



# PALMERSTON NORTH CITY COUNCIL

**AGENDA** 

# COUNCIL

## 9AM, WEDNESDAY 6 OCTOBER 2021

COUNCL CHAMBER, FIRST FLOOR
CIVIC ADMINISTRATION BUILDING
32 THE SQUARE, PALMERSTON NORTH

## **MEMBERS**

Grant Smith (Mayor)

Aleisha Rutherford (Deputy Mayor)

Brent Barrett
Susan Baty
Rachel Bowen
Zulfiqar Butt
Vaughan Dennison
Renee Dingwall
Lew Findlay QSM

Patrick Handcock ONZM
Leonie Hapeta
Lorna Johnson
Billy Meehan
Orphée Mickalad
Karen Naylor
Bruno Petrenas

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





## **COUNCIL MEETING**

6 October 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. Confirmation of Minutes

Page 7

"That the minutes of the extraordinary meeting of 15 September 2021 Public be confirmed as a true and correct record."



<b>5</b> .	Confirm	ation	of I	Minutes
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Page 11

"That the minutes of the ordinary meeting of 21 September 2021 Public be confirmed as a true and correct record."

#### **REPORTS**

6. Representation Review 2021- Final Proposal

Page 15

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

7. Draft Support and Funding Policy - Approval for consultation

Page 31

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

8. Council Work Schedule

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#### RECOMMENDATIONS FROM COMMITTEE MEETINGS

9. Presentation of the Public Planning & Strategy Committee's Recommendations from its 8 September 2021 Meeting Page 65

10. Presentation of the Public Finance and Audit Committee's

Recommendations from its 22 September 2021 Meeting

Page 67

#### 11. 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
12.	Minutes of the extraordinary meeting - Confidential - 15 September 2021	For the reasons set or minutes of 15 Septem confidential session.	ut in the extraordinary nber 2021, held in
13.	Trustee Appointments to Globe Theatre Trust Board	Privacy	s7(2)(a)
14.	Presentation of the Finance and Audit Committee's Recommendations - Confidential from its 22 September 2021 Meeting	For the reasons set out in the ordinary minutes of 22 September 2021, held in confidential session.	

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

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

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

## PALMERSTON NORTH CITY COUNCIL

Minutes of the Extraordinary Council Meeting Public, held in the Conference & Function Centre, 354 Main Street, Palmerston North on 15 September 2021, commencing at 9.15am.

# Members Present:

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

Councillor Rachel Bowen left the meeting at 12.36pm during consideration of clause 108-21. She was not present for part of clause 108-21 to 109-21 inclusive.

#### 106-21 Suspension of Standing Orders

Moved Grant Smith, seconded Karen Naylor.

#### **RESOLVED**

That Standing Order 2.1.4 Member's right to speak (specifically the requirement for members to stand to address Council) be suspended for the duration of the Council meeting.

Clause 106-21 above was carried 16 votes to 0.

#### 107-21 Presentation - Peter Wells, Chair of the Food and Fibre Group

Presentation, by Peter, Wells, Chair of the Food and Fibre Group.

Mr Wells, Chair of the Food and Fibre Group spoke on item 5 Approval of Best Practicable Option for Palmerston North Wastewater Solution (clause 108-21)

He said that the group supported option 2 (from the officer's recommendation in the report item 5) but urged Council to cap the land used for wastewater discharge to 760 hectares.

He expressed doubt with the proposal to use irrigation as a way to dispose of wastewater as most of the land area around the city has poor draining soil. He acknowledged that the proposal could work on imperfectly drained soil but this would require more land which he opposed.

He questioned the viability of wastewater irrigation as dairy farms

cannot use human wastewater irrigation because of consumer perceptions overseas. This perception is likely to prohibit it being used on beef and lamb farms as well.

He was concerned with the impact of the proposal on the rural community and asked for certainty. He did not want people to be pressured into selling their land and did not want to see productive Class 1 and II horticultural soil being used for wastewater irrigation.

Moved Grant Smith, seconded Aleisha Rutherford.

#### **RESOLVED**

That the Council receive the presentation from Peter Wells, Chair of the Food and Fibre Group for information.

Clause 107-21 above was carried 16 votes to 0.

#### **REPORT**

# 108-21 Approval of Best Practicable Option for Palmerston North Wastewater Solution

Memorandum, presented by Sarah Sinclair, Chief Infrastructure Officer, David Warburton, Chair, BPO Project Steering Group, Robert van Bentum, Chief Engineer, Melania Voss, Wastewater BPO Project Manager and Jim Bradley, Stantec.

Councillor Lew Findlay QSM left the meeting at 10.30am.

The meeting adjourned at 10.50am The meeting resumed at 11.08am

Councillor Lew Findlay QSM returned to the meeting at 11.13am.

Moved Grant Smith, seconded Patrick Handcock ONZM.

#### **RESOLVED**

1. That Council adopts as the Best Practicable Option for managing wastewater from Palmerston North for the next 50 years Option 2 with the highest practicable treatment level (Level 4) and a minimum 75% diversion of wastewater from the river when the river flow is below half median, and that land acquisition is restricted to 760 hectares, including buffer zones, for the purpose of this wastewater consent.

Clause 108-21-1 above was carried 10 votes to 6, the voting being as follows:

#### For:

The Mayor (Grant Smith) and Councillors Susan Baty, Rachel Bowen, Vaughan

Dennison, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan, Orphée Mickalad and Bruno Petrenas.

#### **Against**:

Councillors Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor and Aleisha Rutherford.

Councillor Bowen left the meeting 12.36pm.

Moved Grant Smith, seconded Bruno Petrenas.

#### **RESOLVED**

2. That Council confirms support to continue exploring other practicable options to increase the diversion of wastewater from the river during the period of the consent through the adoption of an Adaptive Management approach.

Clause 108-21-2 above was carried 15 votes to 0.

