses as opposed to the cartoon ones they see on tv, and they were amazed.

Is there anything else you'd like to add?

Along with continued pony club use, I would love to see some trees re-planted in this area. This area has been gradually denuded over time of most vegetation other than grass. The big old poplars on the edge of the racecourse have been felled this year and there used to be a swampy area with raupo in the pony club paddock up until about the 1980's (from memory). Trees would need fencing for the safety of horses and trees.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

Merle Lavin

184

14844517

From: Submission
Subject: FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Steve Stannard

Address
118 Long Melford Rd, Palmerston North

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?
I would recommend that the pony club be granted a lease. It's nice to be able to provide this area as an opportunity for young people in particular, to engage in an outdoor activity such as horse riding.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

Merle Lavin

185

14841006

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Matthew Whitbread-Edwards

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

It would be better to develop the land into residential sections to increase the availability of housing in a Palmerston North.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

186

14838087

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Shar Hirst

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Yes let the pony club use it

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

187

14845219

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Matt Kilsby-Halliday

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I fully support extending the lease.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

188

14843803

Merle Lavin

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Annie

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?

Pony club should allow to keep renting as a lovely place to go for a walk, would be horrible to turn into housing

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

Merle Lavin

189

14843700

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Sharleen Strawbridge

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Keep this area for those already using it. We need these areas for families and our kids to be able to use recreationally. All the parks eg Bill Brown, have been taken over by other clubs etc and it is hard to feel you can take your kids to them because of their events they run there.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

190

14842477

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Neil Stirling

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Let them keep the space. We're privileged to have such an urban space for the community to utilise.

Is there anything else you'd like to add?

My wife & I live walking through there with our son. He adores the horses and talking to the pony club riders/owners. They are all friendly & always come over to talk to us. We used the walkway everyday during lockdown & I'm sure many more locals did as well.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

191

1484 5116

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Kylie Stirling

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

Please let them extend the lease. This is such a lovely walkway and the kids love walking past and engaging with the horses. One of our favourite things about living in this area!

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

192

14844717

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Graham. Miller

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think that as the pony club is doing such a great job the lease should definitely be extended and the rental should be held at the current amount that they pay!!

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

193

14845223

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Natalie Rowney

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Extending the lease for the Pony Club

Is there anything else you'd like to add?

I think the lease should be extended

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

194

14843497

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Rebekah Taunton

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think they should be allowed to continue use of the reserve for their pony club activities. It is my understanding this area isn't suitable for houses to be built, so there is no other realistic use for the land.

Is there anything else you'd like to add?

I'm interested in horses myself, been a part of a pony club, so I would hate to see these people without an area to ride in - especially one that they've used for so many years. Good on them.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

195

14844527

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Michelle Lambert

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

I think the Pony Club lease should be extended.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

196

14844606

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Robin Wood

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Yes I agree to an extension of the lease for a further 3 years.

Is there anything else you'd like to add?
I would not like to see this green space developed into housing.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

Merle Lavin

197

14841514

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Brendan Matthews

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

Merle Lavin

198

1484248 2

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Ana Claasen

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

I support this proposal to extend the pony club's lease of Otira park. I enjoy taking my toddler son on walks along the pathway that bisects the park and see the horses up close. It's really nice to have a place that is publicly accessible to see these amazing animals up close.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

199 14843703

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Nicole Abraham

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I'm all for the pony club having the lease for 3 years.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

200

14844929

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Diana Dixon

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

100% support it. My family are generational horse riders and I have been on Pony Club committees over a number of years and also actively involved in all event setups etc. Having moved to Palmerston North I now have two young granddaughters riding at this Pony Club and they are obsessed with their ponies and the opportunity to advance their skills. Owning a horse teaches children so much about caring, commitment, valued friendships and compassion towards others.

Is there anything else you'd like to add?

I would add that I was Vice President for Riding for the Disabled, plus active participant as a physical volunteer and Auckland Regional Representative for 13 branches. Horses bring so much to so many lives from those learning to those who are disabled. Physically, it is so strengthening to the body and mind. I sincerely trust that you will approve the lease. My one disappointment would be that it didn't have a right of renewal clause!

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

Yes, I'd like the opportunity to talk to my submission

Merle Lavin

201

14842485

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details**Name**

Graeme Fenemor

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

That the area proposed to be leased to the Pony Club be reverted to part of the Otira Park for general use as park land. The nature of pony club activities, and the growth of residential housing in the area don't complement each other, and the existence of the pony club within the city boundaries has outlived it's suitability of existing within this reserve. The reserve should become part of the Otira Park for the greater community usage.

Is there anything else you'd like to add?

Housing of horses within the city boundaries for recreation use is not in the best interest of the animals.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

Merle Lavin

202

14841295

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Anita Waldman

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

I think it's great. Lovely place to walk beside with the kids so they can see the pony's and horses.

Is there anything else you'd like to add?

I think the lease period should be extended for longer then 3 years.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name
Sherron Bielski

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Absolutely the lease should be renewed. Pony Clubs are an important part of a kids life if they have an interest in ponies. A good healthy outdoor activity is to be encouraged.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

204

14842805

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

April Papple

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Yes to the lease for the pony club

Is there anything else you'd like to add?

N/a

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

205

14843500

From:
Subject:

Submission
FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Ashley Lucas

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think that they should be allowed to stay there and that they should not have to apply again.

Is there anything else you'd like to add?

The youth of our town need places that they can safely have a go at and continue with there hobbies in a safe environment. Not everyone one wants to play rugby and we need to be accommodating to all.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

206

14843706

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposal to grant a lease to the Pony Club at Otira Park

Your contact details

Name

Glenys McDonald

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

We are definitely in favour of it. The Club looks after the land well and people get enjoyment from both participating in riding and also watching the activities from the walkway.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission



PROCEDURE SHEET

HEARING OF SUBMISSIONS

Presenting your submission

You have indicated a wish to present your submission in person before a committee of Councillors. You may speak to your submission yourself or, if you wish, arrange for some other person or persons to speak on your behalf.

We recommend that you speak to the main points of your submission and then answer any questions. It is not necessary to read your submission as Committee members have a copy and will have already read it.

Questions are for clarifying matters raised in submissions. Questions may only be asked by Committee members, unless the Chairperson gives permission.

Time Allocation

10 minutes (including question time) will be allocated for the hearing of each submission. If more than one person speaks to a submission, the time that is allocated to that submission will be shared between the speakers.

Who will be there?

The Finance & Audit Committee will hear the submissions. The Committee comprises of elected and appointed members as identified on the frontispiece of the Agenda.

There will also be other people there who are presenting their submission. The Hearing is open to the media and the public.

Agenda

An Agenda for the meeting at which you will be speaking will be forwarded to you once available. The Agenda lists the submissions in the order they will be considered by the Committee, although there may be some variation to this.

Venue

The meeting will be held in the Council Chamber, First Floor, Civic Administration Building, The Square, Palmerston North.

The Council Chamber will be set out with tables arranged appropriately. You will be invited to sit at the table with the Councillors when called.



Tikanga Maori	You may speak to your submission in Maori if you wish. If you intend to do so, please contact us no later than four days before the date of the meeting (refer to the "Further Information" section below). This is to enable arrangements to be made for a certified interpreter to attend the meeting. You may bring your own interpreter if you wish.
Visual Aids	A whiteboard, and computer with PowerPoint will be available for your use.
Final Consideration of Submissions	Final consideration of submissions will be at the ordinary meeting of the Finance & Audit Committee on Wednesday 24 March 2021. The media and public can attend these meetings, but it will not be possible for you to speak further to your submission, or participate in the Committee or Council deliberations.
Changes to this Procedure	The Committee may, in its sole discretion, vary the procedure set out above if circumstances indicate that some other procedure would be more appropriate.
Further Information	If you have any questions about the procedure outlined above please contact Natalya Kushnirenko, Democracy & Governance Administrator, phone 06 356 8199 extension 7106 or email natalya.kushnirenko@pncc.govt.nz .

* * * * *

MEMORANDUM

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: Otira Park - Palmerston North Pony Club Land Lease Proposal - Summary of Submissions

PRESENTED BY: Kathy Dever-Tod, Manager - Parks and Reserves; Bryce Hosking, Manager - Property

APPROVED BY: Sheryl Bryant, Acting Chief Infrastructure Officer

RECOMMENDATION(S) TO FINANCE & AUDIT COMMITTEE

1. That the memorandum titled 'Otira Park - Palmerston North Pony Club Land Lease Proposal - Summary of Submissions' presented to the Finance and Audit Committee on 24 February 2021, be received.
-

1. ISSUE

- 1.1 The Pony Club has requested a new lease for the land at Otira Park.
- 1.2 The Reserves Act 1977 requires new leases to be subject to public consultation and a subsequent decision by the Council, having first considered any community feedback.
- 1.3 Furthermore, Section 120(1)(c) of the Reserves Act 1977 states the community must be offered the opportunity to be heard, i.e. present their submission in person to the Council.
- 1.4 The public consultation process has now been completed, and this report summarises submissions received, for consideration alongside any submissions being presented to the Committee.

2. BACKGROUND

- 2.1 The Finance and Audit Committee received a report on the proposed lease at their meeting on 21 October 2020.
- 2.2 Council subsequently approved the proposal to proceed to community consultation.

- 2.3 Community consultation occurred during the period 4 November to 7 December 2020.

3. CONSULTATION PROCESS

- 3.1 Various mediums were used to raise awareness of the consultation period including:
- a. Public notice – published in the Manawatu Standard on 4 November 2020.
 - b. Two posts on the Council's Facebook page, the first on 4 November and the second on 30 November 2020.
 - c. Direct mail to neighbours – a letter was hand delivered to the properties shown in orange in Figure One and mailed to any landowners not residing at those locations.



4. SUBMISSION SUMMARY

Written Submissions

- 4.1 Two hundred and six (206) written submissions were received. The overall breakdown of those in support and opposed to the proposal is shown in Figure Two below:

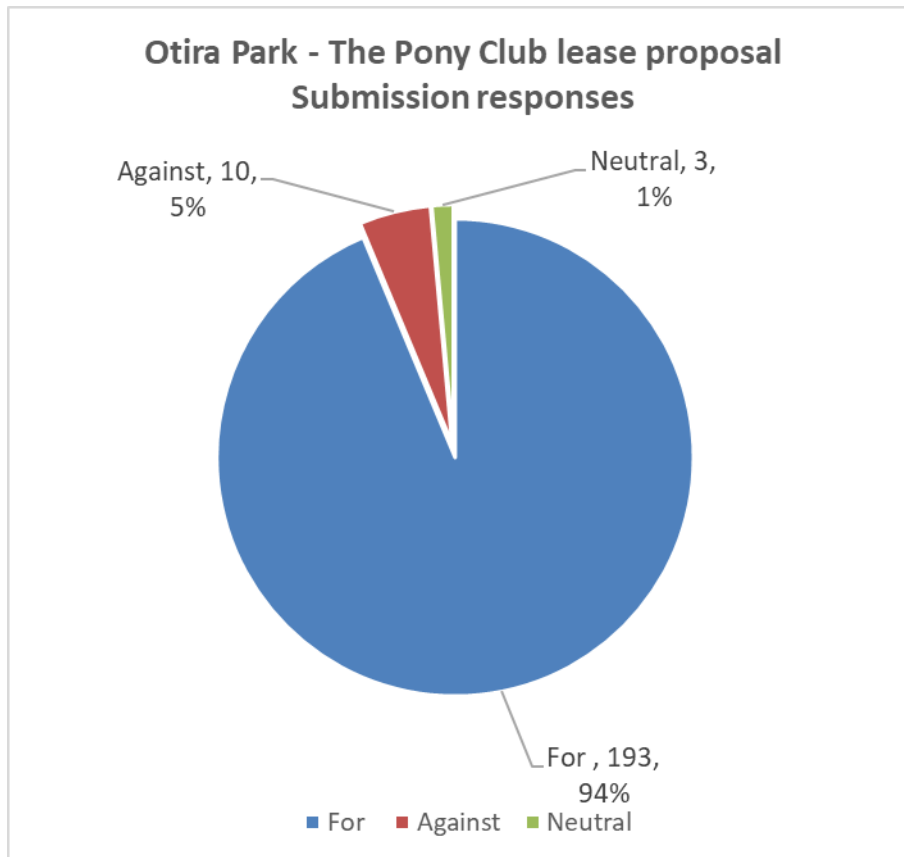


Figure Two: Submission summary graph

- 4.2 In addition to general support for the project, several points and themes were raised through the various comments and submissions.
- 4.3 The points and themes are summarised below:

Submissions in support - 193	
Comments/opinions	Submission numbers
Support for outdoor youth activities/development	7, 11, 16, 18, 22, 29, 35, 38, 40, 43, 45, 47, 48, 51, 56, 57, 66, 72, 74, 83, 85, 91, 94, 98, 101, 106, 108, 125, 127, 129, 130, 131, 145, 147, 148, 154, 184, 200, 203, 205 (forty in total)
Support for Pony Club activities and operations	7, 27, 31, 36, 37, 38, 51, 52, 57, 62, 67, 70, 71, 73, 76, 80, 88, 89, 93, 109, 110, 112, 118, 131, 135, 139, 141, 142, 143, 150, 151, 154, 176, 179, 192, 194, 206 (thirty-seven in total)

Support for current use of the space (Pony Club & green space) at Otira Park	3, 8, 16, 21, 37, 38, 44, 45, 46, 54, 58, 63, 64, 65, 80, 81, 102, 104, 105, 107, 108, 114, 153, 158, 160, 179, 180, 189, 194, 196 (thirty in total)
Longer lease term to be granted	1, 26, 34, 43, 45, 49, 58, 60, 78, 81, 83, 86, 98, 113, 123, 130, 138, 141, 144, 151, 165, 200, 202, 205 (twenty-four in total)
Enjoyment of the walk, sightseeing and engagement of the Pony Club activities	27, 38, 60, 80, 82, 85, 124, 127, 142, 155, 172, 175, 178, 179, 180, 183, 188, 190, 191, 198, 202, 206 (twenty-two in total)
Not in favour of housing or other development of the land	19, 25, 28, 32, 38, 83, 98, 105, 106, 123, 127, 151, 160, 166, 172, 182, 188, 194, 196 (nineteen in total)
In favour of the location of the Pony Club where is close to town or racecourse	7, 16, 27, 29, 35, 36, 39, 51, 56, 88, 98, 112, 124, 163, 173, 180, 183, 190 (eighteen in total)
Asset to the community	16, 19, 43, 50, 55, 77, 89, 94, 133, 147, 157, 181 (twelve in total)
Provide safe places for horse riding	16, 102, 103, 133, 139, 145, 156, 205 (eight in total)
Stay where they are considering the history and background	38, 70, 78, 88, 89, 129, 151, 183 (eight in total)
Council provide land for the existence of the club	51, 67, 74, 89, 105, 131, 137 (seven in total)
Support land used by communities / sports	4, 16, 32, 37, 48, 49, 61 (seven in total)
Opportunities for family activities by participating	15, 45, 66, 72, 189 (five in total)
The land is a flood zone	25, 44, 60, 98, 104 (five in total)
Lower rent or no rent increase	34, 99, 192 (three in total)
Stop removing all the riding	38


areas for horses	
It should be open for all ages of horse riders	164
Pony club to tidy and maintain their clubrooms better	182
Trees replanted in this area	183
Submissions in opposition - 10	
Point raised	Submission numbers
Utilise the land for housing development	13, 69, 92, 117, 126, 149, 185 (seven in total)
The land is not used frequently / used by few individuals	69, 92, 100, 149 (four in total)
Land to be used by greater community	92, 100, 201 (three in total)
Low lease price	92, 149 (two in total)
Owning horses and horse riding is for people with higher level of income	92
Poor behaviour of some of their riders – language used and leaving the horse droppings on the river path and playground	134
Sell the land to reduce the rates	149
Pony club within city boundary has outlived its suitability of this reserve	201
Neutral submissions - 3	
Point raised	Submission numbers
Restoring it back to wetland	2
Significant site for the Tangata Whenua Rangitāne O Manawatu	2
Year by year lease	2
Valuable flood relief zone	25

No points raised


197

Social Media Submissions

4.4 The social media post and associated statistics are shown below:


Palmerston North City Council
November 9

We'd like to know whether you think we should extend the Pony Club's lease on Otira Park for another three years. The Pony Club has used the site since the 1970s. It currently leases close to 44,000 square meters. The Pony Club use the area for games, jumping, dressage and theory for members aged between 5 and 25 years old. Have your say at pncc.govt.nz/pony by Monday 7 December.



18,427
People Reached
 4,584
Engagements
 [Boost Post](#)

62
 87 Comments
 24 Shares

Like
 Comment
 Share


Performance for Your Post
18,427 People Reached
430 Reactions, Comments & Shares

179 Like	83 On Post	96 On Shares
4 Love	2 On Post	2 On Shares
1 Angry	0 On Post	1 On Shares
222 Comments	146 On Post	76 On Shares
24 Shares	24 On Post	0 On Shares


4,154 Post Clicks

84 Photo Views	396 Link Clicks	3,674 Other Clicks
--------------------------	---------------------------	------------------------------

NEGATIVE FEEDBACK
[Hide Post](#) [Hide All Posts](#)
[Report as Spam](#) [Unlike Page](#)
Reported stats may be delayed from what appears on posts.


Palmerston North City Council
December 2

There's just a few days left to have your say on whether you think we should extend the Pony Club's lease on Otira Park for another three years. The Pony Club has used the site since the 1970s. It currently leases close to 44,000 square meters. The Pony Club use the area for games, jumping, dressage and theory for members aged between 5 and 25 years old. Have your say at pncc.govt.nz/pony by Monday 7 December.



13,004
People Reached
 1,372
Engagements
 [Boost Post](#)

22
 14 Comments
 1 Share

Like
 Comment
 Share

Performance for Your Post
13,004 People Reached
50 Likes, Comments & Shares

22 Likes	22 On Post	0 On Shares
27 Comments	26 On Post	1 On Shares
1 Shares	1 On Post	0 On Shares

1,322 Post Clicks

43 Photo Views	91 Link Clicks	1,188 Other Clicks
--------------------------	--------------------------	------------------------------

NEGATIVE FEEDBACK
[Hide Post](#) [Hide All Posts](#)
[Report as Spam](#) [Unlike Page](#)
Reported stats may be delayed from what appears on posts.

4.5 The themes arising from the social media posts were:

- To keep the land for community activities;
- That it is a great location for the Pony Club;
- People have great childhood memories of the Pony Club and made it possible to have ponies as a kid. However, the facilities could be better utilised;
- Do not understand why we are consulting on this;
- Enjoy the walking there and watching the Pony Club activities;
- Longer lease term for the Pony Club to invest and improve their facilities;
- The Pony Club lease is on a reserve, so glad it is required to consult over the extending of a lease under the reserve;
- Land could be instead developed for community housing;
- Flood land – not suitable for housing development; and
- Get rid of golf course instead of the Pony Club.

5. NEXT STEPS

- 5.1 Deliberations and recommendations on the proposed lease reported to the March meeting of Finance and Audit Committee.

6. 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 2: A Creative and Exciting City	
The recommendations contribute to the outcomes of the Creative and Liveable Strategy	
The recommendations contribute to the achievement of action/actions in the Active Community Plan	
The action is: Carry out recreation and reserves planning functions under the Reserves Act 1977 and LGA including the preparation of Reserve Management and Development Plans	

and Master Plans.

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

Council is meeting its administering authority responsibilities for consultation under Section 120(1)(c) of the Reserves Act 1977.

ATTACHMENTS

Nil

SUBMISSION FROM CONSULTATION

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: Hearing of Submissions - Proposed Scout Hall in Ashhurst Domain



RECOMMENDATION(S) TO FINANCE & AUDIT COMMITTEE

1. That the Finance & Audit Committee hear submissions from presenters who indicated their wish to be heard in support of their submission.
2. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.

SUBMITTERS WISHING TO BE HEARD IN SUPPORT OF THEIR SUBMISSION

Submission No.	Submitter	Page No.
20	Kellie Brice	247

ATTACHMENTS

1. Submissions [↓](#) 
2. Procedure Sheet [↓](#) 

Subm No.	Submitter
1	Vivianne Wolstencroft
2*	Jenny Olsson
3	Alison Drury
4	Dylan Pain
5	Daniel Koehler
6	Nicky Wuts
7	Raewyn Parsons
8	Susan Doohan
9	Thomas Austin
10*	Holly Darton
11	Sophie Penn
12	Terri Standish
13	Robert Lockwood
14	Benjamin Franzmayr
15	Natalie Measey
16	Catherine Kelley
17	Nathan Field
18	Keegan Leask
19	Neill Adkins
20*	Kellie Brice
21*	Maryanne Yucel
22	Mike Hayden
23	Maria Vertelman
24	David Le
25	Megan Valentine
26	Thomas Carter
27	Aidan Nicols
28	Josh Stewart
29	Russell Geange

Subm No.	Submitter
30	Brendan Matthews
31	Peter Moore
32	G & J Deans
33	Sally Goggin
34	Julie Gillam-Hill

14803368

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details**Name**

Vivianne Wolstencroft

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

I love this so much. As a parent of a scout this will mean so much to all the tamariki that attend. To have a place that is theirs that they can do longer term projects and display things on the wall.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

2

14804084

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details**Name**

jenny Olsson

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?****Is there anything else you'd like to add?**

It is good to see that the scouts have taken the initiation to build themselves a new scout. hall. SAcouts do nothing but good and it teaches boys to be community minded., I hope the Council can see their way clear to allow the consent to this building. My only comment I would like to express to the scouts is that i wonder if they might be able to have the walls o the building painted (in due course) with a mural/murals in keeping with other buildings in the domain. Just a thought.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

Yes, I'd like the opportunity to talk to my submission

Merle Lavin

3

14800669

From:
Subject:

Submission
FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name
Alison drury

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?
Fabulous, about the scouts had there own space. This will be a great asset to Ashhurst

Is there anything else you'd like to add?
Only positives can come from this venture

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

4

14804204

Merle Lavin

From: Submission
Subject: FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name
Dylan pain

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Great idea

Is there anything else you'd like to add?
The old one should never have been sold and turned into a house. So many memories there

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

5

14861374

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details**Name**

Daniel Koehler

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I support this proposal. The Ashhurst Scout Group has provided a service to the local community for a number of years, providing programmes that encourage the positive development of young people aged 5 to 18 in line with the core values of the Scout Movement. The proposed location of a Scout Hall at Ashhurst Domain fits in well with the reserve's recreational nature. The Scout Group based at the proposed location will provide a valuable service to the village, offering opportunities and space for young people to take part in activities and develop their skills, and also opportunities for local adults to contribute to their community either as leaders, helpers or committee members within the Scout Group.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

6

14802166

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name

Nicky Wuts

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think it is a fantastic idea.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name

Raewyn Parsons

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I agree to the proposal. The scouts are great

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

8

14806584

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name

Susan doohan

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

It sounds great!

Is there anything else you'd like to add?

Please support the scouts financially as well as with them being able to use this space!

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

9

14803659

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name

Thomas Austin

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I fully support this development. Will enable lots of education for young people.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

10

Merle Lavin

From: Submission
Subject: FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name
Holly Darton

Privacy

Withhold my contact details
True

Your submission**What do you think about this proposal?**

I think this is a great idea. The space provides an area for not only scout groups but the entire community.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
Yes, I'd like the opportunity to talk to my submission

11

14803478

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name

Sophie Penn

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Great idea

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

12

14800670

Merle Lavin

From: Submission
Subject: FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name
Terri Standish

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
I'm all for it. They contribute to our community and deserve their own space.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

13 14802270

Merle Lavin

From:
Subject:

Submission
FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name
Robert Lockwood

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?

I Wholeheartedly Support this Proposal with it being of a Great Community asset to further encourage our youth to engage with the Positive Aspect that Scouting Provides.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

14

14806284

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details**Name**

Benjamin Franzmayr

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

I am in favor of it.

Is there anything else you'd like to add?

I think that we should generally support youth groups and hobby and recreational activities for children, youth and young adults and this fits that description.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

15

14803284

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details**Name**

Natalie Measey

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I do not believe this is a good idea. The reserve is a fantastic place. To place a scout hall will impact not only the nature appearance but also the atmosphere. Family time and children playing will be interrupted and intruded upon by scout activities. The noise will rise. There are already halls and club rooms in this small village there is no need to take away from our nationally recognized reserve to build another one

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

16

14804299

Merle Lavin

From: Submission
Subject: FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name
Catherine Kelley

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?

I support this proposal in principle on the basis that any non-scouting activities (rented out for personal events) is restricted. The whole purpose of a Domain is to provide a public space for the use and enjoyment of the public. Having a scout hut in the domain is in keeping with the intent of the Domain Act and will provide young people with modern facilities in an environment that provides good space for activities as well as being accessible and central.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

17 14801885

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name

Nathan Field

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I strongly support it. It's an ideal location and I'd love to see the council support the local youth involved in scouting in Ashhurst.

Is there anything else you'd like to add?

Scouting is such a positive thing to have in the lives of young people. We need to encourage and support them.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

18

14802177

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name

Keegan Leask

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I think its a great idea that makes better use of the space

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

1480.2470

19

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details**Name**

Neill adkins

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

I think this is a great idea as the current hall does not give them a home and they are unable to personalise the space. This is a great place for kids of all ages to do an activity that does not revolve around phones or computers or other modern distractions

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

20

14804303

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details**Name**

Kellie Brice

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

I think this is a great proposal. Ashhurst has had a strong Keas, Cubs and Scouts Group running for many years now, and they need a "home". A strong Scouting Family in a community supports Youth Development, Positive Community Spirit and leads our Youth into be well respected and influential Citizens. By giving The Ashhurst Community a set Scout Hall, it provides a place for the Youth and their Families to have a place that they know is theirs and where younger generations can aspire to join. By adding this building to the Domain, you will be building Spirit exponentially in an already Strong Community. Please give the Ashhurst Scout Group a Home.

Is there anything else you'd like to add?**Hearing**

Under the Reserves Act, you're able to share your submission in person with elected members.

Yes, I'd like the opportunity to talk to my submission

21

14809849

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name

Maryanne Yucel

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

Great idea

Is there anything else you'd like to add?

Nice modern design Spare key availabilities

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

Yes, I'd like the opportunity to talk to my submission

22

14807744

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name

Mike Hayden

Privacy

Withhold my contact details

False

Your submission

What do you think about this proposal?

A fantastic idea for a very worthwhile international youth organisation. This puts an area of underutilised land to good community use. The old scout hall has long gone. The Scouts are strong in Ashhurst and offer an ideal healthy outlet for both male and female youth in the area.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

23

14803515

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name

Maria Vertelman

Privacy

Withhold my contact details

True

Your submission

What do you think about this proposal?

I would like to see the existing cafe be utilised as it already has kitchen, toilet facilities and parking available. A small hall could easily be added to this site at minimal cost to the scouts. Noise would also not be an issue here.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

24

14808133

Merle Lavin**From:**
Subject:Submission
FW: Submission on proposed Scout Hall in Ashhurst Domain**Your details****Name**

David Le

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

There are already plenty of halls, clubrooms and facilities available for small niche clubs to hold small gatherings. I can't see how this is a more appropriate facility than what has already been proposed. The better solution and utilisation would be looking back into the multipurpose events venue proposed in the same area which would bring in visitors to the region, create jobs and boost the local hospitality industry. While also getting rid of the gumtrees and replacing with native varieties.

Is there anything else you'd like to add?

Palmerston North and the Manawatu region is severely lacking in any meaningful and modern indoor venues - Hawke's Bay is about to open the Atrium, Auckland has The Glasshouse, Wellington has Prefab - this is a huge missed opportunity to bring in jobs and money into the local economy which will be wasted by putting in a scout hut so a few posters and tents can be stored.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

25

14809339

Merle Lavin

From:

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details**Name**

Megan Valentine

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

As a regular visitor to the Domain I don't think the proposed site for the Scout Hall is the best option for the following reasons -- The car parks at the Domain are already regularly overflowing when there are sporting events, Canine Club activities or Pony Club meetings. Having Scouting events happening there too will be parking chaos. - Such a shameful amount of the native bush at the Domain was washed away because erosion problems were not dealt with by the Councils and it also appears that there are more trees being cut down or trimmed right back on a daily basis. I object to yet even more trees and shrubs being removed to accommodate another building. Especially when there are plenty of other sites that the Scout Hall could go without having to remove any.

Is there anything else you'd like to add?

I would like to suggest that the Scout Hall be built where the old cafe building is. This currently is an eyesore and needs to be removed - thus leaving an already cleared site. Also there is sufficient parking in that area that wouldn't compound the sports day parking problems. I would also like to suggest that the Councils should be responsible for replanting an equivalent amount of native bush in the Domain area that was lost to the river during their inaction.

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

26

14807752

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details**Name**

Thomas Carter

Privacy**Withhold my contact details**

False

Your submission**What do you think about this proposal?**

I support this proposal. Scouts has so much to offer in teaching and training our younger members of our community. A hall that these young people can call their "own" is invaluable in their feeling of inclusion in an organisation. A hall also offers another resource to the community for functions and events. This includes on Voting Day and other official dates.

Is there anything else you'd like to add?

I was part of the team that emptied and decommissioned the old Ashhurst Scout Hall. It was heartbreaking to see that the number of Scouts (Keas, Cubs, Scouts, Venturers, etc) in the Ashhurst area had dropped to a level that a retaining a hall was no longer viable. The fact that membership numbers have risen to a level where a dedicated hall is required shows the growth of the Ashhurst community. This proposal will add opportunities for the youth of Ashhurst to grow and develop.

Hearing**Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

27 14821822

Merle Lavin**From:**

Submission

Subject:

FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details**Name**

Aidan Nicols

Privacy**Withhold my contact details**

True

Your submission**What do you think about this proposal?**

Great idea. Great organization that encourages young children to socialize and get away from the screen.

Is there anything else you'd like to add?**Hearing****Under the Reserves Act, you're able to share your submission in person with elected members.**

No, I don't need to speak to my submission

28

14831184

Merle Lavin

From: Submission
Subject: FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name
Josh Stewart

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?
Great idea.

Is there anything else you'd like to add?
Trees should be chopped to make it less likely to be vandalised

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

Merle Lavin

29

14830492

From:
Subject:

Submission
FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name
Russell Geange

Privacy

Withhold my contact details
True

Your submission

What do you think about this proposal?

Against . Currently you can't see any building from roadside, which for a Domain is visually appealing , this will change . The parking at the Domain is less than enough already on a sports day . Don't see any correlation between domain , sportsfield , camping ground and a scout hall . Have to question the financial ability of scouts to build and maintain building . Last year they were looking for land to lease through council within the central township, with the funding to build being \$1 from all the scout clubs in the world . There is no shortage of halls in Ashhurst . 15 years ago they sold their building , what happens if club numbers decline again

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.

No, I don't need to speak to my submission

30

14829672

Merle Lavin

From: Submission
Subject: FW: Submission on proposed Scout Hall in Ashhurst Domain

Your details

Name
Brendan Matthews

Privacy

Withhold my contact details
False

Your submission

What do you think about this proposal?
Proposal sounds like a great idea. My partners family and herself have been heavily involved with the scouts down in Hawkes Bay for many years and the things they do for the youth in the region is amazing. I think giving them a new place to build and host events is a great idea.

Is there anything else you'd like to add?

Hearing

Under the Reserves Act, you're able to share your submission in person with elected members.
No, I don't need to speak to my submission

31-1

Click or tap to enter a date.

Oasis #:

SUBMISSION FORM

Ashhurst Domain Scout Hall lease proposal.

We're currently considering a proposal to lease an area of the Ashhurst Domain to Ashhurst Scouts for a new scout hall. Scouts are wanting to lease approximately 1000sqm of the area currently used for the sportsfield overflow carpark area. The proposed lease would be for 10 years, with a 10 year right to renew. More information can be found at pncc.govt.nz/scouts

Submissions close at 4pm Monday 7 December

Have your say:

**If you'd like to write more, please attach more paper and state what question you are answering.*

Name:

Paul Maer

Address:

Email:

What do you think about this proposal?

Please turn over for more questions

I like the idea of scouts having their own space.
Fully support this idea

MORE ON REVERSE - PLEASE TURN OVER

31-2



Is there anything else you'd like to add?

—

Under the Reserves Act, you're able to share your submission in person with elected members. Please circle which one applies.

Yes, I'd like the opportunity to talk to my submission

No, I don't need to speak to my submission.

Please be aware that all submissions will be made publicly available, including being placed on our website. You may request that your contact details (but not your name) remain confidential. If you want us to withhold your contact details, please let us know here. Circle which one applies.

Yes, please withhold my contact details

No, I don't mind if my contact details are public.

32-1

Click or tap to enter a date.

Oasis #:

SUBMISSION FORM

Ashhurst Domain Scout Hall lease proposal.

We're currently considering a proposal to lease an area of the Ashhurst Domain to Ashhurst Scouts for a new scout hall. Scouts are wanting to lease approximately 1000sqm of the area currently used for the sportsfield overflow carpark area. The proposed lease would be for 10 years, with a 10 year right to renew. More information can be found at pncc.govt.nz/scouts

Submissions close at 4pm Monday 7 December

Have your say:

**If you'd like to write more, please attach more paper and state what question you are answering.*

Name: G & J. Deans

Address:

Email:

What do you think about this proposal?

Please turn over for more questions

MORE ON REVERSE - PLEASE TURN OVER

32-2



Is there anything else you'd like to add?

Under the Reserves Act, you're able to share your submission in person with elected members. Please circle which one applies.

Yes, I'd like the opportunity to talk to my submission

☒ No, I don't need to speak to my submission.

Please be aware that all submissions will be made publicly available, including being placed on our website. You may request that your contact details (but not your name) remain confidential. If you want us to withhold your contact details, please let us know here. Circle which one applies.

☒ Yes, please withhold my contact details

No, I don't mind if my contact details are public.

33-1

Click or tap to enter a date.

Oasis #:

SUBMISSION FORM

Ashhurst Domain Scout Hall lease proposal.

We're currently considering a proposal to lease an area of the Ashhurst Domain to Ashhurst Scouts for a new scout hall. Scouts are wanting to lease approximately 1000sqm of the area currently used for the sportsfield overflow carpark area. The proposed lease would be for 10 years, with a 10 year right to renew. More information can be found at pncc.govt.nz/scouts

Submissions close at 4pm Monday 7 December

Have your say:

**If you'd like to write more, please attach more paper and state what question you are answering.*

Name: *Sally Goggin*

Address:

Email:

What do you think about this proposal?

Please turn over for more questions

*I think it is an excellent idea.
Scouting is something to be encouraged*

MORE ON REVERSE - PLEASE TURN OVER

33-2



Is there anything else you'd like to add?

Under the Reserves Act, you're able to share your submission in person with elected members. Please circle which one applies.

Yes, I'd like the opportunity to talk to my submission

☒ No, I don't need to speak to my submission.

Please be aware that all submissions will be made publicly available, including being placed on our website. You may request that your contact details (but not your name) remain confidential. If you want us to withhold your contact details, please let us know here. Circle which one applies.

Yes, please withhold my contact details

No, I don't mind if my contact details are public.

34-1

Click or tap to enter a date.

Oasis #:

SUBMISSION FORM

Ashhurst Domain Scout Hall lease proposal.

We're currently considering a proposal to lease an area of the Ashhurst Domain to Ashhurst Scouts for a new scout hall. Scouts are wanting to lease approximately 1000sqm of the area currently used for the sportsfield overflow carpark area. The proposed lease would be for 10 years, with a 10 year right to renew. More information can be found at pncc.govt.nz/scouts

Submissions close at 4pm Monday 7 December

Have your say:

*If you'd like to write more, please attach more paper and state what question you are answering.

Name: Jolie Gullam-Hill

Address:

Email:

What do you think about this proposal?

Please turn over for more questions

It would be amazing to have a ^{fit for} purpose space for scouting in Ashhurst. I Love this idea. Ashhurst scouts would benefit being closer to spaces that encourage ~~the~~ kids to live by scouting values and learning the scouting code.

MORE ON REVERSE - PLEASE TURN OVER

34-2



Is there anything else you'd like to add?

Thank you for this opportunity!

Under the Reserves Act, you're able to share your submission in person with elected members. Please circle which one applies.

Yes, I'd like the opportunity to talk to my submission

No, I don't need to speak to my submission.

Please be aware that all submissions will be made publicly available, including being placed on our website. You may request that your contact details (but not your name) remain confidential. If you want us to withhold your contact details, please let us know here. Circle which one applies.

Yes, please withhold my contact details

No, I don't mind if my contact details are public.



PROCEDURE SHEET

HEARING OF SUBMISSIONS

Presenting your submission

You have indicated a wish to present your submission in person before a committee of Councillors. You may speak to your submission yourself or, if you wish, arrange for some other person or persons to speak on your behalf.

We recommend that you speak to the main points of your submission and then answer any questions. It is not necessary to read your submission as Committee members have a copy and will have already read it.

Questions are for clarifying matters raised in submissions. Questions may only be asked by Committee members, unless the Chairperson gives permission.

Time Allocation

10 minutes (including question time) will be allocated for the hearing of each submission. If more than one person speaks to a submission, the time that is allocated to that submission will be shared between the speakers.

Who will be there?

The Finance & Audit Committee will hear the submissions. The Committee comprises of elected and appointed members as identified on the frontispiece of the Agenda.

There will also be other people there who are presenting their submission. The Hearing is open to the media and the public.

Agenda

An Agenda for the meeting at which you will be speaking will be forwarded to you once available. The Agenda lists the submissions in the order they will be considered by the Committee, although there may be some variation to this.

Venue

The meeting will be held in the Council Chamber, First Floor, Civic Administration Building, The Square, Palmerston North.

The Council Chamber will be set out with tables arranged appropriately. You will be invited to sit at the table with the Councillors when called.



Tikanga Maori	You may speak to your submission in Maori if you wish. If you intend to do so, please contact us no later than four days before the date of the meeting (refer to the "Further Information" section below). This is to enable arrangements to be made for a certified interpreter to attend the meeting. You may bring your own interpreter if you wish.
Visual Aids	A whiteboard, and computer with PowerPoint will be available for your use.
Final Consideration of Submissions	Final consideration of submissions will be at the ordinary meeting of the Finance & Audit Committee on Wednesday 24 March 2021. The media and public can attend these meetings, but it will not be possible for you to speak further to your submission, or participate in the Committee or Council deliberations.
Changes to this Procedure	The Committee may, in its sole discretion, vary the procedure set out above if circumstances indicate that some other procedure would be more appropriate.
Further Information	If you have any questions about the procedure outlined above please contact Natalya Kushnirenko, Democracy & Governance Administrator, phone 06 356 8199 extension 7106 or email natalya.kushnirenko@pncc.govt.nz .

* * * * *

MEMORANDUM

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: Ashhurst Domain - Scout Land Lease Proposal - Summary of Submissions

PRESENTED BY: Kathy Dever-Tod, Manager - Parks and Reserves; Bryce Hosking, Manager - Property

APPROVED BY: Sheryl Bryant, Acting Chief Infrastructure Officer

RECOMMENDATION(S) TO COMMITTEE

1. That the memorandum titled "Ashhurst Domain - Scout Land Lease Proposal - Summary of Submissions" presented to the Finance and Audit Committee on 24 February 2021, be received.
-

1. ISSUE

- 1.1 The Ashhurst Scouts have requested a land lease at the Ashhurst Domain.
- 1.2 Clause 9.15.3 of the Ashhurst Domain Development and Management Plan 1977 states:

"To ensure that no additional leases for new uses not currently in existence will be considered by the Council if they involve the permanent alienation of land from use by the general public, and that any future leases entered into are directly related to the use of the reserve."
- 1.3 Council officers determined that a lease to the Ashhurst Scouts would not meet the above criteria and was therefore subject to the Reserves Act 1977 process.
- 1.4 The Reserves Act 1977 requires new leases to be subject to public consultation and a subsequent decision by Council, having first considered any community feedback.
- 1.5 Furthermore, Section 120(1)(c) of the Reserves Act 1977 states the community must be offered the opportunity to be heard, i.e. present their submission in person to Council.

- 1.6 The public consultation process has now been completed, and this report summarises submissions received, for consideration alongside any submissions being presented to the Committee.

2. BACKGROUND

- 2.1 The Finance and Audit Committee received a report on the proposed lease at their meeting on 21 October 2020.
- 2.2 Council subsequently approved the proposal to proceed to community consultation.
- 2.3 Community consultation occurred during the period 4 November to 7 December 2020.

3. CONSULTATION PROCESS

- 3.1 Various mediums were used to raise awareness of the consultation period including:
- a) **Public notice – published in the Manawatu Standard on 4 November 2020.**
 - b) **Signs – Two on-site, one facing the carpark and one facing the walkway/sportsfield space, and a sign at Ashhurst Domain Office noticeboard.**
 - c) **Media release on 4 November 2020.**
 - d) **Ashhurst Village Voice – article in the November edition.**
 - e) **Display in Ashhurst Library.**
 - f) **Two posts on the Council’s Facebook page, the first on 4 November and the second on 30 November 2020.**
 - g) **Direct mail to neighbours – a letter was hand delivered to the properties shown in purple in Figure One below and mailed to any landowners not residing at those locations.**



Figure One: Letter delivery area

4. SUBMISSION SUMMARY

Written submissions

- 4.1 Thirty-four (34) written submissions were received. The overall breakdown of those in support and opposed to the proposal is shown in Figure Two:

Ashhurst Domain - Scout hall lease proposal Submission responses

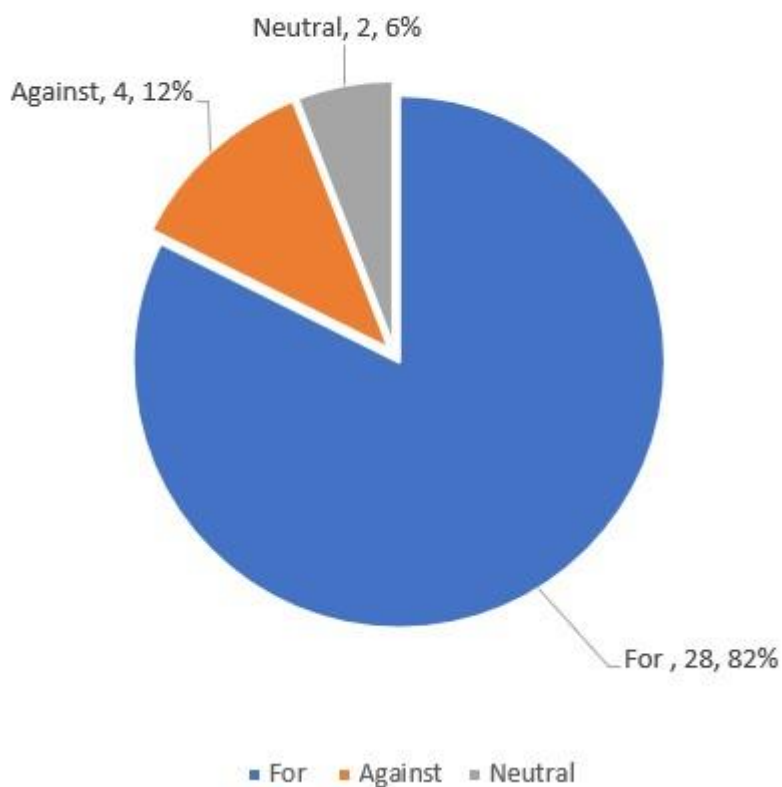


Figure Two: Submission summary graph


- 4.2 In addition to general support for the project, several points and themes were raised through the various comments and submissions.
- 4.3 The points and themes are summarised below:

Submissions in support - 28	
Themes	Submission numbers
Support for more youth activities/development	2, 4, 5, 9, 13, 14, 17, 20, 30, 31
The hall fit well with the Domain and activities in it	5, 16
Support conditional on a limitation of no-scout personal events	16
Use murals on the walls	2
Request a modern design	21

Council financially support the scouts	8
Asset to wider community	9
Uses underutilised land	22
Remove trees to make the proposed hall less likely to be vandalised	28
Submissions in opposition - 4	
Themes	Submission numbers
Detract from reserve	15
Trees trim/removal	26
Concerned with the visual impacts	15, 29
Car parking effects.\	26, 29
Old café location as more suitable	26
Noise from the scout activities	15
Enough halls and clubs already – not required	15, 24, 29
Concerned about scout's financial ability to build and maintain	29
Scout activities will disrupt family and children activities	15
Build multi-use events venue	24
Neutral submissions - 2	
Themes	Submission numbers
Old café location as more suitable	23
No points raised	

Social Media submissions


4.4 The social media posts and the associated statistics are shown below:



Palmerston North City Council ✓

November 4 · 🌐

What do you think about there being a Scouts Hall at the Ashhurst Domain?
We're currently considering a proposal by Ashhurst Scouts for just that.
They'd like to lease a 1000sqm site that is part of the sportsfield overflow carpark area. ... See More



12,900
People Reached

2,228
Engagements

[Boost Post](#)

👍❤️ 188

44 Comments · 6 Shares

👍 Like 💬 Comment ➦ Share 🌐

Performance for Your Post

12,900 People Reached

329 Reactions, Comments & Shares 📊

194 Like	175 On Post	19 On Shares
20 Love	17 On Post	3 On Shares
109 Comments	86 On Post	23 On Shares
6 Shares	6 On Post	0 On Shares


1,899 Post Clicks

109 Photo Views	41 Link Clicks	1,749 Other Clicks 📊
---------------------------	--------------------------	--------------------------------

NEGATIVE FEEDBACK

7 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page


Reported stats may be delayed from what appears on posts



Palmerston North City Council ✓

November 30 · 🌐

There are just a few more days to have your say on whether we should lease some of the Ashhurst Domain to Scouts for a new hall.
They'd like to lease a 1000sqm site that is part of the sportsfield overflow carpark area.
They'd be paying for the building and be responsible for its construction, operation, maintenance and the health and safety of users. ... See More



6,243
People Reached

336
Engagements

[Boost Post](#)

👍❤️ Ayelen Maidana Avaca, Jared Stevens and 37 others

1 Comment

👍 Like 💬 Comment ➦ Share 🌐

Performance for Your Post

6,243 People Reached

41 Reactions, Comments & Shares 📊

39 Like	39 On Post	0 On Shares
1 Love	1 On Post	0 On Shares
1 Comments	1 On Post	0 On Shares
0 Shares	0 On Post	0 On Shares

295 Post Clicks

5 Photo Views	26 Link Clicks	264 Other Clicks 📊
-------------------------	--------------------------	------------------------------

NEGATIVE FEEDBACK

1 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

4.5 The themes arising from the social media posts were:

- Tree loss/effects;
- Carparking;
- Security; and
- Comments that there were enough halls already.