Moved Grant Smith, seconded Bruno Petrenas.

#### **RESOLVED**

3. That an Adaptive Management Strategy (AMS), be developed by Council with the involvement of Rangitāne and Iwi in the region who continue to be involved in the BPO consent. This may be developed under an agreed Project partnership or Governance group, to be determined upon deciding the BPO. That this group establish the AMS in order to define the resource consent and may continue to be established as part of the consent delivery over time, subject to a terms of reference being agreed by Council.

This group needs to be formed in consultation with Rangitāne and Iwi in the first instance.

Clause 108-21--3 above was carried 14 votes to 1.

#### Note:

On an amendment that the words "including a staged approach within the first 35 years to achieving the 53% level of diversion indicated in Option 6." be added to the end of the officer's recommendation 1.

Moved Brent Barrett, seconded Aleisha Rutherford

The amendment was lost 6 votes to 10, the voting being as follows:

#### For

Councillors Brent Barrett, Rachel Bowen, Zulfiqar Butt, Renee Dingwall, Lorna Johnson and Aleisha Rutherford.

#### **Against:**

The Mayor (Grant Smith) and Councillors Susan Baty, Vaughan Dennison, Lew

Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan, Orphée Mickalad, Karen Naylor and Bruno Petrenas.

#### **EXCLUSION OF PUBLIC**

#### 109-21 Recommendation to Exclude Public

Moved Grant Smith, seconded Aleisha Rutherford.

#### **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
7. Request for support for Manawatū Jets		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 109-21 above was carried 15 votes to 0.

The public part of the meeting finished at 12.55pm

Confirmed 6 October 2021.

#### Mayor

### PALMERSTON NORTH CITY COUNCIL

Minutes of the Council Meeting Public, held in the Conference & Function Centre, 354 Main Street, Palmerston North on 21 September 2021, commencing at 9.00am

Members Present:

Grant Smith (The Mayor) (in the Chair) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

**Apologies:** Councillor Vaughan Dennison

Councillor Vaughan Dennison entered the meeting at 9.59am during consideration of clause 116-21.

#### 111-21 Apologies

Moved Grant Smith, seconded Aleisha Rutherford.

#### **RESOLVED**

1.That Council receive the apologies.

Clause 111-21 above was carried 15 votes to 0.

#### 112-21 Representation Review 2021 - Hearing of Submissions

Council considered submissions on the Representation Review together with supporting oral statements including additional tabled material.

The following persons appeared before Council and made oral statements in support of their submissions and replied to questions from elected members.

Mr Miko Kirschbaum (submission 72) spoke to his submission and made no additional comments. He tabled additional material and presented a powerpoint on his submission.

Ms Jean Hera (submission 33) representing Te Ha Hine-ahu-one PN Women's Health Collective spoke to their submission and made the following additional comments:

 Believe having geographic wards, each represented by the same number of councillors would provide a better balance and would

- be fairer as every voter would get the same number of votes.
- Geographical wards would better support low-income communities as they could connect more easily with their local representatives.
- Community Boards haven't worked well in the past but we need a
  mechanism to ensure the voices of those less likely to be heard are
  heard, and the voices of the more powerful could be managed.
- Supports having 2 Māori ward councillors as it would enable better representation and would allow a more supportive working environment to be created.

Mr Gavin Lees (submission 64) spoke to his submission and made the following additional comments:

- Believes an 'at large' system consisting of two Maori ward councillors, two General ward councillors and 11 councillors elected at large would be a more equitable system. This would allow everyone to vote for the same number of councillors.
- Having a Māori ward lends itself to having geographical wards, to improve voter equity.

Ms Julia Manssen (submission 69) spoke to her submission and made the following additional comments:

- Believes council is over represented with 15 councillors, the current ratio of 1 councillor for every 5,000 residents is too high. Would prefer to have 8 councillors.
- Believes that without wards there is no proper structure in place to make sure that councillors are accountable to residents. Without wards, councillors don't know who they are representing or where their responsibilities lie and when they are required to fulfil their duties.
- Would like to see community boards installed as they enable the people's voice, but councillors need to be committed to regularly attending board meetings.

Moved Grant Smith, seconded Aleisha Rutherford.

#### **RESOLVED**

That Council

- 1. Hear submissions from presenters who indicated their wish to be heard in support of their submission.
- 2. Note the Procedure for Hearing of Submissions, as described in the procedure sheet.

Clause 112-21 above was carried 15 votes to 0.

113-21 Representation Review 2021 - Summary of submissions and consultation Memorandum, presented by Hannah White, Democracy & Governance Manager.

The Democracy & Governance Manager made the following updates to the report:

- Submitter 73 has withdrawn their submission which brings the total submissions to 80.
- Submitter 65 had wished to change their submission to support the proposal for 15 councillors.

The table of submitters' responses will be amended to reflect these changes in the deliberation report due to Council on 6 October 2021.

Moved Grant Smith, seconded Aleisha Rutherford.

#### **RESOLVED**

That the memorandum 'Representation Review 2021- Summary of submissions and consultation' presented to Council on 21 September 2021 be received.

Clause 113-21 above was carried 15 votes to 0.

#### 114-21 Confirmation of Minutes

Moved Grant Smith, seconded Aleisha Rutherford.

#### **RESOLVED**

That the minutes of the ordinary meeting of 1 September 2021 - public and confidential be confirmed as a true and correct record.

Clause 114-21 above was carried 14 votes to 0, with 1 abstention.

#### 115-21 Council Work Schedule - September

Moved Grant Smith, seconded Aleisha Rutherford.

#### **RESOLVED**

That the Council receive its Work Schedule dated September 2021

Clause 115-21 above was carried 15 votes to 0.

#### RECOMMENDATIONS FROM COMMITTEE MEETING

#### 116-21 Planning & Strategy Committee Public - 8 September 2021

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

Councillor Vaughan Dennison joined the meeting at 9:59am.