5. NEXT STEPS

5.1 Deliberations and recommendations on the proposed lease reported to the March meeting of Finance and Audit Committee.

6. 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 2: A Creative and Exciting City	
The recommendations contribute to the outcomes of the Creative and Liveable Strategy	
The recommendations contribute to the achievement of action/actions in the Active Community Plan	
The action is: Carry out recreation and reserves planning functions under the Reserves Act 1977 and LGA including the preparation of Reserve Management and Development Plans and Master Plans.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Council is meeting its administering authority responsibilities for consultation under Section 120(1)(c) of the Reserves Act 1977.

ATTACHMENTS

NIL

PALMERSTON NORTH CITY COUNCIL

Minutes of the Finance & Audit Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 16 December 2020, commencing at 9.03am

Members Present: Councillor Susan Baty (in the Chair), Councillors Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Mr Stephen Armstrong.

Non Members: Councillors Brent Barrett, Rachel Bowen, Zulfiqar Butt and Billy Meehan.

Apologies: The Mayor (Grant Smith), and Councillors Lew Findlay QSM, Patrick Handcock ONZM and Aleisha Rutherford (early departure).

Councillor Patrick Handcock left the meeting at 9.21am during consideration of clause 66. He was not present for clauses 66 to 70 inclusive.

64-20 Apologies

Moved Susan Baty, seconded Aleisha Rutherford.

The **COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 64-20 above was carried 15 votes to 0, the voting being as follows:

For:

Councillors Susan Baty, Brent Barrett, 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 Mr Stephen Armstrong.

65-20 Confirmation of Minutes

Moved Susan Baty, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the minutes of the Finance & Audit Committee meeting of 18 November 2020 Part I Public be confirmed as a true and correct record.

Clause 65-20 above was carried 15 votes to 0, the voting being as follows:

For:

PALMERSTON NORTH CITY COUNCIL

Councillors Susan Baty, Brent Barrett, 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 Mr Stephen Armstrong.

66-20

Palmerston North Airport Ltd - Statement of Expectations

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

Following discussion by Elected Members, a change to the wording of Section 3 (iii) of the Statement of Expectations for Palmerston North Airport Ltd 2021-23 was requested, for clarity of communication around Council's expectations regarding carbon neutrality. A further request was made for the Chair and Deputy Chair of Finance & Audit Committee to be authorised to make minor amendments to the Statement of Expectations.

Councillor Patrick Handcock left the meeting at 9.21am.

Moved Brent Barrett, seconded Renee Dingwall.

The COMMITTEE RECOMMENDS

1. That the memorandum titled 'Palmerston North Airport Ltd – Statement of Expectations' presented to the Finance & Audit Committee on 16 December 2020, be received.
2. That the Statement of Expectations for Palmerston North Airport Ltd 2021-23 be adopted, subject to the following amendment:

Replace "PNAL's efforts to strive towards achieving carbon neutrality are recognised and encouraged" with "Council expects PNAL to make progress toward carbon neutrality" (Section 3 (iii)).
3. That the Chair and Deputy Chair of Finance & Audit Committee be authorised to make minor amendments to the Statement of Expectations for Palmerston North Airport 2021-23

Clause 66-20 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Susan Baty, Brent Barrett, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford, and Mr Stephen Armstrong.

67-20

2021/22 Business Assurance Plan

Memorandum, presented by Masooma Akhter, Business Assurance Manager.

Moved Susan Baty, seconded Karen Naylor.

The COMMITTEE RECOMMENDS

1. That Council approve the Business Assurance Plan for the 18 months beginning January 2021, included as Attachment One of the memorandum titled '2021/22 Business Assurance Plan' presented to the Finance & Audit

Committee on 16 December 2020.

2. That each review from the 2021/22 Business Assurance Plan be included on the work schedule for the Finance & Audit Committee.

Clause 67-20 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Susan Baty, Brent Barrett, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Mr Stephen Armstrong.

68-20

Business Assurance Accountability Report 2020

Memorandum, presented by Masooma Akhter, Business Assurance Manager.

Moved Susan Baty, seconded Aleisha Rutherford.

The **COMMITTEE RESOLVED**

1. That the memorandum titled 'Business Assurance Accountability Report 2020' presented to the Finance & Audit Committee on 16 December 2020, be received for information.
2. That a six-monthly accountability report be included on the work schedule for the Finance & Audit Committee for the 2019-2022 term.

Clause 68-20 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Susan Baty, Brent Barrett, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford, and Mr Stephen Armstrong.

69-20

Committee Work Schedule

Moved Susan Baty, seconded Leonie Hapeta.

The **COMMITTEE RESOLVED**

1. That the Finance & Audit Committee receive its Work Schedule dated December 2020.

Clause 69-20 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Susan Baty, Brent Barrett, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford, and Mr Stephen Armstrong.

EXCLUSION OF PUBLIC

70-20

Recommendation to Exclude Public

Moved Susan Baty, seconded Lorna Johnson.

The COMMITTEE 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
11.	Minutes of the Finance & Audit Committee meeting - Part II Confidential - 18 November 2020	For the reasons set out in the Finance & Audit Committee minutes of 18 November 2020, held in public present.	
12.	Tender Award - Contract 3791 - Junction and Road Safety Improvement	Third Party Commercial	s7(2)(b)(ii)

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 70-20 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Susan Baty, Brent Barrett, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Mr Stephen Armstrong.

The public part of the meeting finished at 9.50am

Confirmed 24 February 2021

Chairperson

MEMORANDUM

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: Quarterly Performance and Financial Report - Quarter Ending 31 December 2020

PRESENTED BY: Stuart McKinnon, Chief Financial Officer; Andrew Boyle, Head of Community Planning

APPROVED BY: Stuart McKinnon, Chief Financial Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council note the three waters grant funding values, and approve a corresponding change to the 2020/21 revised budget to reflect the revenue and expenditure increase, as outlined in the memorandum titled 'Quarterly Performance and Financial Report – Quarter Ending 31 December 2020', presented to the Finance & Audit Committee on 24 February 2021.

1. ISSUE

To provide an update on the performance and financial achievements of the Council for the period ending 31 December 2021.

2. BACKGROUND

Details of operating and financial performance are included in the following sections. Reports are against the goals as detailed in the 10 Year Plan 2018-28.

3. NEXT STEPS





The next performance and financial report will be provided after the end of the March 2021 quarter.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
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		
The action is: to enable Council to exercise governance by reviewing financial performance and operating performance and provide accountability for these to the public.		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	As above.	

ATTACHMENTS

1. December 2020 Performance and Financial Report - CE overview and financial summary [↓](#) 
2. December 2020 Performance and Financial Report - Performance Measures [↓](#) 
3. December 2020 Performance and Financial Report - Supplementary materials [↓](#) 
4. December 2020 Performance and Financial Report - Three Waters Reform Grant Funding Values [↓](#) 

Quarterly Report to Council – December 2020

Chief Executive's Quarterly Report to Council For December 2020

Introduction

Careful analysis of budgets and prudence across expenditure by management and staff over the past quarter has enabled the organisation to gain insight and clarity of our position in relation to the impact of our Covid19 budget constraints against operational requirements. This scrutiny also came at a time where pressures on staff beyond their normal duties were high, with additional focus required on the 10 Year Plan programme, 3 Waters Reform request for information (RFI) and planning for the delivery of an additional \$9.34M water and wastewater projects.

The clarity gained with respect to our predicted end of year financial position has also now enabled us to continue with our review of staff remuneration, and begin recruitment for vacancies in crucial roles across the organisation.

Financial

The organisations focus on scrutinising budgets and managing expenditure over the second quarter has yielded a favourable position in our current operational position. This process placed a significant amount of pressure across the organisation to critically analyse work programmes and resourcing to ensure operational expenditure was managed within budget. Combined with a larger than expected income against budget, this now means areas of the business that have held off on expenditure (including recruitment) are now enabled to now move forward, as we work to ensure that we achieve a balanced budget for this financial year.

For December year to date, our net operating position is \$1,730k favourable against the year to date budget, excluding rates, interest and Te Huringa (Ozone replacement project). A major contributor to this position has been the sustained focus by management on both expenditure and accrued annual leave days owing. Net revenue is also substantially favourable in parking and city development services, against budgeted decreased in these areas for this financial year as a result of Covid-19, which is a reflection of the local economy bouncing back more quickly than was anticipated.

Our capital programme also continues to progress well, with the capital new programme expenditure completing \$20.5M (88%) of work to date against a budget of \$23.3M. The capital renewal expenditure has also delivered \$10M (91%) of completed work in the year to date against a budget of \$11M. The deliverability of the capital programme is coming under increasing pressure as Regional Investment begins to take effect. Limited contractor availability and capacity in the infrastructure sector is having an impact on our ability to procure and implement programmes. We are looking at alternative methods of engaging with the sector in the medium to long term. However, in the short term this capacity strain will mean the Council will not deliver the full capital programme for the current Financial Year.

During the second quarter, we also received payment of 50% (\$4.67M) of the governments three waters grant funding (\$9.34M) to enable additional water and wastewater projects to begin. Approval by Council for receipt of this full funding as unbudgeted expenditure is now required to enable the delivery programme to be completed by governments deadline of 31 March 2022.

External Fundraising

Two applications for external funding for the Memorial Park Splash Pad were submitted and successfully obtained for the remaining \$115,000 of funding required. One application was for \$50,000 and the other was for \$65,000.

Assistance was provided to Bunnythorpe Community Association with applications to two funders for \$50,000 each. One application was granted \$25,000 and the other is still pending. We also assisted Environmental Network Manawatu (ENM) with a submission to the Covid 19 Wellbeing fund for \$151,000 to fund two coordination roles for 12 months for the City Wide Food Resilience project. We are awaiting the outcome of this application.

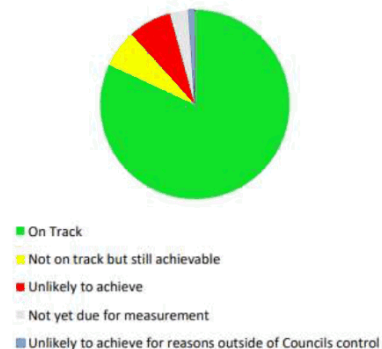
Claims were submitted to Central Energy Trust for the 2020 and 2021 payments of their grant for the Arena development, and \$540,000 was received. The remaining \$538,775 of funding will be paid out across the next 3 years.

Community Funding Drop-in sessions organised by Council were run at Hancock House during the months of October and November. These were supported by a local Community Advisor from the Department of Internal Affairs and the Eastern and Central Community Trust. This is part of our programme to assist community groups to build capacity to access government and community funding.

10 Year Plan KPIs

Our 10 Year Plan KPIs monitor our delivery of major services for the city, including safe, reliable and interconnected transport systems; accessible and well-maintained sports facilities; funding and support for arts and culture organisations; and safe drinking water - all of which are relied on by residents and businesses across the City.

At the end of our second quarter, 86 of our 94 Key Performance Indicators (KPIs) are on track to be achieved for this financial year. A total of 8 (8.5%) have not been achieved this quarter, due to timing of rezoning land for housing supply, resolution of urgent and non-urgent requests for service, timing and budget for the city's resal programme, and two non-compliance events for wastewater disposal and water supply. Full information is attached.



Catalyst projects

Catalyst Projects that have major contributions to our 10 Year Plan Vision, continued to progress over the past three months. Highlights include:

- *Te Manawa and Central Library Redevelopments:* Preparation of a brief and Request for Proposals to look at options for Te Manawa and the Central Library redevelopments within the Civic and Cultural Precinct. The redevelopments will mitigate earthquake prone issues for both buildings and contribute to the rejuvenation of the CBD.
- *Central Energy Trust Arena Masterplan and projects:* While work on the Entrance Plaza and speedway pits were slightly behind schedule due to bad weather, the new pits have now been used for several meetings and have received very positive feedback. The northern grandstand link bridge that connects the current grandstand with the embankment is also now complete.

- *Victoria Esplanade Entranceways:* Work is proceeding on the River Entranceway. Tender negotiations are also underway for the Park Rd Entrance. The tight contractor market meant that only one tender was received and costs are more than expected. Council will consider the tender report in March 2021.
- *Manawatū River Shared Pathway:* Due to limited progress to secure access agreements with two landowners for the route of the shared pathway from Riverside Drive through to the Ashhurst Bridge, Council agreed in December to investigate use of the Public Works Act to acquire the land for the pathway. Negotiations with the landowners are continuing to try to find agreement, however, if these are unsuccessful then the process of notification under the Public Works Act will begin.
- *Wastewater Treatment Plant Upgrade:* A great deal of work has been undertaken over the past quarter to lead us into community consultation on this project in March/April 2021. Work has included undertaking multi-criteria analysis, iwi engagement and key stakeholder engagement, cultural assessments, testing for emerging contaminants in wastewater, and stakeholder planning.
- *Infrastructure for Residential Growth:* The blessing and sod turning to begin development of the city's Tamakuku Terrace subdivision at Whakarongo took place in December. The Plan Change for Kikiwhenua was also approved by Council in December. Investigations for Kakatangiata are completed and meetings have been held with landowners. Developments at Aokautere, Ashhurst, Roxburgh Crescent and Napier Rd are also progressing well.
- *Regional Ringroad and KiwiRail Freight Hub:* Council is working with NZTA and KiwiRail on these developments. The programme business case for the ringroad will be completed in February and Horizons Regional Council has identified the road as the Region's main priority in the draft Regional Land Transport Plan. The Freight Hub Notice of Requirement will be publicly notified early this year.
- *Three Waters Model:* Council confirmed its participation and agreement to the 3 Waters Reform MoU and received \$9.34m from central government. We are now progressing the additional water and wastewater projects that will use this funding, and finalising government's Request for Information on our three water assets that will inform this reform process.

Further detailed information on all catalyst projects are outlined later in this report.

Heather Shotter
Chief Executive

Financial Summary to Budget

The following table of operating financial performance and graphs are compared to revised budget.

Summary of Financial Performance For the period to 31 December 2020	2020/21		\$000's		Full Year Revised Budget	Full Year Annual Budget
	Year to Date Actual	Budget	Variance \$000's	%		
Operating revenue	(16,631)	(14,403)	2,227	15.5%	(29,170)	(28,129)
Rates	(50,588)	(50,468)	120	0.2%	(100,812)	(100,782)
Total Revenue	(67,219)	(64,872)	2,347	3.6%	(129,981)	(128,911)
Operating Expenses	49,294	48,797	(497)	(1.0%)	97,945	96,860
Net Interest	2,359	2,611	251	9.6%	5,540	5,540
Total Expenses	51,654	51,408	(246)	(0.5%)	103,484	102,399
Operating Controllable (Surplus) / Deficit	(15,565)	(13,464)	2,102	15.6%	(26,497)	(26,512)
Te Huringa	958	1,364	406		2,900	2,900
Depreciation	20,214	20,214	-		40,428	40,428
Non-operating revenue	(4,396)	(4,731)	(335)		(20,509)	(13,209)
Non-operating expenses	(2,071)	-	2,071		-	-
Net Result	(860)	3,384	4,243		(3,677)	3,607

Highlights:

- Overall operating surplus was \$2,102k favourable against revised budget.
- Excluding rates, interest and Te Huringa the net operating position is a surplus of \$1,730k.
- Over 1,200 days leave was taken in December, partly causing accrued annual leave to be \$620K favourable against budget. Although this is a significant year to date favourable variance it will likely decrease by the end of the financial year.
- Increased revenue mainly comes from building services, planning services, venues, parking and NZTA although this has been partly offset by increased expenditure.
- The following contribute to the year to date surplus for December:

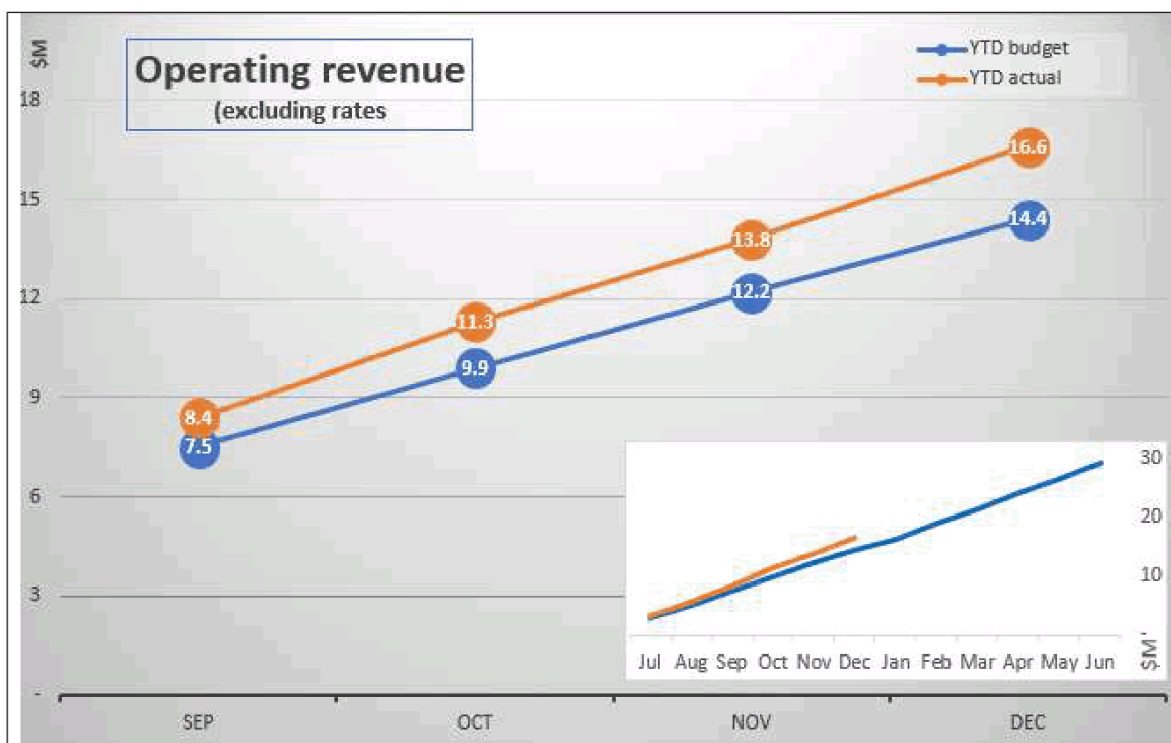
Favourable Variances

- Accrued annual leave \$620K
- Parking Revenue \$300K
- Local Reserves outwork for services \$300K
- Training \$290K
- Recycling Processing Revenue \$165K
- Net City Development Revenue \$160K
- Grants expenditure \$140K
- Animal control revenue \$100K

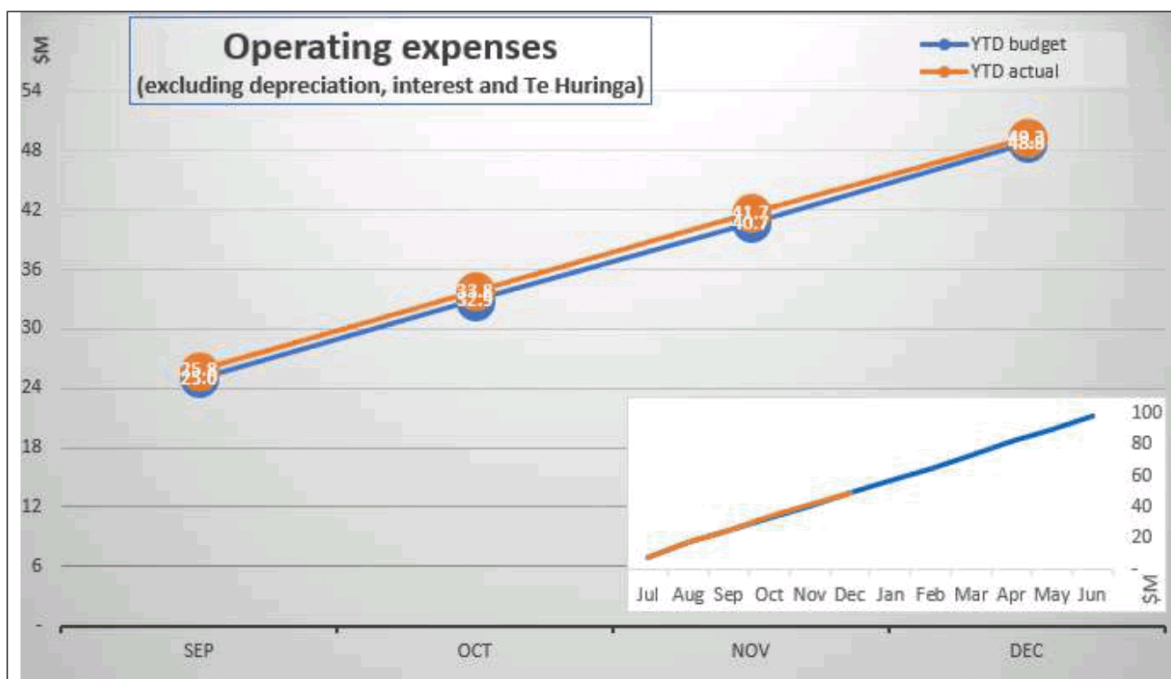
Unfavourable Variances

- Software Licences (\$180K)
- Professional Services (\$150K)

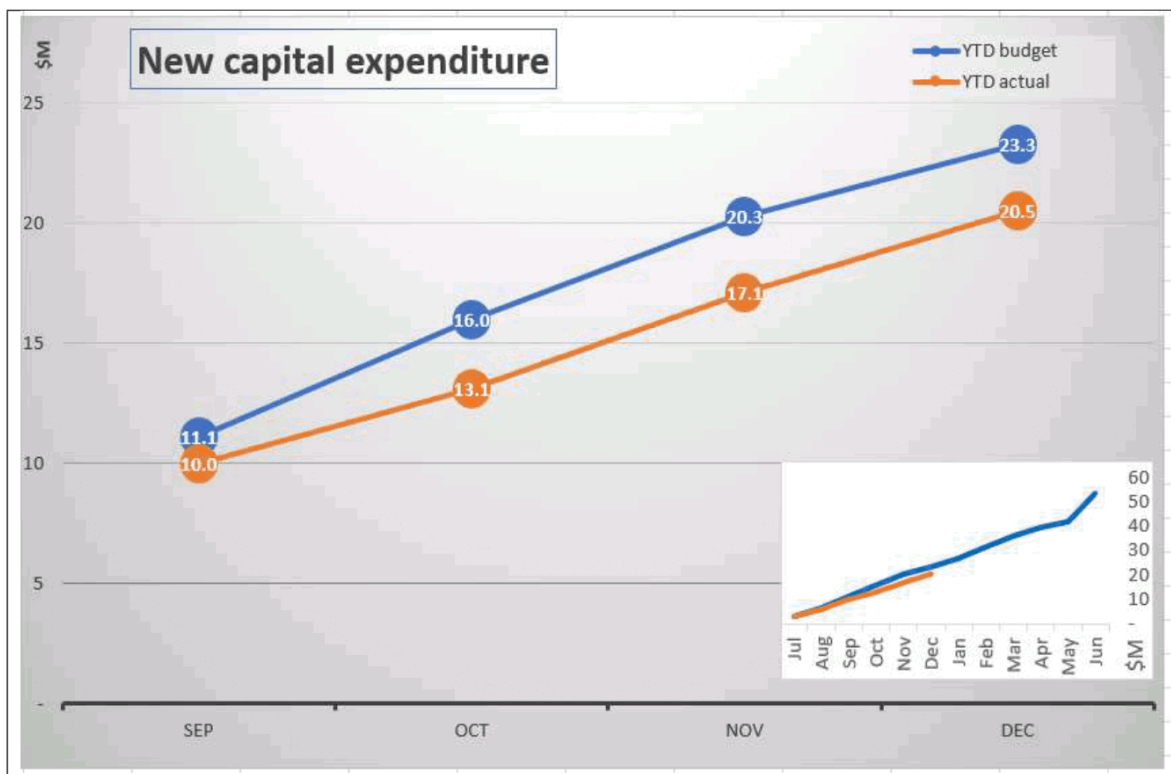
- Non-operating expenses are significantly favourable due to a change in the valuation of swaps. This is likely to fluctuate throughout the year.



- Higher revenue comes from building services, planning services, NZTA, venues, parking, waste management, dog registration fees and Covid19 welfare related claimable expenditure.
- Building services, planning services and NZTA increased revenue has additional expenditure attached.

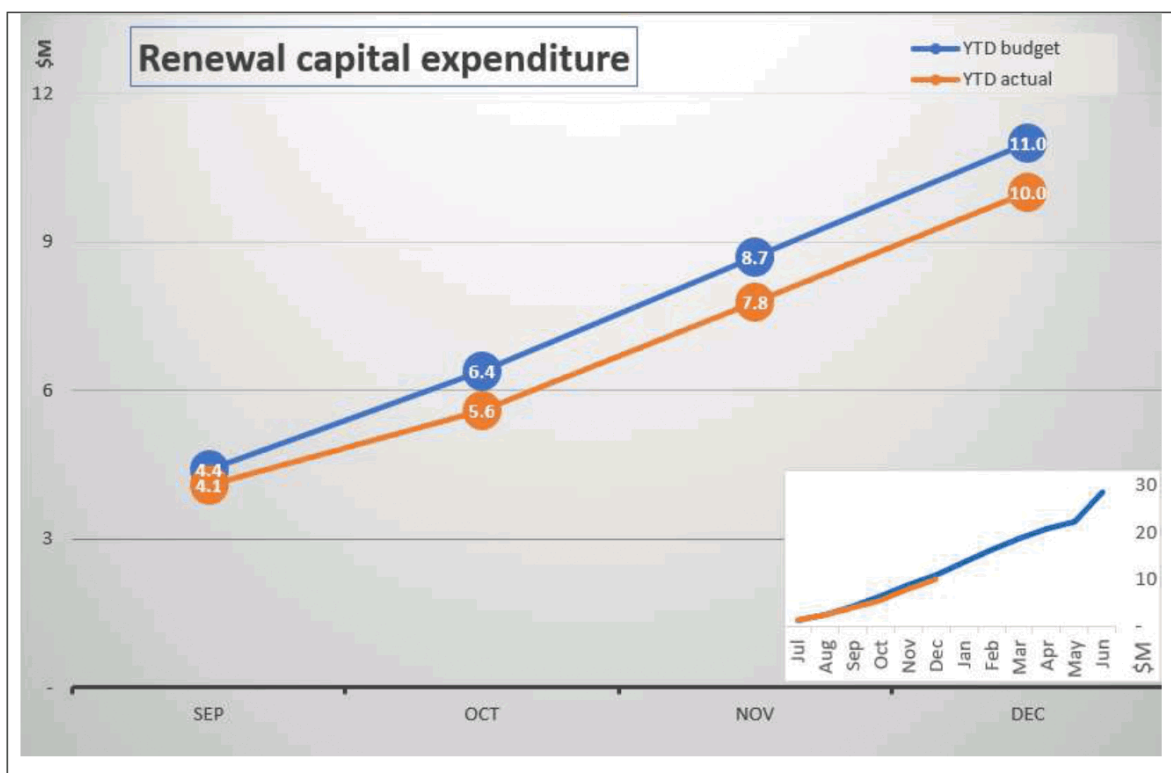


- Higher expenses mainly associated with additional revenues noted above.



Capital New Programmes Behind Budget

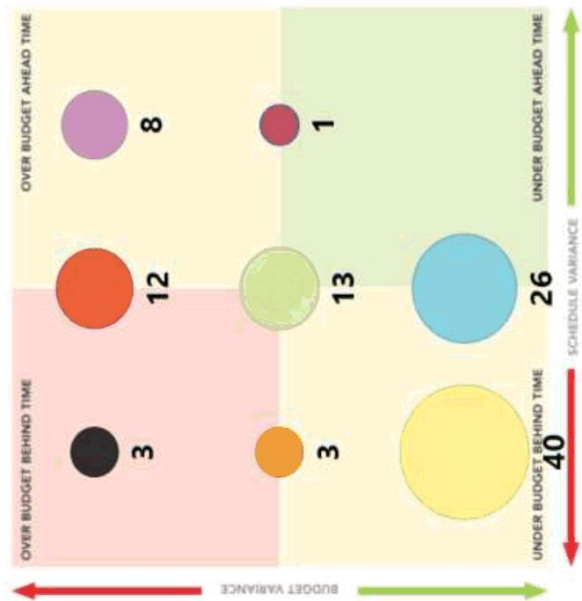
Programme Name	Reason for Delay	Comments
91-Turitea Water Treatment Plant - Construction of Duplicate Water Pipeline	Weather	Project is tracking slightly behind schedule due to the weather but within budget. Programme is still expected to be completed by end of FY. Slight risk of minor carry forward to next FY.
144-Urban Growth - Whakarongo - Reserves Land Purchases	External Requirement	Gifting of a small parcel of escarpment is proceeding, with Council meeting survey and legal costs from this budget. The procurement of other reserves planned for the area will not proceed this year, due to further delays with private subdivisions. A carry forward will likely be required.
1372-City-Wide SW Pump Stations	Equipment Supply	Programme delayed by procurement and equipment supply challenges. If pumps can be sourced locally then scheduled work should be completed within budget by end of FY. Otherwise carry forward likely be requested.
1074-Totara Road Wastewater Treatment Plant - Earthquake Strengthening of Civil Structures	External Contractors	No Contractors tendered for procurement, resulting in sole source procurement being the only option. While work can proceed, worksite overlap with other urgent programmes may require deferral of project until early in the next FY.
1552-Council Pound Development	Design delay	Conceptual designs have been completed in consultation with stakeholders. A contract is in place for the design. These are now with the quantity surveyor to provide estimated construction costs.
244-City Centre Streetscape Plan - Square East (Plaza to ANZ)	Design delay	Stage 2 Square East construction completed. Detailed design of subsequent phases due to start early 2021 which was later than initially planned. Some carry forward of budget likely.



Capital Renewal Programmes Behind Budget

Programme Name	Reason for Delay	Comments
115-City-wide - Sealed Pavement Renewals	Resourcing	Reduced programme of work currently being scoped and designed due to lack of resourcing. Request to be made to Council to reallocate surplus to pavement maintenance.
1051-Central Energy Trust Arena Manawatu - Combined Asset Refurbishment	Construction delay	The exterior cladding replacement project on Arenas 2, 3 and 4 is now complete. The Arena 2 Interiors project is recommencing in January for the final construction window for works and will be completed March 2021.
596-Aquatics - Lido Pool - Asset Renewals	Timing	The renewals programme for the pool has been confirmed, and will commence once demand for the facility reduces in the cooler months of the year, to minimise disruption to users.
281-CAB - Renewals	External Contractor	Various projects are proceeding as planned. Stage 3 of the Fire Safety Upgrade project is proceeding as planned, however invoicing by contractor was not as much as expected resulting in budget appearing to be behind. Will be completed on time.

Capital New Work Summary



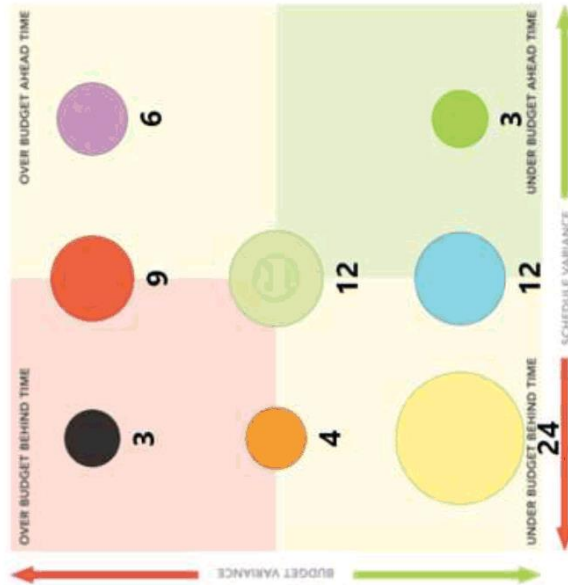
Description	Programme Count	Budget Health	Schedule Health	YTD Actuals	YTD Budget	Variance	Total Budget
Not Started	10			\$0	\$0	\$0	\$1,077,700
On Budget Ahead of Schedule	1	●	●	\$126,760	\$109,745	(\$17,015)	\$150,000
On Budget Behind Schedule	3	●	●	\$130,958	\$114,000	(\$16,958)	\$1,083,687
On Track	13	●	●	\$2,382,531	\$2,305,019	(\$77,512)	\$4,535,856
Over Budget Ahead of Schedule	8	●	●	\$470,015	\$237,221	(\$232,794)	\$651,386
Over Budget Behind Schedule	3	●	●	\$123,188	\$72,466	(\$50,722)	\$334,762
Over Budget On Schedule	12	●	●	\$12,260,251	\$9,606,364	(\$2,653,887)	\$19,546,722
Under Budget Behind Schedule	40	●	●	\$2,357,012	\$6,144,582	\$3,787,570	\$13,053,600
Under Budget On Schedule	25	●	●	\$2,675,734	\$4,738,860	\$2,063,126	\$11,957,668
Total	115			\$20,526,450	\$23,328,257	\$2,801,807	\$52,391,381

Programmes Over Budget and Behind Schedule

Programme	Comment
1216-City-wide - Additional Cycle Lanes	Delay due to this programme being included as part of Urban Cycle Network Implementation plan. This programme is ahead of budget due to significant road marking services being completed ahead of schedule but will be within programme budget for the year.
1454-City Reserves - Victoria Esplanade Development Plan	Conceptual design work on exotic aviaries replacement complete with one aviary detailed design being ready for pricing. Rose/camellia garden signage completed in November which put us ahead of budget. The balance of budget will be assessed against the masterplan priorities in February.
201-City-wide - Roading Subdivision Contributions	Higher than expected expenditure as being a growth programme, it was an identified programme at risk. However, a large increase in sub-division activity has resulted in unplanned contributions.

Description	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Not Started	36	21	16	10	10	10
On Budget Ahead of Schedule	2	2	2	2	2	1
On Budget Behind Schedule	5	7	5	6	6	3
On Track	29	14	16	12	13	13
Over Budget Ahead of Schedule	1	2	2	9	6	8
Over Budget Behind Schedule	1	10	6	5	5	3
Over Budget On Schedule	18	22	21	11	13	12
Under Budget Ahead of Schedule			2	4		
Under Budget Behind Schedule	1	23	24	29	32	40
Under Budget On Schedule	19	13	18	24	27	25
Total	112	112	112	112	114	115

Capital Renewal Work Summary

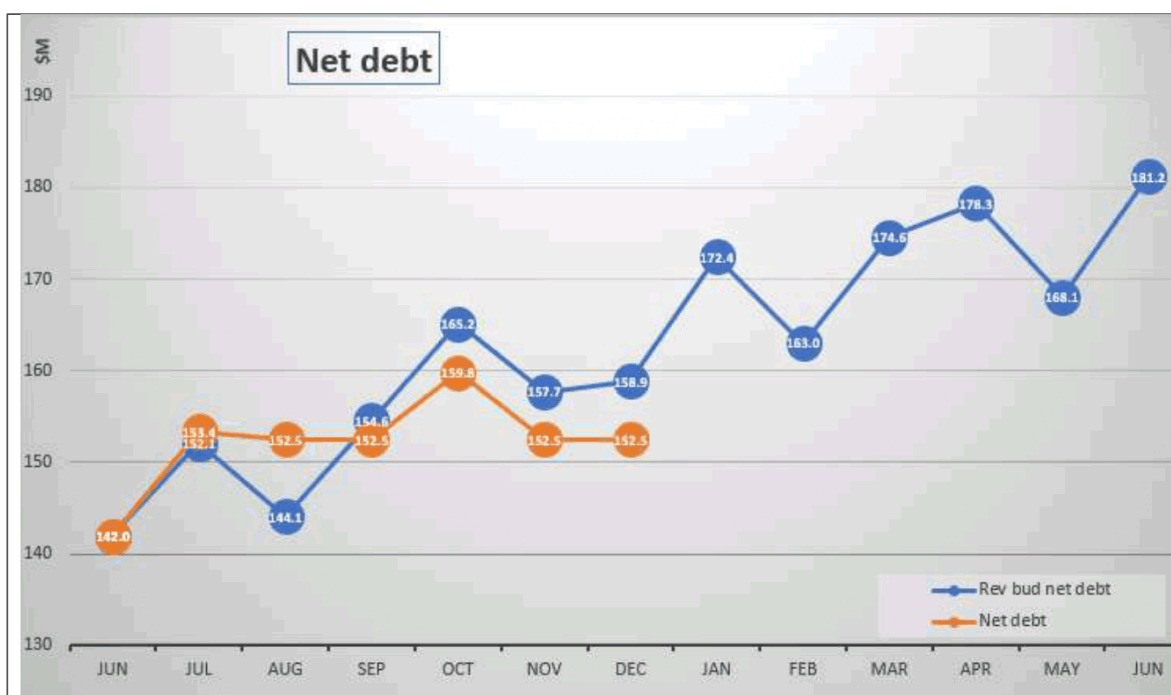


Description	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Not Started	30	21	17	11	10	9
On Budget Ahead of Schedule	1		1	1	1	1
On Budget Behind Schedule		3	5	4	3	4
On Track	21	11	8	8	12	12
Over Budget Ahead of Schedule	1		2	4	4	6
Over Budget Behind Schedule	2	4	6	4	3	3
Over Budget On Schedule	15	15	13	10	8	9
Under Budget Ahead of Schedule				1	1	3
Under Budget Behind Schedule		12	18	21	21	24
Under Budget On Schedule	10	14	10	15	18	11
Total	80	80	80	79	81	81

Description	Programme Count	Budget Health	Schedule Health	YTD Actuals	YTD Budget	Variance	Total Budget
Not Started	9			\$0	\$0	\$0	\$480,553
On Budget Behind Schedule	4	●	●	\$700,994	\$811,271	\$110,277	\$1,278,501
On Track	12	●	●	\$2,731,644	\$3,091,856	\$360,212	\$5,015,869
Over Budget Ahead of Schedule	6	●	●	\$2,038,555	\$1,353,564	(\$684,991)	\$2,975,897
Over Budget Behind Schedule	3	●	●	\$1,616,079	\$693,526	(\$922,553)	\$3,098,968
Over Budget On Schedule	9	●	●	\$1,287,076	\$781,178	(\$505,898)	\$5,249,980
Under Budget Ahead of Schedule	3	●	●	\$180,108	\$281,199	\$101,091	\$330,379
Under Budget Behind Schedule	24	●	●	\$614,083	\$2,384,075	\$1,769,992	\$6,424,922
Under Budget On Schedule	11	●	●	\$828,233	\$1,548,494	\$720,261	\$3,891,516
Total	81			\$9,996,772	\$10,945,163	\$948,391	\$28,746,585

Programmes Over Budget and Behind Schedule

Programme	Comment
184-Walkways and Shared Paths - Refurbishments and Replacements	Work on the walkways was delayed due to staffing. Work has now recommenced and will be on budget at year end.
1068-Totara Road Wastewater Treatment Plant - Replacement of Inlet Pump	DIA Funded project. Expenditure on design and modelling work higher than budgeted. Revised design in preparation. Programme still expected to be delivered within budget. Some risk of work being delayed until next FY resulting in a carry forward.
139-City-wide - Sealed Road Resurfacing	This programme is on schedule and budget to be completed by June 2021.



- Actual \$152.5M compared to revised budget of \$158.9M

Borrowing	2020/21 \$M				
	Year to Date		Variance		Full Year Revised Budget
For the period to 31 December 2020	Actual	Budget	\$M	%	
Gross debt	172.0	158.9	(13.1)	(8.3%)	182.2
Cash investments	19.5	-	19.5		-
Net Debt	152.5	158.9	6.4	4.0%	182.2

- Weighted average cost of borrowing estimated at 3.1% (budget cost of borrowing 3.4%).

10 Year Plan Catalyst Projects December Update (as at 31 December 2020)

City Centre Transformation Catalyst Projects			
	What happened in the last three months	Alerts (if any)	What's Next
'Streets for People' (City Centre Streetscape Plan and Redesign)	<p>The Close and Review Report on Stage 2 was presented to the Infrastructure Committee in December.</p> <p>Design Contract negotiations are underway for the remaining stages. The PNCC Project Team and Design Consultant teams have held their start up meeting.</p>		Design Team engagement with Rangitāne. Engagement with stakeholders. Design Process establishment phase.
Te Manawa 2025 Redevelopment/ Central Library	Preparation of brief and RFP documentation for Civic and Cultural Precinct Masterplan		Initiate the RFP process.
Central Energy Trust Arena Masterplan and projects	<p>Entrance Plaza, Pits Relocation, and Southern & Western Embankment: Work is progressing well with these projects, although still running slightly behind schedule due to some adverse weather. The Speedway Pits area which was handed over on 20 November was used on 28 December and 9 January for speedway meetings with very positive feedback received. The northern grandstand link bridge is also complete that connects the current grandstand with the embankment. Refurbished temporary seating units council owns are now in place on top of the ablution block creating 1,600 good quality plastic bucket seats for the public. Areas completed will be in use for the upcoming Superstock Teams Champs on February 6 & 7. The final stages being the ablution block and Entrance Plaza is scheduled for completion at the end of March 2021.</p> <p>Culture and Heritage input: This project is essentially finalised with excellent engagement and</p>	<p>Grandstand Funding: Sourcing potential future grandstand trust funding sources are on hold. This project is reliant on external funding and will be considered as part of the next LTP process.</p>	<p>Entrance Plaza & Ablution Block: Continuation of construction works in line with programme identified. Monitoring and working through variations to ensure alignment with approved budget. The new pedestrian bridge structure as part of the Entrance Plaza arrived on site in December and is currently being installed which includes timber decking, sides and LED scenes.</p> <p>Culture and Heritage: Production of design elements will be commissioned for</p>

	<p>input from stakeholders having taken place.</p> <p>Resource Consent for Embankment: Consent alterations have been worked through in relation to the embankment project and urban planning design considerations. This is complete.</p> <p>Fly Palmy Arena (Arena 2): Work on the two projects associated with Fly Palmy Arena, the installation of LED lighting and enhanced sprinkler protection system as well as the replacement of cladding on the front and back of the venue is complete. Some minor work such as finishing ceiling tiles is occurring through until mid-February when it will be complete.</p>	<p>Resource Consent for Embankment: (Minor Risk) Change to resource consent required but changes are very minor</p> <p>Fly Palmy Arena (Arena 2): Although the exact figure will not be known until February 2021, there is a potential budget exceed of approximately \$400k associated with significant unexpected repairs uncovered once the work started. This has been highlighted through a Property division report.</p>	<p>installation over the next couple of months.</p>
Heritage Protection Package	Continue to assess applications for grants.		Continue to promote the fund.