Moved Aleisha Rutherford, seconded Patrick Handcock ONZM.

#### **RESOLVED**

- 1. That the Council approve the draft Palmerston North Stormwater Bylaw 2022 Consultation Document (as attached as attachment one in the report titled "Draft Stormwater Bylaw approval for consultation" presented to the Planning & Strategy Committee on 8 September 2021) for public consultation.
- 2. That the Chief Executive be authorised to approve minor amendments to the consultation document prior to publication.

Clause 116-21 above was carried 16 votes to 0.

The public part of the meeting finished at 10.00am

Confirmed 6 October 2021

Mayor



Report

TO: Council

MEETING DATE: 6 October 2021

TITLE: Representation Review 2021- Final Proposal

PRESENTED BY: Hannah White, Democracy and Governance Manager

APPROVED BY: Sheryl Bryant, Assistant Chief Executive

#### **RECOMMENDATIONS TO COUNCIL**

- 1. That the Council resolves to retain its Initial Proposal (Option 1) and adopts the following representation arrangements as its Final Proposal for the 2022 and 2025 triennial local elections, pursuant to sections 19H and 19J and clauses 1 and 2 of Schedule 1A of the Local Electoral Act 2001:
- a) The Palmerston North City Council to comprise the mayor elected at-large and 15 councillors to be elected under the ward system, specifically 13 general ward councillors and two Māori ward councillors;
- b) The Palmerston North City Council to comprise two wards, these being:
  - (i) Te Hirawanui General Ward as delineated on Plan LG-040-2013-W-1 deposited with the Local Government Commission and represented by 13 general ward councillors (elected by those electors city-wide on the general electoral roll);
  - (ii) Te Pūao Māori Ward as delineated on Plan LG-040-2013-W-1 deposited with the Local Government Commission and represented by two Māori ward councillors (elected by those electors city-wide on the Māori electoral roll);
- c) No community boards be established.
- 2. That, as required by \$19N of the Local Electoral Act 2001, the Council reject submissions:
  - a. containing objections outside of the scope of the representation review consultation.
  - b. containing objections to the number of councillors. The reason being that 15 councillors is an appropriate number to fairly and effectively represent the city.
  - c. containing objections to the at-large basis of election. The reason being that Palmerston North has a single, cohesive and city-wide community of interest that tightly overlaps the functional, perceptual and political dimensions of its population.



- d. containing objections to the proposal to continue not to have any community boards. The reason being that there are no communities that are sufficiently distinct or isolated to warrant community board representation and that there are sufficient mechanisms for fair and effective representation already available.
- 3. That the Council place public notice of its Final Proposal noting an appeal period of one month.

#### SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	Consideration of submissions to Initial Proposal before putting Final Proposal
OPTION 1:	Adopt Initial Proposal as Final Proposal
Community Views	Submissions covered a range of views. A majority favoured each of the three aspects of the proposal.
Benefits	Proposal for adoption has been out for consultation.
Risks	Submitters may appeal Final Proposal.
Financial	Not applicable
OPTION 2:	Adjust Initial Proposal so that the basis of election is wards
Community Views	Submissions covered a range of views. 20% of submitters preferred ward as basis of election.
Benefits	Localised representation may allay some submitters' concerns about councillor visibility, access and representation in general.
Risks	Change required disproportionate as those favouring wards are not a majority view in submissions.
	Would need to first determine that any ward boundaries relate to specific and different communities of interest. This would require a further report to an extraordinary meeting of Council. In order to meet Local Electoral Act timeframes a meeting would need to be held and public notice published by 18 October 2021.
	Any substantive amendment to the Initial Proposal may result in a greater number of appeals and objections being lodged with the Local Government Commission.
Financial	Financial and time costs of ward committees set up and ongoing administration.



#### **RATIONALE FOR THE RECOMMENDATIONS**

#### 1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 Council has completed consultation on its Initial Proposal for its representation arrangements for local elections in 2022 and 2025. It has heard those who wished to be speak to their submission.
- 1.2 Council must now consider submissions and either confirm its Initial Proposal as its Final Proposal, and in doing so resolve to reject submissions which made objections, or make adjustments in response to submissions and give reasons for doing so.

#### 2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 The Initial Proposal was agreed by Council on 4 August 2021. The Initial proposal being:
  - The mayor elected at large
  - Two city-wide wards
    - o Te Pūao Māori Ward comprising of 2 councillors and
    - o Te Hirawanui General Ward comprising of 13 councillors
  - No community boards to be established
- 2.2 The Local Electoral Act (19N) expects that any amendments to the Initial Proposal would be made through submission. The Local Government Commission Guidelines on Representation Reviews (10.24) state any changes should only be made based on submission feedback.
- 2.3 It is important to note that the establishment of Māori wards, and the use of the STV voting system are decisions outside of the scope of the representation review consultation.
- 2.4 Submissions on the Initial Proposal have been circulated to councillors and submitters heard by Council on 21 September 2021. Please note, since first publication of the 21 September agenda (and before the 21 September meeting) one submission was withdrawn by the submitter and another submitter wrote to inform their change of position on the number of councillors.
- 2.5 Analysis of submissions by theme are attached to this report.



#### 3. DESCRIPTION AND ANALYSIS OF OPTIONS

#### Adopt Initial Proposal as Final Proposal, unchanged.

3.1 The majority of submissions supported each part of the Initial Proposal. Based on the results of the consultation the Council may confirm the Initial Proposal as the Final Proposal for the electoral arrangements for Palmerston North City Council for the 2022 and 2025 local body elections.