Manawatu River Network Catalyst Projects			
	What happened in the last three months	Alerts (if any)	What's Next
Victoria Esplanade Masterplan and projects	<p>Park Road entrance: One tender received, of the three contractors shortlisted to price. Tender assessment, negotiation, value engineering and reporting proceeding.</p> <p>Rangitāne artist design of the entrance artwork is complete, design of its footing is now underway.</p> <p>Bonsai/Lath House: Detailed design completed. Resource consent approved. Tender documentation is prepared. Building consent approval is pending the Producer Statement from the internal design team. Quantity Surveyor (QS) estimate is a total build cost of \$878,000</p>	<p>Park Road entrance: Cost overrun previously signalled is more significant than expected. This is likely to be due in part to the very tight contractor market at present.</p> <p>Bonsai/Lath: Cost estimate is higher than expected. Additional funding will be needed to complete the project as designed. External fundraising attempts to date have been unsuccessful.</p>	<p>Park Road entrance: The Council Report for tender approval will be in early March.</p> <p>Bonsai/Lath House: Complete value engineering options. Report to Council seeking direction on options to address the identified budget shortfall. Confirm extent of carry forward.</p>

	<p>once exclusions and escalations are included. The application for Provincial Growth Funding was unsuccessful.</p> <p>Rose Garden/Camellia signage: The main sign boards have been completed and installed.</p> <p>Wayfinding strategy: The strategy is being reviewed by the Marketing and Communications team.</p> <p>Exotic aviary replacement design: Options developed and included in the draft AMP and the 10 Year planning process for consideration.</p> <p>Exotic aviary temporary improvements: Work is underway on the netting and steel work. Shelter remediation is being scoped.</p>	<p>Construction is unlikely to commence in the current year due to the additional funding required.</p> <p>Exotic aviary replacement design: QS cost is higher than draft 10 Year Plan budget allowed. Revision of the LTP programme will be required.</p>	<p>Rose Garden/Camellia signage: Further signage for remaining rose beds and camellia areas, subject to budget later in the year.</p> <p>Wayfinding strategy: complete review of strategy.</p> <p>Exotic aviary replacement design: Update the draft 10 Year programme. Obtain Council decision on the preferred option to include in the draft LTP consultation document.</p> <p>Exotic aviary temporary improvements: Complete remediation works.</p> <p>User Forum: Next quarterly meeting 15 February.</p>
Manawatū River Shared Pathway (Ashhurst to City)	<p>A report providing the available options for creating a contiguous shared pathway from Riverside Drive through to the Ashhurst Bridge was submitted to Council in December.</p> <p>Council approved the selection of option 3 which was to investigate further using the Public Works Act to acquire the land for the pathway. This may result in a negotiated compromise solution with each landowner before the conclusion of the PWA process.</p>	<p>Negotiations have been ongoing with the remaining landowners.</p> <p>Council has not been able to reach an agreement with two of the larger landowners.</p>	<p>Meetings with the individual landowners will be organised to try to negotiate a solution for the creation of a shared pathway. If this is unsuccessful then the process of notification under the public works act would be started.</p> <p>The processes of pathway design, tender documentation and resource consent applications will re-commence and run simultaneously to negotiations with the landowners.</p>
Te Apiti Biodiversity and Recreation	<p>Working on a draft of the Masterplan.</p>	<p>NZTA are currently tendering for an investigation into the</p>	<p>The intention is to finalise the Masterplan by June 2021.</p>

	Two stakeholder workshops and Governance Group meeting. Direction to formally seek PNCC, TDC and MDC views on the project.	safety and future use of the old Gorge Road. It is understood this work will begin in early 2021.	
Manawatu River Framework (including Ahimate Park)	<p>Cultural: The Marae Tarata carver's shed is now close to a basic standard to enable it to be used.</p> <p>Riverside cycle activities: The cycle tracks are complete for this financial year. Approximately 1km of additional off-path track has been delivered.</p> <p>Exercise equipment: Work is progressing on the design.</p> <p>Victoria Esplanade river entranceway: Work is now underway, although this is slightly behind time due to the unforeseen weather and the softness of the ground. Tree removal is complete.</p> <p>Fire pit: new fire pits have been built and stored – ready for installation next year.</p> <p>Turitea Pa site: All the engineering and geotech specifications have been calculated. The final design can now be achieved.</p> <p>Wayfinding: Has now incorporated the new Palmy branding work and will be ready for trial at the new Victoria Esplanade River Entranceway.</p> <p>Albert Street Tree Forts: All fall nets have been tested and certified by Steel and Tube. Forts are being built to Building Act standards for basic structures such as decks, etc. and designs are with engineers awaiting confirmation.</p>		<p>Cultural: A report to Council will propose gifting the old building once all the basics are ready. Iwi can then seek external funding to complete the rest of the required work.</p> <p>Riverside cycle activities: Plan next year's programme.</p> <p>Exercise equipment: complete design.</p> <p>Victoria Esplanade river entranceway: The lower section should be completed by early 2021.</p> <p>Fire pit: install new fire pits.</p> <p>Turitea Pa site: The final design remains under negotiation between engineers and designers.</p> <p>Wayfinding: Installation of a map system trial.</p> <p>Albert Street Tree Forts: A risk assessment team will be established once structures are certified with officers utilising the natural play risk. Annual assessment of the structures.</p>

Te Motu o Poutoa	Stakeholder identification has been completed and an engagement plan developed.		Develop the messaging to begin engagement in the new year.
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Sustainable Growth Projects Catalyst Projects			
	What happened in the last three months	Alerts (if any)	What's Next
Wastewater Treatment Plant Upgrade	<p>Project Steering Group (PSG) and Project Technical Team meetings occurred as scheduled.</p> <p>The Multi-Criteria Analysis (MCA) workshop was completed in early November and a brief report on outcomes of the MCA workshop provided to the PSG.</p> <p>Extensive engagement with key stakeholders and particularly iwi has continued.</p> <p>Testing for emerging contaminants in wastewater has been started.</p> <p>Planning Assessment, Objectives Assessment, BPO Assessment, Cultural Assessment and Eco-Strategy Assessment, carbon analysis will be advanced to assist in the final stage of refining the options and the decision-making processes. Review of this FY's budget to determine cost savings and shortfalls.</p> <p>Review of this financial year's budget to determine cost savings and shortfalls</p>	<p>A further consultation phase with the community is now scheduled to occur at or alongside consultation on the LTP. There is some risk of confusion around the BPO option selection process.</p>	<p>Assessment of options and further refinement through technical work to determine which options Council then consult on.</p> <p>Undertake MCA process with Iwi.</p> <p>Development of stakeholder engagement plan and implement wider consultation in March.</p> <p>Plan Change 2 Decision from Horizons Regional Council expected.</p> <p>Seek budget refinement.</p> <p>Ongoing testing of trade waste discharges.</p>
Regional Ringroad, Rail, Airport and multi-modal infrastructure to enable Longburn and NEIZ industrial growth	<p>NZTA has provided an updated timeline for completion of the PNITI (Ring Road) business case by February 2021.</p> <p>Horizons Regional Council has identified PNITI as the number one priority for the region in the preliminary work on the Draft Regional Land Transport Plan.</p> <p>Assessing the KiwiRail Freight Hub Notice of Requirement in</p>	<p>There will be a significant request for further information from KiwiRail prior to notification of the Freight Hub Notice of Requirement.</p>	<p>Continue to work with NZTA and KiwiRail.</p> <p>Support NZTA business case process.</p> <p>Complete request for further information from KiwiRail and prepare for public notification in early 2021.</p> <p>First workshop for multi-modal freight hub master plan.</p>

Sustainable Growth Projects Catalyst Projects			
	What happened in the last three months	Alerts (if any)	What's Next
	<p>order to prepare a request for further information.</p> <p>Started work on integrated masterplan for multi-modal freight hub.</p>		
Infrastructure for Residential Growth: Whakarongo, Aokautere, City West Urban Intensification, Ashhurst	<p>Tamakuku Terrace, Whakarongo: The blessing and sod turning ceremony took place in December 2020.</p> <p>The head contractor took possession of site and begin site establishment works in December 2020.</p> <p>Consented plans submitted to the PNCC Development Engineering Team for review and approval. The project team continues to work through the final design amendments as part of this process.</p> <p>Kikiwhenua: The Environment Court has issued a consent notice for this plan change, after successful mediation. The plan change went to Council for final approval in December. This is an administrative task.</p> <p>Aokautere: Finalising structure plan and preparing for hearing on designation to secure Abbey Road connection to Johnstone Drive.</p> <p>Kakatangiata: Investigation stage completed. Forum held late October with landowners in the study area.</p> <p>Ashhurst: Technical analysis to inform District Plan Change.</p> <p>Roxburgh Crescent: Technical analysis to inform District Plan Change.</p> <p>Napier Road: Hearing held on 19/20 October.</p>	<p>Tamakuku Terrace, Whakarongo: Council's Stormwater Team is working with Horizons to obtain a global consent for stormwater for the entire Whakarongo growth area.</p> <p>Obtaining resource consent for Stage 2 of the development cannot proceed until the global consent is approved.</p>	<p>Tamakuku Terrace, Whakarongo: Engineers approval to be granted.</p> <p>Begin presales process.</p> <p>Kikiwhenua: Plan Change final approval to Council in December.</p> <p>Aokautere: Finalise Plan Change and report to Council early next year.</p> <p>Kakatangiata: Options assessment to narrow down preferred approach.</p> <p>Ashhurst: Technical analysis and consultation to inform District Plan Change. Report to Council early next year.</p> <p>Roxburgh Crescent: Finalise Plan Change and report to Council early next year.</p> <p>Napier Road: Decision from Commissioners released. Plan</p>

Sustainable Growth Projects Catalyst Projects			
	What happened in the last three months	Alerts (if any)	What's Next
			Change approved. Appeals open until late February.
City-wide Stormwater Management	<p>Whakarongo: Draft completed ready for lodging.</p> <p>Open Channel Cleaning and Maintenance: Living wall between Milson Line and Venus Way stage 1 completed. Budget spending is on-track, scoping for the rest of the budget identified.</p> <p>Stormwater Management Framework: Working on comments on the final draft.</p> <p>Stormwater Capital and Renewal: Churchill close to completion. The construction methodology for the Hospital Line Renewal Project is being discussed with Hospital management</p>	<p>Whakarongo: Delay of 2 months in the overall programme and date for submission and lodgement of consent due to latest development in the design criteria.</p>	<p>Whakarongo: Meet with Horizons regarding draft application. Seek affected land-owner support following engagement and provision of additional information.</p> <p>Open Channel Cleaning and Maintenance. Confirm timing and scope of remaining drain maintenance work to be completed.</p> <p>Stormwater Management Framework: Review and finalise the draft document and proceed with stakeholder consultation.</p> <p>Stormwater Capital and Renewal: Finalise design of Gas works drain, procure contractor and initiate work.</p>
City-wide water supply, source and storage development	<p>Turitea Duplicate Water Main: Pressure testing is underway on Stage 1. Pipe welding is underway for Stage 2.</p> <p>Papaioea Park Bore 3: Installation and commissioning of the UV is complete. Compliance reporting has been set up and the format approved by the Drinking Water Assessor.</p>		<p>Turitea Duplicate Water Main: Following completion of pressure testing the road to the Water Treatment Plant will be reinstated. Trenching along Turitea Road for Stage 2 will begin early February from near the upper bridge heading down the road.</p> <p>Papaioea Park Bore 3: There have been issues with high turbidity in the water when the bore has been restarted after a period of inaction. We want to have this investigated before putting the bore into commission. We are currently awaiting a date from the relevant contractor.</p> <p>Keith Street Bore Reservoir: Develop solution to sand issue</p>

Sustainable Growth Projects Catalyst Projects			
	What happened in the last three months	Alerts (if any)	What's Next
	<p>Keith Street Bore Site Reservoir: This has been deferred and budget requested in the upcoming LTP.</p> <p>Railway Road Bore: the contract for construction of buildings for chemical treatment and pumping has been awarded, and the contract start-up meeting has been held.</p> <p>Ashhurst Mains: Stage 2 of the Ashhurst rising main renewal has been completed, and the main commissioned. Tidy up work on site has also been completed.</p>		<p>and consider future of bores and planned reservoir. Approach neighbouring landowner to determine willingness to sell. Currently, hubs and other parts for the Mercury Energy windfarm are being stored on the neighbouring land.</p> <p>Railway Road Bore: Construction will begin shortly. We will also continue discussions with KiwiRail about this site, including what offsets may be made if they require some of this land.</p>

Major Internal Projects			
	What happened in the last three months	Alerts (if any)	What's Next
Digital Transformation	<p>1) The Ozone Replacement Project team have continued their work with:</p> <ul style="list-style-type: none"> a) finalising documentation of: <ul style="list-style-type: none"> ▪ key business processes ▪ system APIs affected ▪ technology landscape b) reviewing Civica feedback to the documentation c) reviewing the EDRMS (Electronic and Document Management System) implications for the implementation of Authority Altitude and the relevant Enterprise EDRMS needs <p>2) The projects for the Portt Implementation and POSI (Purchase Order on Supplier Invoice) have been temporarily combined to enable coordinated planning. Liaison is occurring with the vendors to better understand the integrations and their roadmaps</p> <p>IM Strategic Plan Following the IMSP (IM Strategic Plan) to help lift IM's service delivery capabilities to provide PNCC with more consistent, appropriate and responsive functions; IM are planning improvements to the way they operate. Incorporating IM's Engagement and Operating Model and current state architecture, these will provide specific, measurable outcomes which the IM Team can use to improve the delivery of their services.</p> <p>The Raising the Bar on Data project team is working on a data governance model that recognises and supports people who are already performing data stewardship roles. The aim is to apply formal accountability and behaviour to existing data roles, rather than imposing entirely new data governance structures on business units.</p>	<p>The replacement of the Ozone system with the Authority Altitude (AA) system is being postponed whilst a full reset of the project is being undertaken. The need for the reset has primarily arisen from the impact of Covid with redeployment of project personnel and the ongoing border restrictions with Australia, where the AA Vendor (Civica) and their consulting personnel are based.</p>	<p>Discussions will be held with Civica to establish the feasibility of a suitable consulting person(s) to be onsite from Australia, for the project resumption, even if border restrictions are still in place.</p> <p>The Civica feedback will be assessed, as will the impact, status & effort required of addressing any changes for each business process, or process gap & the related API</p> <p>The above activity will be used to prepare recommendations for new implementation timeline(s) and for starting related business readiness initiatives, in the meantime such as Portt & POSI.</p>

<p>Three Waters Model</p>	<p>Council confirmed its participation and agreement to the 3 Waters Reform MOU and funding allocation (\$9.34M) on 26th August 2020.</p> <p>A Delivery Plan and Funding Agreement for expenditure of the \$9.34M grant has been approved by DIA, and 50% of the grant funding has now been paid to Council. Work is underway on the Delivery Plan water and wastewater projects, which are required to be delivered by 31 March 2022.</p> <p>As part of the MOU we have committed to openly share information and analysis on the state of our system for delivering three water services and the quality of our asset base. Work is underway by staff on this 3 Waters Request for Information (RFI), which is due with DIA by 1st February 2021.</p>	<p>We are monitoring staff resourcing to complete the RFI. This <i>may</i> require reprioritisation of work and/or backfill resourcing.</p> <p>An additional temporary resource has been engaged (with DIA approval) to assist with the data collection process and is being funded through the grant allocation. We will continue to monitor resourcing throughout the RFI.</p>	<p>Over the month of January, staff will complete the Request for Information (RFI). Regular feedback conversations are in place with DIA as information is populated.</p> <p>Decisions with regional partners on how we pivot the existing Manawatu-Whanganui Regional Service Delivery Review work is currently on hold, until we understand the work government is undertaking on publicly owned multi-regional models for water service delivery. At this point in time co-funding of this work is still on the table with DIA, in addition to the reform funding allocations.</p> <p>Further consultation with Local Government on proposed options are planned for March 2021, with Cabinet decision on reforms due in May 2021.</p>
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Quarterly Performance and Financial Report - December 2020

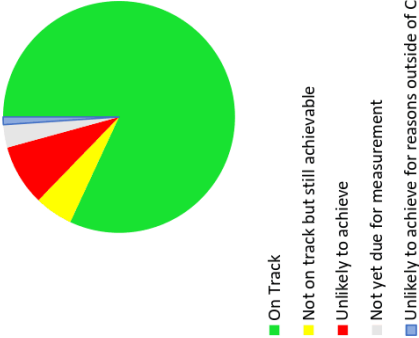
10 Year Plan KPIs

This part of the report looks at how well the Council is delivering on the performance measures, and whether services and projects are being provided within budget.

The report is organised by Activities. Each Activity page has "traffic lights" to show progress towards the 10 Year Plan:

	W
Not yet due for measurement	
On track	G
Not on track but still achievable	Y
Unlikely to achieve	R
Unlikely to achieve for reasons outside of Councils control	B

Annual Budget Performance Measure Summary



Performance Measure Summary by Activity						
	G	Y	R	W	B	Total
Goal 1 - An Innovative & Growing City						
City Development	4	1	2	-	1	8
Strategic Transport (Roading)	4	-	2	2	-	8
Economic Development	2	-	-	-	-	2
Goal 2 - Creative & Exciting City						
Active Public Space	5	-	1	-	-	6
Arts, Culture and Heritage	5	-	-	-	-	5
Active Community	5	-	-	-	-	5
Goal 3 - Connected & Safe Community						
Connected Communities	16	-	-	1	-	17
Safe Communities	7	-	-	-	-	7
Goal 4 - Eco-City						
Rubbish and Recycling	4	-	-	-	-	4
Biodiversity and Sustainable Practices	4	-	-	-	-	4
Stormwater	6	1	-	-	-	7
Wastewater	4	2	1	-	-	7
Water Supply	8	1	2	-	-	11
Goal 5 - Driven & Enabling Council						
Leadership	3	-	-	-	-	3
Total Measures						
% of measures able to be measured	77	5	8	3	1	94
	81.9%	5.3%	8.5%	3.2%	1.1%	

arterly Performance and Financial Report - December 2020

Goal 1: An Innovative and Growing City

City Development Activity

Performance Measures (Page 44 of the 10 Year Plan)	Comments	Sept	Dec	Mar	June
01. There is a continual supply of land for at least 1,900 greenfield residential sections.	Housing growth has exceeded projected demand, placing pressure on greenfield land availability. Land availability is estimated to be closer to 1000 sections. Work is underway to rezone land to accommodate over 7000 additional sections. This is expected to satisfy growth for 20+ years. Plan changes for Aokautere and Ashhurst will be initiated in Q3 2020-21.	G	R		
02. Ratio of lower quartile home price to median household income. (This measures whether a household that is renting can afford to buy a home. It is part of the MBIE set of indicators and will allow comparisons with other Councils. It is a new measure so Council has no target set yet.)	In December 2018 67.5% of Palmerston North renting households were below the 2013 National Affordability Benchmark. This deteriorated from 65% in December 2017. (Note: December 2018 is the latest quarter available)	B	B		
03. At least 95% of resource consent applications are processed within statutory timeframes.	80% of resource consents (182 of 227) have been processed within timeframes. The follow up with experts has improved, however there is more work required to further improve this. Consent numbers remain high and we are still a Senior Planner down. Given that, the small improvement represents an encouraging trend. We are about to add a Planning Technician role to the team, which will further support the Planners to achieve their timeframes.	Y	R		
04. At least 95% of building consent applications are processed within statutory timeframes.	Of the 296 building consent applications processed for the quarter, 274 (93%) were processed within the statutory timeframe. Year to date: Of 671 consents processed, 640 (95%) were within the statutory timeframe.	G	Y		
05. Council keeps its status as an accredited building consent authority.	PNCC was re-accredited as a Building Consent Authority on 28 August 2019. The next reassessment will be undertaken in approximately April 2021.	G	G		

06. At least three years of housing and business land with services is immediately available.	Greenfield housing supply is under pressure, however, ample opportunity exists within the existing urban area to enable intensification and infill subdivision. Small and medium scale industrial land is available, but will be under pressure by 2023. KiwiRail have also proposed a rail hub within part of the North East Industrial Zone. This will consume capacity that will need to be replaced. More land is intended to be rezoned for industrial activities by 2023 to meet projected demand and ensure sufficient capacity is available.	G	G		
07. Council development projects reflect principles of good urban design. (Narrative measure)	Streets for People has integrated sound urban design thinking. Future Projects, such as the Cuba Street renewal will need to ensure urban design is adequately considered to ensure a cohesive design outcome between Rangitikei St and Arena Manawatu.	G	G		
08. Major services and projects are provided within budget.	Major services and projects are on track to be provided within budget.	G	G		

Strategic Transport (Roading) Activity

Performance Measures (Page 48 of the 10 Year Plan)	Comments	Sept	Dec	Mar	June
01. Percentage of requests for service relating to roads and footpaths responded to (with at least an initial formal response) within three working days. (greater than 95%)	2020 of the 2839 requests for service received (78.72%) were responded to within the 3 working days time frame in the first quarter. Achievement of this target is not considered achievable given most of RFSs relate to non-urgent work requests. Activity Managers will identify the subset of all RFSs which should be responded to in three days based on urgency and criticality and seek an amendment to the KPI to reflect this.	R	R		
02. The average quality of ride on the sealed local road network, measured by smooth travel exposure. (STE greater than 80%)	A high speed data collection survey is underway and currently is 95% complete. This will confirm if there has been any change to road roughness. Given the level of investment in the network it is expected that arterial roads will not meet the 80% standard.	G	W		
03. The change in the number of fatal and serious injury crashes from the previous financial year on the city's local roading network. (Decline)	A total of 34 fatal and serious injury crashes have occurred in the 12 months to 31 Dec 2020, compared to 37 recorded in the 12 month period to 30 Sep 2020.	G	G		
04. A decline in the five-year rolling average number of fatal and serious injury accidents.	A total of 31.8 fatal and serious injuries on average per year were recorded for the 5 year period ending 31 Dec 2020, compared with 32 fatal and serious injuries per annum for the 5 year period ending 30 Sep 2020.	G	G		
05. Percentage of sealed roads that are resurfaced each year. (Greater than 3.5%)	The re-seal programme of work for 2020/21 is still in progress, however the allocated budget is only sufficient to complete around 3% of the network, so the target is not likely to be met. Actual compliance will be confirmed at the end of the financial year.	R	R		
06. The percentage of footpaths that meet Council standard. (Note: Council is developing an improved system for monitoring footpath standards. It is based on IPWEA (Institute of Public Works Engineering Australasia). Footpath Condition Rating Standard, and will be a much more robust way of measuring and prioritizing footpath maintenance and renewals. The results in the first year of its use will be used to set new targets for subsequent years.)	A repeat survey of footpath condition has just been completed. Analysis of the results of the survey and relative numbers and percentages of faults by category is in process. KPI compliance will be confirmed at the end of Q3.	G	W		

07. A 30-year Asset Management Plan is in place for strategic transport and roading, and major AMP projects approved in the 10 Year Plan are achieved. [Specific projects will be listed in the Plan] (Renewals as a group: see note in 10 Year Plan pg. 48)	An Asset Management Plan was adopted by Council in June 2018 following approval of the 2018-28 LTP. The 2020 Roading AMP about 90% completed. The draft has been provided to NZTA and AuditNZ for comments. It will be finished in early March in time for LTP and finalised in late June/early July.	G	G		
08. Strategic Transport (Roading) and Active and Public Transport: Major services and projects provided within budget.	Active and Public Transport; on track to provide major services and projects within budget. Strategic Transport; slightly ahead of budget with maintenance (sealed pavements, markings) but expect to be on track to deliver within budgets. Capital projects are on track.	G	G		

Economic Development Activity

Performance Measures (Page 58 of the 10 Year Plan)	Comments	Sept	Dec	Mar	June
01. Funding is distributed and the contract deliverables achieved with the funding will be described. (Narrative measure)	The s17A review is complete and re-confirmed the CCO model. The current focus is negotiating the resolutions passed by Council for in-house delivery of the destination marketing function for Palmerston North and three economic events.	G	G		
02. Major services and projects are provided within budget.	Operating expenditure is on track. Capital spending is on budget but behind schedule mainly due to the Holiday Park.	G	G		

Goal 2: Creative and Exciting City

Active Public Space Activity

Performance Measures (Pages 65-66 of the 10 Year Plan)		Comments		Sept	Dec	Mar	June
01. Projects from the City Centre Streetscape Plan are implemented on time and budget. (Narrative measure)		The engagement of the Design consultants for the design of remaining portion of the Street for People Programme of work has been completed. Scoping of the programme of work is underway. The next stage of the Cuba Streetscape Upgrade has been delayed as direction given for further engagement with directly affected stakeholders to address concerns regarding proposed changes to street. The delay will impact on the ability to deliver this project within the 2020/21 financial year.		G	R		
				G	G		
02. Projects from the Manawātū River Framework are implemented on time and budget. (Narrative measure)		Cultural: The Maraue Tarata carver's shed is now close to a basic standard to enable it to be used. Riverside Cycle Activities: The cycle tracks are complete for this financial year. Approximately 1km of additional off-path track has been delivered. Exercise Equipment: Work is progressing on the design. Victoria Esplanade River Entranceway: Work is now underway, although this is slightly behind time due to the unforeseen weather and the softness of the ground. Tree removal is complete. Firepit: New fire pits have been built and stored – ready for installation next year. Turitea Pa Site: All the engineering and Geotech specifications have been calculated. The final design can now be achieved. Wayfinding: Has now incorporated the new Palmy identity/branding work and will be ready for trial at the new Victoria Esplanade River Entranceway. Albert Street Tree Forts: All fall nets have been tested and certified by Steel and Tube. Forts are being built to Building Act Standards for basic structures such as decks, etc. and designs are with engineers awaiting confirmation.		G	G		
03. Description of the range of public space projects and their outcomes. (Narrative measure)		A new parklet has been installed in Terrace End. This is attracting high use and additional enquiries from businesses to have more set up.		G	G		

Performance Measures (Pages 65-66 of the 10 Year Plan)	Comments	Sept	Dec	Mar	June
04. Description of the range of community events and initiatives. (Narrative measure)	<p>Palmy Unleashed enabled four events during the quarter: Spring Films, which attracted approximately 60 people to enjoy a four short-films outdoors on the event lawn, in Te Marae o Hine The Square. Dia de los muertos, approximately 400 people attended, including the Mexican Ambassador. The evening included a film screening, papel picado workshops, live music, Mexican dancing and authentic Mexican food. Downtown Colours of Spring Night Market, the event attracted over 3,000 people to enjoy music, food, activities and an alternative venue for a night market. Social Volleyball Festival, the festival will focus on engaging women and girls and Māori and Pasifika communities with support in growing and running volleyball events, leadership, coaching and refereeing development within their niche or targeted community. The festival takes place over 4 months from December to March. The Events team supported the following Council events: Fireworks over the River, Launch of Papaioea, Festival of the Arts, Spring Koanga Bonfire, A Very Palmy Christmas, New Year's Eve Concert. All were very well received by the community with great feedback. Civic events delivered by Council for the quarter included a low-key Armistice service at the Cenotaph, and the inaugural Mayors Taskforce for Jobs ITO Graduation at The Regent. Funding and event management support was provided to the community organisers of Diwali.</p>	G	G		
05. Funding for economic events is distributed and the contract deliverables achieved with the funding are described. (Narrative measure)	<p>In the quarter to December 2020, the Major Events Fund received 2 funding applications; the Manawatu Cycling Spree incorporating the UCI accredited Gravel & Tar cycling event and the Annual Manawatu Jazz & Blues Festival. The panel assessed the applications and awarded the Manawatu Cycling Spree a grant of \$30,000 per annum for 3 years. COVID-19 postponed the 2020 Annual Manawatu Jazz & Blues Festival (funded from FY19/20) and was later held October 29 to November 1. The event was funded \$26,162 (65%) by PNCC. Audience numbers were estimated 2,350. The first FY20/21 funded event will occur in Q3 20/21.</p>	G	G		
06. Major services and projects are provided within budget.	Operating expenditure is on budget. Capital spending is on budget but behind schedule.	G	G		

Arts, Culture & Heritage Activity

Performance Measures (Page 71 of the 10 Year Plan)		Comments				Sept	Dec	Mar	June
01. Funding is distributed and the key objectives achieved with the funding are described. (Narrative measure)		A bilingual sign acknowledging artist Paul Dibble and the history of the Globe Theatre Mural in the foyer was completed. Twenty-three years of service to artists and the local community by Stuart & Phyllis Schwartz of Taylor Jensen Fine Arts Gallery was acknowledged by the Mayor at a tea hosted by the Arts Coordinator. Mel Cook, 2021 Summer Shakespeare Director, was welcomed in December. Fire regulations prevent Square Edge accommodating the next Artist in Residence in their flat. Artists will be accommodated at The Hub West until the future of the Square Edge building is decided. Square Edge continues to assist in the selection of artists and will host workshops and other activities to connect visiting artists to the local community. The Whanau Day programme in the Papaioea Festival of the Arts 2021 received support from Arts Initiatives to ensure that the activities could be offered to the community free of charge.				G	G		
02. Sites of significance to Rangitane are identified, protected or acknowledged. (Narrative measure)		Council is collaborating with Rangitane to protect and develop Te Motu o Poutoa. A review of the Heritage chapter of the District Plan is scheduled for late 2021. This is anticipated to add more cultural sites to the list of protected sites.				G	G		
03. Increase in the number of scheduled heritage features contained in the District Plan. (Current numbers are 7 Sites of Significance to Tangata Whenua, 89 Buildings & Objects, 2 Heritage Areas, 117 Notable Tree and Groups of Tree, and 15 Habitats of Local Significance).		A review of the District Plan for heritage matters is scheduled for late 2021.				W	G		
04. Increase in investment in earthquake-prone heritage buildings. (Narrative measure)		Council continues to administer the Cultural Heritage Fund, with preference given to requests to assist with earthquake strengthening. No applications have been received in the past quarter.				G	G		
05. Major services and projects are provided within budget.		Major services and projects are on track to be provided within budget.				G	G		

Active Community Activity

Performance Measures (Page 76 of the 10 Year Plan)		Comments				Sept	Dec	Mar	June
01. A 30-year Asset Management Plan is in place for sports facilities and major AMP projects approved in the 10 Year Plan are achieved. [Specific projects will be listed in the Plan.] (Renewals as a group and Central Energy Trust Arena projects.)		A 30-Year Asset Management Plan is currently in place for sports facilities and major AMP projects. Preparations of the 2020-2050 AMP is currently underway.				G	G		
02. Sports fields are available for weekend organised use. (At least 85%)		All sportsfields were available 100% for organized weekend use. There were no sportsfield closures during this period.				G	G		
03. Swimming pool annual usage:Lido - more than 330,000 people:Freyberg - more than 110,000 people.Include figures on under 5s, plus comparative to when free swimming under 5s was implemented (last financial year)		The number of users of the Lido to the end of December 2020 was 100,999. This is up 10% in comparison to the same period last year. Under 5's numbers were recorded at 3,766, which is significantly down from last year's figures of 3,975. The number using the Freyberg pool was 44,387, with Under 5's number at 1,083, again down in comparison to last year's figure of 1,331 and, the number using the Splashhurst pool was 7,646 in addition to the Under 5's number at 134 when last year recorded 204.				G	G		
04. Funding is distributed (for external recreation organisations to help increase levels of participation in sport and active recreation) and the key objectives achieved with the funding are described. (Narrative measure)		Sport Manawatu receives Council funds to assist the community's participation in play, active recreation and sport through various activities, programmes and by allocating funds on Council's behalf (such as the Active Communities Fund). The new funding agreement and strategic partnership plan has been in effect for one year and Sport Manawatu's Annual Report was presented to the December 2020 meeting of the Play, Recreation and Sport Committee. In the second quarter Sport Manawatu continued to assist the local sport and recreation sector to recover from the effects of Covid-19 restrictions. Sport Manawatu's six month report, submitted in early 2021, will provide more detail on the activities undertaken in the Oct-Dec 2020 period.				G	G		
05. Major services and projects are provided within budget.		Operating expenditure is within the budget by over 10%. Capital spending is on budget.				G	G		

Goal 3: Connected & Safe Community

Connected Communities Activity

Performance Measures (Pages 93-94 of the 10 Year Plan)	Comments	Sept	Dec	Mar	June
01. Library visitor numbers. (More than 800,000 connections a year)	On track. YTD there have been 376,453 physical visits to the 8 Library locations. There have been 93,698 Library website sessions; 32,637 Manawatū Heritage website sessions; 31,342 PC sessions; data for Wi-Fi sessions not available at the time of reporting.	G	G		
02. Use of physical collections. (Average use per item per year is at least 4)	On Track. Physical item use is increasing and is up 2% compared to last year with over 500,000 items checked out YTD. Items are used an average of 4.11 times per year. For comparison, the national average is 3.42 times per year.	G	G		
03. Use of digital collections. (Narrative measure)	Ebook and eAudiobook use continues to increase year on year as the range of collections and offerings increase. Use has increased 25% over same period last year. The use of digital databases, eResources and streaming services (Beamfilm and Kanopy) continue to increase. eBook and eAudiobook accounts for 9% of collection use (electronic and physical collections combined). In the first year since launch the Library App has had great uptake and is currently seeing 4,000 uses per month.	G	G		

04. Description of the range of programmes and events. (Narrative measure)	Programmes delivered are aligned to the following categories: Creative Expression, Cultural Expression, Digital Inclusion, Heritage, Informational Literacy, Lifelong Learning, Literacy, Social Connectivity, Employment, Health & Wellbeing. Some key programmes with positive outcomes this quarter were: Local History Week which included a visit to Te Hotu Manawa O Rangitane O Manawatu Marae and a tour of Linton Military Camp; the hosting of a Kainga Whanau Ora collective initiative connecting whanau with MSD representatives; visiting authors included Peta Mathias, Paul Holmes, Annabel Langbein, Chelsea Winter; local author book launches included Zak Rodgers and Cat; The ECREAD Summer Read Programme got into full swing; Youth Space programmes have specifically looked to reduce social isolation, increase resilience, increase employability and encourage active citizenship. Highlights include a Pizza and Politics night; the production of a By-Election video with the Global Ambassadors and TUJA students; and creating the opportunity for two young people to represent the Manawatu on the Eastern and Central advisory panel for the next three years.	B	G	
05. Public toilets are accessible, appropriately located and gender neutral. (Narrative measure)	The new toilet block on the Linton pathway will be opened in January 2021 and will be full accessible and gender neutral. All planned public toilet refurbishments and any new toilet builds are determined by the area of most need. When undertaking these works it is ensured toilets are accessible and gender neutral if appropriate.	G	G	
06. A 30-year Asset Management Plan is in place for community centres and hubs and major AMP projects approved in the 10 Year Plan are achieved. (Renewals as a group)	Asset Management Plans were adopted by Council in June 2018 and are being implemented as per 2018-2028 10 Year Plan.	G	G	
07. Levels of community centre use. (Narrative measure, including use of at least 1400 hours per centre per year)	Year to date hours: Ashurst 848, Awapuni* 754, Highbury* 727, Kelvin Grove* 665, Community Leisure Centre 1998, Milson 1365, Pasifika / Westbrook* 485 and Rangiora* 591. The annual target is 1,400 hours per centre. (Centres marked with * have not supplied 2nd quarter counts yet)	G	G	
08. A 30-year Asset Management Plan is in place for the cemeteries and major AMP projects approved in the 10 Year Plan are achieved. (Renewals as a group)	A 30-Year Asset Management Plan is currently in place for cemeteries and major AMP projects. Preparations of the 2020-2050 AMP is currently underway.	G	G	

09. Cemetery provision meets legislative requirements.	The Council has operated the cremator in full compliance with the conditions of its consent. The cemetery has been administered in accordance with the provisions of the Burial and Cremation Act.	G	G		
10. Council housing is tenanted. (At least 95%, excluding units not available due to renovations)	The average occupancy rate this quarter is 98%.	G	G		
11. Council tenants are satisfied with the standard of housing (two-yearly survey). (At least 90%)	The two yearly satisfaction survey will take place in the 3rd quarter.	G	W		
12. Units meet the Otago Medical School He Kainga Oranga Rental Warrant of Fitness Standard.	On track and meeting requirements of the WOF standards. Planned works are in place to address any components that no longer meet these standards.	G	G		
13. A 30-year Asset Management Plan is in place for community housing and major AMP projects approved in the 10 Year Plan are achieved. (Renewals as a group, see note in 10 Year Plan, pg 94)	Asset Management Plans were adopted by Council in June 2018 and are being implemented as per 2018-2028 10 Year Plan.	G	G		
14. Funding is distributed according to Council's Community Funding Policy and the key objectives achieved with the funding are described. (Narrative measure)	Through the COVID-19 Relief Fund, three arts organisations have been supported with the costs that impacted them during the pandemic.	G	G		
15. Positive feedback from residents on Council's community engagement. (Narrative measure)	The 2020 Residents Survey (of 500 randomly selected residents) shows that 44% are satisfied with the opportunities for them to have a say in Council decisions, 42% are neutral and 13% are dissatisfied. The corresponding figures for the ease of having a say are 34%, 46% and 19%. These levels are similar to the 2019 Survey. Council is aiming to increase satisfaction, including by getting people in the neutral grouping more actively involved in Council decisions.	G	G		
16. Description of the range of engagement techniques used by Council. (Narrative measure)	Council's main focus is on online engagement, as this is how most people say they would like to be involved in Council decision making. Hence we use methods like Social Pinpoint and online submissions. These are all coordinated through the "Have Your Say" Engagement Hub on our website. Council also uses more traditional methods, such as community meetings, flyers to affected residents, and Elected Member drop-in sessions.	G	G		
17. Major services and projects are provided within budget.	Operating expenditure is on track. Capital spending is on budget but ahead of schedule (social housing).	G	G		

Safe Communities Activity

Performance Measures (Page 101 of the 10 Year Plan)		Comments	Sept	Dec	Mar	June
01. The range of SAB initiatives and the outcomes they achieve. (Narrative measure)		Review and redesign of the The City Ambassadors Programme was carried out and funding secured for an additional 3 ambassadors. This meant that 6 ambassadors have been able to provide a 7 day a week operation from 9am to 6pm, including statutory holidays.	G	G		
02. Palmerston North retains its accreditation as a Safe City.		Maintained.	G	G		
03. Council works with local communities to get people prepared for emergencies. (Narrative measure)		Council has met with community groups seeking a better understanding of emergencies and preparedness. Covid19 2.0 resurgence planning has involved community groups and local agencies. Council participated at the recent home show, with great interaction with the public, and interest in our water tank promotion.	G	G		
04. Three dog education campaigns and / or community events attended.		Animal Management have attended 2 primary school visits this quarter, Our Lady Of Lourdes school and Whakarongo school and Linton Community Town Hall Meeting. They also held a bite safety talk for the PNCC Building team.	G	G		
05. Council is an accredited Food Act verifier. (99% of verifications are conducted within statutory timeframes)		Council is an accredited Food Act verifier. (99% of verifications are conducted within statutory timeframes) Council has maintained accreditation as a Food Act verifier. Due to COVID, verifications of non-essential food businesses were delayed. MPI has introduced legislation that allows a 6 month extension period; verifications are being completed within this timeframe.	G	G		
06. Description of healthy lifestyle initiatives. (Narrative measure)		Sun Protection Policy - the Events team has purchased 8 dual sunscreen and sanitiser stands for use during Council events (previously hired from Cancer Society). Smokefree Outdoors Policy - dual-language Smokefree signage is available for use at all Council events. Sugar-Sweetened Beverages Policy - actively encouraging food and beverage vendors to make available non-sugary drinks at Council events.	G	G		
07. Major services and projects are provided within budget.		Major services and projects are on track to be provided within budget.	G	G		

Goal 4: Eco-City

Rubbish & Recycling Activity

Performance Measures (Page 108 of the 10 Year Plan)		Comments	Sept	Dec	Mar	June
01. Rubbish and recycling placed in Council's official bags or bins are collected on the stated day. (At least 98%)	01. Rubbish and recycling placed in Council's official bags and bins were collected on the stated day. There were a total of 47 missed recycling bins and crates, and 42 total missed rubbish bags.		G	G		
02. Compliance with resource consents for the Rubbish and Recycling Activity measures by the number of:- Abatement notices (zero)- Infringement notices (zero)- Enforcement orders (zero)- Convictions (zero)	Complete compliance with resource consent conditions during the period.		G	G		
03. A 30-year Asset Management Plan is in place for rubbish and recycling and major AMP projects approved in the 10 Year Plan are achieved. (Renewals as a group)	AMP in place for Rubbish and Recycling service and major AMP projects approved in the 10 Year Plan are on schedule.		G	G		
04. Major services and projects are provided within budget.	Operating expenditure is right on budget. Capital spending is on budget but tracking ahead of the schedule.		G	G		

Biodiversity and Sustainable Practices Activity

Performance Measures (Page 113 of the 10 Year Plan)		Comments	Sept	Dec	Mar	June
01. 15,000 green corridors trees planted per year. (at least 15,000 on average over three years)		12,000 trees were planted during the planting season. The balance will be planted in May and June, once the new season starts.	G	G		
02. Number and description of sustainable practices campaigns. (Narrative measure)		Efforts continued to facilitate the establishment of a community-lead zero waste action group leading to agreement by participants to hold regular meetings in 2021. The focus will be on improving collaboration within the food and plastic waste space. (Targeted to be established by July 2021). The delivery of "Sustainable Living Programme" was piloted within PNCC and led by our Eco Design Advisor. The programme covering four (gardening, waste, transport and water) of eight topics, attracted 8 paying participants as well as 4 observers, and 3 volunteer facilitators. The experience will inform the delivery of a public programme comprising 4 topics to be delivered by end June 2021. As of 21 December, 26 cafés and establishments have joined the Refill NZ initiative following PNCC promotion. The initiative allows the public to fill up their drink bottles for free at participating establishments, with no obligation to buy anything. This collaboration with Palmy's Plastics Pollution Challenge project is aimed at reducing single-use plastic bottles, mitigating the need for more public water fountains, and supporting healthier living. A further 20 cafés are targeted to be signed up for July 2021.	G	G		
03. Number and description of Eco Design home consultations. (Narrative measure)		This second quarter has seen 36 in-home consultations taking place. In addition, there were eight community workshops/presentations and professional participation in six service provider meetings. Media activities undertaken this quarter have consisted of a regular weekly show on Manawatū People's Radio.	G	G		
04. Major services and projects provided within budget.		Overall spending is on track however due to the phasing the year to date spending is slightly ahead of the budget.	G	G		

Stormwater Activity

Performance Measures (Page 117 of the 10 Year Plan)		Comments				Sept	Dec	Mar	June
01. The number of flood events per year resulting in stormwater from Council's stormwater system entering a habitable floor in an urban area. (No more than 5)		There have been no recorded flood events resulting in stormwater entering a habitable floor in the first and second quarters of 2020/2021.				G	G		
02. The number of habitable floors per 1,000 properties within urban stormwater service areas affected by a flood event. (No more than 2)		There have been no recorded flood events resulting in stormwater entering a habitable floor in the first and second quarters of 2020/2021.				G	G		
03. Median time to attend a flooding event. (Less than 2 hours) (Note: A flooding event is one resulting in stormwater entering a habitable building.)		There have been no recorded flood events resulting in stormwater entering a habitable floor in the first and second quarters of 2020/2021.				G	G		
04. The number of complaints received about the performance of Council's stormwater system per 1,000 properties connected. (No more than 15)		To date, a total of 286 complaints have been received for the year or 8.5 complaints per 1000 properties connected. The complaints to date include 12 complaints relating to storm water events, 21 related to sump/grate problems, 54 associated with pipe/underground services damage, 24 cases of on-property flooding or drainage problems, 163 cases of roadside ponding and 12 complaints related to waterway or open drain problems. Complaints to date are still below the annual however if they continue at current rates then it is likely that the KPI target will be exceeded by the end of the financial year.				G	Y		
05. Compliance with resource consents for discharge from Council's stormwater system measured by the number of:- Abatement notices (zero)- Infringement notices (zero)- Enforcement orders (zero)- Convictions (zero)in relation to stormwater resource consents		All stormwater consent conditions have been fully complied with, such that no convictions, abatement, infringement or enforcement orders have been received.				G	G		