Table 1: Submission Form Response Summary

	Support	Oppose	Other	No answer	Total
Q1: 15 councillors	48	27	5	0	80
Q2: at-large	51	23	4	2	80
Q3: no community	54	18	7	1	80
boards					

- 3.2 As set out in Table 1 above, a majority of respondents supported the proposal of 15 councillors, with 2 councillors to be drawn from Te Pūao Māori Ward and 13 councillors from Te Hirawanui General Ward. Of the 27 submitters who opposed the proposal, 16 explicitly linked their opposition not to the number of councillors but to the introduction of Māori wards (a question outside of the scope of the consultation). 13 submissions expressed a preference for less councillors. 6 of these did so on a misunderstanding that less councillors would mean less cost to the ratepayer.
- 3.3 As set out in Table 1 above, a majority of respondents supported the proposal to remain at-large as the basis of election. Of the 23 submitters who opposed, 16 specified a preference for geographical wards as a basis of election. Some potential applications of the ward system were proposed which are discussed in the Officers comments column of Appendix 1.
- 3.4 As set out in Table 1 above, a majority of respondents supported the proposal not to introduce any community boards. 18 submissions opposed the proposal. Of note, only four suggested that the villages have different representation needs. The variety of comments on community boards shows there is not one shared concept of what a community board might look like. A similar result was reflected in the pre-engagement in-depth interviews. This research was presented to the Council on 4 August 2021 before making the Initial Proposal.
- 3.5 The submission form also included a space for general comments. These have also been grouped by theme in Appendix 1.

#### Amend Initial Proposal in response to submissions.

3.6 As acknowledged above, not all submissions supported all parts of the proposal. Some submissions called for (a) less councillors (16%) and (b) geographical wards (20%).



- 3.7 When a council chooses to amend its Initial Proposal in response to public submissions, there is no obligation to re-consult. Rather, if a change is made, then any interested person can lodge an objection during the one-month appeal period. Where there is no change to the Initial Proposal then only those who made a submission may lodge an appeal.
- 3.8 Should the Council wish to reconsider the Initial Proposal on the number of councillors, it must remember the legislative context, in particular the limitations set out in the Local Electoral Act determining the number of Māori councillors as a percentage of total electoral population and total number of councillors. Should a smaller total number of councillors be put, then the number of Māori councillors would also drop.
- 3.9 Should the Council wish to deliberate on Option 2: 'Adjust the Initial Proposal so that the basis of elections is wards,' then the following must be considered:
  - 3.9.1 Natural geographical divisions would need to be found which map well with community distinctions. It should be noted that in the previous reports to the Council the conclusions were that there were not obvious reasons for geographical division.
  - 3.9.2 The +/- 10% rule, which sets out that no geographical ward may have a ratio of councillors to electors more or less than 10% of any other geographical ward, would need to be applied. To do so requires validation of population numbers in meshblocks by Statistics New Zealand. An extraordinary meeting of Council would need to be called in order to put these numbers before the Council. Further, any extraordinary meeting would need to be called before 15 October to comply with the legislation requiring public notice of final proposal within 6 weeks of consultation on the initial proposal closing.
  - 3.9.3 The interplay between the voting system we use in Palmerston North (being Single Transferable Vote (STV)) and a ward system must be considered. The voting system has already been decided by Council. Multi member wards should therefore be large to accommodate the advantages of the electoral system which would otherwise have occurred in an at-large system with STV.
  - 3.9.4 There are also additional financial implications of introducing a ward system where one is not already in place. These have not been estimated at this time.

#### 4. CONCLUSION

4.1 Officers recommend that the Council adopts the Initial Proposal as its Final Proposal for its representation arrangements for local elections in 2022 and 2025. In doing so, it must resolve to reject submissions which made objections as per the Local Electoral Act 2001.



#### 5. NEXT ACTIONS

- 5.1 Public notice must be given of Palmerston North City Council's Final Proposal for representation arrangements to apply to the 2022 local body elections by 18 October 2021 at latest (Local Electoral Act 19N(1)).
- 5.2 If Council decides Option 2, then an extraordinary meeting of Council must be called and occur before 15 October in order that Public Notice be placed by 18 October 2021.
- 5.3 Should appeals (or objections) be lodged, the Local Government Commission (LGC) will undertake an appeals process. The final decision on representation arrangements must be made by the LGC by April 2022.
- 5.4 If no appeals (or objections) are lodged then the Final Proposal will become the Final arrangements for 2022 and 2025 following the close of the appeal period. Further Public notice will be put.

#### 6. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

6.1 The consultation process was covered in the memorandum to Council on 21 September 2021. The pre-engagement process was covered in the report to Council of 4 August 2021.

#### **COMPLIANCE AND ADMINISTRATION**

Does the Council have delegated authority to decide?	Yes	
Are the decisions significant?	No	
If they are significant do they affect land or a body of water?	No	
Can this decision only be made through a 10 Year Plan?	No	
Does this decision require consultation through the Special Consultative procedure?	No	
Is there funding in the current Annual Plan for these actions?		
Are the recommendations inconsistent with any of Council's policies or plans?		
The recommendations contribute to Goal 5: A Driven & Enabling Counci		
The recommendations contribute to the achievement of action Governance and Active Citizenship	n/actions in	



The action is: Hold a representation review			
Contribution to strategic direction and to social, economic, environmental and cultural well-being	making. Regular review of representation arrangements is		

#### **ATTACHMENTS**

1. Submissions analysis 🗓 🖫



# REPRESENTATION REVIEW INITIAL PROPOSAL Themes to comments

#### Question 1: We are proposing to have 15 councillors.

This means 2 councillors will be elected from the Te Pūao Māori Ward and 13 councillors from will be elected from the Te Hirawanui General Ward. The Mayor will be elected by the whole city.