Performance Measures (Page 117 of the 10 Year Plan)		Comments	Sept	Dec	Mar	June
06. A 30-year Asset Management Plan is in place for stormwater and major AMP projects approved in the 10 Year Plan are achieved. (Renewals as a group. City-wide Stormwater Improvement Works (programme 1060)		An Asset Management Plan was adopted by Council in June 2018 following approval of the 2018-28 LTP. The 2020 AMP is 85% is currently under review by Audit New Zealand. It will be finished in early March in time for LTP and finalised in late June/early July.	G	G		
07. Major services and projects are provided within budget.		On track to provide major services and projects within budget.	G	G		

Wastewater Activity

Performance Measures (Page 123 of the 10 Year Plan)		Comments				Sept	Dec	Mar	June
01. Number of dry weather wastewater overflows from Council's wastewater system per 1,000 connections per year. (No more than 1)		There were 18 recorded incidents of a dry weather wastewater overflow so far during the 2020/21 financial year, which is equivalent to 0.547 overflows per 1000 connections. Based on the numbers of overflows recorded this KPI maybe exceeded by the end of the financial year.				G	G		
02. Complaints per 1,000 connections about:- Wastewater odour (No more than 1)- Wastewater system faults (No more than 3)- Wastewater system blockages (No more than 10)- Council's response to issues with the wastewater system. (No more than 1). (total target: no more than 15)		259 complaints or RFS were received during the first two quarters of 2020/21 or an average of 7.8 complaints per 1000 connections. Complaints included 9 for wastewater odour (0.27 per 1000 connections), 48 manhole faults (1.45 per 1000 connections) and 202 relating to network blockages or wastewater leaks (6 per 1000 connections). While total number of complaints are still under the KPI target, if complaints continue tracking at current rates the KPI target will be exceeded by the end of the year. If complaints unrelated to the performance of Council's wastewater assets and systems are excluded, total complaints will be well within the target.				G	Y		
03. Median time for attending to overflows resulting from blockages or other faults. (Less than 1.5 hours)		Median time for attending to an overflow resulting from a blockage is 0.56 hours. Maximum time for attending to an overflow resulting from a blockage is 980 hours. Following AuditNZ's advice, response time and resolution time now includes after hours and weekends (non-business hours).				G	G		
04. Median time for resolution of overflows resulting from blockages or other faults. (Less than 8 hours) (Attendance and resolution is less than 9.5 in total)		The median time for resolution of an overflow resulting from blockages or other faults is 3.76 hours. The maximum time for resolution of overflows resulting from blockages or other faults 988 hours. Following AuditNZ's advice, response time and resolution time now includes after hours and weekends (non-business hours).				G	G		

05. Compliance with resource consents for discharge from Council's wastewater system as measured by the number of:- Abatement notices (zero)- Infringement notices (zero)- Enforcement notices (zero)- Convictions received by Council in relation to resource consents (zero)	On 8th December, PNCC wastewater service received an abatement notice for wastewater spillage from the reserve road wastewater pump station in Longburn. Renewal work at the pump station has been undertaken to mitigate the risk of this recurring, however further work remains to be completed on the rising main to prevent backflow. PNCC has also met with Fonterra and has developed a SOP to improve communications between PNCC, Goodman Fielder and Fonterra should a similar incident resulting in a spill onto their site occur in future. The SOP is with Fonterra for approval.	G	R	
06. A 30-year Asset Management Plan is in place for wastewater and major AMP projects approved in the 10 Year Plan are achieved. (Renewals as a group)	An Asset Management Plan was adopted by Council in June 2018 following approval of the 2018-28 LTP. The 2020 AMP is 85% is currently under review by Audit New Zealand. It will be finished in early March in time for LTP and finalized in late June/early July.	G	G	
07. Major services and projects are provided within budget.	All capital new and renewal projects have been programmed and are within budget. Tranche 1 of DIA's Three Waters reform grant has been received and planning is underway to progress those projects that were waiting for the funding. Achievement will depend heavily on external contractor capability and resources. Operational costs are ahead of budget as a result of additional work on consent renewals and additional chemical treatment at the wastewater treatment plant due to low winter river flows	Y	Y	

Water Supply Activity

Performance Measures (Pages 130-131 of the 10 Year Plan)		Comments	Sept	Dec	Mar	June
01. Compliance with Part 4 (bacteria compliance criteria) of the Public Health Act 1956 (as amended by the Health (Drinking Water) Amendment Act 2007). (100%)		Full compliance with DWSNZ was achieved for the 2019/20 financial year. A bacterial non-compliance occurred on the 30th December 2020 as a result of a plant fault. An overdose of hydrated lime occurred, causing the pH to rise in the clear well tank. The resulting elevated pH resulted in the equivalent FAC (FACE) levels in the treated water falling below 0.2ppm for 4% of the monitoring period. The standard restricts supply of non-compliant water to not more than 2% of the monitoring period. A Standard Operating Procedure is in development as well as further staff training to prevent a recurrence of this type of transgression.	G	R		
02. Compliance with Part 5 (protozoal compliance criteria) of the Public Health Act 1956 (as amended by the Health (Drinking Water) Amendment Act 2007). (100%)		Full compliance with the DWSNZ was achieved in 2019/20 FY. All monitoring data received to date indicates full compliance with protozoal compliance criteria included in the New Zealand Drinking Water Standards.	G	G		
03. The number of complaints per 1,000 connections relating to clarity, taste, odour, continuity of water supply, drinking water pressure or flow, and Council's response to any of these issues (no more than 40).		A total of 683 complaints were received for the last twelve months or 21 complaints per 1000 connections. The 683 complaints included 28 mains bursts, 20 low pressure issues, 35 issues associated with continuity of supply, 29 for meter faults, 335 toby faults, 4 for bad smell, 142 for discoloured water, and 2 for bad taste. While complaints for the year are still below the annual target if complaints continue at current levels the KPI target will be exceeded.	G	Y		
04. Average consumption of drinking water per day per resident. (no more than 360 litres per person per day)		Average consumption of drinking water per day per resident is estimated at 197L, well below the 360 litre target.	G	G		
05. Median response time for urgent call-out attendance. (2 hours or less)		The median response time for urgent call-outs during the quarter for which a response time is recorded was 0.26 hours. The maximum response time was 48.15 hours. Following AuditNZ's advice, response time and resolution time are now includes after hours and weekends (non-business hours).	G	G		

Performance Measures (Pages 130-131 of the 10 Year Plan)		Comments		Sept	Dec	Mar	June
06. Median response time for resolution of urgent call-outs. (7 hours or less)		The median resolution time for urgent call-outs during the quarter for which a response time is recorded was 22.23 hours. The maximum response time was 91.95 hours. Following AuditNZ's advice, response time and resolution time are now includes after hours and weekends (non-business hours). The performance measures and target is no longer realistic.		G	R		
07. Median response time for non-urgent call-out attendance. (10 hours or less)		The median response time for non urgent call-outs during the quarter for which a response time is recorded was 2.825 hours. The maximum response time was 1365.56 hours. Following AuditNZ's advice, response time and resolution time are now includes after hours and weekends (non-business hours).		G	G		
08. Median response time for resolution of non-urgent call-outs. (75 hours or less)		The median resolution time for non-urgent call-outs during the quarter for which a response time is recorded was 51.61 hours. The maximum response time was 1538.217 hours. Following AuditNZ's advice, response time and resolution time are now includes after hours and weekends (non-business hours).		G	G		
09. Percentage of real water loss from the water reticulation network. (Less than 20%)		For the 2019/20 financial year real water loss from the water reticulation network was calculated at 18.2%, less than the targeted 20% but slightly higher than the real water loss during 2018/19 which was calculated at 18%. Real water losses for 2020/21 will be calculated during the 4th quarter.		G	G		
10. A 30-year Asset Management Plan is in place for water and major AMP projects approved in the 10 Year Plan are achieved. (Renewals as a group)		An Asset Management Plan was adopted by Council in June 2018 following approval of the 2018-28 LTP. The 2020 AMP is 85% is currently under review by Audit New Zealand. It will be finished in early March in time for LTP and finalized in late June/early July.		G	G		
11. Major services and projects are provided within budget.		On track to provide major services and projects within budget.		G	G		

Goal 5: Driven & Enabling Council

Leadership Activity

Performance Measures (Page 138 of the 10 Year Plan)		Comments		Sept	Dec	Mar	June
01. Positive feedback from residents on Council's community engagement. (Narrative measure)		The 2020 Residents Survey (of 500 randomly selected residents) shows that 44% are satisfied with the opportunities for them to have a say in Council decisions, 42% are neutral and 13% are dissatisfied. The corresponding figures for the ease of having a say are 34%, 46% and 19%. These levels are similar to the 2019 Survey. Council is aiming to increase satisfaction, including by getting people in the neutral grouping more actively involved in Council decisions.		G	G		
				G	G		
02. Description of the range of engagement techniques used by Council. (Narrative measure)		Council's main focus is on online engagement, as this is how most people say they would like to be involved in Council decision making. Hence we use methods like Social Pinpoint and online submissions. These are all co-ordinated through the "Have Your Say" Engagement Hub on our website. Council also uses more traditional methods, such as community meetings, flyers to affected residents, and Elected Member drop-in sessions.		G	G		
03. Strategies, Plans and Policies are in place, monitored and reviewed. (Narrative measure)		The City Dashboard report the strategy measures of success and is updated as new data becomes available. The five Council strategies are being reviewed as part of the 10 year plan process, along with all the subordinate plans. This work will be completed by July 2021. Council-adopted policies are in place and are reviewed according to an agreed work programme. A policy framework review is also underway.		G	G		

Supplementary Material for December 2020 Quarterly Report

1. Groups of activities net result statement
2. Capital expenditure by funding source and Group of Activities
3. Capital expenditure by Programme (Programmes over \$200,000)
4. Capital expenditure by Programme (Programmes under \$200,000)
5. Financial Statements
 - a. Summary of financial performance
 - b. Statement of financial position
 - c. Statement of cash flows
6. Approved variations to Annual Budget
7. Personnel

Attachment 1 – Groups of Activities Net Result Statement

Group of Activities Net Result Statement	2020/21		\$000's		Full Year Revised Budget	Full Year Annual Budget
	Year to Date Actual	Budget	Bud. Var. \$000's	%		
For the period to 31 December 2020						
Operating Result by Group of Activities						
Innovative & Growing City	2,832	3,156	324	10%	6,273	6,273
Revenue	(3,341)	(2,427)	914	38%	(4,815)	(4,815)
Expenses	6,173	5,583	(590)	-11%	11,088	11,088
Creative & Exciting City	10,231	10,824	594	5%	20,705	20,704
Revenue	(1,336)	(659)	677	103%	(1,529)	(1,529)
Expenses	11,567	11,484	(83)	-1%	22,233	22,233
Connected & Safe Community	6,018	6,197	179	3%	12,565	12,565
Revenue	(3,115)	(2,979)	136	5%	(5,176)	(5,176)
Expenses	9,133	9,176	43	0%	17,740	17,740
Eco-City	2,384	2,380	(4)	0%	4,676	4,676
Revenue	(1,613)	(1,348)	264	20%	(2,697)	(2,697)
Expenses	3,997	3,729	(268)	-7%	7,373	7,373
Transport	2,582	3,211	674	21%	7,674	7,990
Revenue	(3,881)	(3,543)	384	11%	(7,045)	(6,737)
Expenses	6,463	6,754	291	4%	14,719	14,727
Water	1,930	2,047	117	6%	4,097	4,097
Revenue	(40)	(19)	21	112%	(37)	(37)
Expenses	1,969	2,065	96	5%	4,134	4,134
Wastewater	2,715	2,240	(475)	-21%	4,581	4,580
Revenue	(744)	(761)	(17)	-2%	(2,376)	(1,336)
Expenses	3,459	3,001	(458)	-15%	6,957	5,917
Stormwater	963	974	10	1%	1,937	1,930
Revenue	(14)	(1)	13	1165%	(2)	(2)
Expenses	978	975	(3)	0%	1,939	1,932
Driven & Enabling Council	3,009	3,365	311	9%	6,269	5,916
Revenue	(2,546)	(2,666)	(165)	-6%	(5,493)	(5,800)
Expenses	5,555	6,031	476	8%	11,761	11,717
Group of Activities Controllable Surplus/ (Deficit)	32,663	34,394	1,730	5%	68,775	68,730
Rates	(50,588)	(50,468)	120	0%	(100,812)	(100,782)
Net Interest	2,359	2,611	251	10%	5,540	5,540
Operating Controllable Surplus / (Deficit)	(15,565)	(13,464)	2,102	16%	(26,497)	(26,512)
Te Huringa	958	1,364	406		2,900	2,900
Depreciation	20,214	20,214	0	0%	40,428	40,428
Non-operating revenue	(4,396)	(4,731)	(335)	-7%	(20,509)	(13,209)
Non-operating expenses	(2,071)	0	2,071	-100%	0	0
Net Result	(860)	3,384	4,243	125%	(3,677)	3,607

Group of Activities Budget variance explanations (net \$400k or more)

- Creative & Exciting City has increased revenue coming from venues although this is offset by increased expenditure. There has been lower expenditure than anticipated on outwork for services, this is due to less conversion of sport fields required as a result of Covid19.
- Transport has favourable net revenue within parking.
- Wastewater has increased expenditure due to additional work required on consent renewals.

Group of Activities Budget variance explanations (revenue and expenses \$400k or more)

- Innovative & Growing City has increased revenue and expenses mainly due to higher activity than anticipated in building and planning services
- Driven & Enabling Council has lower expenditure than anticipated on remuneration and professional services. Expenditure within this activity is likely to increase later in the year.

Attachment 2 – Capital expenditure by funding source and Group of Activities

Capital Expenditure For the period to 31 December 2020	2020/21				\$000's	
	YTD		Variance		Full Year	Full Year
	Actual	Budget	\$000's	%	Revised Budget	Annual Budget
Capital New	3,156	2,881	275	9.5%	54,095	46,754
Funded by:						
Borrowing	2,952	2,461	491	20.0%	45,155	40,247
External revenue	204	420	(216)	(51.5%)	8,941	6,507
Capital Renewal	1,375	1,186	189	15.9%	28,747	23,711
Funded by:						
Rates	1,299	1,121	178	15.9%	12,561	17,427
External revenue	75	65	11	16.6%	7,571	2,705
Three year averaging					3,579	3,579
Borrowing					5,035	-
TOTAL CAPITAL	4,531	4,067	464		82,842	70,466

Group of Activities - Capital Expenditure For the period to 31 December 2020	2020/21				\$000's	
	Year to Date		Variance		Full Year	Full Year
	Actual	Budget	\$000's	%	Revised Budget	Annual Budget
Capital New	20,487	23,318	(2,831)	(12.1%)	54,095	46,754
Innovative & Growing City	-	-	-	-	-	-
Creative & Exciting City	11,383	10,553	830	7.9%	20,431	20,040
Connected & Safe Community	2,042	2,151	(110)	(5.1%)	7,119	6,451
Eco-City	250	134	116	86.2%	459	328
Transport	3,448	5,045	(1,597)	(31.7%)	12,196	9,100
Water	1,813	2,912	(1,099)	(37.7%)	7,559	5,906
Wastewater	499	1,245	(746)	(59.9%)	3,915	2,813
Stormwater	910	1,152	(242)	(21.0%)	2,111	1,761
Driven & Enabling Council	143	126	17	13.2%	306	356
Capital Renewal	9,987	11,021	(1,034)	(9.4%)	28,747	23,711
Innovative & Growing City	49	146	(97)	(66.4%)	300	300
Creative & Exciting City	1,729	2,728	(999)	(36.6%)	3,845	3,815
Connected & Safe Community	713	627	86	13.7%	2,070	2,276
Eco-City	59	69	(11)	(15.5%)	176	176
Transport	2,442	1,739	703	40.4%	5,613	5,613
Water	1,741	2,129	(388)	(18.2%)	5,059	3,277
Wastewater	1,160	1,229	(70)	(5.7%)	7,204	3,642
Stormwater	101	293	(191)	(65.3%)	860	860
Driven & Enabling Council	1,992	2,060	(69)	(3.3%)	3,621	3,752

Attachment 3 –Capital expenditure by Programme (programmes over \$200,000)

The following table highlights the spending of the programmes with budgets in excess of \$200,000 with commentary.

Capital Programme Details (Values are in \$1,000)									
Description									
Not Started									
On Budget Behind Schedule									
On Track									
Over Budget Ahead of Schedule									
Over Budget Behind Schedule									
Over Budget On Schedule									
Under Budget Behind Schedule									
Under Budget On Schedule									
Activity-Programme Name		YTD Actuals(\$000)	YTD Budget(\$000)	Variance(\$000)	Total Budget(\$000)	Status	Comments		
CAPITAL NEW									
Active and Public Transport									
636-Aokautere Drive Pedestrian Cycle Improvements(1631-C/fwd - Aokautere Drive Pedestrian)		\$27	\$70	\$43	\$564		A design has been completed but is unaffordable. Alternative more affordable options need to be considered. Programme will be a carry forward to be included in a large multi-year programme.		
732-Summerhill Drive - Pedestrian and Cycle Improvements(1657-C/fwd - Summerhill Drive - Pedestri)		\$27	\$24	(\$4)	\$248		Programme of work delayed by requirement for Council budget and final design approval which has now been received. Delivery dependent on securing contractor resource. Possibility delivery will be extended into next financial year.		
1358-Footpath extensions city wide(1605-C/fwd - Footpath extensions city wi)		\$245	\$317	\$72	\$741		Programme of work fully scoped. Delivery delayed by design and contractor capacity. On track to be delivered by end of FY.		

1444-Shared path resilience improvements - Limestone to concrete(1648-C/fwd - Shared path resilience impr)	\$169	\$314	\$144	\$314	\$314	Programme scope of work is 60 percent completed. Remaining scope of work in planning and procurement, but on track to be delivered by end of FY.
1559-Urban Cycle Network Development(1633-C/fwd - Urban Cycle Network Develo)	\$16	\$126	\$111	\$1,000		Next sections of cycleway selected, with engagement and consultation planned for early 2021. Construction now not scheduled until next FY. Carry forward of majority of budget likely.
Active Community						
94-Walkways and Shared Path - Purchase of Land to Extend Network(1584-C/fwd - Walkways and Shared Path -)	\$1	\$274	\$273	\$529		All money within this budget has been allocated and land negotiations are proceeding. A budget carry forward may be needed if negotiations do not reach agreement before year end.
140-Neighbourhood Reserves- Aokautere - Peace Tree Reserve Development	\$6	\$60	\$54	\$310		Landscaping products have been secured for this project and site excavation is scheduled for January. The park is forecast to be opened to the public in late Autumn.
144-Urban Growth - Whakarongo - Reserves Land Purchases	\$9	\$330	\$321	\$659		Gifting of a small parcel of escarpment is proceeding, with Council meeting survey and legal costs from this budget. The procurement of other reserves planned for the area will not proceed this year, due to further delays with private subdivisions. A carry forward is requested.
752-City Reserves - Manawatu River - Framework Implementation	\$623	\$563	(\$60)	\$878		This programme is made up of three projects - Minor projects is 95 percent complete. The Victoria Esplanade river entrance is 50 percent complete. Turitea Pa - design is complete and quotes are being sought at present to determine if the current budget provision is adequate.
1081-City Reserves -Victoria Esplanade - Park Road Entrance and Parking Reconfiguration	\$96	\$82	(\$13)	\$746		Single tender received which actual exceeded budget. Council decision required to proceed. There is risk of non-delivery in this FY.
1534-Central Energy Trust Arena Manawatu - Embankment Redevelopment(1650-C/fwd - Central Energy Trust Arena)	\$9,973	\$7,997	(\$1,976)	\$13,170		This project is on schedule for completion March/April 2021 as planned, with spending occurring ahead of originally scheduled. The bridge steel framing is now in place and the laying of the bridge timber has commenced.
Active Public Space						
1473-City Centre Lighting and Projection Demonstration Project(1638-C/fwd - City Centre Lighting and Pr)	\$60	\$91	\$31	\$201		50 percent of programme budget has been allocated to procurement of two high end outdoor projectors and ancillary equipment - these have been received and are being managed by PNCC events. The remaining budget is to be allocated to a city centre lighting display with the scope yet to be determined. It will most likely be a demonstration of placemaking that

									can be enhanced once sufficient budget is established. This is likely to be a carry forward.
Arts, Culture and Heritage									
902-Property - Seismic Strengthening of Council Owned Buildings(1016-C/fwd - Seismic Strengthening of Co)	\$183	\$256	\$73	\$2,157					Detailed design is underway for the Crematorium strengthening and is due for completion in early 2021 at which stage consent will be lodged and tenders will be sought for the construction work. It is anticipated physical works will commence in May 2021. The DSA for CAB is due for completion in February 2021. Strengthening design will then commence to be lodged for consent in July 2021. Preliminary options development has also commenced for Square Edge.
Connected Communities									
161-Public Toilets - Citywide programme	\$55	\$60	\$5	\$202					The Linton pathway toilet construction is complete with final project commissioning to be completed in January 2021.
1219-Social Housing - Papaioea Stage 2(1639-C/fwd - Social Housing - Papaioea S)	\$1,816	\$1,358	(\$459)	\$5,086					18 of the 28 units have been painted (exterior) and works have begun on the interiors. The remaining 10 have had the slab poured and will be ready to start framing work in the new year. The project is on schedule and due to be completed August 2021, with spending currently occurring ahead of originally scheduled.
1413-Bunnythorpe Community Facility(1581-C/fwd - Bunnythorpe Community Facil)	\$65	\$330	\$265	\$1,259					The Construction Contract has now been awarded. Site establishment demolition of the existing building is set to commence from 11 January 2021. Project is proceed to the revised timeline and due for completion in July 2021.
Roading									
244-City Centre Streetscape Plan - Square East (Plaza to ANZ)(900-C/fwd - The Square East Side - Stree)	\$918	\$1,482	\$564	\$1,929					Stage 2 Square East construction completed. Detailed design of subsequent phases due to start early 2021. Some carry forward of budget likely.
279-City Wide - Minor Road Safety Improvements(1656-C/fwd - City-wide - Minor Road Proj)	\$309	\$542	\$233	\$1,101					Delivery delayed by need for Council approval of tender which has now been received. Tender has now been awarded. Programme still on track for delivery by end of this FY.
324-Park Road / Cook Street - Intersection Upgrade	\$106	\$91	(\$15)	\$668					Single tender received which actual exceeded budget. Council decision required to proceed. There is risk of non-delivery in this FY.

1362-Roberts/Railway Road North Intersection Safety Realignment(1595-C/fwd - Roberts/Railway Road North)	\$23	\$37	\$14	\$293	Planned intersection safety upgrade shelved as Council looks to close crossing. Surplus funds likely.
1367-Street Light Infill Improvements	\$644	\$614	(\$30)	\$918	Programme of track to be delivered prior to end of FY.
1440-Cuba Street urban streetscape improvements - Rangitikei to George Street(1643-C/fwd - Cuba Street urban streetsca)	\$109	\$70	(\$39)	\$620	Confirmation of final design prior to tender deferred by Council pending further stakeholder engagement. Project at risk of not being delivered this FY.
1488-Seal extension Rural Unsealed Road	\$30	\$145	\$115	\$511	Programme of work for \$250k awarded and on track to be delivered by April 2021. Balance surplus funds reallocated to other programme.
1578-Monrad Pencarrow Roundabout installation(1655-C/fwd - Monrad Pencarrow Roundabout)	\$293	\$457	\$164	\$834	Project delayed by requirement for Council approval of additional budget and tender award. Project on track to be largely delivered by end of FY.
1623-College Street Upgrade Parking Mitigation(1644-C/fwd - College Street Upgrade Park)	\$222	\$325	\$103	\$353	Programme of work on track to be delivered early in 2021.
Safe Communities					
1552-Council Pound Development	\$35	\$280	\$244	\$300	The conceptual designs have now been completed in consultation with stakeholders. A contract is in place for the design. These are now with the quantity surveyor to provide estimated construction costs.
Stormwater					
1060-City-wide - Stormwater Improvement Works	\$749	\$777	\$28	\$1,300	Programme on budget and scheduled to be completed by end of FY. Outstanding project is in final design prior to tendering.
1372-City-Wide SW Pump Stations	-	\$258	\$258	\$310	Programme delayed by procurement and equipment supply challenges. If pumps can be sourced locally then scheduled work should be completed within budget by end of FY. Otherwise carry forward is likely.
Wastewater					
1074-Totara Road Wastewater Treatment Plant - Earthquake Strengthening of Civil Structures(1626-C/fwd - Totara Road Wastewater Trea)	\$105	\$396	\$292	\$600	No Contractors tendered for procurement, resulting in sole source procurement being the only option. While work can proceed, worksite overlap with other urgent programmes may require deferral of project until early in the next FY. Project funding requires project delivery to be spread across two years.
1579-WWTP - Health and Safety Upgrades	\$76	\$135	\$59	\$379	Programme on schedule to be completed by end of FY.
1618-Totara Road Wastewater Treatment Plant - High Voltage Power resilience upgrades	\$108	\$148	\$40	\$400	Programme on budget. Work still in design scoping phase to ensure resilience objectives are met. Some risk of carry forward and project extending into next FY.

1619-Totara Road Wastewater Treatment Plant - Inlet Screens	\$106	\$282	\$176	\$760	Programme behind schedule but still on track to be completed by end of FY. Screen room crane is planned to be installed first. Hoist has been order but as it is coming from overseas, shipping delays may delay project delivery.
1621-Totara Road Wastewater Treatment Plant - New Storage Shed for critical equipment.	-	\$56	\$56	\$270	Work due to commence in March and to be completed by end of financial year.
Water					
91-Turitea Water Treatment Plant - Construction of Duplicate Water Pipeline from Lower Dam to Harts Road Reservoirs(1544-C/fwd - Turitea Water Treatment Pla)	\$1,613	\$2,356	\$744	\$4,440	Project is tracking slightly behind schedule due to weather but within budget. Programme is still expected to be completed by end of FY. Slight risk of minor carry forward to next FY.
246-City-wide - Water Subdivision Contributions	-	-	-	\$205	No commitments for budget at this stage so surplus likely. No-carry forward as programme is a provisional sum only.
651-City-wide - Seismic Strengthening of Water Structures(1289-C/fwd - City-wide - Seismic Strengt)	\$65	\$103	\$38	\$1,219	The design phase continues. Currently applying for the required consent. Phase one will go to tender in February. Still on track to be complete this FY.
1384-Citywide - New water supply reservoirs to replace an earthquake prone reservoir and enhance supply storage throughout the city(1608-C/fwd - Citywide - New water supply)	\$43	\$95	\$52	\$930	Waiting for a response from the external design team on design of flow shutoff valve. The initial scope was revised and increased. Intend to tender in February. Potentially a carry forward.
1388-Citywide Water Conservation Management - New pressure zone and District Meter Area Implementation(1663-C/fwd - Citywide Water Conservation)	\$22	\$156	\$133	\$262	Finalising design and will tender as soon as that is completed. Construction may not begin until early in the new FY due to constraints with external contractor availability so a carry forward likely.
CAPITAL RENEWAL					
Active and Public Transport					
64-City-wide - Footpath Renewals and Replacements	\$757	\$501	(\$256)	\$1,023	Programme of work well advanced and will be complete by April 2021.
Active Community					
98-Citywide Reserves - Renewals (Victoria Esplanade, Memorial Park, Ashhurst Domain and The Square)	\$372	\$453	\$80	\$526	The overall programme is under financial pressure due to increased costs associated with projects to replace the sewage system at the Ashhurst Domain camping ground and repair the base of the Te Marae o Hine clocktower. Additional funding is sought. Renewals at Memorial Park and the Esplanade are on schedule and are forecast to be within budget at end of FY.
173-Citywide - Playground Renewals	\$36	\$259	\$223	\$354	The playground renewals programme is forecast to be fully expended by financial year end, with majority of the funding allocated to the replacement of the Memorial Park playground which has experienced delays. The playground at Savage Reserve is also

199-City-wide - Water Bore Headworks and stations Renewal	\$75	\$163	\$88	\$443	Work completed on Roberts Line Bore 2, Papaioea Park and pipework modifications at Bunnythorpe. Remaining work scheduled and has been scoped and costed for delivery this FY. On track to come within budget.
207-Turitea Water Treatment Plant - Equipment and Facility Renewals(1646-C/fwd - Turitea Water Treatment Pla)	\$25	\$158	\$132	\$945	Projects identified, scoped and scheduled for delivery by end of FY. Supply of key equipment and materials may delay delivery of some projects. On track to come within budget.
214-City-wide - Water Toby and Meter Replacements	\$108	\$214	\$106	\$350	Backflow and meter upgrade at IPU designed and in procurement. Remaining budget allocated to replacements of meters and backflows for critical customers. On track to come within budget.
218-City-wide - Water Pipe Replacements	\$1,203	\$1,364	\$162	\$2,294	Programme comprises of ten projects across the city. 50 percent of these already completed. On track to finish all remaining projects by end of FY. Depending on costs one of the planned projects may be deferred to following FY.
663-Ashhurst - Bore to Reservoir Pipe Replacement(1664-C/fwd - Ashhurst - Bore to Reservoir)	\$312	\$124	(\$188)	\$881	Ashhurst Rising Main stage 2 is complete. Stage 3 is a DIA Project. Design work is underway and construction is scheduled to commence in May or June 2021.

Attachment 4 –Capital expenditure by Programme (programmes under \$200,000)

The following table highlights spend against budget of the programmes with budgets less than \$200,000.

Activity-Programme Name	YTD Actuals(\$000)	YTD Budget(\$000)	Variance(\$000)	Total Budget(\$000)
CAPITAL NEW				
Active and Public Transport				
114-City-wide - New Cycle Stands and Shelters	\$2	\$9	\$6	\$18
148-City-wide - Bus Stop Improvements	\$4	\$64	\$60	\$64
235-Manawatu River (Ashhurst to Riverside Drive) - Cycle/Pedestrian Pathway(1225-C/fwd - Manawatu River (Ashhurst to)	\$52	\$45	(\$7)	\$150
1039-Shared Path Connection - Riverside Drive to Railway Road	-	\$22	\$22	\$33
1095-Palmerston North to Bunnythorpe - Cycle/Pedestrian Pathway	\$1	\$77	\$75	\$102
1125-Park Road (from Fitzherbert Avenue to Katene Street) - Cycle/Pedestrian Improvements	-	-	-	\$53
1155-City-wide - Street Seats	\$0	\$11	\$11	\$11
1216-City-wide - Additional Cycle Lanes(1652-C/fwd - City-wide - Additional Cycl)	\$82	\$42	(\$40)	\$104
1257-City-wide - Cycle Phases at Intersections(1653-C/fwd - City-wide - Cycle Phases at)	-	\$7	\$7	\$42
1361-Turitea Road - Pedestrian Path/Steps(1647-C/fwd - Turitea Road - Pedestrian P)	\$83	\$49	(\$34)	\$84
Active Community				
93-City Reserves - Memorial Park Reserve Development Plan Implementation(1583-C/fwd - City Reserves - Memorial Pa)	\$90	\$149	\$59	\$149
95-Walkways and Shared Path - Construction	-	\$20	\$20	\$72
111-Neighbourhood Reserves - Roslyn - Edwards Pit Park Development	\$27	\$31	\$3	\$31
158-Citywide - Safety Improvements to Reserves	-	\$35	\$35	\$35
160-Citywide - Improved Access to Reserves for Persons with Disabilities	-	\$38	\$38	\$38
165-Outdoor Adventure Reserves - Arapuke Forest Park/Kahuterawa Development	\$40	\$32	(\$9)	\$65
196-Caccia Birch - Lagoon Embankment Upgrade(1649-C/fwd - Caccia Birch - Lagoon Emban)	\$8	\$5	(\$3)	\$88
558-Neighbourhood Reserves - Takaro - Oriana Reserve Development(1634-C/fwd - Neighbourhood Reserves - Ta)	-	\$40	\$40	\$80
560-Cultural/Heritage Reserves - Te Motu o Poutoa / Anzac Park Reserve Development(925-C/fwd - Cultural/Heritage Reserves -)	-	\$20	\$20	\$60
587-Neighbourhood Reserves - Kelvin Grove - Linklater Reserve Development	\$61	\$105	\$44	\$113
697-Clearview Reserve Development(761-C/fwd - Clearview Reserve Developmen)	-	\$15	\$15	\$31
708-Urban Growth - Aokautere - Reserves Land Purchase	-	\$17	\$17	\$34
716-Urban Growth - Whakarongo - Walkways Land Purchases	-	\$75	\$75	\$150
967-Citywide - Edibles Planting	\$0	-	(\$0)	\$5
1097-Sportsfields - Drainage to Increased Capacity	\$20	\$20	\$0	\$89

1099-Parks and Reserves - Shade Development	-	\$28	\$28	\$28
1127-City Reserves - Victoria Esplanade - Bonsai House	\$8	\$80	\$72	\$80
1175-Citywide - Shade Trees	-	-	-	\$10
1182-Citywide - Recreation spaces - Improved Lighting	-	\$21	\$21	\$21
1407-Sports fields - Vacated Bowling Club Land Conversion to Other Uses	-	\$5	\$5	\$10
1439-Culture/Heritage - Urban Eels Project Contribution	-	-	-	\$0
1454-City Reserves - Victoria Esplanade Development Plan	\$38	\$31	(\$7)	\$61
1523-Ashhurst Pool Enhancements	\$43	\$85	\$42	\$145
1622-Central Energy Trust Arena Manawatu - New Truss	\$94	\$47	(\$47)	\$100
Active Public Space				
1330-Placemaking Co-created Project	\$14	-	(\$14)	\$15
1476-City Centre Laneways Programme	-	\$1	\$1	\$70
Biodiversity and Sustainable Practices				
1077-Citywide - Biodiversity Enhancement Through Native Planting	\$7	\$14	\$6	\$21
1451-Council Facilities LED Lighting Upgrades	\$63	\$26	(\$36)	\$61
Commercial or Strategic Investments				
99-Council's Service Development - New Technology and Programmes	\$141	\$110	(\$31)	\$185
Connected Communities				
107-Cemeteries - Kelvin Grove - Ash Plot developments and Childrens area extension	\$35	\$20	(\$15)	\$68
133-Cemeteries - Kelvin Grove - New Burial Sections Footpaths and Roothing Extension	\$14	\$44	\$30	\$44
147-Cemeteries - Kelvin Grove, Ashhurst and Bunnythorpe - New Burial Berms	\$12	\$25	\$13	\$125
1196-Cemeteries - Kelvin Grove - New Staff Facility	\$3	\$5	\$2	\$5
Corporate Support				
60-Information Management Strategic Plan Project - New Software Applications	-	\$16	\$16	\$16
1187-PNCC Website Customisation	-	-	-	\$25
Leadership				
1676-Improve participation in Council and Committee meetings	\$4	-	(\$4)	\$80
Roading				
163-City-wide - New Street Tree Planting	\$8	\$8	(\$0)	\$90
167-Urban Growth - Whakarongo - James Line Upgrade - Stage 4(1651-C/fwd - Urban Growth - Whakarongo -)	\$31	\$35	\$4	\$119
201-City-wide - Roothing Subdivision Contributions	\$4	-	(\$4)	\$170
719-College Street - Implementation Plan for Transport Upgrade	\$1	\$11	\$10	\$37
910-Ferguson Street (Linton Street to Pitt Street) - Road Widening and Traffic Signal Installation	\$3	\$14	\$11	\$150
1003-Urban Growth - Whakarongo - Intersection Upgrades(1641-C/fwd - Urban Growth - Whakarongo -)	-	-	-	\$100
1183-Stoney Creek Road (School) Safety Upgrade(1658-C/fwd - Stoney Creek Road (School))	\$33	\$24	(\$9)	\$34

1615-City Wide - Parking and Traffic Signs and Marking(1674-C/fwd - City Wide - Parking and Tra)	\$7	\$15	\$8	\$40
Rubbish and Recycling				
506-City Wide Public Space Rubbish & Recycling Bins	\$29	\$25	(\$4)	\$40
657-Recycling - City Wide Wheelie Bins and Crates to Additional Properties	\$30	\$29	(\$1)	\$57
721-Awapuni Landfill - Landscaping	-	\$7	\$7	\$17
1371-Closed Landfills and Transfer Stations - Site Infrastructure	\$43	\$11	(\$32)	\$151
1373-City Wide Public Recycling Facilities	\$62	\$6	(\$56)	\$78
1410-Recycling - Recycling Bins and Crates to Non Residential Properties	\$17	\$16	(\$1)	\$32
Safe Communities				
1513-New emergency operations centre (EOC) Fit Out	\$6	\$30	\$24	\$30
Stormwater				
51-City-wide - Stormwater Subdivision Contributions	\$35	\$8	(\$27)	\$51
1001-Urban Growth - Whakarongo - Installation of Stormwater Systems(1284-C/fwd - Urban Growth - Whakarongo -)	\$127	\$110	(\$17)	\$150
Wastewater				
73-City-wide - Wastewater Subdivision Contributions	-	-	-	\$103
1000-Urban Growth - Whakarongo - Installation of Wastewater Systems(1659-C/fwd - Urban Growth - Whakarongo -)	-	-	-	\$0
1043-Totara Road Wastewater Treatment Plant - Inlet Main Duplication(1624-C/fwd - Totara Road Wastewater Trea)	-	-	-	\$160
1048-Totara Road Wastewater Treatment Plant - Construction of New Food Waste Facilities(1660-C/fwd - Totara Road Wastewater Trea)	\$117	\$73	(\$44)	\$173
1055-Urban Growth - City West - Installation of Wastewater Systems(1597-C/fwd - Urban Growth - City West -)	-	-	-	\$50
1412-Urban Growth - Ashhurst - Wastewater - North St Network Upgrade(1627-C/fwd - Urban Growth - Ashhurst - W)	\$1	-	(\$1)	\$20
1616-City Wide Wastewater Pump Station - Capacity Upgrade	\$3	\$18	\$14	\$100
1617-Totara Road Wastewater Treatment Plant - Biogas System Improvements	\$23	\$147	\$124	\$150
1677-Upsizing of Kairanga Bunnythorpe Road Sewer and Storage	-	-	-	\$50
1688-Three Waters Resilience - Installing Telemetry	-	-	-	\$140
1689-Three Waters Data Centre Upgrade	-	-	-	\$160
Water				
124-Turitea Water Treatment Plant - Upgrade to Respond to Review of Drinking Water Standards	-	\$20	\$20	\$50
1004-Urban Growth - Whakarongo - Installation of Water Supply Systems(1285-C/fwd - Urban Growth - Whakarongo -)	-	-	-	\$100
1385-Water Telemetry Disaster Resilience Additional Microwave Link(1662-C/fwd - Water Telemetry Disaster Re)	\$9	\$114	\$104	\$129
1386-Ashhurst water supply upgrade to address fire fighting shortfalls and cater for growth	\$60	\$8	(\$52)	\$63
1607-Water Safety and Security Mitigation	\$0	\$60	\$60	\$60

CAPITAL RENEWAL				
Active and Public Transport				
648-City-wide - Replacement of Deteriorating Cycle Stands	\$1	\$11	\$10	\$11
Active Community				
174-Citywide - Replacement of Furniture on Reserves	\$39	\$63	\$25	\$126
177-Citywide - Replacement of Gardens on Reserves	\$1	\$16	\$15	\$32
182-City Wide - Restoration of Waterways on Reserves	-	-	-	\$10
184-Walkways and Shared Paths - Refurbishments and Replacements	\$14	\$2	(\$13)	\$47
190-Citywide - Replacement of Trees on Reserves	-	-	-	\$13
195-Citywide - Renewal of Hardsurface Areas on Reserves	\$66	\$100	\$34	\$142
257-Sportsfields and Outdoor courts - Fitzherbert/Manawaroa/Ongley Parks - Cricket Block Replacements	-	\$32	\$32	\$32
258-Citywide - Refurbishment and Replacement of Boundary Fences on Reserves	\$7	\$24	\$17	\$47
267-Sportsfields and Outdoor Courts - Fitzherbert/Manawaroa/Ongley Parks - Cricket Wicket Renovations	\$17	\$13	(\$4)	\$13
269-Sportsfields and Outdoor Courts - Vautier Park - Synthetic Court Refurbishments (Plexipave)	-	\$46	\$46	\$46
598-Aquatics - Freyberg Community Pool - Asset Renewals	\$4	\$10	\$6	\$20
819-Central Energy Trust Arena - Replacement of Equipment	\$20	\$30	\$10	\$45
1108-Cultural/Heritage Reserve - Hokowhitu Lagoon - Bank Renewal(1531-C/fwd - Cultural/Heritage Reserve -)	\$12	\$86	\$74	\$158
1474-City-wide - Renewal of park buildings and structures	-	-	-	\$51
1490-I-Site LED screen renewal	-	-	-	\$0
Commercial or Strategic Investments				
80-Council's Plant and Equipment - Replacement	\$110	\$174	\$64	\$174
85-Council's Depot Buildings and Structures	\$31	\$38	\$7	\$90
Connected Communities				
37-Cemeteries - Terrace End - Site Enhancements	\$17	\$19	\$2	\$19
180-Social Housing - Citywide - Community Housing Refurbishments	\$71	\$60	(\$11)	\$148
186-Public Toilets - Refurbishments and Replacements	\$3	\$66	\$62	\$121
203-Interior Design of Community Libraries, Youth Space, and Mobile Library(1670-C/fwd - Interior Design of Communit)	\$2	-	(\$2)	\$62
278-Cemeteries - Kelvin Grove - Roading and Footpath Refurbishment	-	-	-	\$38
567-Crematorium - Chapel Interior Renewals	-	\$3	\$3	\$66
1138-Digital Technology to Support 21st Century Citizens and Service (Renewal)	\$6	-	(\$6)	\$15
1151-City Libraries - Building Security System Renewal	-	-	-	\$31
1575-Seismically brace the HVAC piping(1667-C/fwd - Seismically brace the HVAC)	\$78	\$59	(\$19)	\$161
Corporate Support				

58-Network Additions and Upgrades	\$32	\$33	\$0	\$42
68-Aerial Photography	-	\$28	\$28	\$28
86-Council Wide - Furniture Replacements	\$61	-	(\$61)	\$138
272-Staff Cafeteria - Replacement of Equipment	-	\$3	\$3	\$6
318-Telecommunications Replacement - Council Buildings	\$13	\$66	\$53	\$156
784-Replacement of Council's Photocopiers/Printers(1672-C/fwd - Replacement of Council's Ph)	-	-	-	\$61
	-	-	-	\$31
Economic Development				
251-Conference & Function Centre - Replacement of Equipment	\$2	\$25	\$23	\$36
270-Investment Properties - Holiday Park - Renewals	\$2	\$84	\$82	\$180
664-Conference & Function Centre - Renewals	-	-	-	\$13
1166-Conference & Function Centre - Equipment Purchases	\$46	\$38	(\$8)	\$71
Roading				
74-City-wide - Street Light Replacements	\$59	\$71	\$12	\$141
82-City-wide - Off Street Parking Resurfacing, Remarking and Signage Replacement	\$4	\$8	\$3	\$15
155-City-wide - Street Tree Replacements	\$94	\$61	(\$32)	\$61
162-City-wide - Vehicle Crossing Replacements	\$101	\$63	(\$38)	\$100
1443-City-wide - Road Drainage Replacements (Unsubsidised)	\$34	\$44	\$10	\$123
Rubbish and Recycling				
185-Closed Landfills and Transfer Stations - Site Infrastructure Renewals	\$20	\$20	\$0	\$92
612-Recycling - City Wide Wheelie Bin and Crate Renewals	\$29	\$30	\$1	\$60
1368-City Wide Public Space Rubbish & Recycling Bins Renewals	\$10	\$11	\$1	\$15
1374-City Wide Public Recycling Facilities Renewals	-	\$8	\$8	\$8
Safe Communities				
1269-Bylaw Signage - Replacement	-	-	-	\$6
Wastewater				
1351-Eastern Trunk Main - Hokowhitu Campus Renewal	-	-	-	\$142
1693-PS Telemetry unit compatibility upgrade	-	-	-	\$50
Water				
1058-City-wide - Groundwater Bores Renewal	-	\$30	\$30	\$60
1063-Turitea Water Treatment Plant - Replacement of SCADA System Hardware and Software	\$18	\$76	\$58	\$86

Attachment 5 – Financial Statements

Palmerston North City Council
Summary of Financial Performance
For the period to 31 December 2020

	Year to Date			Full Year	
	Actual	Budget	Actual	Revised	Annual
	\$000	\$000	Prior Year \$000	Budget \$000	Budget \$000
OPERATING REVENUE					
Rates revenue	50,588	50,468	49,519	100,812	100,782
Interest and dividends	142	9	1,150	17	17
Other revenue	15,024	12,784	14,371	26,785	26,784
Operating subsidies and grants	1,603	1,619	1,562	4,383	3,343
TOTAL OPERATING REVENUE	67,358	64,880	66,603	131,996	130,926
CAPITAL REVENUE					
Capital subsidies and grants	3,450	2,785	2,192	14,620	7,321
Development contributions	652	946	2,265	1,891	1,891
Vested assets	294	1,000	1,750	2,000	2,000
TOTAL CAPITAL REVENUE	4,396	4,731	6,207	18,511	11,212
TOTAL REVENUE	71,754	69,611	72,810	150,507	142,137
EXPENSES					
Employee remuneration	23,310	24,121	22,745	48,274	48,076
Elected member remuneration	496	511	462	1,022	1,022
Depreciation and amortisation	20,214	20,214	18,275	40,428	40,428
Interest	2,498	2,619	2,801	5,557	5,557
Professional service costs	6,269	5,015	5,881	11,612	9,516
Other expenses	18,106	20,514	19,923	39,936	41,145
TOTAL EXPENSES	70,894	72,995	70,086	146,830	145,745
NET SURPLUS/(DEFICIT) BEFORE TAX	860	(3,384)	2,724	3,677	(3,607)

Palmerston North City Council
Statement of Financial Position
For the period to 31 December 2020

	2020/21			As at 30 June 2020
	as at 31 December 2020		Full Year	
	Actual \$000s	YTD Rev Budget \$000s	Rev Budget \$000s	
Current Assets				
Cash & Short Term Deposits	23,645	2,039	2,039	2,039
Trade and other receivables	9,664	13,993	12,808	12,845
Inventory	294	386	386	386
Total Current Assets	33,603	16,418	15,233	15,270
Non-Current Assets				
Property, plant and equipment	1,845,332	1,849,951	1,879,268	1,834,856
Inventory-Non-current	5,543	5,302	5,104	5,104
Intangible Assets	1,281	1,281	1,281	1,281
Biological Assets	1,419	1,419	1,419	1,419
Investment Properties	4,550	4,550	4,550	4,550
Investments & Advance	14,687	13,925	13,925	13,925
Total Non-Current Assets	1,872,811	1,876,428	1,905,548	1,861,135
Total Assets	1,906,414	1,892,845	1,920,780	1,876,405
Current Liabilities				
Trade and other payables	25,433	24,385	23,489	23,489
Provisions	790	755	755	755
Current Employee Entitlements	5,266	5,899	6,001	6,001
Current Portion - Term Liab.	20,000	20,000	20,000	20,000
Derivative financial instruments	2,733	2,925	2,925	2,925
Total Current Liabilities	54,222	53,964	53,170	53,170
Non-Current Liabilities				
Provisions	596	631	631	631
Term Employee Entitlements	1,310	1,298	1,298	1,298
Term Liabilities	152,000	138,873	162,698	122,000
Derivative financial instruments	9,757	11,636	11,636	11,636
Total Non-Current Liabilities	163,663	152,438	176,263	135,565
Total Liabilities	217,885	206,403	229,433	188,735
Assets less Liabilities	1,688,530	1,686,443	1,691,348	1,687,670
Public Equity				
Retained earnings	1,046,661	1,044,574	1,049,479	1,045,801
Other reserves	641,869	641,869	641,869	641,869
Total Public Equity	1,688,530	1,686,443	1,691,348	1,687,670

Palmerston North City Council
Statement of Cash Flows
For the period to 31 December 2020

	Year to Date		Full Year	
	Actual	Revised Budget	Revised Budget	Annual Budget
Cash Flows From Operating Activities				
Receipts from rates revenues	57,174	47,477	100,812	100,782
Interest received	139	9	17	17
Dividends received	4	-	-	-
Operating subsidies and grants	1,603	1,619	4,383	3,343
Receipts from other revenue	12,199	12,306	26,785	26,784
Capital subsidies and grants	8,821	7,455	14,620	7,321
Development contributions	652	946	1,891	1,891
Receipts from tax losses	-	-	-	-
Interest paid	(2,498)	(2,619)	(5,557)	(5,557)
Payments to suppliers and employees	(55,849)	(51,914)	(100,808)	(99,760)
Goods and Services Tax (net)	3,256	2,186	-	-
Net Cash From Operating Activities	25,500	17,465	42,143	34,821
Cash Flows From Investing Activities				
Proceeds from sale of property	-	-	-	-
Proceeds from sale of biological assets	-	-	-	-
Purchase of property, plant and equipment - new	(21,075)	(23,318)	(57,061)	(49,663)
Purchase of property, plant and equipment - renewal	(9,987)	(11,021)	(25,781)	(20,803)
Net other advances repayment received/(made)	(761)	-	-	-
Net increase in investments	(192)	-	-	-
Net Cash From Investing Activities	(32,015)	(34,339)	(82,842)	(70,466)
Cash Flows From Financing Activities				
Investment fund reductions	-	-	-	-
Net borrowing proceeds/(repaid)	8,621	16,873	40,698	35,643
Repayment of borrowings	-	-	-	-
Repayment of leases	-	-	-	-
Net Cash From Financing Activities	8,621	16,873	40,698	35,643
Net Increase/(decrease)	2,106	(1)	(1)	(2)
Cash at beginning of year	2,039	2,039	2,039	2,039
Cash at Month End	4,145	2,038	2,038	2,037

Attachment 7 – Approved variations to Annual Budget

After the 2020/21 Annual Budget was approved, the following changes were authorised by Council. These also impacted the debt levels.

Operating	\$000
Annual Budget Net Surplus/(Deficit) Before Tax	(3,607)
Changes authorised by Council:	
Adjust budget for capital revenue as a result of carry forwards	384
S17A Review of Economic Development	(15)

Capital Expenditure	Programme	\$000
Annual Budget total capital expenditure		70,465
Changes authorised by Council:		
Adjust budget carry forwards to actual		3,822
Greens Road land acquisition	94 Walkways and Shared Path - Purchase of Land to Extend Network	27
Bunnythorpe Community Facility	234 - Sportsfields and Outdoor Courts - Changing Room Refurbishments	(258)
Bunnythorpe Community Facility	1413 - Bunnythorpe Community Facility	365
Additional funding required	201 - City-wide - Roding Subdivision Contributions	320
Additional funding required	51 - City-wide - Stormwater Subdivision Contributions	100
Additional funding required	1005 - Industrial Growth - Installation of Water Supply Systems to an Expanded North East Industrial Zone	100
Additional funding required	210 - Urban Growth - Installation of Wastewater Systems for New Industrial Areas - NEIZ Extension Area	100
Additional funding required	197 - Urban Growth - North East Industrial Park Stormwater	100
Additional funding required	1089 - Industrial Growth - NEIZ - Richardsons Line Upgrade	150
Additional funding required	1001 - Urban Growth - Whakarongo - Installation of Stormwater Systems	100

Variations to Annual Budgets approved by Chief Executive

The Delegations Manual provides that the Chief Executive may approve transfers of budgets where this will best achieve the outcome intended and savings can be made to offset the authorised increase. Where the amounts authorised cross activities, these are required to be reported quarterly to the Finance and Performance Committee.

Operating Activity	Budget change \$000
Corporate Support offsetting increase in both revenue and expenses due to Warm up Palmy	Corporate Support: 30 Revenue Corporate Support: (30) Expense
Movement of NZTA revenue budget from commercial or Strategic Investments to Rooding to align with nature of revenue	Commercial or Strategic Investments (308) Revenue Rooding 308 Revenue

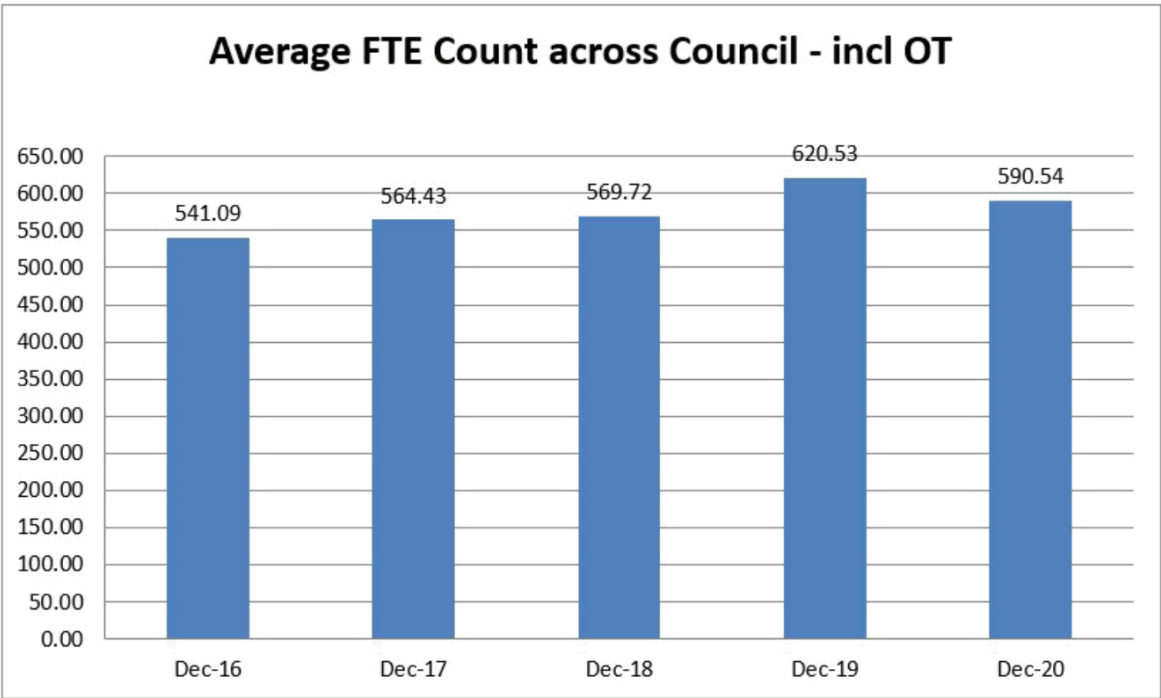
Capital Renewal Activity	Programme	\$000
Water Distribution	663 Ashhurst - Bore to Reservoir Pipe Replacement	157
Water Distribution	218 City-wide - Water Pipe Replacements	(157)

Capital New Activity	Programme	\$000
Roads	1183 Stoney Creek Road (School) Safety Upgrade	10
Footpaths	1361 Turitea Road - Pedestrian Path/Steps	35
Water Distribution	1386 Ashhurst water supply upgrade to address fire fighting shortfalls and cater for growth	55
Wastewater treatment and disposal	1048 Totara Road Wastewater Treatment Plant - Construction of New Food Waste Facilities	100
Wastewater treatment and disposal	1621 Totara Road Wastewater Treatment Plant - New Storage Shed for critical equipment.	120
Roads	719 College Street - Implementation Plan for Transport Upgrade	(40)
Wastewater collection	1043 Totara Road Wastewater Treatment Plant - Inlet Main Duplication	(340)

Three Waters DIA Funding Type	Budget change \$000
Operating	Wastewater (1,040) Revenue Wastewater 1,040 Expense
Capital Renewal	Wastewater (3,450) Revenue (Non operating) Wastewater 3,450 Capital Renewal Water (1,416) Revenue (Non operating) Water 1,416 Capital Renewal
Capital New	Wastewater (610) Revenue (Non operating) Wastewater 610 Capital Renewal Water (1,440) Revenue (Non operating) Water 1,440 Capital Renewal

Attachment 8 – Personnel

FTE Count Across Council – As at December 2020



The reason for the decrease is the delay in recruitment that occurred in the quarter. This will revert in the next quarter as we recruited a number of new staff late last year early this year to fill the vacancies.

Three Waters Grant Funding Values

Programme ID-Desc	Type	Funding (yr 1 & yr2)	Funding 2020/21 (yr1)	Funding 2021/22 (yr2)
1068-Totara Road Wastewater Treatment Plant - Replacement of Inlet Pumps	CAPITAL RENEWAL	\$1,100,000	\$940,000	\$160,000
1677-Upsizing of Kairanga Bunnythorpe Road Sewer and Storage	Capital New	\$500,000	\$50,000	\$450,000
1619-Totara Road Wastewater Treatment Plant - Inlet Screens	CAPITAL NEW	\$300,000	\$260,000	\$40,000
1616-City Wide Wastewater Pump Station - Capacity Upgrade	CAPITAL NEW	\$80,000	\$0	\$80,000
1384-Citywide - New water supply reservoirs to replace an earthquake prone reservoir and enhance supply storage through out the city	CAPITAL NEW	\$630,000	\$630,000	\$0
651-City-wide - Seismic Strengthening of Water Structures	CAPITAL NEW	\$440,000	\$440,000	\$0
1688-Three Waters Resilience - Installing Telemetry	Capital New	\$140,000	\$140,000	\$0
207-Turitea Water Treatment Plant - Equipment and Facility Renewals	CAPITAL RENEWAL	\$370,000	\$370,000	\$0
1689-Three Waters Data Centre Upgrade	Capital New	\$244,000	\$160,000	\$84,000
1681-Flow filling large diameter abandoned sewers	Operating Jobs	\$300,000	\$300,000	\$0
609-Totara Road Wastewater Treatment Plant - Desludging of Sludge Lagoons	Operating Jobs	\$300,000	\$300,000	\$0
1682-CCTV of critical wastewater pipes	Operating Jobs	\$150,000	\$150,000	\$0
1683-Totara Rd WWTP - Migrate data collection and plant performance data to cloud based system	Operating Jobs	\$50,000	\$0	\$50,000
1690-Condition assessment of critical 3 waters assets	Operating Jobs	\$100,000	\$0	\$100,000
1687-Project management for delivery programme	Operating Jobs	\$150,000	\$70,000	\$80,000
1691-Regional 3 Waters Collaboration Study	Operating Jobs	\$170,000	\$170,000	\$0
1692-PS Telemetry Data Management System Upgrade	Operating Jobs	\$50,000	\$50,000	\$0
54-City-wide - Wastewater Pipe Renewal	CAPITAL RENEWAL	\$1,430,000	\$1,430,000	\$0

179-Totara Road Wastewater Treatment Plant - Minor Equipment Renewals	CAPITAL RENEWAL	\$660,000	\$660,000	\$0
1685-Replacement of potable water service in WWTP	Capital Renewal	\$250,000	\$250,000	\$0
1380-Totara Rd WWTP - Biogas Generator Major Overhauls	CAPITAL RENEWAL	\$150,000	\$0	\$150,000
179-Totara Road Wastewater Treatment Plant - Minor Equipment Renewals	CAPITAL RENEWAL	\$250,000	\$120,000	\$130,000
663-Ashhurst - Bore to Reservoir Pipe Replacement	CAPITAL RENEWAL	\$400,000	\$400,000	\$0
663-Ashhurst - Bore to Reservoir Pipe Replacement	CAPITAL RENEWAL	\$200,000	\$200,000	\$0
218-City-wide - Water Pipe Replacements	CAPITAL RENEWAL	\$334,000	\$334,000	\$0
199-City-wide - Water Bore Headworks and stations Renewal	CAPITAL RENEWAL	\$242,000	\$242,000	\$0
207-Turitea Water Treatment Plant - Equipment and Facility Renewals	CAPITAL RENEWAL	\$300,000	\$240,000	\$60,000
1693-PS Telemetry unit compatibility upgrade	Capital Renewal	\$50,000	\$50,000	\$0

MEMORANDUM

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: Treasury Report - 6 months ending 31 December 2020

PRESENTED BY: Steve Paterson, Strategy Manager - Finance

APPROVED BY: Stuart McKinnon, Chief Financial Officer

RECOMMENDATIONS TO FINANCE & AUDIT COMMITTEE

1. That the performance of Council's treasury activity for the 6 months ended 31 December 2020 be noted.

1. ISSUE

To provide an update on the Council's treasury activity for the 6 months ending 31 December 2020.

2. BACKGROUND

The Council's Annual Budget for 2020/21 forecast additional debt of \$35.643m would need to be raised during the year to fund the \$46.754m of new capital expenditure programmes (including assumed carry forwards from 2019/20). In June 2020 the Council resolved to specifically authorise the raising of up to \$36m of additional debt. In August 2020 the Council approved increasing the new capital expenditure programme for the year by a further \$3.8m due to a revised assessment of the level of carry forwards from 2019/20. In December 2020 the Council approved further additional capital expenditure of approx. \$1.27m. There was no change to the additional debt that was authorised for either of these changes. Progress against the approved capital expenditure programme will be monitored during the year and authorisation for additional debt will be sought if required.

Council's Financial Strategy (updated version adopted 25 June 2018) contains the following ratios which the Council has determined to be prudent maxima:

- Net debt as a percentage of total assets not exceeding 20%
- Net debt as a percentage of total revenue not exceeding 200%
- Net interest as a percentage of total revenue not exceeding 15%

- Net interest as a percentage of annual rates income not exceeding 20%

An updated version of the Treasury Policy (embracing the Liability Management and Investment Policy), adopted by the Council in August 2020, also contains a number of other criteria regarding debt management.

3. PERFORMANCE

Following the latest annual review published on 20 April 2020 Council's S&P Global Rating's credit rating remained unchanged at AA / A-1+, although the outlook was revised from positive to stable.

Schedule 1 *attached* shows the details of Council's debt as at 31 December 2020. Debt levels were within the policy parameters outlined in section 2 of this report.

The summarised gross term debt movements are shown in the following table:

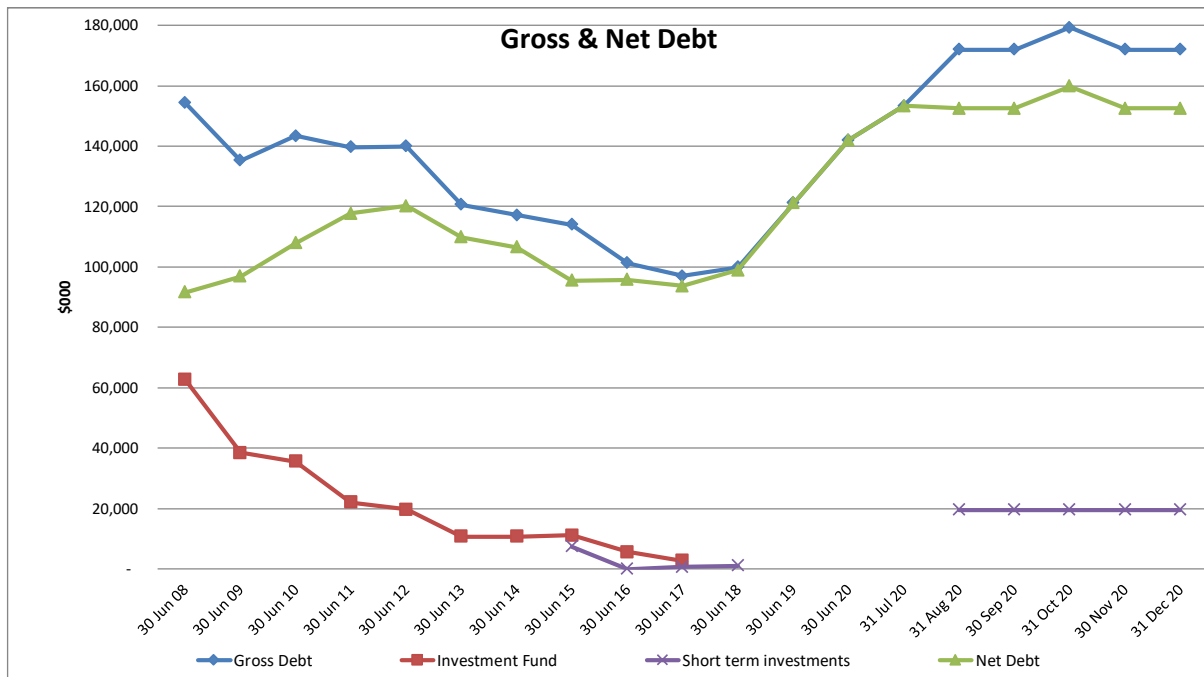
	Annual Budget for year (2020/21) \$000	Actual – 3 months (2020/21) \$000	Actual – 6 months (2020/21) \$000
Debt Balance at 1 July 2020	142,597	142,000	142,000
New Debt #	35,643	30,000	30,000
Debt repayments #			
Closing Balance	178,240	172,000	172,000
<u>Comprising:</u>			
Bank advance (on call)			
LGFA short term advance			
LGFA & Council stock		172,000	172,000

A portion of the Council's debt is drawn on a daily basis – daily drawdowns & repayments are not included in these figures but the net draw or repayment for the year to date is shown as part of new debt or debt repayment as appropriate.

Gross debt at 31 December 2020 was \$172m compared with \$142m at 1 July 2020. \$20m of this was raised in advance to refinance debt maturing in May 2021. The sum raised in advance has been invested short term at rates that more than cover the borrowing costs.

Movements in recent years are shown in the following graph:

PALMERSTON NORTH CITY COUNCIL



Actual finance costs incurred during the 6 months (including interest, line fees & the effects of payments relating to swaps) amounted to \$2.5m compared with the budget for the year of \$5.557m. The effective average interest rate for the quarter was 3% compared with the budgetary assumption of 3.4% and this translated to a saving of approximately \$340k.

The Council has entered financial instruments related to its debt portfolio utilising swap trading lines established with Westpac, ANZ and BNZ. The details of these are shown in **Schedule 2 attached**.

The value of these instruments is measured in terms of its “mark-to-market”, ie. the difference between the value at which the interest rate was fixed and the current market value of the transaction. Each of these transactions was valued at the date they were fixed and again at the reporting date. Financial reporting standards require the movement in values to be recorded through the Council’s Statement of Comprehensive Income (Profit & Loss Account). They have been revalued as at 31 December 2020 and show a reduction in the book value liability of \$2.39m for the quarter and \$2.12m for the year to date.

The Council’s Treasury Policy contains guidelines regarding the measurement of treasury risk as follows:

- Funding and liquidity risk is managed by the Council maintaining a pre-set portion of its debt in a range of maturity periods, eg. < 3 years, 3 - 7 years, 7 years +.
- Interest rate risk is managed by the Council maintaining the ratio of debt that is subject to floating versus fixed interest rates within pre-set limits.

The position compared to the policy is illustrated in the graphs in **Schedule 3**.

The funding & liquidity risk position can be summarised as follows:

- Council's liquid position complies with policy, and debt maturing in May 2021 is covered through sums raised in advance and temporarily invested.

The interest risk position is more complex to explain but is basically about the portion of the overall forecast debt that is fixed versus floating and can be summarised as follows:

- Changes to the Treasury Policy adopted in August mean the calculations are no longer based on the rolling debt forecast for the next 12 months but rather the rolling debt forecasts for up to 11 years plus.
- There is significant uncertainty about forecast levels of future debt – this very much depends on a number of factors including future Council decisions on the proposed capital expenditure programme and Government decisions on the future structure of the provision of 3 waters.
- For the purposes of this report we have assumed debt will increase from \$142m at 1 July 2020 to \$388m at 30 June 2028 – the 2018-28 10 Year Plan assumes \$367m by this date. These figures significantly understate the likely debt especially if the latest forecasts for the wastewater project are included.
- In the current economic environment we expect to fix interest rates at or near policy minimums based on the debt forecasts mentioned above and that is the position as at 31 December.

As at 31 December 2020 all policy targets had been met.

Council's credit lines with the banks include a \$18m four-year credit facility with Westpac Bank (maturing 31 July 2022) and a revolving \$25m three-year facility with ANZ Bank (maturing 31 March 2023).

4. CONCLUSION & NEXT STEPS

Finance costs for the quarter (including interest, line fees & the effect of swaps) was \$2.5m compared with budget for the year of \$5.557m. This was slightly lower than the year to date budget principally due to lower average interest rates.

In conjunction with Council's treasury advisors hedging instruments are regularly reviewed in an effort to ensure the instruments are being utilised to best advantage as market conditions change. The level of hedging cover is also reviewed as the forecasts of future debt levels are revised.

Council's borrowing strategy is continually reviewed, in conjunction with Council's treasury advisors, to ensure best advantage is taken of Council's quality credit rating.

A further performance report will be provided after the end of the March 2021 quarter.

5. COMPLIANCE AND ADMINISTRATION

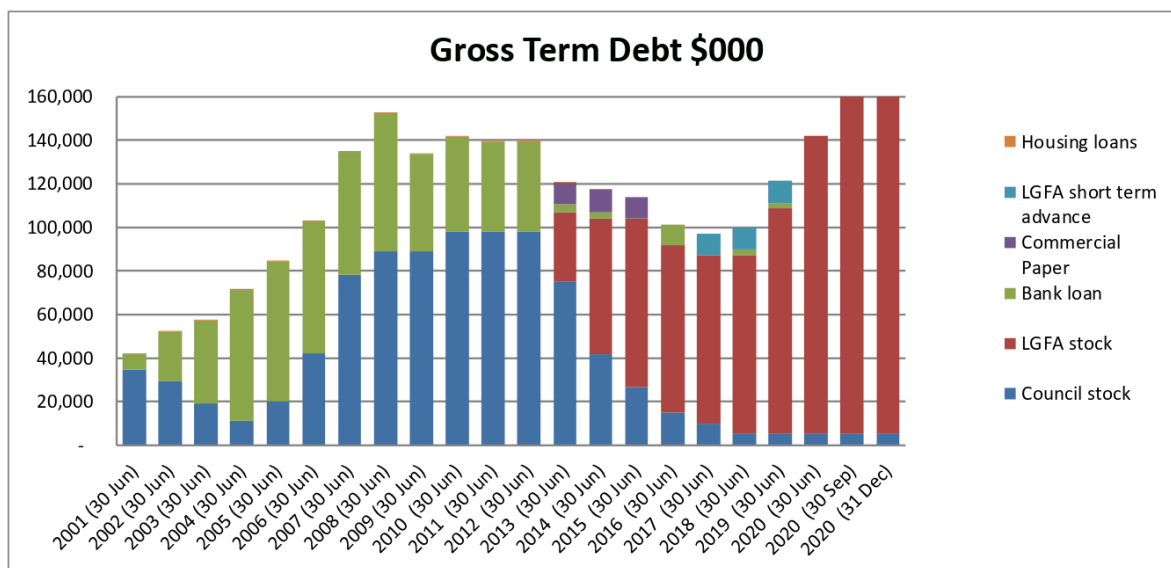
Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven and Enabling Council	
The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy	
The recommendations contribute to the achievement of action/actions in Not Applicable	
This report outlines the outcomes of a fundamental administrative activity of the Council.	
Contribution to strategic direction	Managing the Council's treasury activity is a fundamental component of day to day administration of the Council.

ATTACHMENTS

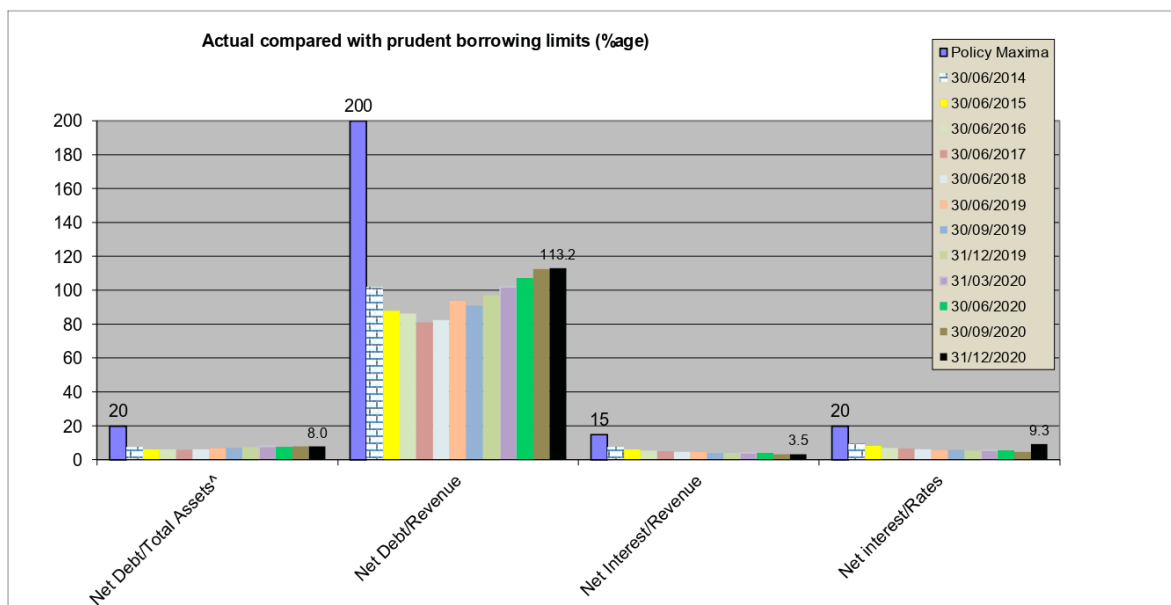
- Schedules 1 to 3 [↓](#) 

Schedule 1 - Debt levels & Prudent Borrowing Ratios

Palmerston North City Council								
Term Debt as at 31 December 2020								
1. Loan Stock on Issue - Council debentures						Current		
Issue Date	Term	Principal	Margin over BKBM	Interest Rate	Maturity Date	as at 31/12/2020	Interest Rate	Reset Date
FRN 5 Aug 16	6	5,000,000	0.6300%	0.9150%	5-Aug-2022		Floating Qtrly	5-Feb-21
		5,000,000						
2. Loan Stock on Issue - Borrowed from LGFA								
LGFA 20 May 13	8	5,000,000	0.6425%	0.9025%	15-May-2021	5,000,000	Floating Qtrly	15-Feb-21
LGFA 24 Feb 14	7	10,000,000	0.5525%	0.8125%	15-May-2021	10,000,000	Floating Qtrly	15-Feb-21
LGFA 19 May 14	7	5,000,000	0.6000%	0.8600%	15-May-2021	5,000,000	Floating Qtrly	15-Feb-21
LGFA 13 Apr 15	7	10,000,000	0.3300%	0.5950%	5-Apr-2022		Floating Qtrly	5-Jan-21
LGFA 18 Aug 14	9	10,000,000	0.6325%	0.9025%	15-Apr-2023		Floating Qtrly	15-Jan-21
LGFA 15 Apr 20	3	10,000,000	0.7350%	1.0050%	17-Apr-2023		Floating Qtrly	15-Jan-21
LGFA 23 Jul 18	6	15,000,000	0.5525%	0.8225%	15-Apr-2024		Floating Qtrly	15-Jan-21
LGFA 15 Apr 20	4	5,000,000	0.7850%	1.0550%	15-Apr-2024		Floating Qtrly	15-Jan-21
LGFA 6 Sep 17	7	6,000,000	0.6000%	0.8500%	15-Sep-2024		Floating Qtrly	15-Mar-21
LGFA 6 Sep 17	8	6,000,000	0.6600%	0.9300%	15-Apr-2025		Floating Qtrly	15-Jan-21
LGFA 28 Jan 20	5	8,000,000	0.5400%	0.8100%	15-Apr-2025		Floating Qtrly	15-Jan-21
LGFA 13 Jul 20	5	5,000,000	0.6700%	0.9400%	15-Apr-2025		Floating Qtrly	15-Jan-21
LGFA 22 Mar 18	8	5,000,000	0.7250%	0.9950%	15-Apr-2026		Floating Qtrly	15-Jan-21
LGFA 17 Jun 19	7	7,000,000	0.6525%	0.9225%	15-Apr-2026		Floating Qtrly	15-Jan-21
LGFA 11 May 20	6	5,000,000	0.6600%	0.9300%	15-Apr-2026		Floating Qtrly	15-Jan-21
LGFA 13 Jul 20	6	5,000,000	0.7225%	0.9925%	15-Apr-2026		Floating Qtrly	15-Jan-21
LGFA 16 Mar 15	12	5,000,000	0.4575%	0.7275%	15-Apr-2027		Floating Qtrly	15-Jan-21
LGFA 8 Jun 15	12	5,000,000	0.4525%	0.7225%	15-Apr-2027		Floating Qtrly	15-Jan-21
LGFA 11 Aug 20	7	10,000,000		1.1200%	15-Apr-2027		Fixed	
LGFA 17 Dec 18	10	5,000,000	0.7875%	1.0575%	15-Apr-2028		Floating Qtrly	15-Jan-21
LGFA 7 Oct 19	9	5,000,000	0.7100%	0.9800%	18-Apr-2028		Floating Qtrly	15-Jan-21
LGFA 11 Aug 20	8	10,000,000	0.8300%	1.1000%	15-Apr-2028		Floating Qtrly	15-Jan-21
LGFA 17 Dec 18	11	10,000,000	0.8225%	1.0925%	15-Apr-2029		Floating Qtrly	15-Jan-21
		167,000,000						
3. Bank facilities								
ANZ (\$25m)		-			31-Mar-2023		Reset at any time	
				* plus line fee of 0.22%				
Westpac (\$18m)	On call			1.330%	31-Jul-2022		Reset at any time	
				* plus line fee of 0.27%				
4. Short term facility from LGFA								
		-						
Total as at 31 December 2020		172,000,000				20,000,000		



The Financial Strategy contains a series of ratios that the Council has determined to be prudent maxima. The chart below shows the actual results for since 2013/14 compared to those ratios.



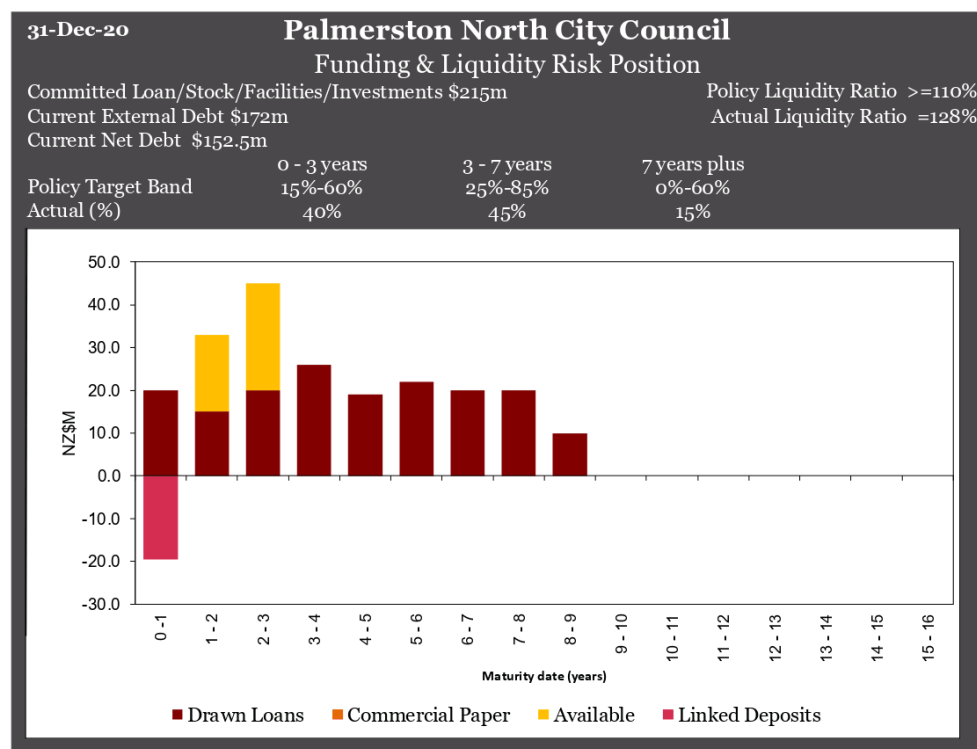
[^] The Net Debt/Total Assets ratio became effective from 1 July 2015. Previously the ratio used was Net Debt/Equity and the actuals for the previous ratio are shown in this report for information.

Schedule 2 – Interest Rate Swaps

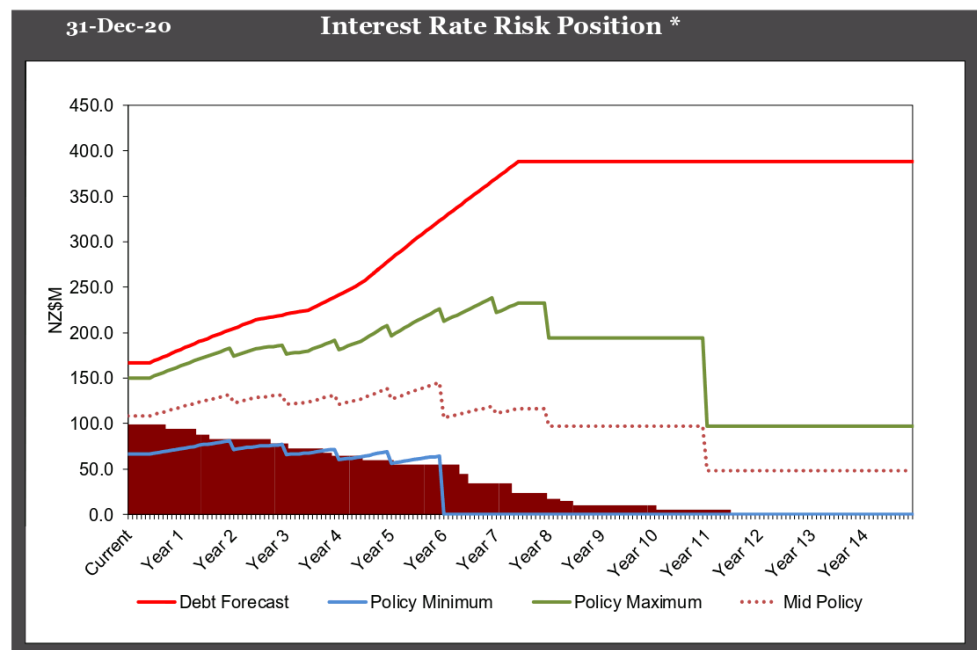
Palmerston North City Council									
Interest Rate Swaps as at 31 December 2020									
Council pays fixed & receives floating on a monthly basis							Current		Hedgebook
Bank	Trade Date	Deal No	Amount	Start Date	Maturity	Fixed Interest	Floating	Reset date	Value at
			\$m			rate	rate		31-Dec-20
Westpac	12-Feb-13	2882838	5.0	11-Mar-13	9-Dec-20	4.61%		Matured 9 Dec 20	
Active total at 31 Dec 20			5.0						0
								Current	0
								Term	0
Council pays fixed & receives floating on a quarterly basis							Current		Value at
Bank	Trade Date	Deal No	Amount	Start Date	Maturity	Fixed Interest	Floating	Reset date	31-Dec-20
			\$m			rate	rate		
Westpac	10-Sep-09	1329748	6.0	21-Oct-09	22-Jul-19	5.8675%		Matured 22 July 19	
Westpac	19-Aug-10	1656930	5.0	10-Oct-10	10-Jan-20	5.9375%		Matured 10 Jan 20	
Westpac	19-Aug-10	1656928	5.0	10-Oct-10	10-Jul-20	5.9350%		Matured 10 Jul 20	
Westpac	12-Feb-13	2882863	7.0	8-Mar-13	8-Jun-20	5.35%		Matured 8 Jun 20	
ANZ	17-Dec-13	8539285	3.0	17-Feb-14	15-Nov-20	4.92%		Matured 15 Nov 20	
Westpac	21-Feb-14	3540565	5.0	7-Mar-14	7-Sep-20	6.295%		Matured 7 Sep 20	
Westpac	8-May-14	3673014	5.0	9-Jun-14	7-Sep-21	6.060%	0.260%	8-Mar-21	(217,445)
Westpac	8-May-14	3672892	5.0	10-Jul-14	11-Apr-22	5.690%	0.275%	11-Jan-21	(405,073)
Westpac	8-May-14	3672895	5.0	6-Jun-14	8-Jun-21	5.820%	0.260%	8-Mar-21	(138,384)
ANZ	20-Jun-14	9572093	5.0	15-Dec-14	15-Jun-23	4.840%	0.250%	15-Mar-21	(563,047)
Westpac	18-Jul-14	3787822	6.0	29-Sep-15	29-Sep-23	4.850%	0.270%	29-Mar-21	(740,867)
Westpac	20-Feb-15	4211117	5.0	8-Mar-17	6-Mar-20	3.810%		Matured 6 Mar 20	
ANZ	28-Nov-14	10730910	5.0	15-Dec-17	15-Jun-24	4.500%	0.250%	15-Mar-21	(714,839)
ANZ	28-Nov-14	10730993	5.0	10-Apr-18	10-Oct-24	4.515%	0.275%	11-Jan-21	(813,214)
Westpac	20-Feb-15	4211119	5.0	6-Dec-18	6-Dec-19	3.875%		Matured 6 Dec 19	
ANZ	3-May-17	15995740	6.0	22-Jul-19	21-Apr-22	3.350%	0.270%	21-Jan-21	(277,007)
BNZ	10-Jul-19	384538896	5.0	31-Jul-19	21-Jul-22	1.345%	0.270%	21-Jan-21	(93,912)
ANZ	29-Nov-18	18984011	5.0	6-Dec-19	6-Sep-23	2.555%	0.260%	8-Mar-21	(303,853)
Westpac	28-Nov-14	4040149	5.0	10-Jan-20	10-Jan-24	4.585%	0.275%	11-Jan-21	(682,637)
ANZ	29-Nov-18	18984258	2.0	6-Mar-20	6-Mar-29	3.095%	0.260%	8-Mar-21	(363,635)
Westpac	28-Nov-14	4040489	7.0	8-Jun-20	8-Dec-22	4.5675%	0.265%	8-Mar-21	(597,990)
Westpac	25-Feb-15	4218128	5.0	7-Sep-20	9-Sep-24	3.990%	0.260%	8-Mar-21	(665,879)
ANZ	25-Feb-15	11281075	3.0	16-Nov-20	15-Nov-24	3.990%	0.260%	15-Feb-21	(424,114)
Westpac	18-Jan-16	4910927	5.0	9-Dec-20	9-Jun-25	3.970%	0.270%	9-Mar-21	(777,196)
Active total at 31 Dec 20			94.0						(7,779,092)
Westpac	25-Feb-15	4218131	5.0	8-Jun-21	10-Jun-24	3.990%		8-Jun-21	(533,392)
Westpac	26-Feb-16	5013577	5.0	11-Apr-22	12-Jan-26	3.635%		11-Apr-22	(554,541)
ANZ	27-Nov-17	17029213	5.0	15-Jun-23	15-Jun-27	3.7675%		15-Jun-23	(558,457)
ANZ	27-Nov-17	17029223	6.0	29-Sep-23	29-Jun-27	3.7875%		29-Sep-23	(624,108)
ANZ	27-Mar-18	17670250	5.0	15-Jun-24	15-Jun-29	3.840%		15-Jun-24	(634,530)
ANZ	27-Mar-18	17670276	5.0	10-Oct-24	10-Jan-31	3.920%		10-Oct-24	(764,273)
ANZ	27-Mar-18	17670295	5.0	10-Jun-24	10-Jun-32	3.935%		10-Jun-24	(951,295)
BNZ	27-Feb-20	384575543	7.0	8-Dec-22	8-Dec-28	1.3375%		8-Dec-22	(138,678)
ANZ	13-Oct-20	22956802	10.0	15-Apr-22	15-Apr-28	0.4025%		15-Apr-22	(275,270)
Forward start total at 31 Dec 20			53.0						(5,034,544)
									(12,813,636)
								Current	(3,056,611)
								Term	(9,757,025)
									(12,813,636)

Schedule 3 - Risk Exposure Position

Funding & Liquidity Risk Position – proportions of Debt within pre-set maturity bands



Interest Rate Risk Position – proportions of Debt subject to floating versus fixed interest rates within pre-set policy limits



*Based on trimmed forecast of requirements – see report

REPORT

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: Animal Shelter Options

PRESENTED BY: Bryce Hosking, Manager – Property; Kerry-Lee Probert, Head of Environmental Protection Services

APPROVED BY: Sheryl Bryant, Acting Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council proceeds with Option 1 of the report titled 'Animal Shelter Options' presented to the Finance & Audit Committee on 24 February 2021, and undertakes the construction of the Animal Shelter Base Build only.
2. That Council increases total budget of Programme 1552 in the 2021-31 LTP from \$2,750,000 to \$4,173,600 to enable the construction of the Animal Shelter Base Build.