#### Do you agree with the proposal to have 15 councillors?

Theme	Submission Number(s)	Officer comment
Support proposed 15 (13 + 2)		
Purpose of representation	1, 21	
review is not to provide		
opportunity for payrise		
Less councillors more work	1	
Less does not mean less cost	7	
Agree with 2 Māori	7, 13, 21, 28, 32, 63	
ward councillors		
Status quo is working	21, 59	
An appropriate number for	21, 59, 62	
effective responsiveness to		
growing diverse population		
and workload		
An appropriate number to	28	
allow		
for appropriate candidate		
selection		
15 allows fair and appropriate	21, 48, 70	
ratio of population		
to councillor		
	63	
to voter participation		
At upper end when	75	
compared to others so no		
more needed		
Mana whenua support	22	
2 Māori ward seats,		
Council should		
show commitment to		
partnership		
Maximise strong independent	22	
Māori voice as step		
toward honouring Te Tiriti o		
Waitangi Prefer less		
	10 10 24	
Too many compared to other cities	10, 17, 30	
Less would mean less spent on	0 18 10 13 44 71	Inaccurate. Remuneration
remuneration	/, 10, 17, <del>4</del> 3, 66, / 1	Authority sets pool for 'size'
		promoting sors poortor size

		of city to be divided by number of councillors.
Less would be more effective (efficient)	34, 55	normaci or cooricinois.
Less would mean increase in remuneration for individual councillors which may encourage more to stand	78	
Less is better	81	
Oversized and lacks accountability	77	
Other comments		
Support Māori wards	18, 19, 27, 32, 47, 58, 64	Māori ward establishment not a matter for the consultation
Do not support Māori wards	20, 42, 41, 43, 46, 50, 56, 57, 66, 69, 80, 81	Māori ward establishment not a matter for the consultation
Poll result showed ratepayers did not want Māori wards	23, 25, 55, 77, 81	Māori ward establishment not a matter for the consultation
New Māori seats will cost more	23	Inaccurate
lwi views already taken into account	57, 59	
Diversity from larger number needs to be balanced against fair remuneration	60	
Too many, however needs to be proportionate to growing Māori population	62	
Use community boards rather than so many councillors		
Comments which refer to settings under the Local Electoral Act	6, 36, 37	
Comments outside of scope of consultation	31	_

#### Question 2: We are proposing to remain "at-large" for our basis of election.

"At-large" means we are not proposing to divide the city into any geographic wards. Electors will vote from across the city for their preferred candidate standing in either the Te Pūao Māori Ward (for those on the Māori Electoral Roll) or the Te Hirawanui General Ward (for those on the General Electoral Roll).

#### Do you agree with the proposal to remain "at-large" for our basis of election?

Theme	Submission Number(s)	Officer comment
Support at large proposal	` ` `	
Status quo is ok	7, 21, 28, 57	
Councillors live across city	9, 21, 81	
At-large means all have	21	
access to		
all councillors regardless of		
where they live		
At-large means all responsible	27	
for Māori representation		
At-large makes more sense	47	
At-large least cumbersome	75	
At-large means should not	50	Inaccurate, Māori ward proposal is also
have Māori wards		for at-large representation.
City population too small for wards	56	
Residents' geographical	63	
location not a significant factor		
in interests		
Geographical wards would	63	
restrict candidates		
Prefer geographical wards		
Wards are fairer	9	
At-large does not reflect	80	
ratepayers		
Nuanced issues in different	9, 20, 36, 49,	
suburbs and villages should be	71	
represented via wards		
The city comprises significant	59	
communities of interest		
Wards ensure geographical	59, 71	
distribution of councillors		
Candidates may be better	71	
known in their		
own neighbourhood than		
across city	<u> </u>	
Wards allow those of limited	59, 60	
means to stand as		
candidates (cost-barrier when		
at-large)		

Wards increase visibility of councillors	10, 78	
Wards heighten	10, 41, 77,	
accountability	78	
Wards heighten engagement	24, 77	
Wards may increase voter	24	
participation		
Purpose of local government is	20	
to represent localised interests		
Wards could be used for	23	
consultation		
Ward alternative	33	Use of 'equitable' unclear.
proposed: Geographical		STV does not work well for wards
wards for General Ward of 2		with less than 3 seats. Under STV it is
per geographical ward would		preferable to have wards of 5-7, to
be more equitable		gain the proportionality benefit from
·		the system.
		The Initial Proposal means
		that councillors in the General Ward
		(although more
		in total number) represent on
		average 25% more people than
		councillors in the Māori
		ward. However, to establish the
		submitter's proposal six General
		Ward communities of interest would
		need to be established, populations
		have shifted since 2006 (when
		PNCC last had 6 wards) and it
		could not be assumed that
		interests could be cut
		at borders that would correlate
		with 'fair' ratios of councillor to
		population.
		Voters have the same number
		of votes, whether wards or at-large.
		The number of candidates a voter can choose from cannot be
		determined by basis of election.
		Whether wards or at-large,     all councillors represent all residents.
		all councillors represent all residents under the Local Government Act
		Sch 7, 14(3).
		30117, 14(3).
Ward alternative	36	To establish wards, first nine
proposed: Geographical		sufficiently distinct communities of
wards for General Ward		interest would need to be
of central, 4 surburban, 5 outer		established.
plus one Māori ward.		Single member wards were
p. 35 3110 1110 311 Trains.		proposed in an appeal to the
		LGC in 2013; the LGC determined
	L	LOC III ZOTO, ITIO LOC GOTOTTIII ICG