This budget will have the following financial year split:

- 2021/22 (Year 1) – \$2,750,000, and
- 2022/23 (Year 2) – \$1,423,600.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	<p>In its current state the existing animal shelter does not meet all requirements of the Code of Welfare for the Temporary Housing of Companion Animals.</p> <p>The Finance and Audit committee resolved to build a new Animal Shelter next to existing Palmerston North City Facility on Totara Road. Council Officers were instructed to proceed with two developed design options; a base build and a base build with educational space. Council needs to provide direction on their preferred design option which will then be progressed into a consented detail design.</p>
OPTION 1:	Animal Shelter Base Build
Community Views	<ul style="list-style-type: none"> Improved animal welfare is generally well supported by the community. The location of existing and new facility is considered well located and easy to access. Increased public focus on animal welfare indicates a facility that allows for some public access will be well received.
Benefits	<ul style="list-style-type: none"> The location of the new facility is adjacent to the existing facility which will limit public confusion moving forward. There will be no disruption to existing operations as current facility can continue operating and offering the current services whilst the facility is being built. The new facility will support and enable all current levels of service for the Animal Management Team to be delivered in full. The new facility will fully comply with new Code of Welfare. The new facility will provide an improved environment for the animals whilst housed within the facility. The facility and its systems have been designed to provide a safer experience for both Council Officers and public when onsite. The facility is designed to allow future growth and changes through; <ul style="list-style-type: none"> The modular design for easy expansion; Provision within the design for some changes in the Welfare act; and Services have been designed in a way to allow for future integration into the Council-wide systems. This will include CCTV, fob access, and alarms.
Risks	<ul style="list-style-type: none"> That Council may change its strategic direction and choose to no longer operate the animal shelter facility itself.

	<ul style="list-style-type: none"> • The total project costs may increase either once the designs are progressed to the detailed design stage and re-costed, or as a result of the tender process. • Council may be criticised for not delivering more animal educational opportunities to the community. • Minor design changes occur as the project proceeds to detailed design and during construction. • Some building materials may not be available or will require long-lead-in times. • An appropriate building contractor may not be able to be secured in a timely manner. • Further changes to the Animal Welfare Act will require additional future compliance features. • The project may be delayed and must continue operating from the existing facility.
Financial	Estimated Total Project Cost is \$4,173,600 + GST
OPTION 2:	Animal Shelter Base Build with an Educational Space
Community Views	<ul style="list-style-type: none"> • Improved animal welfare is generally well supported. • Good location of facility and easy to access. • Increased public focus on animal welfare indicates a facility that allows for some public access will be well received.
Benefits	<ul style="list-style-type: none"> • As the base build remains the same and the education space in addition to this, the benefits from option 1 are also present for option 2. • The new facility allows for onsite animal welfare education to be seamlessly integrated into onsite services. • The onsite educational space will help facilitate the increased community interest in animal welfare. • Additional visibility to the public of animal welfare and the Animal Management Teams services through the onsite education space.
Risks	<ul style="list-style-type: none"> • The risks are the same as identified in Option 1 except for the reputational risk around the provision of educational services which is revised to the below: <ul style="list-style-type: none"> ○ The community may not perceive the inclusion of an educational space in the facility to be good value for money.
Financial	Estimated Total Project Cost is \$4,464,000 + GST

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 In its current state the existing animal shelter does not meet all requirements of the Code of Welfare for the Temporary Housing of Companion Animals.
- 1.2 At the Finance and Audit Committee Meeting on 19 February 2020 Council resolved to proceed with building a new Animal Shelter next to the existing facility on Totara Road, Palmerston North.
- 1.3 Council Officers were instructed to proceed with two developed design options for the new building:
 1. A base build design; and
 2. A base build design with an educational space.
- 1.4 This report presents these two options to enable Council to provide direction on their preferred design option for the new Animal Shelter.
- 1.5 The preferred option will then be progressed into a consented detailed design, with construction of this facility planned to commence in the 2021/22 financial year.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

Code of Welfare Amendment – Temporary Housing for Companion Animals

- 2.1 On 1 October 2018 a new Code of Welfare amendment, “Temporary Housing for Companion Animals”, came into effect.
- 2.2 The purpose of this Code is to inform those in charge of animals in temporary accommodation about the standards they must achieve to meet their obligations under the Animal Welfare Act 1999.
- 2.3 Key changes in the new Animal Welfare Code state that the temporary housing of companion animal facilities must contain an “isolation” area to help prevent the spread of infectious diseases and infections.
- 2.4 This area needs to be accessed separately from other entry points into the facility which are used by other animals.
- 2.5 The facility also requires a “health assessment” room so that upon arrival, each animal can be assessed before entering the facility.
- 2.6 There is a need for the facility to be able to safely handle dangerous dogs. This area is to be located away from the main housing area.

- 2.7 A review and condition grade of Council's facility was carried out and in its current state the existing facility no longer meets the needs of its users, and the size of the facility is not large enough to accommodate all that is now required under the new Code of Welfare.

Previous Council Decision

- 2.8 As per Clause 1.2, at the Finance and Audit Committee Meeting on 19 February 2020 Council resolved to proceed with building a new Animal Shelter next to the existing facility on Totara Road, Palmerston North, rather than attempting to renovate the existing facility in an effort to comply with the Animal Welfare Act.
- 2.9 Subsequently, *Programme 1552 – Council Pound Development* was created for the delivery of the Animal Shelter project in the 2020/21 and 2021/22 financial years.
- 2.10 The project will be split into two distinct phases:
1. Design and Consent Phase (2020/21); and
 2. Construction Phase (2021/22).
- 2.11 Council Officers were instructed to begin the Design Phase and to present two developed design options to Council:
1. A base build design; and
 2. A base build design with an educational space.
- 2.12 Once Council has provided direction on their preferred design option for the new Animal Shelter, the preferred option will be progressed into a consented detailed design. The construction phase of the project is planned to commence in the 2021/22 financial year.
- 2.13 Please note: Council Officers believe the construction phase will now actually be delivered over two (2) financial years as opposed to solely in 2021/22 as was originally anticipated and referred to in Clauses 2.9 and 2.10 above.
- 2.14 A split of the total project budget will be recommended as an amendment in the 2021-31 LTP as part of the recommendations and discussed further in the Options Analysis section of this report.

Current levels of service

- 2.15 The below services are currently being delivered to meet expectations;
- Scheduled patrols throughout the city;
 - Investigations and infringement issuance;
 - Assistance of emergency services, e.g. Police;

- Animal welfare in the community;
- Processing preferred owner applications;
- Receiving surrendered animals;
- Administration of registrations, preferred ownerships and non-compliance;
- Caring for impounded animals; and
- Temperament assessments for all animals in the shelter.

2.16 The below services are only able to be delivered in a limited capacity due to current facility restraints;

- Animal collection and seizures – Council Officers currently need to potentially hold off on seizing animals to avoid housing them in the current facility due to kennel conditions;
- Trapping of roaming or dangerous animals – Although carried out there is a reasonable safety risk to Officers in housing them in the current facility due to kennel construction and only one exercise area;
- Microchipping on and off site – no room to do this onsite currently;
- Education and public events – Currently these are only done offsite; and
- Adoption / Rehoming – currently only done through Facebook ('Palmy Pooches') as onsite visits to meet dogs is too high risk of a safety concern for the public.

Current circumstances

2.17 For context of the capacity required for the new facility, it is important to consider the current statistics.

2.18 Impounded dog statistics for the last 3 financial years;

- 2017/18 – 20 per fortnight;
- 2018/19 – 19 per fortnight; and
- 2019/20 – 15 per fortnight.

Please note: the above figures are calculated based on an average number of dogs per month. This actual figure onsite can fluctuate at any given time. These figures also do not include surrendered animals.

2.19 For clarity, the downwards trend in these numbers is due to health and safety and condition restrictions of the current facility not because of a decrease in dogs needing to be impounded.

- 2.20 It is expected once the new facility is built these numbers will more accurately reflect the community need.
- 2.21 In addition to the above, there are several other issues with the current facility that impact on the operations of the Animal Management Team;
- The current facility does not have enough desk capacity in the office to have all five of the Animal Management team working from site; and
 - There have been several incidents where the safety of the staff onsite has been compromised due to poor facility layout and retrofitted security measures.
- 2.22 Current maintenance costs for the 2019/20 financial year were \$28,297.41. Any maintenance for the year was closely monitored and only carried out if necessary, given the decision for the building to be replaced. However, this maintenance has not addressed any of the issues highlighted above in Clauses 2.15 - 2.19.

3. DESCRIPTION OF OPTIONS

- 3.1 There are two design options for Council to consider for the new Animal Shelter building:
1. Build a new Animal Shelter Base Build – build a new purpose-built facility on Council-owned land next to the existing facility; and
 2. Build a new Animal Shelter with an educational space – build the Animal Shelter Base Build as per option 1 with an onsite educational space also included within the facility. This addition is marked in red on Attachment 1 – Concept layout.

4. ANALYSIS OF OPTIONS

Option 1: Animal Shelter Base Build

- 4.1 Option 1 sees the construction of a new purpose-built facility that will meet all requirements under the new Temporary Housing of Companion Animals, Code of Welfare and current levels of service.
- 4.2 The new facility will allow for full delivery of all current levels of service as referenced in Clauses 2.13 and 2.14.

Features of the New Facility

4.3 The new facility consists of:

- Administration and Reception Building
 - Desk capacity for up to ten staff including a reception desk (the current staffing is five);
 - Meeting room for internal and external office use – meetings with owners about impounded animals, team meetings, etc.;
 - Microchipping room – this is a service currently offered by the animal management team and is done both onsite at the current Pound and in the field;
 - Reception waiting area; and
 - A public gender neutral and fully accessible toilet.
- Kennel Blocks
 - A total of 39 individual kennels;
 - Two general population blocks;
 - One dangerous dog / high security block;
 - A kitchen, laundry and storage room to service the three blocks listed above;
 - One isolation and quarantine block for inbound and sick animals; and
 - A separate kitchen, small storage room, animal wash station, and an assessment room are in the isolation block to minimise risk for the spread of disease within the facility.
- Drive in area for Council Officers to easily and securely offload animals within the facility with a wash area to clean the vehicles – reducing the risk of disease spread.
- Secure parking within the facility for Animal Management vehicles.
- Socialisation and enrichment area for dogs that are healthy and pass their temperament testing. This area also provides a space for potential owners to come and interact with dogs that are available for adoption.

4.4 In order to ensure the new facility can continue to service the city's future requirements, a thoughtful design approach has been taken by;

- Kennel blocks have been purposely designed in a modular way. This will allow for expansion should it be required; and

- Services have been designed in a way to allow for future integration into a Council-wide IT system once the future centralisation strategy is realised. This will include CCTV, fob access, and alarms.

Community Views

- 4.5 Improved animal welfare is generally positively viewed within the community.
- 4.6 The location of existing and new facility is considered to be well located and easy to access.
- 4.7 Increased public focus on animal welfare indicates a facility that allows for some public access will be well received.

Benefits

- 4.8 Given the new facility is to be built in the same area and adjacent to the existing pound, this will minimise any public confusion around location once the new building is operational.
- 4.9 There is no disruption to existing operations as current facility can continue operating and offering current services whilst the new facility is being built.
- 4.10 The new facility will enable all current levels of service by the Animal Management Team to be delivered in full.
- 4.11 The new Animal Shelter will fully comply with the new Code of Welfare.
- 4.12 The new facility will provide an improved environment for the animals whilst housed within the facility.
- 4.13 The facility and its systems have been designed to provide a safer experience for both Council Officers and the public when onsite.
- 4.14 The facility is designed to allow future growth and changes through;
 - The modular design allows for simple and cohesive expansion;
 - Provisions have been made within the design for some changes in the Welfare Act; and
 - Services have been designed in a way to allow for future integration into a Council-wide IT system once the future centralisation strategy is realised. This will include CCTV, fob access, and alarms.

Risks

- 4.15 There are several risks that have been identified with Option 1. The key risks, along with their consequences and potential mitigations are detailed below:

4.16 Strategic:

- Risk: That Council may change its strategic direction and choose to no longer operate the animal shelter facility itself.
- Consequence: The animal welfare services will be outsourced to another provider.
- Mitigation: The new facility could easily be leased or sold by an external party.

4.17 Financial

- Risk: The total project costs may increase either once the designs are progressed to the detailed design stage and re-costed or as a result of the tender process.
- Consequence: The project budget will be exceeded, and more budget will be required to complete the project.
- Mitigation: A 10% contingency is being allowed for to allow for minor movements; this will be addressed as part of the tender award report to Council.

4.18 Reputational

- Risk: Council may be criticised for not delivering more animal educational opportunities to the community.
- Consequence: There will be very limited educational opportunities being provided which may lead to poor animal welfare or safety incidents in the future.
- Mitigation: Educational services can be explored at other locations such as schools, community centres, etc.

4.19 Changing Scope

- Risk: Minor design changes occur as the project proceeds to detailed design and during construction.
- Consequence: There is a shift in the construction costs of the project.
- Mitigation: A 10% contingency is being allowed for to allow for minor movements.

4.20 Supplier

- Risk: Some building materials may not be available or will require long-lead-in times.
- Consequence: The scope of the project will change as alternative materials will need to be used and the project may be delayed.

- Mitigation: Council Officers to begin the tender process as early as possible to create the maximum lead-in time for the project and to ensure materials with long-lead-in times can be ordered as soon as possible.

4.21 Contractor Availability

- Risk: An appropriate building contractor may not be able to be secured in a timely manner.
- Consequence: The project will be delayed.
- Mitigation: Council Officers to begin the tender process as early as possible to create the maximum lead-in time for the project.

4.22 Compliance

- Risk: Further changes to the Animal Welfare Act will require additional future compliance features.
- Consequence: The changes may require further future investment.
- Mitigation: The facility has been designed to allow for future changes to be accommodated.

4.23 Timeline

- Risk: The project may be delayed and must continue operating from the existing facility.
- Consequence: The existing non-compliant facility must be used for longer than intended.
- Mitigation: Minor remedial works have been undertaken at the existing facility to ensure approval was able to be obtained from the Ministry of Primary Industries for the temporary use of the existing facility while the new facility is built.

Financial

4.24 As discussed in Clause 2.10, the project will be split into two distinct phases:

1. Design and Consent Phase; and
2. Construction Phase.

4.25 There is a \$300,000 + GST budget in the current 2020/21 Financial Year for the Design and Consent Phase.

The total project cost for the Construction Phase of the Animal Shelter Base Build is estimated to be \$4,173,600 + GST. This is made up of the below:

PALMERSTON NORTH CITY COUNCIL

Costs	Amount (exc. GST)
Construction	\$3,451,000
Contingency (10%)	\$345,100
Security and Information Technology (provisional sum)	\$165,000
Professional Fees (provisional sum)	\$172,500
Regulatory (provisional sum)	\$40,000
Total	\$4,173,600 + GST

- 4.26 As highlighted in Clauses 2.13 and 2.14, Council Officers believe the construction phase will now actually be delivered over two (2) financial years as opposed to solely in 2021/22 as was originally anticipated and referred to in Clauses 2.9 and 2.10 above.
- 4.27 Given the delivery timeframe changes, Council Officers propose the total project budget for the construction phase of \$4,173,600 be split over the two (2) financial years as follows:
- 2021/22 (Year 1) – \$2,750,000 + GST; and
 - 2022/23 (Year 2) – \$1,423,600 + GST
- 4.28 A placeholder budget of \$2,750,000 for the construction phase was allowed in 2021/22 (Year 1) of the 2021-31 LTP. This was based on the estimate figures from the report presented at the February 2020 Finance and Audit Committee meeting.
- 4.29 For clarity, the designs presented to this meeting were at a very early concept stage, and as such the exact scope and requirements were not fully understood. As a result, the \$2,750,000 placeholder budget was only able to be based upon a generalised square metre rate basis.
- 4.30 The \$1,423,600 difference between the placeholder budget and the total project cost above has resulted from:
- The requirements have since been refined and the designs further developed which allowed the project costs to be costed with more accuracy;
 - The different areas within the development and the materials needed were able to be costed, rather than just using a generalised construction square metre rate; and
 - There has been a general increase in construction costs and materials since late 2019 when the last pricing was determined.

- 4.31 Please note: The Developed Design has been reviewed by a Quantity Surveyor to provide greater assurance for budgeting.

Demolition of Current Facility

- 4.32 The above figures do not have any provision for the potential demolition of the existing facility as the decision around its future use, if any, are not yet determined. Please see Clauses 5.12 – 5.14 for more information on this.

Option 2: Animal Shelter Base Build with an Educational Space

Features of the New Facility

- 4.33 As the base build (Option 1) remains the same and the education space in addition to this, the features of the base build highlighted in Clauses 4.3 and 4.4 remain the same.
- 4.34 The educational space is essentially separate but connected building comprising of an open plan room with a kitchenette and storage.
- 4.35 The educational space will have direct access to the enrichment/ play area and connect to the main office block and its amenities via a link which would include the public entrance to the facility.

Educational Space Rationale

- 4.36 Currently the Animal Management Team offers a limited education service to the public which includes:
- Bite prevention seminars to organisations;
 - Safety education to schools, play groups and children's groups;
 - Dog training sessions for owners; and
 - One on one training sessions for difficult dogs and their owners.
- 4.37 Some of these services are currently hosted offsite at the organisation or schools' premises but others, such as dog trainings and children's groups with no fixed abode, are difficult to host due to location requirements.
- 4.38 Council Officers believe there is a missed opportunity for increased education within the community primarily due to the increased interest in animal welfare.
- 4.39 A good example of this is the significant engagement with the CET Wildbase Recovery Centre, and its onsite educational space.
- 4.40 This shows how beneficial having an educational space within the facility can be for community education.

Community Views

- 4.41 Please see the Community Views Section in the analysis for Option 1 for detail of the community views. Council Officers deem these to be the same for both Options.

Benefits

- 4.42 As the base build remains the same and the education space in addition to this, the benefits from option 1 are also present for option 2. Please refer to Clauses 4.8 – 4.14 for details of these.
- 4.43 In addition to the above, the educational space allows for seamless integration of onsite animal welfare education into the onsite services.
- 4.44 The onsite educational space will help facilitate the increased community interest in animal welfare.
- 4.45 Additional visibility to the public of animal welfare and the Animal Management Team's services through the onsite education space.

Risks

- 4.46 There are several risks that have been identified with Option 2. These are the same as identified in Option 1 except for the reputational risk (Clause 4.18) which is revised to the below:
- 4.47 Reputational
- Risk: The community may not perceive the inclusion of an educational space in the facility to be good value for money given the added financial investment between the Options.
 - Consequence: The educational space is not used as well as expected.
 - Mitigation: Council Officers proactively promote the new educational opportunities which would now be able to be delivered from the facility to promote the benefits of this space.

Financial

- 4.48 As discussed in Clause 2.10, the project will be split into two distinct phases:
1. Design and Consent Phase; and
 2. Construction Phase.
- 4.49 There is a \$300,000 + GST budget in the current 2020/21 Financial Year for the Design and Consent Phase.

- 4.50 The total project cost for the Construction Phase of the Animal Shelter Base Build with an Educational Space is estimated to be \$4,464,000 + GST. This is made up of the below:

Costs	Amount (exc. GST)
Construction	\$3,715,000
Contingency (10%)	\$371,500
Security and Information Technology (provisional sum)	\$165,000
Professional Fees (provisional sum)	\$172,500
Regulatory (provisional sum)	\$40,000
Total	\$4,464,000 + GST

- 4.51 As outlined in Clauses 4.27 and 4.28, the construction phase will now actually be delivered over two (2) financial years as opposed to solely in 2021/22 as was originally anticipated.
- 4.52 Council Officers propose the Option 2 total project budget for the construction phase of \$4,464,000 be split over the two (2) financial years as follows:
- 2021/22 (Year 1) – \$2,750,000 + GST; and
 - 2022/23 (Year 2) – \$1,714,000 + GST.
- 4.53 As per Clause 4.29, a placeholder budget of \$2,750,000 for the construction phase was allowed in 2021/22 (Year 1) of the 2021-31 LTP. This was based on the estimate figures from the report presented at the February 2020 Finance and Audit Committee meeting.
- 4.54 Please refer to Clauses 4.30 – 4.32 for the rationale for the increase from this placeholder to the total project cost above.

Demolition of Current Facility

- 4.55 As in Option 1, the above figures do not have any provision for the potential demolition of the existing facility as the decision around its future use, if any, are not yet determined. Please see Clauses 5.12 – 5.14 for more information on this.

5. ADDITIONAL CONSIDERATIONS

Potential Further Value Engineering Opportunities

- 5.1 Whilst some initial value engineering has already been completed as part of the developed design presented in this report, there are several further opportunities that could be explored to further reduce the construction cost in both Options.
- 5.2 Whilst these are opportunities which will provide construction cost savings, they will in most cases have a detrimental impact on some of the operations, animal welfare environment elements, and in some cases remove some of the future proofing design elements of the current design.
- 5.3 The value engineering opportunities and their impacts are detailed below:
- 5.4 Administration and Reception Building
 1. Opportunity: The size of the meeting room/ranger office/staff rooms could be reduced.
 - Impact: It would become difficult for any additional staff to work from the facility should the Animal Management Team grow due to capacity and desk space reductions.
 2. Opportunity: Convert the meeting room and consult room in the admin block into the same room with multiple uses.
 - Impact: This would impact the functionality of the space as the consult room and meeting room serve different purposes and as such have different requirements, i.e. examination tables vs. meeting tables, etc.
- 5.5 Kennel Block
 1. Opportunity: Reduce the overall sizes of the kennels back to the absolute minimum compliance sizes.
 - Impact: This may allow for one larger block rather than the two proposed currently, however, will result in a considerable decrease in the animal experience whilst in the facility. This also would be difficult to retrospectively amend in the future should the Animal Welfare code change to require larger kennels.
- 5.6 Isolation Block
 1. Opportunity: Remove internal carpark.
 - Impact: This carpark allows direct access for animals to head straight to the quarantine area. Removing this may increase the risk of diseases spread and cross animal contamination. In addition to this,

the carpark provides security for the animal management vehicles and team when onsite or operating out of hours.

2. Opportunity: Reduce capacity of the isolation block.

- Impact: This will severely impact the functionality of how the animal shelter will operate as a whole and create capacity issues.

5.7 Future Expansion

1. Opportunity: Reduce boundary fencing so that future expansion area is outside of the fenced area.

- Impact: Should the facility need to expand in the future this may trigger additional consent implications due to the overall area of the facility needing to increase. The costs of this expansion project will also be higher.

5.8 The cost savings of these opportunities have been unable to be costed, as in most cases would have several follow-on design and layout changes which would need to be made in addition to the change itself. If any of these value engineering opportunities were to be actioned, the exact cost savings would need to be assessed once the designs were amended.

5.9 Council Officers do not support that these opportunities are actioned as they assess that the impacts to the facility in the long-term will outweigh the cost saving benefits which will be achieved at the time of construction.

Further changes to the Animal Welfare Act

5.10 There is a reasonable chance that the Animal Welfare Act may undergo further amendments in the future.

5.11 The above changes in the Animal Welfare Act or in Council's strategic direction, may result in the level of service the Animal Management Team offer needing to be altered accordingly.

5.12 In addition to this, there is an increased focus from the public on animal welfare which may drive future changes to the Act. This could result in additional services required of the Animal Management Team over and above the impounding and temporary housing of dogs.

5.13 The facility has been designed to allow for future changes to be accommodated. Please refer to Clause 4.4 for details on this.

5.14 For clarity, there is no budget provision in the 2021-31 LTP for any future significant or structural changes to the facility resulting from a change to the Animal Welfare

Act. As changes may or may not ever occur, these will be addressed if, and when, needed through independent reports.

On-going maintenance and operational costs

- 5.15 Materials in the design have purposely been chosen to be hard wearing and cost efficient to maintain.
- 5.16 Maintenance and building renewal budgets have been included in the 2021-31 LTP to ensure the new building is maintained to an appropriate standard.
- 5.17 These are;
- Maintenance: there is \$55,000 per annum starting 2022/23 (Year 2); and
 - Building Renewals: there is \$10,000 per annum proposed beginning 2024/25 (year 4 of the LTP) financial year, increasing to \$15,000 per annum from 2033/34.

Existing Facility

- 5.18 Council will need to provide direction in relation to the future use of the current pound facility once construction is completed.
- 5.19 Council Officers advise that the condition of the existing facility is poor and given the specialist design of the building, it may require substantial renovation or changes to be able to support future uses.
- 5.20 Please note: Once the new facility is operational and the Animal Management function has relocated, the maintenance strategy for the old facility will revert to a run-to-fail approach until a decision on the future of the facility is made.

6. CONCLUSION

- 6.1 Both options will provide a facility that will meet all current Animal Management levels of service and requirements of the Code of Welfare – Temporary Housing of Animals Act.
- 6.2 The increased cost of building an educational space needs to be weighed up against the additional benefits it will provide.
- 6.3 Council Officers have assessed that there are not many additional benefits and as a result, makes it hard to justify the additional cost at this time.
- 6.4 Given the above, Council Officers recommend Council proceeds with Option 1 and only do the base build.

- 6.5 For clarity, if the demand for the educational space increases, it could easily be constructed in the future to meet this need. The facility has been designed in such a way to allow for this.

7. NEXT ACTIONS

- 7.1 Advance the design of the preferred option to a consented detailed design.
- 7.2 Begin procurement of construction contractor and commence construction of new facility in 2021/22 financial year.

8. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 8.1 No specific consultation has been undertaken with the public to determine their preferred option, however, the Safe Community Plan provides clear direction that Council will:

‘Plan and implement upgrade of the City Pound to comply with requirements of MPI Code of Welfare Temporary Housing of Companion Animals, including necessary security improvements.’

COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
Are the decisions significant?	No
If they are significant do, they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council’s policies or plans?	No
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the outcomes of the Connected Community Strategy	
The recommendations contribute to the achievement of action/actions in the Safe Community Plan	
The action is: Design and implement upgrade of the City Pound to comply with requirements of MPI Code of Welfare Temporary Housing of Companion Animals, including necessary security improvements.	
Contribution to strategic direction and to social,	<p>The construction of a new Animal Shelter facility will ensure:</p> <ul style="list-style-type: none"> The facility complies with the requirements of the MPI Code

economic, environmental and cultural well-being	<p>of Welfare for Temporary Housing of Companion Animals under the Animal Welfare Act 1999;</p> <ul style="list-style-type: none"> • There are suitable facilities to adequately provide for the animals during their stay; • Staff have appropriate facilities to undertake the services being provided; and • The opportunities to rehome animals can be maximised through more appropriate facilities.
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ATTACHMENTS

1. Animal Shelter Developed Concept Plan [↓](#) 



MEMORANDUM

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: Health, Safety and Wellbeing Report October - December 2020

PRESENTED BY: Alan Downes, Health, Safety and Wellbeing Manager; Wayne Wilson, Human Resources Manager

APPROVED BY: Patrick Watson, Chief People & Performance Officer

RECOMMENDATION(S) TO FINANCE & AUDIT COMMITTEE

1. That the memorandum titled 'Health, Safety and Wellbeing Report October – December 2020', presented to the Finance & Audit Committee on 24 February 2021, be received for information.

1. REPORT

This report covers the period 1 October to 31 December 2020. The information included in this report is discussed at the appropriate Health & Safety Committees.

A. Hazards, Incidents and Near Misses Reported

Quarter	Jun 19	Sep 19	Dec 19	Mar 20	Jun 20	Sep 20	Dec 20	
							PNCC	CON
Hazards	2	1	2	4	2	13	16	
Incidents	27	24	32	33	24	58	44	3
Near Misses	53	22	21	25	17	20	30	7
Lost Time (days)	87.6	107.6	154.8	98.7	96.6	55.7	74.9	
Lost Time Injuries	9	10	15	12	3	9	5	

Key: PNCC = Staff; CON = Contractor

Comments:

- The increase in reporting of Hazards and incidents continues in the current financial year and this is assessed as a positive consequence of PNCC's efforts to raise awareness of Health & Safety and expand the use of the PeopleSafe reporting tool beyond Infrastructure to all of PNCC.

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- *The significant reduction Year on Year in time lost is encouraging with a 51% reduction in days lost in the current financial year when compared to the same period last year.*
- *The significant 56% reduction in number of lost time injuries in this financial year is encouraging when compared to the previous year.*

B. Critical Risk Table

This table has been included to provide clarity on the number of critical risk events and the category each event relates to. For more information on the individual events refer to the dashboard report.

No	Critical Risk	Near Miss	Incident
1	Bodies of Water		
2	Use of powered hand tools and stationary plant		1
3	Tree felling / sectional takedowns		
4	Working alone		
5	Working at height (fall to lower level)	6	
6	Excavation work		3
7	Confined space work		
8	Working with mobile plant	4	1
9	Work environment: (psychological, physical and emotional)		
10	Members of the public	1	1
11	Asset control		
12	Hazardous substances		

C. Manual Handling

Manual Handling incidents have previously been identified as being a key area which contributes to Lost Time and remains a PNCC area of focus. PNCC monitors the effectiveness of Manual Handling capabilities by identifying incidents which are attributed to it, undertaking investigations and assessing the effectiveness of controls for this area.

The number of identified Manual Handling incidents recorded over the last 18 months is shown below:

June 19	Sep 19	Dec 19	Mar 20	Jun 20	Sep 20	Dec 20
8	10	7	11	3	7	10

Comments:

- If we compare Q1-Q3 2019 with Q1-Q3 2020 we can see there is a 20% reduction in the number of incidents year on year. However, it is considered that reduced activity attributed to Covid may influence this.*
- Adjusting the number of incidents to account for Covid suggests that there is no meaningful reduction in incidents, however this is regarded as positive in the context of increased reporting levels.*

D. WorkSafe Investigations

Investigations occurred this quarter 0

Previous Investigations (last 12 months)

Number of remedial actions required 0

Number of remedial actions completed 0

WorkSafe investigation information remains on the report for 12 months or until actions are completed.

Comment:

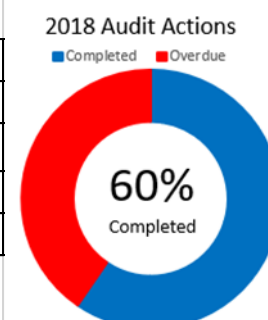
- During the period PNCC classified three incidents as 'notifiable' and engaged with WorkSafe. WorkSafe did not initiate any further action.*

E. External Audit

PNCC undertook an external audit of Health & Safety effectiveness in April 2018 which resulted in the development of a work plan to address the opportunities identified. Of the 47 actions, 28 (60%) have been completed with 19 still in progress. A status breakdown of those still outstanding is shown below:

Status of Actions	High	Med	Low
On-going action (completed but continues)	1	1	
In progress	7	3	
Awaiting completion of a prerequisite action	5	1	
On hold (Timing)		1	
Still to complete	13	6	

LOW broadly accepted
MEDIUM controls required to reduce risk
HIGH needs alternative design methods or detailed procedures



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PNCC is scheduling another external audit for June 2021 – Franz Assenmacher.

Scope: To gain an understanding of current health & safety practices and review against what good health & safety looks like, above minimum legal compliance. Through the review of three key elements: leadership, risk management and worker engagement, identifying the current maturity state and providing a way to move forward. The audit will cover all PNCC. Refer: WorkSafe NZ website for more information on SafePlus.

Comment:

- *Although progress is being made on the workplan significant effort is required to complete the outstanding items, the majority of which pertain to strengthening PNCC's standard operating procedures.*
- *The current work has been focused on securing and assessing data on the current SOPs and comparing them against the 2018 audit requirements. This work is expected to be completed in February 2021, at which point there will be clarity around the work required to close the gaps identified and also whether the current goal to complete it all by June 2021 is realistic.*

F. Training

Summary information on Health & Safety training undertaken in the last 18 months is shown below. Further detail is provided in Attachment One.

Date	Sep 19	Dec 19	Mar 20	Jun 20	Sep 20	Dec 20
Number of events	21	37	34	32	54	28
Number of staff attending	106	51	97	53	273	110

Comments:

- *There has been a significant increase in training activity in the current financial year against the same period last year (59%).*
- *The increase between September and December 2020 period is explained by the training surge to compensate for lost training time during Covid-19.*

G. Wellbeing

The Activate Wellness Gyms (CAB and Depot) were used 1,585 times during the December quarter or an average of 122 times per week by 74 individual staff members during the period. Gym use in the June quarter was down considerably due to the Covid-19 lockdown and its resurgence. The Depot contributes to 18% of the overall figures below.

Gym Usage	Dec 19	Mar 20	Jun 20	Sep 20	Dec 20
Gym usage quarterly total	1060	1165	411	1659	1585
Average weekly use	81	88	51	128	122

Wellbeing Table	Oct-Dec	YTD	
Gym Usage	1585	4820	
Biennial health / eye check	29	109	
Annual flu vaccinations		246	
Vitae – Pastoral contacts	1716	4598	
Vitae – Other contacts	195	511	
Sick Leave days	1153		1153/600 = 1.9
People Feedback*	Raw Score		
Safe from physical harm	4.23		
Safe from bullying, racism, harassment	3.82		

- I. Flu vaccination information is widely published across the organisation.
- II. Biennial health and eye check information is sent directly to staff members on their even birthdays, eg. 28.

Comment:

- *The People feedback datapoints on physical and emotional safety are new for 2020 so trend is unknown. PNCC will be pursuing meaningful improvements in both.*
- *Wellbeing datapoints are consistent with previously reported insight on the implications of the disconnect between PNCC's commitments and resource levels in the current year.*
- *PNCC will be initiating an internal comms programme to remind our people about how we work together to achieve a safe and positive working environment and what channels are open to individuals experiencing challenges.*

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H. Annual leave

Dec 18	Mar 19	Jun 19	Sep 19	Dec 19	Mar 20	Jun 20	Sep 20	Dec 20
3287	2051	1884	1749	3006	1775	660	2308	4995

Total days of annual leave taken over the quarter

Comment:

- *The average annual leave balance per staff member is 19.6 days (entitled plus accrued leave). This rose during the COVID-19 lockdown when staff did not take leave and has not reduced.*

I. Turnover

Turnover for the quarter of permanent staff was 41 or 6.9%. Total annual turnover rate was 14.57%. Employee initiated turnover only which is 12.56%. Employee initiated turnover are resignations and retirements and 12% has been traditionally regarded as a healthy indicator for our sector.

Date	Dec 18	Mar 19	Jun 19	Sep 19	Dec 19	Mar 20	Jun 20	Sep 20	Dec 20
Employee Initiated	20	15	11	19	19	26	9	19	34
Other	11	3	5	8	2	2	2	4	7

Comment:

- *December saw a significant increase in turnover which, while the average remains in the acceptable bracket, is of concern. The labour market in Palmerston North and Manawatu is increasingly buoyant and PNCC will struggle to remain an attractive proposition with continuing wage suppression and workload challenges.*
- *There is a particular risk of losing talent in this market, and PNCC has very limited means to mitigate this risk.*

Alan Downes

HEALTH, SAFETY AND WELLBEING MANAGER

Wayne Wilson

HUMAN RESOURCES MANAGER

Attachment One: The details of Health & Safety specific training undertaken in the last 12 months. Not included is the Health & Safety induction that all new staff receive.

Attachment Two: The Health & Safety Dashboard for the quarter that is discussed at Health & Safety committees.

Attachment One:

Event	Dec 19	Mar 20	June 20	Sept 20	Dec 20
Assessor Hort. ITO Online Training 4098		4			
Breathing Apparatus	1	5			1
Chemical Handling & Spill Management	3				
Confined Space Entry		14		21	1
Customer Conflict Awareness					14
Dangerous Good DG	1	1			
Mental Wellbeing at Work	Schedule for 2020-21 financial year				
Driver Assessment Training		9			
Driver's License – Class 1R (Restricted)			1		
Driver's License – Class 4L (Learners)	1	2			
Driver's License – Class 1 (Car License)	5	2	3	1	5
Driver's License – Class 2 (Medium Rigid Vehicle)	3	1	3	1	2
Driver's License – Class 3 (Medium Combination)		1	1	2	
Driver's License – Class 4 (Heavy Rigid)	2	2	1	1	3
Driver's License – Class 5 (Heavy Combination)		1	1	2	
Driver's License – Class 6 (Motorcycle)			1		
Efficient Compaction Operators course	1				
Electrofusio certificate				11	9
Elevated Working Platform (Scissor Lift and Boom)					6
Endorsement (D) Dangerous Goods		1			
Endorsement (F) Forklift		1	2	3	5
Endorsement (R) Roller	2	1	2	5	1

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Endorsement (T) Tracks	2	1	1	5	1
Endorsement (W) Wheeled Special Type	2	1	2	5	2
Fire Extinguisher training (internal)	1				
Fire Warden Training					1
First Aid Certificate	15	1	1	26	16
Forklift OSH Certificate			4	10	15
Grow-safe	1			27	
Harassment Prevention and Awareness				36	
Harassment Prevention and Awareness – Managers workshop				10	
Certified Handlers (hazardous Substances)					4
H&S Representative				14	1
IVO Power Brush XL – Cleaners					5
Kerbside collection traffic leader KCTL / WCTL				10	
Internal Orientation – Easy Start Orientation	2				
Managing Mental Health	Schedule for 2020-21 financial year				
Move at Work (Manual Handling)	Schedule for 2020-21 financial year				
NC in Water Reticulation L3	1				
NC Utilities Maintenance L4 (water)					1
NZ Certificate in Wastewater Treatment L4	1				
NZ Certificate in Water Treatment L4	1				
PeopleSafe Training		32	19	55	
Public toilets & facilities cleaning /training SOP			5		
Resilience	Schedule for 2020-21 financial year				
Safe Work Zones		1			
SSTC situational safety & tactical communications				9	
STMS Level 1 – Site Traffic Management	3		5	10	3
TC1 – Basic Traffic Controller Level 1	1	2	1	9	4
T1 Tennant Battery Floor Scrubber -					5

Cleaners					
TC Refresher	2				
Truck Loader Crane/Hi Ab		14			
Twintec TTB 1840 Battery Compact - Cleaners					5
Total Number of Events	37	34	32	54	28
Total Number of Staff Attending	51	97	53	273	110

2. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 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 The action is: Providing a safe and healthy workplace	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Providing a safe and healthy workplace.

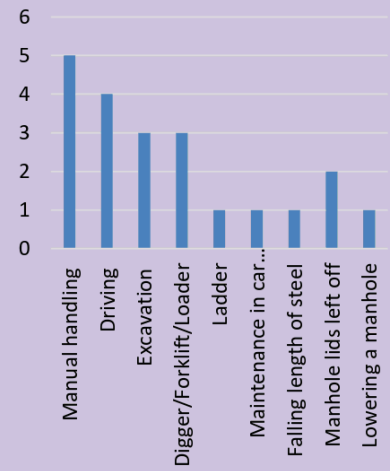
ATTACHMENTS

1. Health and Safety Quarterly Dashboard Report: October - December 2020 [↓](#) 

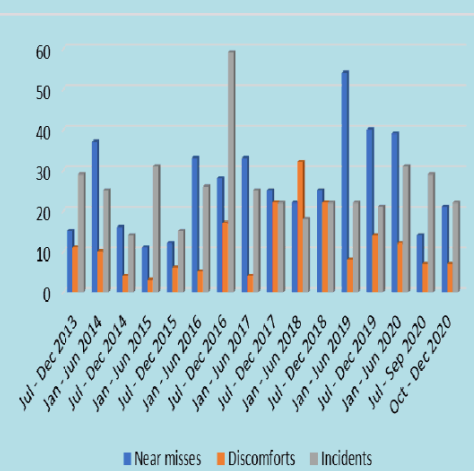
Health and Safety Quarterly Dashboard Report: October - December 2020

Infrastructure

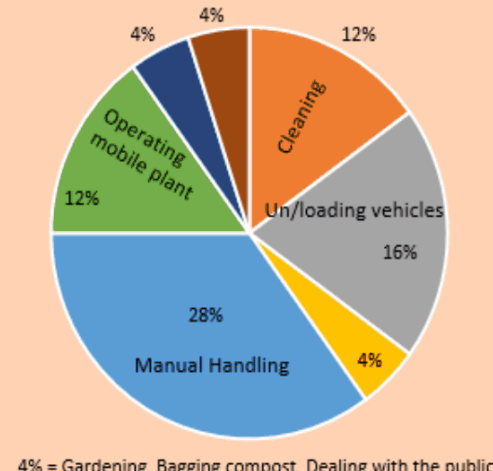
Near Misses by Activity



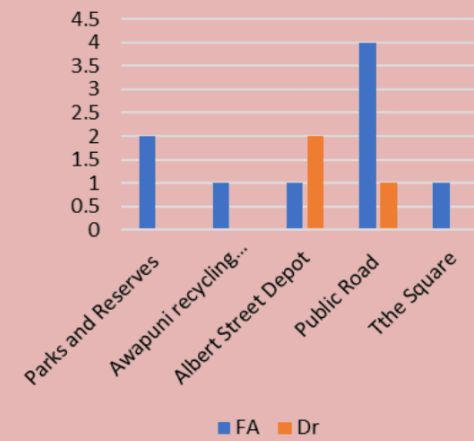
Health and Safety Reporting



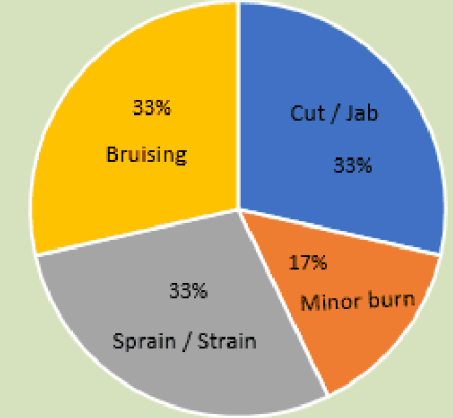
Incidents by Activity



Treatment by Location

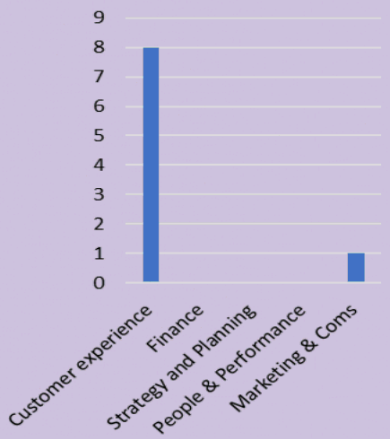


Nature of Injury

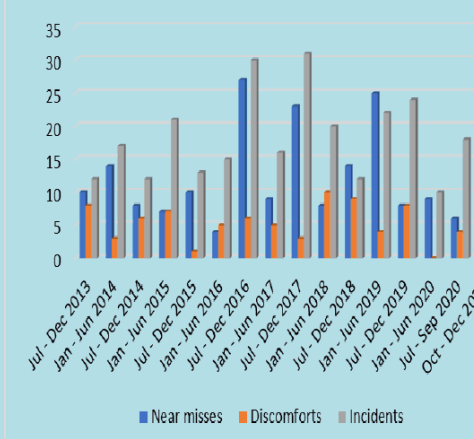


Rest of Council

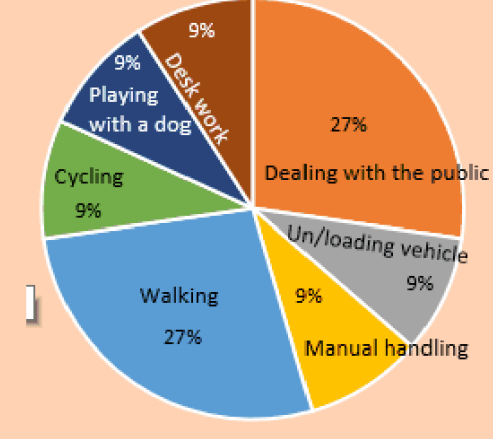
Near Misses by Unit



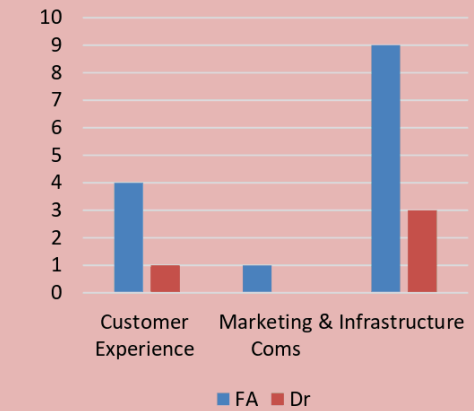
Health and Safety Reporting



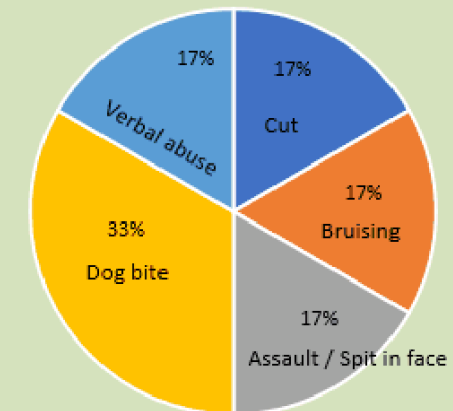
Incidents by Activity



Treatment by Area



Nature of Injury



Critical Risk Events

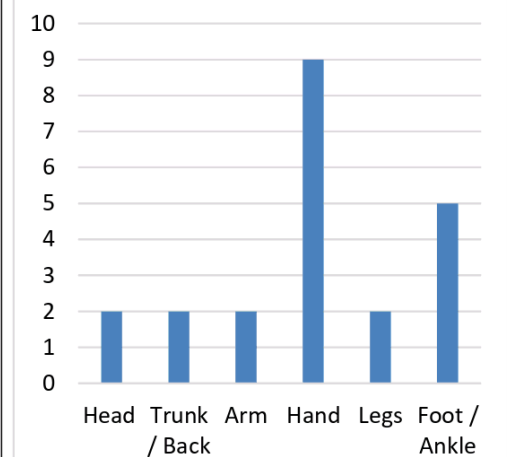
There have been eleven near misses related to PNCC's critical risks in the last quarter:

Work at height / fall to lower level (risk)	Lid left off manhole / stormwater sump x2	Substandard act	Management action / Set-up & pack -up checklist
	Door opened and nearly hit a person on ladder	Inadequate barriers	Management action / barriers set up
	Length of angle steel fell from rigging	Substandard act	Management action / work checks /handover process
	Person in excavation while struction lowered	Inadequate work standards	Stand down and JSA developed
	On roof without harness or edge protection	Substandard act	Management action / Expectations reinforced
Working with mobile plant	Forklift dropping pipe	Substandard act	Management action / Procedure reinforced
	Parking – Brakes failed to engage	Substandard condition	Issue reported and fixed / vehicle no longer part of the fleet
	Almost crashed into another car (LH LEV)	Lack of skill	More training required / Person has resigned / Review training
	Vehicle maintenance occurring in car park	Substandard act	Management action / Barriers set up
The public/ threatening behaviour	Verbal abuse and threats of violence	Threatening behaviours	De-escalation training / procedures in place and working

There have been six critical incidents related the last quarter:

Working with mobile plant / excavation work	Gas line struck (line marking in wrong place)	Substandard Act	Management action / Apply site plan before starting
	Gas line struck (no line marking)	Substandard Act	Management action / Apply site plan before starting / call provider to find the line
	Gas line struck	Substandard Act	Management action / procedures reinforced
	A parked forklift rolled and struck a parked car	Substandard acts	Management action/ Procedures reinforced
Dealing with the public / assault	Person spat saliva on a parking warden's face	Violent behaviour	De-escalation training / support person present – police called
Stationary plant	A piece of steel plate dropped cutting the fitters RH ring finger (stitches /22 days off)	Inadequate work standards	Provide adequate supports / Update current procedures

Affected Body Part



Combined

MEMORANDUM

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: Manawatu Community Athletics Track - Reviewed Memorandum of Understanding

PRESENTED BY: Kathy Dever-Tod, Manager - Parks and Reserves

APPROVED BY: Sheryl Bryant, Acting Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That the Council endorse the proposed 2020 Manawatu Community Athletics Track Memorandum of Understanding, as attached to the memorandum titled 'Manawatu Community Athletics Track - Reviewed Memorandum of Understanding' presented to the Finance and Audit Committee on 24 February 2021, noting that it replaces the 2000 and 2006 Memoranda of Understanding.
2. That the Council approve signing of the 2020 Manawatu Community Athletics Track Memorandum of Understanding subject to funding in the 2021/31 Ten Year Plan.