4

At-large without STV is 35 Palmerston North has at-large with STV on the moratic Dither comments  If no wards, allocate area of city for councillor to be responsible for responsible for reaction of the moration of the mora			that it would be difficult to develop a system of single member wards that would both reflect communities of interest and comply with the +/-10% rule in the Local Electoral Act 19V(2) and that boundaries would need frequent change to maintain reasonable equality of population.  STV does not work well for wards with less than 3 seats. Under STV it is preferable to have wards of 5-7, to gain the proportionality benefit from the system.
At-large without STV is undemocratic  Other comments for owards, allocate area of city for councillor to be responsible for deld councillors clinics across city for visibility, access, accountability  Please 32 reconsider geographical wards next time  Comments on names of wards 37, 64, 77  Prefer an alternative voting system  To system  To submission #64 refers to "inequality of voting power;" this is a misperception of STV discussed in the Officer report of 4 August 2021. Voters have the same number of votes, whether wards or atlarge. While voters may rank candidates in STV their preference only gets counted once.  The 12-member mixed system proposed by the submitter is the same one put to the Council in the officer report of 4 August 2021.  The 15-member mixed system proposed is not allowed under the Local Electoral Act calculation for number of Māori councillor seats.	lf have Māori wards, should	35, 36	
Undemocratic  Other comments  f no wards, allocate area of city for councillor to be responsible for redold councillors clinics across city for visibility, access, accountability  Please reconsider geographical wards rest time  Comments on names of wards 37, 64, 77  Prefer an alternative voting system  51, 59, 64  Submission #64 refers to "inequality of voting power;" this is a misperception of STV discussed in the Officer report of 4 August 2021. Voters have the same number of votes, whether wards or atlarge. While voters may rank candidates in STV their preference only gets counted once.  • The 12-member mixed system proposed by the submitter is the same one put to the Council in the officer report of 4 August 2021.  • The 15-member mixed system proposed is not allowed under the Local Electoral Act calculation for number of Māori councillor seats.	have geographical wards also		
f no wards, allocate area of city for councillor to be responsible for desponsible for despons	At-large without STV is	35	Palmerston North has at-large with STV
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	Other	69	

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#### Question 3: We are proposing not to establish and Community Boards.

Because Palmerston North has one large community of interest, we don't think that there are communities in or around the city that are so different or separate from one another that they would need a Community Board to represent them.

#### Do you agree with the proposal to not to establish and Community Boards?

Theme	Submission	Officer comment
	Number(s)	
Support proposal of no commu	unity boards	
Bunnythorpe would set	21	
precedent		
Current systems in place for	21	
Bunnythorpe		
At-large allows for effective	21	
representation across city		
Diversity should be inclusive	27, 29	
With wards and ward	36	
committees community		
boards are not necessary		
Costly	56	
Boards would be extra layer of	78	
bureaucracy		
Agree with Council's	75	
explanation		
Prefer community boards		
Villages have distinct	7, 59, 71, 74	
character		
Bunnythorpe concerns should	22	
be acknowledged		
There are many communities	33, 59, 71, 74	
of interest		
Community boards would	10, 28, 59, 77	*Note, under the
better represent different		Local Electoral Act the only
community needs		communities that can
		be recognised are geographically
		defined communities.
Suburbs not fairly treated in	25	
current system		
Community boards would be	9	
more efficient		
Community boards would	9	
allow for better engagement		
Community boards could be	23	
used for consultation		
Community boards ensure	80	
true representation of		
ratepayers		
Localise decision-making and	24, 74	
information sharing		

Support where requested by community	59	
District	72	
representation important as		
well as at-large to ensure		
diversity		
Other comments		
Coordinate any change fairly	7	
A Mayor and councillor clinic	13	
at Bunnythorpe could		
mitigate concerns		
In establishing Māori	36, 57	Inaccurate. Māori wards are also
wards Council is accepting		proposed at-large geographically.
communities of interest exist		
If no wards, need a place for	60	
voice to be heard		
If sufficient number	63	
of councillors, responsibility of		
all councillors to engage		
Disability community should	58	
be more strongly represented		
Other	20, 69	

# Question 4: Do you have any other thoughts or comments you would like to share with us?

#### **General comments**

Theme	Submission Number(s)	Officer comment
Comments on consultation process	3, 13, 23, 34, 41, 59	
Unnecessary expansion may bring more cost	2, 33	
Level of engagement between councillors and residents unsatisfactory	9	
Visibility of councillors unsatisfactory	10, 13, 59	
Councillors need to listen to/represent public more so people feel represented	19, 20, 25, 31, 77	
Regular collective discussion forum between community and councillors would be valuable	74	
Establish a system which fosters diversity, accountability, excellence	33	
General support for proposal	39, 40	
Comments outside of consultation scope	1, 15, 20, 23, 27, 28, 43, 46, 55, 57, 59, 62, 63, 66,67, 68, 69, 72, 75, 76, 77, 81	



#### **MEMORANDUM**

TO: Council

MEETING DATE: 6 October 2021

TITLE: Draft Support and Funding Policy - Approval for consultation

PRESENTED BY: Julie Macdonald, Strategy and Policy Manager

APPROVED BY: David Murphy, Chief Planning Officer

#### **RECOMMENDATION TO COUNCIL**

1. That the Draft Support and Funding Policy 2021, included as an attachment to the memorandum titled 'Draft Support and Funding Policy – Approval for consultation' be approved for consultation.

2. To delegate authority to the Mayor and the Deputy Mayor to approve minor amendments to the Draft Support and Funding Policy 2021 prior to publication.

#### 1. ISSUE

On Wednesday 8 September the Planning and Strategy Committee considered the Draft Support and Funding Policy. Changes arising from that meeting (and recorded in recommendations from the Committee) have now been incorporated into the proposed policy (see attachment) and are recommended for approval for public consultation.

#### 2. BACKGROUND

The Planning and Strategy Committee recommended to Council some amendments to the Draft Support and Funding Policy, including adding significant new provisions for a funding mechanism for sector lead organisations, the deletion of some funding criteria, and a different rental framework for community occupancy than was proposed in the report. Since that meeting, staff discovered that a section of the draft was inadvertently omitted from the document attached to the Committee report. This omitted text primarily describes the decision-making and assessment processes.

Given these circumstances, and especially the general nature of the Committee recommendation about sector lead funding, it is appropriate to provide elected members with a further opportunity to see the proposed policy in its entirety. This proposed draft is attached.

 All new text resulting from the discussion and recommendations of the Strategy and Planning Committee is marked in red.



The previously omitted text is marked in blue.

Staff note that while the simplified version of the status quo rental framework for community occupancy (recommended by the Committee) is now included in the proposed policy, there may still be some inconsistencies in practice. Staff are comfortable that these could be dealt with case by case as leases come up for renewal. The consultation will provide an opportunity to provide feedback on this framework.

The content of all proposed changes (including the omitted text) was well canvassed at the Strategy and Planning Committee meeting. Staff now, therefore, propose the Council adopt the Draft Policy for consultation.

#### 3. NEXT STEPS

The consultation timeframe of the Draft Support and Funding Policy will depend on the Covid alert levels and the viability of achieving good engagement outcomes. At this stage staff anticipate consultation being open from early-October 2021 to early-November 2021. Hearing of submissions is planned for late November 2021 and a deliberations/adoption report will follow.

An engagement plan will be developed following the approval to consult on the draft policy. Staff anticipate a wide interest from the many stakeholders who may be affected by the policy, or who have a general interest in Council's policy on support and funding. Particular effort will be made to engage with:

- Current and potential recipients of funding and support programmes
- For-purpose groups whose community occupancy agreements with Council will be guided by the policy
- Rangitāne o Manawatū
- other strategic partners of Council, including sector lead agencies
- Interest and advocacy groups
- The wider Palmerston North community

#### 4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes	
If Yes quote relevant clause(s) from Delegations Manual	163	
Are the decisions significant?	No	
If they are significant do they affect land or a body of water?		
Can this decision only be made through a 10 Year Plan?		
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 recommer plans?	ndations inconsistent with any of Council's policies or	No
The recommendate	tions contribute to Goal 3: A Connected and Safe Cor	nmunity
The recommended Connected Comm	ations contribute to the achievement of action nunities	n/actions in
The action is: Multiple actions – Review the Community Funding Policy (2018-2028 10-Year Plan), develop a policy for community rental assets, incorporate consideration of sector lead agencies in the policy review.		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Consultation on the Support and Funding Policy Council decision-making and contribute to its or providing transparent and responsive guidance processes.	objective of

#### **ATTACHMENTS**

1. Draft Support and Funding Policy October 2021 🗓 🖼

# DRAFT SUPPORT AND FUNDING POLICY 2021

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For the events sector	23
General	25

#### 1. Introduction

Council's 10-year plan for 2021 - 2031 is centred on the vision he iti  $r\bar{a}$ , he iti pounamu small city benefits, big city ambition. This will be achieved through pursuing five goals:

- Goal 1: He tāone auaha, he tāone tiputipu An innovative and growing city
- Goal 2: He tāone whakaihiihi, tapatapahi ana A creative and exciting city
- Goal 3: He hapouri tūhonohono, he hapori haumaru A connected and safe community
- Goal 4: Te tāone tautaiao An eco-city
- Goal 5: He kaunihera ahunui, whakamana i te iwi A driven and enabling Council

The high-level strategic direction for the city is reviewed as part of the long-term planning process every three years. Communities, industry, and other interested parties take part in this process by helping shape the overall direction for the city.

Council recognises it is only one actor in achieving these ambitious goals, and that there are many groups, organisations and individuals outside Council who are already successful in achieving results towards these goals.

#### 2. Policy purpose and objectives

The purpose of the Support and Funding Policy is to provide a framework for how Council will deliver support and funding to groups, organisations, and individuals to achieve the vision for the city.

In implementing this policy, the Council will work to achieve the following objectives:

- Support and funding decision-making will focus on strategic outcomes;
- Increased capacity and capability of external groups and organisations to deliver initiatives that respond to cultural, economic, environmental, and social wellbeing of the city;
- A transparent, and consistent system for support and funding programmes;
- Shared understanding that Council support is provided through various means, including grants funding, sponsorship, scholarships, subsidies, and community rental rates.

#### 3. Policy principles

The following principles underpin Council's implementation of this policy:

*Trust* – Council will work in ways that balance its legislative and social obligations to build and maintain trust with Palmerston North residents, Rangitāne o Manawatū, the community and voluntary sector, and industry.

*Partnership* – Council will be relationship-centred in its actions, in recognition that many others also work to improve community wellbeing.

*Equity* – Council acknowledges that some experiences disadvantage communities more than others and therefore will work in ways to ensure access and opportunity for everyone.

*Outcomes-focused* – Council will prioritise understanding how proposals will achieve benefits in cultural, economic, environmental and/or social wellbeing.

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### 4. Scope

In scope

### For individuals:

- **Active Communities Fund**
- Notable Palmy Trees (under natural and cultural heritage incentive fund)
- Protecting Palmy History (under natural and cultural heritage incentive fund)
- Strengthening Palmy History (under natural and cultural heritage incentive fund)
- **Youth Council Scholarships**

### For the community and voluntary sector:

- **Community Development Small Grants**
- Community-led Initiatives Fund
- **Community Occupancy**
- Development Contribution Subsidy
- Palmy's Resource Recovery Fund
- Promoting Palmy History (under natural and cultural heritage incentive fund)
- **Strategic Priority Grants**
- Youth Council Initiatives Fund

### For the events sector:

- Arts Event Fund
- Major Events Fund
- Sports Event Partnership Fund

### General:

Sponsorship Fund

### Non-contestable support or funding:

- Community Training Fund
- Occupancy of Council Cultural Facilities (Te Manawa, Regent Theatre, The Globe Theatre, Square Edge, and The Stomach)

### Out of scope

### Externally funded and/or governed:

- Creative Communities Scheme
- Jaycee Travelling Fellowship
  Palmerston North Performing Arts Trust
- Rates Rebate Scheme

### Separate policy:

Rates Remissions and Postponements (as determined through the 10-year plan process)

Support and Funding Policy 2021

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### Part A

This part sets out the general guidelines. Further details for each of the specific support and funding programmes are contained in Part B.