1. ISSUE

- 1.1 The Manawatu Community Athletics Track (MCAT) Memorandum of Understanding (2000 MOU) between Massey University, the Palmerston North Athletics and Harrier Club (PNAHC) and Palmerston North City Council (the Council) is now 20 years old.
- 1.2 Following the major resurfacing of the track in 2018/19, the Manawatu Community Athletics Track Advisory Committee (the Advisory Committee) agreed it was timely to review the MOU.
- 1.3 The review of the MOU proposes changes to the governance and financial provisions.
- 1.4 This memorandum highlights the proposed changes to the MOU, including updated costs, and seeks Council approval to sign the new Memorandum of Understanding (2020 MOU) contained in Attachment One.

2. BACKGROUND

- 2.1 In 2000 the Council entered a 2000 MOU for the provision of an artificial athletics track for Palmerston North and the wider Manawatu region. MCAT is situated at Massey University and managed through an Advisory Committee.
- 2.2 In 2006 changing/clubroom facilities were added to the facility, and a separate MOU was developed to cover these.
- 2.3 In 2011 spectator shade structure was constructed and then extended. In 2019 a shade sail and participant shelter/shade portable dugouts were added, and the first major renewal of the track surface renewal was completed.
- 2.4 The arrangements for the operation and management of the MCAT have been working well. Council has been receiving annual reports through the Friday Compendium.
- 2.5 The MCAT Advisory Committee structure provides a forum for making sure all parties communicate regularly and the track is managed according to a collective understanding and expertise.
- 2.6 The track surface renewal, in tandem with Council preparation of 2020 Asset Management Plans and the draft 10 Year Plan, were catalysts for a review of the 2000 MOU.

3. DISCUSSION

- 3.1 The MOU was reviewed by a sub-committee of the MCAT Advisory Committee. The sub-committee included a representative from each of Massey University, Council and PNAHC. The draft 2020 MOU was circulated to the full Advisory Committee and reviewed separately by each of the parties.
- 3.2 Attachment Two contains a comparison of the 2000 and 2020 MOU's, with officer commentary on those changes of substance.
- 3.3 The key points are:
 - 3.3.1 Vision and objectives are the same with minor rewording and restructuring.
 - 3.3.2 The Advisory Committee remains, with added responsibility for considering health and safety and renewals planning.

Sport Manawatu is removed as a nominated user group representative but may still have representation via the PNAHC'S three nominees. Manawatu District Council (MDC) is removed from the Advisory group. Both Sport Manawatu and MDC are satisfied that they no longer need representation.

3.3.3 Costs of operations, maintenance and forecast renewals have been revised. It is proposed Council and Massey University continue to share equally in the costs of the MCAT as follows:

- Operations and maintenance \$33,500 plus GST each per annum (there is also provision that this amount be adjusted annually by inflation). This is an increase of \$8,500 per annum plus GST compared to the current annual contribution of up to \$25,000 plus GST.
- Renewals - \$45,400 per annum plus GST each towards a forecast renewal in 2029 (there is also provision that this amount be adjusted annually by inflation). This is an increase of \$20,400 per annum plus GST from the current up to \$25,000 plus GST per year.
- The User Group will endeavour to seek grant funding of up to 10% of the total cost of the next major surface renewal. This clause anticipates a major renewal around 2029 and that there may be opportunities to apply for external funding to support that renewal. The fundraising would be led by PNAHC as the major users and community face of the track.
- The hire charges for equipment will be transferred directly to PNAHC who identify and purchase equipment needed for the track. Currently 50% of the hire charges are retained and administered by Massey University for equipment and 50% is administered by PNAHC via a bank account operated by Sport Manawatu. PNAHC will operate an independent bank account for equipment and report to Advisory Committee on income and expenditure on equipment.

3.3.4 Dispute resolution – a clause has added the PNAHC President to the dispute resolution process, to ensure users are adequately represented.

3.3.5 Principles of use – are consistent between the 2000 MOU and the 2020 MOU.

3.4 Council's Legal Counsel has reviewed the proposed 2020 MOU and considers it to be in order for signing.

3.5 PNAHC and Massey University have both indicated their approval of the proposed 2020 MOU. Massey University has already signed the document.

4. FINANCIAL

4.1 Council currently budgets up to \$50,000 plus GST per year contribution for maintenance and renewals within its Maintain Levels of Service (MSL) budgets.

4.2 Programme 1415 was adopted in 2018/28 Ten Year Plan. It allowed an additional \$10,000 plus GST per year in anticipation of the additional maintenance and renewals upon review of the MOU. This amount was first drawn upon in 2020/21.

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- 4.3 Under the provisions of the 2020 MoU the cost to council of MCAT is \$78,900 plus GST per year. This covers both maintenance and renewals contributions, as noted in section 3.2.3.
- 4.4 An additional \$18,900 plus GST per year is required, over and above current MSL budget and Programme 1415 provisions, to give effect to the 2020 MOU. This increase has been included in the draft MSL budgets proposed in the draft 2021/31 Ten Year Plan.

5. CONCLUSION

- 5.1 After 20 years of successful operation of MCAT, a major resurface of the track, and the review of council Asset Management Plans, it is timely to review the Memorandum of Understanding.
- 5.2 The changes proposed have been considered by Council officers, Massey University and Palmerston North Athletic and Harrier Club. All parties are satisfied with the provisions of the proposed 2020 MOU.
- 5.3 An additional \$18,900 plus GST per year will be required from the Council to maintain the existing level of service at the Athletics Track. Massey University is matching this increase in funding contribution.

6. NEXT STEPS

- 6.1 Arrange for signing of the 2020 MOU.

7. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
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 2: A Creative and Exciting City	
The recommendations contribute to the outcomes of the Creative and Liveable Strategy	
The recommendations contribute to the achievement of action/actions in the Active	

<p>Community Plan.</p> <p>The action is: Provide and maintain city reserves, neighbourhood reserves, playgrounds, sportsfields, Arena Manawātū, aquatic facilities, walkways, shared paths, sport and recreation facilities.</p>	
<p>Contribution to strategic direction and to social, economic, environmental and cultural well-being</p>	<p>The Manawatu Community Athletics track provides active recreation opportunities at the track, community development through club and community interactions at the track.</p> <p>Events using the track attract visitors from outside the region supporting economic well-being.</p>

ATTACHMENTS

1. Manawatu Community Athletics Track proposed MOU 2020 [↓](#) 
2. 2000 MOU comparison with 2020 MOU [↓](#) 



MEMORANDUM OF UNDERSTANDING

MANAWATU COMMUNITY ATHLETICS TRACK

This AGREEMENT is made on the day of 2020

BETWEEN

PALMERSTON NORTH CITY COUNCIL, a body corporate of Palmerston North (the **Council**)

PALMERSTON NORTH ATHLETIC AND HARRIER CLUB INCORPORATED, an incorporated society of Palmerston North acting on behalf of the User Group

MASSEY UNIVERSITY, a body corporate of Palmerston North (**Massey**)

Each a **Party** and together the **Parties**

BACKGROUND

- A.** The Council, Massey and a user group entered into a Memorandum of Understanding dated 22 November 2000 providing for the construction and operation of the Track (defined below).
- B.** The Council, Massey and other users entered into a further Memorandum of Understanding dated 21 December 2006 providing for the construction of a meeting room and ancillary facilities to supplement the Track.
- C.** The Track and Facilities are owned by Massey and located on lands owned by Massey.
- D.** The Parties wish to consolidate and update the two previous Memorandums of Understanding and agree to the terms and conditions on which the Track and Facilities will be funded and operated as set out in this Memorandum of Understanding.

1. Definitions

In this Memorandum unless the context requires otherwise:

Equipment means the athletic track and field and ancillary equipment owned by Massey and used in conjunction with the Track. (Equipment list updated and maintained by Massey);

Facilities means the meeting rooms, change rooms and associated facilities built adjacent to the Track;

Inflation means a weighted average of the Labour Price Index (70%) and Producer Price Index (30%);

MCAT means the track and the Facilities;

MCATAC means the committee described in clause 7;

MoU means this Memorandum of Understanding;

Parties means Palmerston North City Council, Massey University and the Palmerston North Athletic and Harrier Club Incorporated;

Track means the all weather athletic track surface located on Best Rd off Albany Drive on the Massey campus in Palmerston North, it includes the 8 lane running track, jumps, run ups and throws circles, but excludes the in-field within the Track;

User Group means the Palmerston North Athletic and Harrier Club Incorporated, an incorporated society of Palmerston North acting on behalf of Athletic Clubs affiliated to Athletics Manawatu Wanganui, Masters Athletics/Masters Clubs, Manawatu Schools and Sport Manawatu, together an unincorporated group of sporting groups who make use of the MCAT (the User Group).

2. Purpose of the Memorandum of Understanding

This MoU describes how the Parties will contribute to funding and management of the MCAT in accordance with the Principles for use in Schedule A.

3. Term

This MoU will come into effect on the date of the last signature and will remain in force for a period of 5 years with one right of renewal for a further 5-year term by the written agreement of all parties.

4. Vision for the MCAT

To provide a community athletic track and facilities to meet local sport and recreation needs while able to host significant events. The fit for purpose facilities are designed to meet a variety of athletic, community sport, recreation, and winter field sport needs.

5. Objectives

The objectives of the Parties are to ensure:

- the MCAT is used by the Manawatu community including Sport Manawatu, sports clubs, Massey University, schools and other learning institutions as well as casual use by members of the wider community
- that community use of the MCAT continues to be affordable, accessible and appropriately prioritised
- the Track and Facilities are properly managed under the control of Massey.

6. **Ownership**

The ownership of the Track and Facilities are vested in Massey, with Massey managing the facility in accordance with an agreed operating policy for its use approved by the MCATAC and described in Schedule A.

7. **Governance**

(a) The Parties agree to establish a committee, the Manawatu Community Athletics Track Advisory Committee (the **MCATAC**) to oversee management of the MCAT.

(b) The MCATAC has responsibility to:

- oversee the management and operations of the MCAT to ensure stakeholder interests are being met
- approve an annual budget for operation and maintenance of the MCAT
- approve the fees to be charged for use of the Track, Facilities and Equipment
- establish policy relating to the use of the Track consistent with the purposes for which the Track was constructed and in accordance with the guiding principles outlined in Schedule A
- ensure continued regional community access to the MCAT and participation which contributes to promotion and growth of athletics, associated sport use and casual use by the community
- consider issues relating to signage, promotion and branding of the Track
- consider future renewal requirements for items including but not limited to track replacement, irrigation and lighting systems as well as ongoing maintenance costs
- ensure that all activities undertaken at the Track and Facilities comply with all relevant laws and regulations, including without limitation the Health and Safety at Work Act 2015
- ensure an Athletic Track & Facility Health & Safety Manual is developed and its procedures are applied to all bookings
- provide annual reports on usage to Massey University, the Council and the User Group.

(c) The MCATAC will consist of:

- A Chair appointed by Massey's Executive Director Operations and Campus Experience.
- Two (2) Council representatives appointed by the Council, one being an elected member of the Council and the other appointed by the CEO of the Council
- Two (2) Massey University staff appointed by Massey's Executive Director Operations and Campus Experience.
- Three (3) User Group representatives appointed by the User Group.

All members serve for a period of 3 years and may be reappointed for further terms.

(d) Any of the Parties may replace their members of the MCATAC on written notice to the other Parties.

(e) If there is a vacancy in the MCATAC which continues for more than 2 consecutive meetings the Chair of the MCATAC may appoint a replacement to fill that vacancy.

(f) The MCATAC will operate in accordance with the following:

- the MCATAC will meet regularly as agreed among the Parties and no less frequently than every 3 months
- meetings may be conducted by way of video or teleconference
- a quorum of the MCATAC is one representative from each Party.
- no decisions may be made unless a quorum is present at the meeting.
- each member of the MCATAC has one vote. The chairperson does not have a casting vote.
- decisions of the MCATAC must be a majority and if any matter cannot be agreed on it will be referred to disputes resolution under clause 13
- the Parties will ensure that minutes of each MCATAC meeting are taken and circulated among the Parties promptly after each meeting.

8. Operation of the MCAT

(a) Massey will carry out the day to day operations of the MCAT including:

- providing the necessary day-to-day administration, management, maintenance and security.
- promoting the use of the Track and Facility
- paying all the rates or levies pertaining to the land on which the Track and Facility is located.
- providing insurance cover in respect of the Track and Facility (but not the Equipment) including public liability insurance as Massey considers prudent.
- managing the ongoing maintenance of the Track and Facilities
- invoicing all users of the Track, Facilities and/or Equipment, including lights and cleaning charges and collecting the fees invoiced.

9. Funding

- (a) The Council and Massey will share equally the cost of the maintenance and renewal of the Track and Facility with each contributing \$78,900 plus GST (if any) per annum, adjusted for Inflation. (See clause 10 for specific annual renewal and maintenance costs).
- (b) All users of the MCAT will pay for the lighting and cleaning costs of the Track and Facilities through the fees charged for use of the MCAT. Secondary users who share the track alongside an existing booking of the MCAT will be charged a percentage of the total booking cost.
- (c) Repair, replacement and maintenance of all Equipment will be funded through the fees paid for use of the Equipment. If the fees are insufficient, the User Group will

pay any further amount to ensure all the Equipment is replaced as needed and is good condition.

- (d) Massey may use the facility booking fee collected for use of the MCAT (less any amount specified in the budget for replacement of the Track surface) to meet the costs of operating and maintaining the Track and Facilities (including lighting and cleaning costs).

10. Obligations of Stakeholders

- (a) The Council shall:
- share equally with Massey the cost of the Operational expenses of the Track and Facility. Starting in 2021 each contributing \$33,500 plus GST (if any) per annum, adjusted for Inflation.
 - contribute \$45,400 plus GST (if any) per annum towards a forecast renewal in 2029, adjusted for Inflation.
 - support the User Group in their efforts to raise funding for future projects.
 - contribute to discussion on future specifications for design and other works at Track.
- (b) The User Group shall:
- be responsible for the repair, replacement and maintenance of all Equipment.
 - recommend to the MCATAC a fee schedule for hire of Equipment.
 - ensure the orderly storage of Athletic Track and Facility Equipment.
 - organise and/or support community activities promoting the use of the Track and Facility.
 - provide the MCATAC with an annual inventory and condition report of all Equipment purchased.
 - keep accurate accounts of all income and expenditure in connection with the Equipment and will, on request, provide the MCATAC with details of all such income and expenditure.
 - provide the MCATAC with a comprehensive annual report of all athletic engagement they are involved in.
 - contribute to discussion on future specifications for design of future development of the Track.
 - will endeavour to seek grant funding to support the total costs of renewal. The contribution to be up to 10% of the total cost.
- (c) Massey shall:
- share equally with the Council the cost of the Operational expenses of the Track and Facility. Starting in 2021 each contributing \$33,500 plus GST (if any) per annum, adjusted for Inflation.
 - contribute \$45,400 plus GST (if any) per annum towards a forecast renewal in 2029, adjusted for Inflation.
 - contribute to discussions on future specifications for future development of the Track and Facility.

- keep accurate accounts of all income and expenditure in connection with the Track, Facilities and Equipment and will, on request, provide MCATAC with details of all such income and expenditure.
- pay the User Group all fees received from hiring out the Equipment which the User Group must use only for the purchase, maintenance and replacement of Equipment.
- maintain a separate account for the percentage of income to be set aside annually towards the replacement of the track surface, as specified in the annual budget.
- report annually to the MCATAC regarding maintenance and renewal requirements of the Track and Facility.

11. Asset Replacement-Renewals

- (a) Massey will be responsible for the renewal of the Facility, fencing and car parking of the Track.
- (b) When the Track needs renewal, funding of the renewal will be as follows:
 - a percentage of the annual funding contribution from Massey & the Council will be set aside for track replacement.
 - the User Group will endeavour to seek grant funding to support the total costs of renewal. (The contribution to be up to 10% of the total cost).
 - The forecast Track renewal timeframe is 10 years (2029). However, the MCATAC will review the forecast renewal date and budgets no later than 2028.

12. Conflicts of Interest

The members of the MCATAC must maintain a clear separation between their personal interests and their duties as a member of the MCATAC. In particular, members may not participate in the discussion or consideration of any matter placed before the MCATAC when they have a personal or pecuniary interest other than an interest in common with the public. Members are also required to make a declaration of interests at the time they are appointed and to update this declaration when there are changes to those interests.

13. Dispute Resolution

- (a) If a disagreement arises in relation to the interpretation, application or operation of this MoU (a Dispute) it will be initially discussed at the lowest management level of each of the Parties to see if the issue can be resolved.
- (b) If the Dispute cannot be resolved within a reasonable period of time then the matter shall be immediately escalated to the Chief Executive of the Council, President of the PNAHC on behalf of the User Group, and Massey's Executive Director Operations and Campus Experience for consideration.
- (c) Where the matter is unresolved to the satisfaction of the Parties, any Party involved in the Dispute may refer the matter to mediation on the terms of the standard mediation agreement of the Arbitrators' and Mediators' Institute of

New Zealand Inc. (AMINZ). The mediator shall be one mediator to be agreed by the parties or, in the event that a single mediator cannot be agreed within five (5) Business Days after the reference, then by a mediator appointed by the president or other office bearer of for the time being of AMINZ .

- (d) Any information or documents obtained through or as part of the reference under this clause shall not be used for any purpose other than the settlement of the dispute under this clause.
- (e) Nothing in this clause will prevent any party from seeking urgent interlocutory relief.

14. **Liaison**

The Chief Executive of the Council, User Group (PNAHC) and Massey will each appoint a person to act as agent of their respective bodies and that person will be the liaison person for that body about all matters pertaining to this MoU and the MCAT facility.

15. **Review**

- (a) The parties to this MoU acknowledge that every five years from the date of this MoU is signed, the parties: Massey University, the Council, User Group and MCATAC will meet to discuss and review their obligations under the MoU.
- (b) A review of the operating policy will form the basis of discussion at such meetings and the parties may agree to vary the terms and obligations of this Memorandum of Understanding.

16. **General**

- (a) Nothing in this MoU is intended or will be deemed to constitute a partnership, agency, employee/employer or joint venture relationship among the Parties. The Parties will not represent themselves, and will ensure that their officers, employees or agents do not represent themselves as being officers, employees, agents or partners of the other. No Party will have any authority to bind the other legally or equitably by contract, admission, acknowledgement, undertaking or estoppel.
- (b) No variation, waiver or modification of any of the terms of this MoU shall be valid unless in writing and signed by or on behalf of the Parties.
- (c) This MoU may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document.

Signed by the **PALMERSTON NORTH CITY COUNCIL**

.....
Authorised Signatory

SIGNED by the **Palmerston North Athletic and Harrier Club Incorporated**

.....
Authorised Signatory

SIGNED by **MASSEY UNIVERSITY**

.....
Authorised Signatory

SCHEDULE A

PRINCIPLES FOR AGREEMENT FOR USE OF THE MCAT TRACK & FACILITY

1. Normal Hours of Use Track & Facility-Meeting room

Standard use to be Monday-Sunday from 6.00am to 10.00pm. NB the Track & Meeting Room must be specifically booked if required. A booking of the track will not include the meeting room unless specified. Power and cleaning fees will apply.

2. Arrangements for Use

Users of the Track and Meeting Room are expected to include:

- a. Athletic Clubs affiliated to Athletics Manawatu-Wanganui
 - i. Athletic Clubs will have rights of use of the Track and Meeting Room at no cost other than the cost of *equipment hire*, power, and cleaning. This group season is expected to occur between September and April. Some use will occur between May and August in the late afternoon and evening dependent on availability. All use is to be determined by advance bookings.
- b. Schools
 - i. Primary, Intermediate and Secondary schools will be allowed one free day a year and any additional use by these schools are to be booked and charged as deemed appropriate. Equipment, cleaning, facility and power will be charged as appropriate.
- c. Massey University
 - i. Massey University will have rights of use of the Track and Meeting Room at no cost other than the cost of equipment hire, power and cleaning. Users will be required to book in advance.
- d. Other Sporting Bodies
 - i. National and Regional sport bodies seeking to train on the track through Massey University Sport Institute will have to book in advance. Priority access remains with the needs of the regional community.
- e. Other User Groups
 - i. Sport Manawatu and Sport Clubs
 - ii. People with Disabilities
 - iii. Casual users (organised groups who wish to use the Facility)
- f. All groups will be charged a fee for equipment use, cleaning, facility hire and power as appropriate by the Manawatu Community Athletic Track Advisory Committee.

3. Shared use

Where possible the Facility should be used by a variety of groups and individuals at the same time. This will be coordinated as part of the booking process. Primary users will be identified and their use will take precedence over any conflicting secondary use. When shared use is

occurring, the booking agent (Massey Recreation Centre) will charge a percentage of costs to each user.

4. **Booking Arrangements**

Massey University Recreation Centre will be the booking authority and manage the booking processes. Use of the Facility determined by the policies and procedures established by the MCAT Advisory Committee.

Bookings by Primary Users will not unreasonably exclude the use of the Facility to secondary/other users.

5. **Fee Structure**

The MCAT Advisory Committee will set a fee structure annually for use of the Facility. Palmerston North City Council policies with regard to sport ground user charges are to be taken into consideration by the MCAT Advisory Committee when determining fees.

Charges will be levied to groups other than those described above and for one off events. These charges will be established and approved by the MCAT Advisory Committee.

As a general principle, local and regional community access will be free other than the specific equipment, power, facility and cleaning charges, which shall be charged at a fair and reasonable rate. A financial report will be supplied to the MCAT advisory committee on request.

6. **Monitoring & Reporting**

The MCAT advisory committee will provide an overview of management practices including monitoring usage levels and will report these annually to Massey University Deputy Registrar, the Council, and the User Group.

7. **Infield**

The Parties agree that the in-field within the Track is a winter sport ground under the exclusive control of Massey University. Rights of use of the in-field by athletic groups and other groups will be negotiated annually with Massey University.

DRAFT

**ATTACHMENT TWO:
2000 MOU COMPARISON WITH 2020 MOU**

Section	2000 MOU	2020 proposed MOU	Officer Comment
Vision	The parties wish to provide an All Weather Athletics Track for the benefit of the communities of the Manawatu region, particularly learning institutions, athletics and other sports clubs and associations and the general public. The facility is to be a training facility but with the ability to host local, regional and nationally significant events.	To provide a community athletic track and facilities to meet local sport and recreation needs while able to host significant events. The fit for purpose facilities are designed to meet a variety of athletic, community sport, recreation, and winter field sport needs.	Rewording.
Objectives	Covered in Section 4 "Expectations" <ul style="list-style-type: none"> Wider regional community use Affordable, accessible and appropriately prioritised Defined community use. Area of infield sportsground part 	<ul style="list-style-type: none"> used by the Manawatu community including Sport Manawatu, sports clubs, Massey University, schools and other learning institutions as well as casual use by members of the wider community that community use continues to be affordable, accessible and appropriately prioritised the Track and Facilities are properly managed under the control of Massey. 	Consistent with some restructuring: <ul style="list-style-type: none"> Relocates infield use description to Principles of Use in 2020. Relocates user definitions to Schedule A Section 2.
Ownership	Massey University	Massey University	No change
Governance role (Advisory Committee)	Advisory committee to: <ul style="list-style-type: none"> establish policy relating to track use consistent with purpose and principle overview of management practices including setting fees ensure no nuisance to adjoining neighbours provide report consider signage, promotion and branding in accordance with University policy 	Advisory Committee to: <ul style="list-style-type: none"> oversee the management and operations of the MCAT approve an annual budget approve the fees to be charged establish policy relating to the use of the Track consistent with the purposes and principles ensure continued regional community access to the MCAT and participation consider issues relating to signage, promotion and branding of the Track consider future renewal requirements 	Adds consideration of renewals and health and safety. Both are useful additions.

Section	2000 MOU	2020 proposed MOU	Officer Comment
		<ul style="list-style-type: none"> ensure compliance with all relevant laws and regulations including Health and Safety at Work Act 2015 develop an Athletic Track & Facility Health & Safety Manual provide annual reports 	
Advisory Committee: composition, term, decision making and reporting	<ul style="list-style-type: none"> Chair – Massey University nominated 2 Council reps (one Elected Member and one CEO nominated) 2 Massey University staff 1 MDC representative 3 user group representatives, one of which was nominated by Sport Manawatu <p>Term of two years</p> <p>No decision-making process specified.</p> <p>No quorum specified.</p>	<ul style="list-style-type: none"> Chair – Massey University appointed 2 Council reps (one Elected Member and one CEO nominated) 2 Massey University staff/student 3 user group representatives <p>Term of three years.</p> <p>Decision making via vote with no chair casting vote.</p> <p>Quorum specified as one representative from each party.</p>	<p>Removes the Sport Manawatu as a nominated user group representative. Sport Manawatu and other parties satisfied that a Sport Manawatu representative is no longer required.</p> <p>Removes MDC from advisory group – MDC have advised they are happy with this.</p> <p>Term aligned with local government election cycle.</p> <p>Decision making to date has been by consensus and generally worked well and an informal quorum operating.</p> <p>Formalising the quorum and decision process is useful.</p> <p>Clauses consistent just separated out.</p>
Operation of MCAT	<ul style="list-style-type: none"> Covered within Obligations of stakeholders 	New separate section 8 covering admin, management, rates and levies, and insurances.	
Obligations of stakeholders ALL	<ul style="list-style-type: none"> Contribute to design discussions Assist with fundraising for build Holding of funds raised for construction. 	<ul style="list-style-type: none"> No longer applicable 	Removed as no longer applicable.
Obligations of stakeholders MASSEY	<p>Massey University</p> <ul style="list-style-type: none"> Provide site Admin, insurance etc as per Operation section above Share in maintenance costs with Council 	<p>Massey University</p> <ul style="list-style-type: none"> share equally the cost of the Operational expenses with Council. Starting in 2020 each contributing \$33,500 excluding GST per annum. This amount to be annually adjusted by 2% 	<p>Officer Comment:</p> <p>Changes relate to cost revision.</p> <p>Operational cost have not been adjusted since the track opened in 2000. Revision of the actual costs has been carried out</p>

Section	2000 MOU	2020 proposed MOU	Officer Comment
	<ul style="list-style-type: none"> Involve staff in development of programmes promoting use of track Facilitate link to Turitea walkway Provide preferential membership for athletics club members to recreation facilities (gyms). Provide preferential use of physiology labs for athletics club members. Provide access to upper fields for warm up where no conflicts. Provide use of recreation centre toilets and changing facilities. Share equally in maintenance costs (covered in section 8 funding) Agree long term maintenance schedule Include track in asset renewal and replacement programming. 	<ul style="list-style-type: none"> Massey will contribute \$45,400 per annum excluding GST towards a forecast renewal in 2029. This amount to be annually adjusted by 2%. contribute to discussions on future specifications for future development of the Track and Facility keep accurate accounts of all income and expenditure in connection with the Track, Facilities and Equipment ... pay the User Group all fees received from hiring out the Equipment ... maintain a separate account for the percentage of income to be set aside annually towards the replacement of the track surface, as specified in the annual budget. report annually to the MCATAC regarding maintenance and renewal requirements of the Track and Facility. Be responsible for renewal of the Facility, fencing and car parking. 	<p>by Massey University and tested with Councils Parks Operations Manager. The updated operational costs are considered reasonable. The 2% annual increase is considered reasonable.</p> <p>Renewal costs were revised following the recent track surface replacement. The next surface replacement will cost substantially more as the asphalt layer under the track surfaces may also need replacement. Construction price increases we factored. The renewal contribution was reviewed with a Council Management Accountant and considered reasonable.</p>
Obligations of stakeholders COUNCIL	<ul style="list-style-type: none"> Share equally in maintenance costs (covered in section 8 funding) paying up to \$50,000 (which included asset replacement component) Agree long term maintenance schedule 	<ul style="list-style-type: none"> share equally the cost of the Operational expenses of the Track and Facility. Starting in 2020 each contributing \$33,500 excluding GST per annum. This amount to be annually adjusted by 2% the Council will contribute \$45,400 per annum excluding GST towards a forecast renewal in 2029. This amount to be annually adjusted by 2%. support the User Group in their efforts to raise funding for future projects. contribute to discussion on future specifications for design and other works at Track. 	Refer comments above.

Section	2000 MOU	2020 proposed MOU	Officer Comment
Obligations of stakeholders USER GROUP	<ul style="list-style-type: none"> Take responsibility for track and field equipment including a fee schedule and storing it. Contribute towards track surface maintenance either monetary or in-kind. Organise or support community activities to promote the track Advocate for usage by wider sporting community. 	<ul style="list-style-type: none"> be responsible for Equipment including storage recommend a fee schedule for hire of Equipment be responsible for all Equipment provide the Advisory Committee with an annually inventory and condition report of all Equipment provide an annual report of all athletic engagement they are involved in contribute to discussion on future specifications for design of future development of the Track the User Group will endeavour to seek grant funding to support the total costs of renewal. (The contribution to be up to 10% of the total cost). 	<p>Change is addition of a clause to seek funding at track replacement time. Costs are likely to be significantly higher than the last renewal. It will have been over 25 years since there was an external funding application for the track surface itself was made. Given the modest target level this is considered achievable.</p> <p>The 10% is inline with Council policy on fees and charges for sportsfield, which aim to recoup between 0 and 20% of the costs from the users.</p> <p>The mechanics of the management of the funds generated from equipment hire has been streamlined with all funds going directly to PNAHC and PNAHC managed equipment repair and replacement. All parties are comfortable with this.</p>
Dispute resolution	<p>Escalates to City Manager and Principal of Massey University.</p> <p>If unable to be resolved referred to mediator under Arbitration Act 1994.</p>	<p>Escalates to Chief Executive of Council and Deputy Registrar of Massey University.</p> <p>Adds President of PNAHC.</p>	<p>Addition of President of PNAHC will add to dispute resolution dynamic.</p> <p>The clauses have not been required to date. Risk of change resulting in unmanageable issues considered very low.</p>
Principles of Use	<p>Covers:</p> <ul style="list-style-type: none"> Hours of use Use arrangements Shared use Booking arrangements Charging Framework Monitoring and reporting <i>Infield was covered in Section 4 expectations.</i> 	<p>Covers:</p> <ul style="list-style-type: none"> Hours of use Arrangements for use Shared use Booking arrangements Fee structure Monitoring and reporting Infield 	<p>Largely consistent. Exceptions:</p> <ul style="list-style-type: none"> Alters the schools free use clause to remove affiliation to Manawatu Inter-Secondary School Association. Removes the sentence about Massey University use to occur preferably within University hours so as to avoid other priority users. Removes Sport Manawatu as a backup booking agent.

MEMORANDUM

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: CET Arena Pedestrian Entrance Bridge LED Display

PRESENTED BY: Bryce Hosking, Manager - Property

APPROVED BY: Sheryl Bryant, Acting Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council increase the budget of Programme 1534 – Central Energy Trust Arena Manawatu – Embankment Redevelopment by \$130,000 + GST to allow for the additional external funding received to be used for the supply and installation of the LED displays along the pedestrian entrance bridge, and the balance of \$20,000 + GST of the external funding to be used as an operational expense for the initial licensing and content of these LED displays.

1. ISSUE

- 1.1 Given the diverse history of the Arena complex one of the key opportunities of the CET Arena Redevelopment project was to integrate a multitude of cultural and heritage elements throughout the development. By doing so, the Arena can tell the story of its history, acknowledge the many uses and stakeholders, and highlight the facility's links with iwi.
- 1.2 As an extension to the above culture and heritage scope there was an opportunity to provide LED displays along the new pedestrian entrance bridge. As this was an increased scope and unbudgeted, additional external funding was sought to fund these displays.
- 1.3 In July 2020 an additional \$150,000 + GST of external funding was secured from Mercury (Mercury New Zealand Limited) specifically for funding the LED displays along the new pedestrian entrance bridge. This has since been received by PNCC.
- 1.4 \$130,000 + GST of this additional funding is to be used for the supply and install of the LED displays.

- 1.5 The remaining \$20,000 + GST is to be used for the software licencing and content. Licencing and content are considered an operational expense.
- 1.6 Given the LED displays were an increase in scope, for this additional external funding to be used for its intended purpose Council needs to approve an increase in the budget for Programme 1534 by \$150,000 + GST. For clarity, this increase is entirely funded through the additional revenue and not at a cost to Council.

2. BACKGROUND

- 2.1 The scope of the project is broadly outlined as:
- Speedway Pits – is a 17,000m² civil project. Involving the demolition of the existing fields, installation of limited underground services, roading, hardstands, fencing, footpaths and associated hard landscaping and soft landscaping. Relocation of existing Palm Trees is a specialist phase of work.
 - Entrance Plaza – is a 900m² public plaza with an 8m wide pedestrian bridge spanning from the Public Plaza to the Stadium's south embankment. Involving the erection of new retaining and bridge structures to specialist designs with hard landscaping, lighting, furniture and planting.
 - South Embankment – is the demolition/ replacement of a 1000m² section of the concourse. The construction of foundations for embankment and retaining/ support to the future South Grandstand. It will involve the erection of amenity spaces to service the south section of the Grandstand, the pits zones, western embankment and northern grandstand, as well as the completion of a hardstand for a temporary seating concourse. This will also include the construction of a link bridge between the embankment and the existing grandstand for use of the public during events.
 - There is also a ticket office in the Cuba Street side of the Entrance Plaza and a canopy on the embankment side of the bridge.
- 2.2 The works detailed in Clause 2.1 above will be delivered in two stages:
- Stage 1 – The Speedway Pits relocation and supporting infrastructure will be delivered by the end of December 2020.
 - Stage 2 – The Entrance Plaza, South Embankment, the pedestrian entrance bridge and ticket booth will be delivered by April 2021.
- 2.3 The construction work is being delivered by PAK Holdings Limited trading as Humphries Construction as head contractor.
- 2.4 The project management of the development is being provided by WT Project Management Advisory along with Council Officers.

- 2.5 Site meetings with the contractors, Project Control Group and Project Steering Group meetings are held each month and will continue throughout the duration of the programme.

3. NEXT STEPS

- 3.1 Proceed with both the pedestrian entrance bridge LED displays component, and the overall project, as per programme.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
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 2: A Creative and Exciting City	
The recommendations contribute to the outcomes of the Creative and Liveable Strategy	
The recommendations contribute to the achievement of action/actions in the Active Community Plan	
The action is: Central Energy Trust Arena is the city's main multi-purpose hub for sport and recreation and serves as the region's premier sporting and events hub.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The combined redevelopment project at CET Arena helps to ensure Palmerston North has fit-for-purpose facilities that meets the community's sport and recreation needs and retains its ability to host major sporting events.

ATTACHMENTS

Nil

REPORT

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: Clearview Reserve - Proposal to Grant an Easement on Reserve Land to Powerco

PRESENTED BY: Bryce Hosking, Manager - Property; Kathy Dever-Tod, Manager - Parks and Reserves

APPROVED BY: Sheryl Bryant, Acting Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That the Council approves notifying the public of the proposal to grant an easement at Clearview Reserve, Palmerston North to convey electricity, to Powerco, in accordance with Section 48 of the Reserves Act 1977.
2. That the Council notes the land area affected by the easement for Powerco is described as part of Lot 1 DP 69185. The affected area of the easement is shown in the draft LT plan contained in Attachment 1 of the report titled 'Clearview Reserve - Proposal to Grant an Easement on Reserve Land to Powerco' presented to the Finance & Audit Committee on 24 February 2021.

SUMMARY OF OPTIONS ANALYSIS FOR

ITEM 16

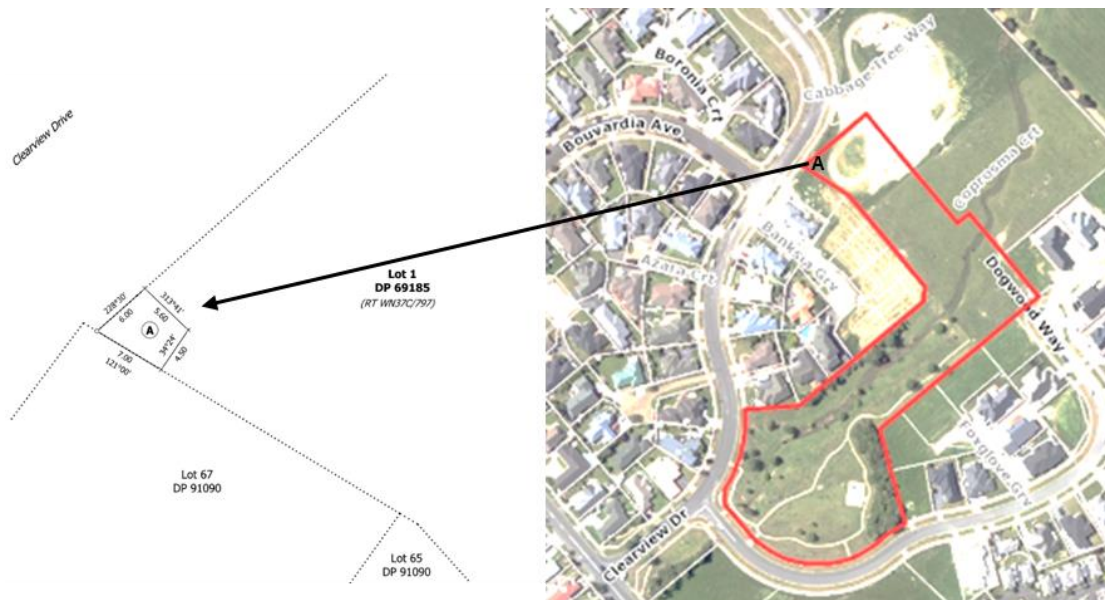
Problem or Opportunity	<p>Powerco has existing transformer and associated services within Clearview Reserve for the supply of electricity to Clearview Drive. These utility services were established within the reserve land in 2003 as part of the Clearview Drive Subdivision.</p> <p>The Reserves Act 1977 requires any form of utility for services on reserve land to be covered by an easement, however, there is currently no easement registered for this matter within Clearview Reserve.</p> <p>Powerco has identified this matter during their recent upgrade work and has requested an easement be created to ensure the legal status of these utilities align with the Reserves Act.</p> <p>This report requests approval from Council to begin this process by notifying the public of Council's intention to grant an easement in accordance with Section 48 of the Reserves Act 1977.</p>
OPTION 1:	Notify the public of Council's intention to approve the proposal to grant an easement to Powerco at Clearview Reserve, in accordance with Section 48 of the Reserves Act 1977.
Community Views	<ul style="list-style-type: none"> Community views will be sought during the public notification period. Council Officers have never received any feedback in relation to this matter since its establishment in 2003.
Benefits	<ul style="list-style-type: none"> Registering an easement within Clearview Reserve is considered good governance and ensures the activity is compliant with the requirements of the Reserves Act 1977.
Risks	<ul style="list-style-type: none"> Council may be criticised for not picking up this matter earlier or for the correct procedures not being followed when the transformer and associated services was established.
Financial	<ul style="list-style-type: none"> There are no financial implications with this easement as all costs are met by Powerco as the owner of the services as per Council's Easements Policy.
OPTION 2:	Decline the proposal to grant an easement to Powerco at Clearview Reserve and require the services to be relocated.
Community Views	<ul style="list-style-type: none"> Community views will not be sought. Council Officers have never received any feedback in relation to this matter since its establishment in 2003.
Benefits	<ul style="list-style-type: none"> No benefits are identified.
Risks	<ul style="list-style-type: none"> Powerco will need to find a new location for the transformer which may cause future disruption to the surrounding

	<p>residents.</p> <ul style="list-style-type: none"> Given the services have been in place since 2003, Council may be viewed as causing unnecessary disruption.
Financial	<ul style="list-style-type: none"> No further costs would be incurred.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 Powerco has existing transformer and associated services within Clearview Reserve for the supply of electricity to Clearview Drive.
- 1.2 The location of the transformer within Clearview Reserve is shown below:



- 1.3 The Reserves Act 1977 requires any form of utility for services on reserve land to be covered by an easement, however, there is currently no easement registered for this utility within Clearview Reserve.
- 1.4 Powerco identified this matter during their recent upgrade work to connect a new cable from Dogwood Way to the transformer, and have requested an easement be created to ensure the legal status of these utilities align with the Reserves Act.
- 1.5 This report requests approval from the Council to begin this process by notifying the public of Council's intention to grant an easement in accordance with Section 48 of the Reserves Act 1977.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 Powerco's utility services at Clearview Reserve include a transformer and associated services such as underground cables. These utility services were established within the reserve land in 2003 as part of the Clearview Drive Subdivision.
- 2.2 In general Council encourages, wherever possible, service companies to locate their services in the road corridor. Road corridors are often increased in new subdivisions to include "alcoves" that will house transformers. This allows service companies to operate under a standard roading corridor right-of-way.
- 2.3 This is not always possible or an appropriate outcome however, hence on occasion these utility services are required to be located within reserve land.
- 2.4 In these situations, Council encourages companies to situate these utility services underground. In this case the transformer needed to be located above ground for access, so the best outcome was to set this back off the road or footpath and to be located "out of the way".

Requirement for Easements

- 2.5 In 1968 the Electricity Act provided the legal basis for utilising land for the purposes of conveying electricity. In 1977 this method of utilising land in reserves for the purposes of conveying electricity was superseded by the Reserves Act 1977.
- 2.6 In recent years Powerco has been bringing the legal status of all their electricity conveyance utilities in line with the Reserves Act, including the establishment of easements when required.
- 2.7 The easements proposed cover the transformer site and the recent upgrade works area.
- 2.8 The area covered by the easement has been surveyed and pegged out and is shown in Appendix 1: Draft LT Plan of this report.

3. LAND STATUS

- 3.1 The legal description of the land to be subject to the easement and historic summary comments of this land are below:

Title	Reserve Status	Comment
WN37C/797 – Lot 1 DP 69185	Recreation Reserve	The land was previously owned by Fair Investments Limited in the current CFRs. In 1996, the land was transferred to Palmerston North City Council for a recreation reserve under Reserves Act 1977, by Transfer B504799.1.

4. DESCRIPTION AND ANALYSIS OF OPTIONS

OPTION 1: Notify the public of the Council’s intention to approve the proposal to grant an easement to Powerco at Clearview Reserve, in accordance with Section 48 of the Reserves Act 1977.

- 4.1 Option 1 involves Council beginning the easement process by notifying the public of the Council’s intention to grant an easement in accordance with Section 48 of the Reserves Act 1977.
- 4.2 The Minister of Conservation advises that any easement over 60 years is considered a “permanent effect” under the Reserves Act 1977.
- 4.3 As this easement is a permanent easement it therefore exceeds 60 years and can be considered to have a “permanent effect”. As a result, the Reserves Act consultation process is triggered, and the Council must consult with the public on the proposed establishment of the easement under Section 119 of the Reserves Act 1977 and seek views and canvas any objections to the proposal.
- 4.4 After the public consultation has concluded, submissions will be brought back to the Council for consideration.
- 4.5 A Council resolution accepting the easement proposal would be required before an easement could be registered to Powerco.

Community Views

- 4.6 Council Officers have never received any feedback in relation to this matter since its establishment in 2003.
- 4.7 The utility services are already established and have been for some time and are in an area which is not located strictly in the park proper, or at a key entranceway to the park.

- 4.8 It is not anticipated this matter will be viewed negatively, however, community views will be sought during the public notification period as part of this process and feedback can be considered accordingly.

Iwi Consultation

- 4.9 Iwi must also be consulted on any permanent easement proposal under Section 4 of the Conservation Act, prior to adoption of the easement.
- 4.10 Iwi have been engaged prior to this report and did not oppose the easement.

Benefits

- 4.11 The registration of an easement is an administrative matter.
- 4.12 Registering this easement within Clearview Reserve is considered good governance and ensures the activity is compliant with the requirements of the Reserves Act 1977.

Risks

- 4.13 The only risk that was identified was a reputational one whereby Council may be criticised for not picking up this matter earlier or for the correct procedures not being followed when the transformer and associated services was established.
- 4.14 This risk is considered to have low consequences and is unlikely to occur.

Financial Implications

- 4.15 There are no financial implications with this easement as all costs are met by Powerco as the owner of the services as per Councils Easements Policy.

OPTION 2: Decline the proposal to grant an easement to Powerco at Clearview Reserve and require the services to be relocated.

- 4.16 This option would see Powerco power supply facilities exposed to risk given that it is not legally covered by an easement agreement.
- 4.17 The result would likely be that Powerco would relocate the transformers outside the reserve.
- 4.18 The power supply facilities can legally continue being used until the relocation of the transformer.

Community Views

- 4.19 As per Option 1 Council Officers have never received any feedback in relation to this matter since its establishment in 2003, and it is not anticipated this matter will be viewed negatively.
- 4.20 However, despite this no community views will be sought under this Option.

Benefits

- 4.21 No benefits have been identified for this option.

Risks

- 4.22 Two risks were identified with Option 2:
- Customer: Powerco will need to find a new location of the transformer which may cause future disruption to the surrounding residents; and
 - Reputational: Given the services have been in place since 2003, Council may be viewed as causing unnecessary disruption.

Financial Implications

- 4.23 No costs will be incurred by proceeding with Option 2.

5. CONCLUSION

- 5.1 As this is an administrative matter, Option 1 is considered good governance and will ensure the activity is compliant with the requirements of the Reserves Act 1977.
- 5.2 In addition, Powerco has agreed to meet all costs associated with this easement.
- 5.3 Given these points, it is recommended Council proceed with Option 1 and undertake public notification.

6. NEXT ACTIONS

- 6.1 Council Officers will work with Powerco's legal team to enact the easements.
- 6.2 Public notification of the proposal to grant the easement, seeking submissions and objections.
- 6.3 Provide the opportunity for any submitters that wish to be heard to speak to the Council.
- 6.4 Consider the objections and submissions and provide advice to the Council on whether to accept, modify or decline the easement proposal.



7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 7.1 Public Notice under Section 119 of the Reserves Act 1977 is being proposed.
- 7.2 As the transformer has been in place since 2003 without public issue, and that the proposal does not alter anything on the ground, officers advice that the minimum legal requirements for consultation should be applied in this case - minimum of one-month period advertised in the Manawatu Standard.

COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
Are the decisions significant?	No
If they are significant do, they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the outcomes of the Economic Development Strategy	
The recommendations contribute to the achievement of action/actions in the Economic Development Plan	
The action is: Carry out recreation and reserves planning functions under the Reserves Act 1977 and LGA including the preparation of Reserve Management and Development Plans and Master Plans.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	This action ensures Council meets its legal obligations under the Reserves Act 1977 with regards to reserves planning and legislative requirements for utilities sited in reserves.

ATTACHMENTS

- Draft LT Plan  



Title Plan - LT 556324

Survey Number	LT 556324
Surveyor Reference	20-948 PowerCo Easement
Surveyor	Tahi Atalangi Kato
Survey Firm	Geoworks Limited
Surveyor Declaration	

Survey Details

Dataset Description	Easement over Lot 1 DP 69185		
Status	Initiated		
Land District	Wellington	Survey Class	Class A
Submitted Date		Survey Approval Date	
		Deposit Date	

Territorial Authorities

Palmerston North City

Comprised In

RT WN37C/797

Created Parcels

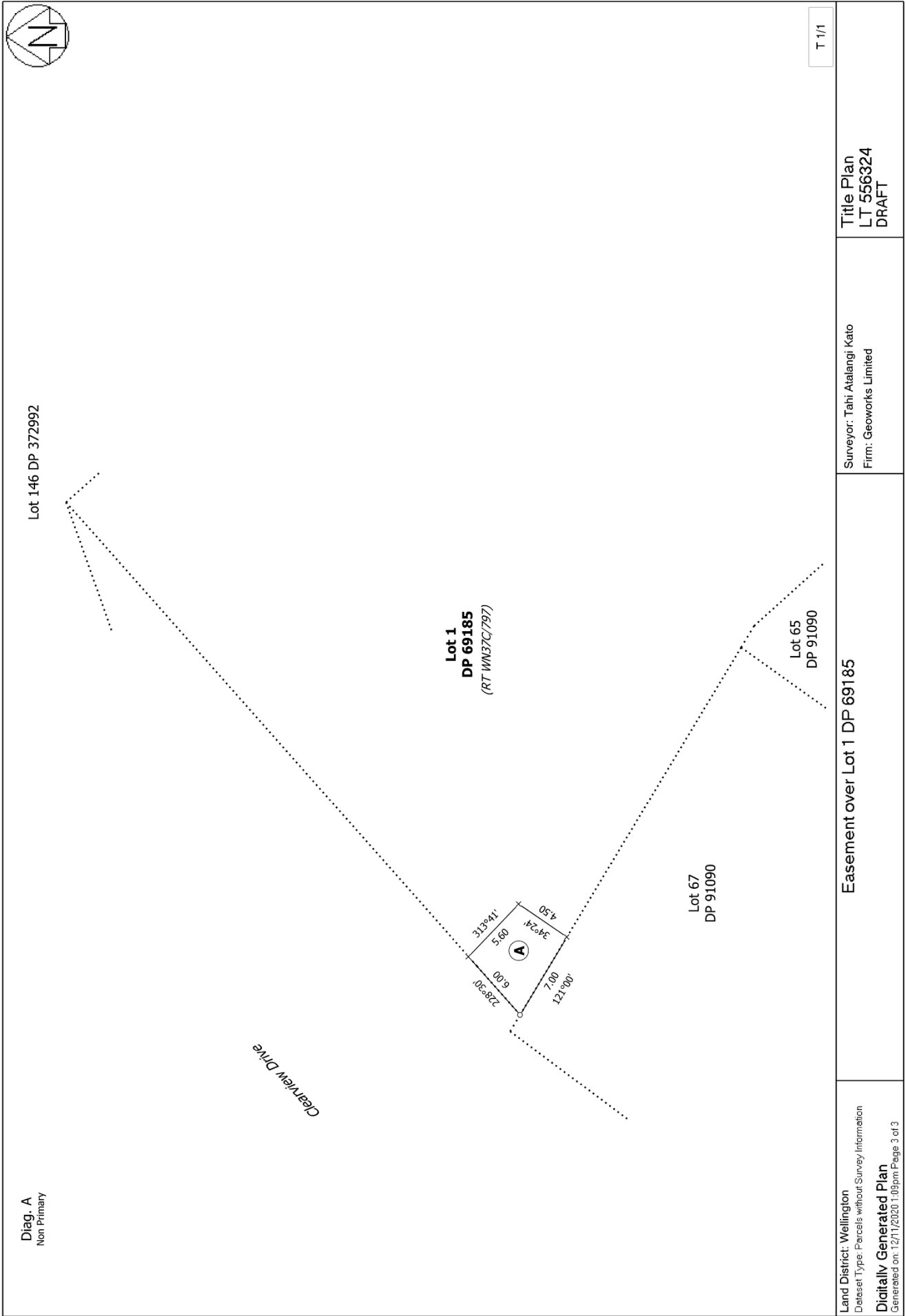
Parcels	Parcel Intent	Area	RT Reference
Area A Deposited Plan 556324	Easement		
Total Area		0.0000 Ha	

Schedule / Memorandum

Land Registration District	Survey Number
Wellington	LT 556324
Territorial Authority (the Council)	
Palmerston North City	

Schedule of Easements in Gross
Last Edited: 12 Nov 2020 12:49:15

<u>Purpose</u>	<u>Shown</u>	<u>Servient Tenement (Burdened Land)</u>	<u>Grantee</u>
Right to convey electricity	A	Lot 1 DP 69185	Powerco Limited



MEMORANDUM

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: Assurance Report on Review of Project Management Office

PRESENTED BY: Masooma Akhter, Business Assurance Manager; Geoff Snedden, PMO Manager

APPROVED BY: David Murphy, Acting General Manager - Strategy and Planning

RECOMMENDATION(S) TO FINANCE & AUDIT COMMITTEE

1. That the memorandum titled 'Assurance Report on Review of Project Management Office' and its attachment, presented to the Finance & Audit Committee on 24 February 2021, be received for information.

1. ISSUE

The Business Assurance plan for 2019/20 endorsed by Council on 19 August 2019 required a review of the Project Management Office (PMO).

This memorandum informs the Committee of the findings and recommendations this review produced.

2. BACKGROUND

The Infrastructure Unit established the PMO in 2019 to coordinate the project/programme delivery processes, reporting, governance, analytics and stakeholder engagement. The PMO establishment was driven by a lack of programme disciplines resulting in budget and schedule overruns, lack of reporting and accountability, and no standardised way to report across the various projects/programmes.

This review's purpose was to assess that the PMO has been established, structured and operating to maximise the Infrastructure Unit project/programme delivery function's success.

Since establishment, the PMO has gone through significant change and disruption and is now beginning to derive organisational benefits accredited to competent and robust leadership. They are in the early stages of a long journey ahead but have set a sound base from which to build their capabilities and capacity. Recommendations from this review articulate the short-term priorities and form the basis for a road map for maturing the PMO.

3. NEXT STEPS

The agreed action plan will be followed up on by the Business Assurance division in due course. The results will be reported back to this Committee through the 6-monthly accountability reporting.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 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	This report is presented as a business assurance activity in response to the business assurance plan endorsed by Council.

ATTACHMENTS

1. PMO Review Report [Download](#) 

PROJECT MANAGEMENT OFFICE (PMO) REVIEW REPORT

Infrastructure Unit



Masooma Akhter
Business Assurance Manager

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Executive Summary

Objective and Scope

This review's purpose was to assess that the Project Management Office (PMO) has been established, structured and operating to maximise the Infrastructure Unit project/programme delivery function's success.

In performing this assessment, 12 elements of project management excellence were reviewed, which is a global approach to evaluating portfolio, programme and project level actions to determine how the PMO:

1. **Governs** –Processes, Controls, Roles, Tools and Templates
2. **Informs** – Project/Programme Managers and Stakeholders
3. **Supports** – Coaching and Mentoring of the delivery streams
4. **Assures** – Independent challenge, especially of complex projects
5. **Administers** – Provides the admin infrastructure

Background

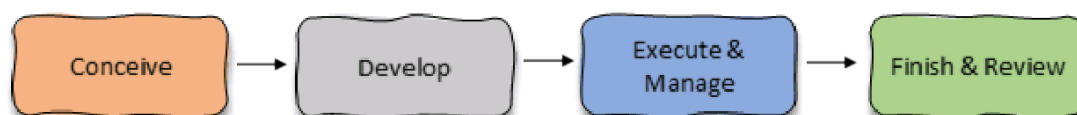
The Infrastructure Unit established the PMO in 2019 to coordinate the project/programme delivery processes, reporting, governance, analytics and stakeholder engagement. The PMO establishment was driven by a lack of programme disciplines resulting in budget and schedule overruns, lack of reporting and accountability, and no standardised way to report across the various projects/programmes.

Key Observations & Recommendations

Since establishment, the PMO has gone through significant change and disruption and is now beginning to derive organisational benefits accredited to competent and robust leadership. They are in the early stages of a long journey ahead but have set a sound base from which to build their capabilities and capacity. Recommendations from this review articulates the short-term priorities and form the basis for the road map for maturing the PMO.

Project management as a practice is rapidly growing and spreading worldwide. It is now seen globally as a recognised and strategic competency, a career path and a subject for training and education. The PMO appropriately utilises aspects of two well-regarded methodologies, **Prince 2** as a project management process methodology and Project Management Body of Knowledge (**PMBok**) as a set of standard terminology and project management guidelines. The PMO has tailored the methodologies and processes to meet the needs of key stakeholders and expectation of moving towards best in class project management practice.

The following describes the lifecycle for projects delivered under the Infrastructure umbrella. This report has been categorised similarly.



It was noted that the PMO manual has been drafted and aligns with best practice. It is recommended that this manual is finalised and approved by the Chief Infrastructure Officer. Oversight of the manual application should be monitored by the Project Review Board (PRB) for all programmes & projects under the Infrastructure unit. If all projects and programmes are following a consistent framework then the PMO will be able to provide the PRB and other stakeholders with a consistent and comparable view.

A lack of a viable project management tool is highlighted by management and within this review. It is highly recommended that a suitable project management portfolio tool is invested in as soon as practical to assist the PMO to meet its goals and objectives. This would allow the PMO to capture key project metrics such as schedules, budgets, scope, quality, benefits, risks and issues, and commentary from the various programmes and projects to facilitate streamlined and consistent reporting back to the PRB and other stakeholders regularly.

Following the Long Term Plan (LTP) 's approval, it was noted that Managers lack a formal process to determine how a project is resourced. Some Project Managers in the Infrastructure Unit do not currently report to the PMO Manager. Consequently, it was observed that Project Managers did not always apply the project management disciplines as set out by the PMO. It is therefore recommended that central planning of internal resources is lead out by the PMO division. All projects should be assigned to the PMO division. The PMO Manager should then use a complexity tool to determine which Project Manager is best suited to carry out the work. The PMO Manager should have direct oversight for all Project Managers within the Infrastructure Unit with respect to their duties in running projects. Regardless of which division they usually report to, the PMO Manager should have the mandate to hold all Project Managers accountable for applying the disciplines outlined in the draft PMO manual.

General

The detailed findings and recommendations from this review are included within this report. We would like to extend our appreciation to staff and management for their assistance in completing this review.



Masooma Akhter
Business Assurance Manager
10 December 2020

Project Management Elements for Ensuring Successful Project & Programme Delivery

Elements	PMO Responsibility	Applicable Phases			Opinion on Control Environment
		Conceive & Develop	Execute	Finish & Review	
Clear Scope To ensure that the programme / project maintains focus on the objectives and outcomes that have been agreed. Establishing a clear scope defines the boundaries of a programme's / project's activities and sets the parameters against which to baseline planning, monitoring and tracking of benefits.	Shared Responsibility	✓			Partially Effective
Focused Benefits Management To have processes in place to identify and track benefits to inform decision making. If programme / project activity is not contributing to realisation of benefits, the activity should be challenged.	Shared Responsibility	✓		✓	Ineffective
Engaged Stakeholders To ensure that parties involved with and affected by the programme / project are appropriately engaged and communicated with.	Full Responsibility	✓	✓		Partially Effective
Governance – enabling decision making To ensure that there is executive sponsorship and support, direction setting and points of escalation for decision making with appropriate reporting and document control arrangements set out and implemented.	Full Responsibility	✓	✓	✓	Partially Effective
Managed Risk and Opportunities To implement measures for effective identification and management of risks and issues, including forward planning and means to escalate issues for effective and timely decision making.	Full Responsibility	✓	✓		Ineffective
Smart Finances To establish arrangements to manage and report all aspects of financial control and programme budget to inform decision making.	Shared Responsibility	✓	✓		Partially Effective

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Deliver Enabling Plans To provide programme and project visibility and control and minimise missed deadlines, including recording planning assumptions and managing dependencies across the programme.	Full Responsibility	✓	✓	Partially Effective
Change Control To manage changes to the programme, ensuring the impact of proposed changes are assessed and agreed prior to being implemented.	Full Responsibility		✓	Partially Effective
Integrated Suppliers / Procurement To integrate suppliers into the programme structure and governance arrangements.	Full Responsibility	✓	✓	Partially Effective
Active Quality Management To implement arrangements to manage quality across the programme to deliver the programme outcomes.	Full Responsibility		✓	Ineffective
High Performing Teams / Resourcing To plan for appropriate resources to be deployed and rolled off the programme, balancing the business and programme needs.	Shared Responsibility	✓		Partially Effective
Embedded Lifecycle Assurance & Learning To implement arrangements for internal or external programme assurance and to gather lessons learned to feed into ongoing learning for the programme and organisation.	Shared Responsibility		✓	Ineffective

Opinion on Control Environment

Effective	The control environment should provide management with a reasonable level of assurance that objectives will be achieved. There may be some minor control weakness or system improvements that management can make to improve controls and/or efficiency.
Partially Effective	The control environment is only partially effective at mitigating risks, with either gaps or weaknesses in control identified. Significant process changes may be required or significant efficiency savings could be made.
Ineffective	The control environment does not mitigate identified risks, is inefficient or ineffective. System objectives are likely not to be achieved.

Conceive & Develop Phase

The purpose of the Conceive Phase is to capture an opportunity or issue, define the benefits for addressing the opportunity or issue, and identify when and how this would be addressed through the Council's planning process. This phase has customarily been completed to allow a Programme to be allocated funding in the LTP. Once the Programme is approved and allocated into an Annual Plan, the project can then enter the Develop Phase.

The Develop Phase then defines the project's scope in detail, refines the objectives, confirms the benefits to be realised and determines the course of action required to attain project objectives. The product of this phase is a detailed project plan.

Observations:

Element: Establishing Clear Scope

- It was noted that some projects and programmes are delivered by project managers that do not necessarily sit under the PMO. When trying to understand how it was determined who would manage the projects, the finding was that an informal approach was undertaken (verbal conversations between Managers). This made it difficult to confirm if consistent criteria were applied for finalising project resourcing.
- Regardless of which Project Manager was involved, there is still an expectation by Management, that PMO disciplines should consistently be applied across all projects, but this expectation is not delivered on. An inconsistent process for Project Managers to begin projects was noted.
- Some confusion was noted around what roles some staff play and what their responsibilities are. However, it was noted that these are available in the draft PMO Manual and there is also a section for it in the detailed project plan template. The PMO Manual is yet to be approved, and the project plan is not completed consistently, leading to, in part, the confusion.
- It was noted that often a masterplan or concept plan is developed and subsequently approved by the Council thus providing the context for programme development. Some examples of this include City Centre Streetscape Plan, Urban Cycling Masterplan and the Manawatū River Framework.

Element: Establishing Focused Benefits Management

- It was noted that high-level benefits mostly carried through from the LTP. However, detailed benefits were often not documented in a measurable form during initial planning.
- Most interviewees acknowledged that this is an area where there is significant potential for improvement.

Element: Establishing Engaged Stakeholders

- It was noted that a stakeholder mapping exercise had not been completed to date; Project Managers are aware of the internal stakeholders but lacked knowledge of the externals.
- It was noted that a Stakeholder Management Plan is currently being drafted.
- PMO has some templates that are either in development or ready for use; however, it was noted by some stakeholders that these templates are not in an easily accessible or central location.

Element: Setup of Governance – enabling decision making

- A Project Review Board (PRB) was established and is working well per most interviewees. However, some PRB members were beginning to feel that the meetings were turning into a report-back session, and it would be good to review its purpose/structure.
- Terms of Reference are in place and clearly defines the role of the PRB. A limitation noted was that the responsibilities and accountabilities for each member were not documented.
- While attending the September PRB meeting it was noted that several functions per the PRB terms of reference were not addressed or discussed.
- Good representation from across the Organisation was noted on the PRB, other than representation from the Strategy & Planning Unit.
- It was noted that all interviewees had a different understanding of who owned the outcomes from the programmes/projects that were being delivered.

Element: Setting up Risk and Opportunities

- It was noted that risks were not always documented for projects.
- The currently built in-house tool (Project Status) allows Project Managers to capture risks and treatment plans for projects. This tool is not deemed a viable long-term solution as it does not address the prioritisation, mitigation, monitoring and reporting of project risks and issues. Also, the tool does not capture programme level risks.
- During discussions, it was noted that Project Managers did not have a good understanding of risk management and would benefit from additional training in this area.
- No process was noted that would enable Project Managers to escalate risks and issues consistently. Consequently, risks and issues are not always managed or reviewed at the appropriate level, or in many cases, not reviewed at all.
- Most interviewees acknowledged that this is an area where there is potential for improvement.

Element: Establishing Smart Finances

- Programme Funding is approved via the LTP and allocated to the Project Manager. As this amount has been pre-approved, the Project Manager does not get the opportunity of questioning it. Instead, the two options are to work within the approved budget or ask for the Project Sponsor to request additional funding. The first option is not always viable where we may have underbudgeted as that inadvertently impacts the quality/scope of the delivery.
- A lack of investment in due diligence upfront while budgeting was noted. More precise efforts are being placed on the next LTP plans to allow for better and more accurate budgeting.
- It was also noted that budgeting is completed at a programme level and not at a project level.

Element: Establishing Delivery Enabling Plans

- A project planning template has recently been finalised; however, it is not being completed by all Project Managers consistently.
- Project planning can be improved to allow for additional lead-in time and proactive communication with stakeholders. This would ensure that project construction times in the LTP are more achievable.
- The delivery plans are not always based on the prioritisation criteria derived from the strategic objectives, constraints (e.g. resource, budget) and thresholds (e.g. minimum cost savings). No interviewee was confident about how the organisation prioritises programmes and projects, a few said they prioritised capacity and resource availability. No interviewee mentioned strategic objectives as a consideration for prioritisation.

Element: Setting up Integrated Suppliers

- During discussions, it was noted that Project Managers had a good understanding of the requirement to follow good procurement practices; however, they did not always apply them. Consequently, some Managers raised concerns and recommended that additional procurement training was required.
- The new procurement and contract management system and associated training, development and knowledge resources will provide a significant step-change in upskilling Council's capabilities in an area that has been identified as high risk. All staff interviewed looked forward to having access to new resources and utilising the various components of the new system.
- Staff expressed a business readiness and serious need for this initiative to be implemented as soon as possible. The system has been in place and ready for the first stages of an organisational roll-out since 01/10/20, yet this has not occurred. Council is paying for the configured system's associated ongoing license fees even though it has yet to be utilised.
- Currently, Project Managers continue to have sporadic and inconsistent procurement methods, lack adequate tools to manage contracts and are ill-equipped to comply with the internal procurement policy. Budgets are overrun continuously, indicating that procurement can be improved by leveraging the newly developed resources and system. In general, the Council is currently unable to realise the benefits of robust procurement and contract management practices.
- A procurement plan template that is available for planning is not completed consistently by all Project Managers.

Element: Setting up High Performing Teams

- There is no overall central planning where you can see what internal and external resources/suppliers are being used or forecasted to be used.
- Large and complex projects are mostly outsourced to external project management specialists.
- Where Project Managers deliver the project outside of the PMO division, it was unclear what mandate the PMO has to hold those Project Managers accountable for exercising the appropriate project management disciplines.

Recommendations:

Ref:	Success Element	Recommendation	Priority
1A	All	The PMO manual should be finalised and approved by the Chief Infrastructure Officer. Oversight of the manual application should be monitored by the Project Review Board (PRB) to be used by all programmes and projects under the Infrastructure unit regardless of whether the projects are resourced through the PMO or not. If all projects and programmes are following a consistent framework the PMO will be able to provide the PRB and other stakeholders with a consistent and comparable view. Prior to approval, a programme/project kick-off process should be mapped out and included in the manual. This will ensure all Project Managers are informed and enforces consistency.	High

1B	All	That a suitable project management portfolio tool is invested in to assist the PMO to meet its goals and objectives. This would allow the PMO to capture key project metrics such as schedules, budgets, scope, quality, benefits, risks and issues, and commentary from the various programmes and projects in order to facilitate streamlined and consistent reporting back to the PRB and other stakeholders on a regular basis.	High
1C	All	<p>In the 'Conceive' phase the Project Sponsor should approve a business case that outlines the scope, benefits, budgets, risks, assumptions and a high-level plan before any programme is commissioned to commence. This should provide a baseline with which to measure performance. Additional resourcing is required to enable this.</p> <p>Before the project moves into 'Execute' a more detailed project plan should be produced, which should then be used to update the business case to determine whether the project is still valid.</p>	High
1D	Resourcing / Teams	That central planning of internal resources is led by the PMO division. All programmes and projects should be allocated to the PMO division. The PMO Manager should then use a complexity tool (under development) to determine which Project Manager is best suited to carry out the work, regardless of which division they usually report to. This will ensure that when a decision is made to outsource project management, the appropriate considerations have been made of internal resources (internal procurement policy requirement). The PMO Manager should remain informed of who the Project Managers are around the Infrastructure Unit and their respective skillsets.	High
1E	Resourcing / Teams	The PMO Manager has the responsibility for the delivery of programmes and projects. However, due to limited resourcing within the PMO division, a large number of projects are managed by Project Managers from other divisions, on behalf of the PMO. The PMO Manager should have direct oversight for all Project Managers within Infrastructure with respect to their duties in running projects. Regardless of which division they usually report to, the PMO Manager should have the mandate to hold all Project Managers accountable for applying the disciplines outlined in the PMO manual.	High
1F	Stakeholder	That a stakeholder mapping exercise is undertaken, and the stakeholder management plan finalised. This will help us have a clear grasp of our stakeholders (internal/external/business), understanding which are influential or just interested, and how we engage with them.	High
1G	Finances / Suppliers	That procurement plans are completed for all programmes and projects during the Develop/Execute phase. Improved procurement planning upfront can help better utilise the allocated budget and reduce the risk of budget overruns.	High
1H	Finances / Suppliers	Fast track the new procurement and contract management system's implementation and associated training and knowledge resources. This will mitigate risks, improve efficiencies, lead to better planning and decision making, result	High

		in higher supplier performance levels, improve compliance factors and allow the Council to achieve increased value for money and broader outcomes. The CFO should assess the lost benefits from any further delays and proceed with roll-out.	
1I	Risk	That adequate risk management training is offered to all Project Managers. This should help them understand the benefits of identification, recording, prioritisation, mitigation, monitoring and reporting of programme and project level risks and issues.	High
1J	Quality Management & Assurance	A quality management plan should be produced during the Develop phase outlining how, and by whom, key outputs from the projects will be reviewed, tested and accepted, this should then be embedded into the project schedule. For projects of a certain risk profile (size, complexity, legislative) a determination should be made as to whether outside project internal and/or external assurance should be incorporated, and if so, added to the project plan.	High
1K	All	That all project management templates are located in a centralised location and described in the PMO manual. These should be readily available for project managers and other employees from across the organisation to utilise.	Medium
1L	Governance	That the terms of reference for the PRB are reviewed. The responsibilities & accountabilities for each member should be included. Regular feedback sessions should be allowed to discuss the purpose of the PRB and how more value can be gained.	Medium
1M	Governance	That a representative from Strategy & Planning is included on the PRB. This would allow for a link between the intent and purpose of the programme/project to what is being planned and delivered.	Medium

Execute & Manage Phase

This phase covers the delivery of the work agreed in the project plan, where the Project Manager will track, review and regulate progress and performance of the project, manage variance and initiate corresponding changes. This phase also involves stakeholder management, reporting and budget management.

Observations:

Element: Manage Stakeholders Engagement

- Overall, PRB members appeared satisfied with the information they received in their monthly meetings. However, individual members and other key stakeholders would like additional information to better deliver their roles and responsibilities: particularly the Chief Financial Officer (CFO), the internal Communications Advisor and some Infrastructure Leadership Team (ILT) members.

Element: Manage Governance & Reporting

- Elected Members are provided with updates monthly through the Chief Executive updates, bi-monthly through the Capital Works Dashboard presentation to the Infrastructure Committee and through the quarterly updates to the Finance & Audit Committee.
- It appeared that the PRB meetings are scheduled in advance and appropriately attended. Currently, minutes are not taken however, action points are documented.
- Most attendees mentioned that they found the monthly PRB meetings informative and valuable.

Element: Manage Risk, Issues and Opportunities

- In the absence of a viable tool, limited information was available to ensure project risks were managed appropriately.
- It was noted that up to this point, project issues were managed through personal tools, such as excel spreadsheets. Recently, Project Status (inhouse tool) has been further developed to offer the capability to record issues. However, it cannot record programme level risks or issues. Project Status is not deemed to be a viable long-term solution.
- Risks are not always documented for all projects. Some Project Managers are managing risks in an informal manner which is not recommended as no record is kept of decision making.
- The potential (opportunity) to review common risks across the portfolio is not possible due to the lack of a viable project management tool.
- A consistent method is not available for significant risks to be escalated.

Element: Managing Financing

- Project Status is linked to the finance system, hence up-to-date information is always made available.
- The monthly PRB meetings include financial information on forecasts and spend to date. A fair amount of financial data is being presented however, the correlation between the spend-to-date and the percentage of work completed is not explained. For instance, if a project is 1M behind budget, it is not clear whether that is savings or whether the project is behind schedule. This additional context would put the numbers into perspective and allow for a more thorough PRB discussion.

Element: Manage Delivery Enabling Plans

- The PMO does not currently monitor or report on any programme or project inter schedule dependencies and constraints due to the lack of a viable project management tool.

Element: Manage Change Control (Scope, Time, Budget and Quality)

- Through discussions, it was noted that everyone had a different opinion on how change is and should be managed. Some believe we have appropriate change control processes, while others noted a potential for additional process and discipline.
- A change control template is available; however, it was observed that Project Managers did not always know when it would be appropriate to complete it.
- Some interviewees showed a good understanding of how financial delegations worked and who could approve changes. However, where dollars were not involved, some appeared uncertain of the restrictions placed by delegations and where they could find guidance.
- Clear, auditable records are not always kept of changes made, including options analysis, recommendations and final decisions.

Element: Managing & Integrating Suppliers

- The Project Managers do not always have oversight and visibility over suppliers' delivery. Where they do, a record is not always kept to support this.
- It was noted that contractor performance is not captured. Consequently, we may engage with suppliers that we have had previous difficulties with, but as that information has not been recorded we risk continuing the engagement.

Element: Manage Delivery Quality

- The organisation does not have a quality management framework and this is not covered in the draft PMO manual either.
- It was noted that all interviewees had different opinions on whether one would be appropriate or what good looked like for our organisation.
- In the absence of a formal framework, it was noted that reliance is placed on compliance requirements e.g. building consents. But that is often left to the Project Managers discretion. Consequently, quality management practices are not appropriately applied according to the scale and complexity of programmes and projects.
- It was noted through discussions that timeframe and budget are prioritised, potentially at the cost of quality.

Recommendations:

Ref:	Success Element	Recommendation	Priority
2A	Change Control	To develop a change control framework that outlines who and how any changes (scope, time, budget, quality) from the approved business case should be processed. This should comply to any PNCC policies such as DFA.	High
2B	Stakeholder	The PMO manual should be updated to include the role and responsibility of the CFO, the internal Communications Advisor and . To ensure there is mutual understanding, these roles and responsibilities should be communicated with the individuals.	Medium

2C	Benefits Management	Benefits as outlined in the business case should be elaborated into a benefits realisation plan to track how and when the identified benefits will be realised. This includes who is responsible for the realisation.	Medium
2D	Managing Finances	The financial information presented to PRB should be updated to include commentary on any current or forecast variation. For instance, where a project is noted to be under budget, then whether that variation is due to actual project savings or whether the project is behind schedule and therefore behind spend.	Medium
2E	Resourcing	The Chief Infrastructure Officer and PMO Manager are encouraged to review the costs of outsourcing project management and whether it would be more efficient and effective to bring a specialist in-house. Having such a resource in-house would also assist with upskilling other staff. Where we outsource, an internal Project Manager should remain involved and should utilise this opportunity to shadow and learn from the specialist engaged.	Medium

Finish & Review Phase

This phase includes final quality and assurance checks, supply of as-builts, warranties and maintenance plans to the Asset Management Team, post-project review, benefits and outcomes realisation, and sign-off from the Project Sponsor and/or Steering Group and hand over to the Activity Manager.

Observations:

Element: Focused Benefits Management - Realisation

- A close-out report template has recently been developed, and is intended to be completed consistently across all projects in the future. This document requires Project managers to document what the benefits were and when they will realise. However, it does not require an assessment of whether or not the benefits have realised.
- It was noted that there is no report back to the Elected Members or the Executive Leadership Team on whether the intended benefits were realised or not.
- Every interviewee agreed that the organisation lacks maturity in this area and there is potential for improvement.
- Due to the lack of a project management tool, benefits are not captured and aggregated to show an overall picture of the capital portfolio. Consequently, it is difficult to confirm whether we are delivering programmes and projects aligned with our strategies and goals or the delivery of the intended benefits.

Element: Embedded Lifecycle Assurance & Learning

- The close-out report has a section to cover lessons learned. However, this information is not collated to summarise all learnings. Because this report is newly developed and has not been completed for several projects, lessons learned have not been captured in many cases.
- At the completion of some larger or more complex projects, the Project Manager presents an overview to the PRB. This would generally include lessons learned.

Recommendations:

Ref:	Success Element	Recommendation	Priority
3A	Benefits	The close-out report template should be updated to include assessing whether or not the intended benefits have been achieved or are ready to be realised now that the project is completed.	High
3B	Benefits	If the benefits are only realised after the project has closed down, then a mechanism to continue tracking their realisation should be established. This should be noted in the final PMO manual.	Medium
3C	Benefits	It should be determined, when and how, benefits realisation will be reported to the ELT and Elected Members.	Medium
3D	Lessons Learned	A process should be established to capture learnings from contractor, supplier and Project Manager performance.	Medium

Key

Priorities	
High	Significant benefits will be gained by addressing this finding, impacting positively on key functions, activities and controls. Actions plans with clear timelines, formal progress monitoring and reporting will be defined as a matter of urgency, ideally less than three months.
Medium	Medium benefits will be gained by addressing this finding, impacting positively on key functions, activities and controls. Action will be prioritised to be completed within three to six months.
Low	Lower level benefits will be gained by addressing this finding, impacting positively on key functions, activities and controls. Action will be prioritised to be completed within 12 months.

Agreed Action Plan

Ref:	Success Element	Summarised Recommendation	Priority	Accountability	Timeframe	WIP %
Conceive & Develop Phase						
1A	All	The PMO manual should be finalised and approved by the Chief Infrastructure Officer.	High	PMO Manager	March 2021	90%
1B	All	That a suitable project management portfolio tool is invested in to assist the PMO to meet its goals and objectives.	High	ELT / PMO Manager	TBD	10%
1C	All	In the 'Conceive' phase the Project Sponsor should approve a detailed business case before any programme is commissioned to commence. Additional resourcing is required to enable this. In the 'Develop' phase a more detailed project plan should be completed.	High	Chief Infrastructure Officer (CIO) PMO Manager	June 2021	0%
1D	Resourcing / Teams	That central planning of internal resources is led by the PMO division. All programmes and projects should be allocated to the PMO division. The PMO Manager should then use a complexity tool (under development) to determine which Project Manager is best suited to carry out the work, regardless of which division they usually report to.	High	CIO	March 2021	75%
1E	Resourcing / Teams	The PMO Manager should have direct oversight for all Project Managers within Infrastructure with respect to their duties in running projects hold them accountable for applying the disciplines outlined in the PMO manual.	High	CIO	March 2021	50%
1F	Stakeholder	That a stakeholder mapping exercise is undertaken, and the stakeholder management plan finalised.	High	PMO Manager	March 2021	60%
1G	Finances / Suppliers	That procurement plans are completed for all programmes and projects during the Develop/Execute phase.	High	PMO Manager	March 2021	75%
1H	Finances / Suppliers	Fast track the new procurement and contract management system's implementation and associated training and knowledge resources.	High	CFO	March 2021	90%
1I	Risk	That adequate risk management training is offered to all Project Managers.	High	Head of Risk & Resilience	June 2021	25%
1J	Quality Management & Assurance	A quality management plan should be produced during the Develop phase outlining how, and by whom, key outputs from the projects will be reviewed, tested and accepted, this should then be embedded into the project schedule.	High	PMO Manager	June 2021	10%

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1K	All	Located all project management templates in a centralised location and described in the PMO manual.	Medium	PMO Manager	March 2021	90%
1L	Governance	To review the terms of reference for the PRB. The responsibilities & accountabilities for each member should be included. Regular feedback sessions should be allowed to discuss the purpose of the PRB and how more value can be gained.	Medium	PMO Manager	March 2021	50%
1M	Governance	That a representative from Strategy & Planning is included on the PRB.	Medium	PMO Manager	March 2021	50%
Execute & Manage Phase						
2A	Change Control	To develop a change control framework that outlines who and how any changes (scope, time, budget, quality) from the approved business case should be processed.	High	PMO Manager	March 2021	100%
2B	Stakeholder	Update the PMO manual to include the role and responsibility of the CFO, the internal Communications Advisor and Strategy & Planning unit (being a centre of excellence for external consultation).	Medium	PMO Manager	March 2021	90%
2C	Benefits Management	Benefits as outlined in the business case should be elaborated into a benefits realisation plan to track how and when the identified benefits will be realised. This includes who is responsible for the realisation.	Medium	PMO Manager	March 2021	100%
2D	Managing Finances	The financial information presented to PRB should be updated to include commentary on any current or forecast variation.	Medium	PMO Manager	March 2021	50%
2E	Resourcing	Review the costs of outsourcing project management and whether it would be more efficient and effective to bring a specialist in-house. Where we outsource, an internal Project Manager should remain involved and should utilise this opportunity to shadow and learn from the specialist engaged.	Medium	PMO Manager	June 2021	50%
Finish & Review Phase						
3A	Benefits	The close-out report template should be updated to include assessing whether or not the intended benefits have been achieved or not, at that point.	High	PMO Manager	March 2021	100%
3B	Benefits	If the benefits are only realised after the project has closed down, then a mechanism to continue tracking their realisation should be established.	Medium	CIO	March 2021	0%
3C	Benefits	Determined, when and how, benefits realisation will be reported to the ELT and Elected Members.	Medium	CIO	June 2021	0%
3D	Lessons Learned	Established a process to capture learnings from contractor, supplier and Project Manager performance.	Medium	CIO	June 2021	50%

COMMITTEE WORK SCHEDULE

TO: Finance & Audit Committee

MEETING DATE: 24 February 2021

TITLE: Committee Work Schedule

RECOMMENDATION(S) TO FINANCE & AUDIT COMMITTEE

1. That the Finance & Audit Committee receive its Work Schedule dated February 2021.

ATTACHMENTS

1. Committee Work Schedule_February 2021 [↓](#) 

FINANCE & AUDIT COMMITTEE

COMMITTEE WORK SCHEDULE – FEBRUARY 2021

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1.	February 2021	Quarterly Performance and Finance Report (quarter ending 31 December 2020)	Chief Financial Officer		
2.	February 2021	Post-implementation of Project Management Office	Business Assurance Manager		16 December 2020 Clause 67.2
3.	February 2021 May 2021 September 2021 December 2021	Health & Safety Quarterly Update	Health, Safety & Wellbeing Manager		
4.	February March 2021	COVID-19 Expenditure Review Report	Business Assurance Manager		
5.	February March 2021	Information technology disaster recovery plan review	Business Assurance Manager	In the process of being finalised.	16 December 2020 Clause 67.2
6.	February March 2021	Annual Report	Chief Financial Officer	Due to COVID related delays, Audit NZ has not yet completed the audit of the Annual Report. Therefore the Annual Report is not yet complete.	
7.	March 2021	Business Continuity preparedness quarterly update	Head of Risk & Resilience		18 November 2020 Clause 57.2
8.	April 2021	Quarterly Performance & Finance Report (quarter ending 31 March 2021)	Chief Financial Officer		
9.	May 2021	Council Policy Framework Review	Business Assurance Manager		16 December 2020 Clause 67.2

Oasis # 13972985

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
10.	March May 2021	Review of Elected Members' Expenses and Allowances Policy	Democracy & Governance Manager	Workshop scheduled for March.	19 February 2020 Clause 3
11.	May 2021	Review of Community Development and Events Funding	Business Assurance Manager		16 December 2020 Clause 67.2
12.	June 2021 December 2021	Business Assurance Accountability Report	Business Assurance Manager		16 December 2020 Clause 68.2
13.	August 2021	Quarterly Performance & Finance Report (quarter ending 30 June 2021)	Chief Financial Officer		
14.	August 2021	Asset Management Planning Review	Business Assurance Manager		16 December 2020 Clause 67.2
15.	August 2021	Health & Safety Review	Business Assurance Manager		16 December 2020 Clause 67.2
16.	October 2021	Quarterly Performance & Finance Report (quarter ending 30 September 2021)	Chief Financial Officer		
17.	November 2021	Review of Property Asset Renewals	Business Assurance Manager		16 December 2020 Clause 67.2
18.	November 2021	Procurement Review	Business Assurance Manager		16 December 2020 Clause 67.2
19.	2022	Financial Delegation of Authority Policy Review Review of Project Planning and Budgeting Enterprise Risk Management Framework Review Benefits Realisation Framework and Strategic Prioritisation Review Sustainable Practices Review Financial Processes Analytics (FPA) Six-monthly Business Assurance Accountability Report	Business Assurance Manager		16 December 2020 Clauses 67.2 and 68.2

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Item No.	Estimated Date	Report	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
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CONFIDENTIAL DECISIONS RELEASED

Meeting date	Title	Released	Not Released
21 October 2020	Award of Tender - Bunnythorpe Community Facility Expansion	Report, decision and division	N/A