### 5. Guidelines

### 5.1 Definitions

Community and voluntary sector: Local communities and for-purpose organisations.

*Community occupancy*: Provision of operational support through the granting of exclusive use of Council property to for-purpose organisations at community rental rates.

Event sector: Event organisers and events.

For-purpose organisations: Charities, social enterprise, incorporated societies and other non-governmental entities that deliver a public benefit and reinvest all surplus funds into achieving their goals. May be a special interest or advocacy group for a particular sector of the community. Membership or participation is available to everyone who wishes to join, and should not impose unreasonable restrictions upon membership (such as setting fees at a level that exclude most people who might want to participate).

Local communities: Local communities of identity (e.g. an ethnic community), interest (e.g. a sports club) or place (e.g a group of neighbours) who have no formal legal structure.

Social enterprise: Organisations that meets four criteria:

- it operates under a legal stucture;
- it has a social, cultural or environmental mission;
- a substantial portion of its income is derived from trade; and
- the majority of its profits/surplus is reinvested in the fulfillment of its mission.

*Umbrella organisation*: An organisation which has formally agreed to receive and administer grant funds on behalf of a local community applicant.

### 5.2 General eligibility

### 5.2.1 Applicants

- a) Local communities will be eligible to apply to relevant support and funding programmes as long as they are able to nominate an umbrella organisation.
- b) All applicants will be required to provide the following evidence:
  - Details of previous Council support or funding, including grants, discretionary funding, rates remissions and/or community occupancy; and
  - Statement of financial position including but not limited to audited financial accounts and balance sheet.
- c) The following entities are not eligible to apply for any support and funding programmes under this policy:
  - Political parties;

Support and Funding Policy 2021

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- Internal applicants (for example to fund projects, programmes or facilities under the Council);
- Palmerston North City Council CCOs (Council Controlled Organisations);
- Local authorities, government agencies or public sector entities.

Further ineligible parties may also be added to the specific support or funding programme in Part B.

### 5.2.2 Proposals

- a) Proposals must demonstrate that the project, activity, service or event has been well considered and planned out.
- b) Proposals must be submitted in accordance with the requirements and format specified by the individual support and funding programme.
- c) Incomplete, late, or non-complying applications will not be processed, unless 5.4.4 'Discretionary decision making' applies.
- d) Proposals for a project, activity, service or event are ineligible for support and funding programmes under this policy where they:
  - are primarily to promote religious ministry, political or fundraising purposes;
  - have commenced before a funding decision has been made;
  - are primarily public services that are the responsibility of central government (e.g. core
    education or primary health care). This does not exclude local communities or for-purpose
    groups that do receive central government funding (including health and education funding)
    from submiting an eligible proposal that the government does not specifically fund as part of
    its contracted activites;
  - include the following expenditure:
    - Debt servicing or repayment
    - o Legal expenses
    - Medical expenses
    - o Purchase of alcohol

### 5.3 Decision-making

### 5.3.1 Support priorities:

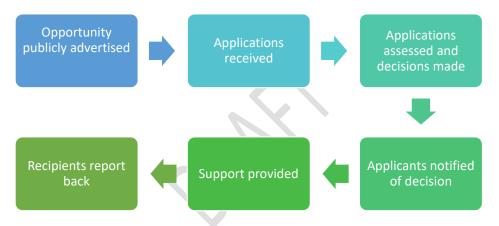
- a) Council will provide clear guidance to potential applicants through the development of priorities for support. In setting the support priorities for each programme Council may:
  - specify additional exclusions to those described in Part B (to be notified when proposals are invited);
  - highlight factors that will receive a higher weighting in assessment.
- b) Support priorities will be focused on Council's strategic goals.

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### 5.3.2 Process:

- a) All support and funding programmes will be allocated according to a contestable process, with the exception of **community occupancy** (see 8a-c in Part B) and **partnership agreements with sector leads** (see 12 in Part B).
- b) Support and funding opportunities will be widely advertised and include appropriate opportunities for applicants to seek information and advice.
- c) The information and supporting documents that Council requests from applicants will be proportionate to the extent of the support sought, and appropriate to the situation of the applicant and the level of risk presented to Council.
- e) With the exception of **community occupancy** (see section 5.5) and **partnership agreements with sector leads** (see section 5.6) the process for allocating support is:



### 5.3.3 Assessment:

- a) Council will assess the merit of each individual proposal and prioritise applications for support in consideration of the following factors (and any others that are included in the specific support and funding programme, as outlined in Part B). The application should:
  - make a compelling case for how the proposal aligns with support priorities;
  - clearly define the purpose of the proposal and the expected outcomes it will achieve;
  - describe in enough detail the project, activity, service, or event that will be delivered, and have satisfied Council that it is viable;
  - demonstrate the capability, capacity and experience to deliver the project, activity, service, or event to an appropriate standard, evidenced by a relevant track record of successful delivery;
  - consider how the applicant will measure achievement of the expected outcomes (or for larger support and funding requests, identifies how they will evaluate the success of their project, activity, service, or event);
  - understand who the project, activity, service, or event will benefit and where those people are most likely to come from;

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- demonstrate the necessary experience, networks, or profile to give the applicant credible access to the people who will benefit from the project, activity, service, or event;
- present a realistic, evidenced-based budget for the project, activity, service, or event, and identifies what parts the applicant would like Council to provide support or funding for;
- clearly show the applicant's overall financial position, including their ability to support the
  project, activity, service, or event from their own resources and/or access to grants from
  other sources;
- describe the extent to which any committed contributions from Council (including other grants, discretionary funding, rates remissions and/or community occupancy) will enable the project, activity, service or event; and
- note if the applicant has made any reasonable attempts to access other sources of support and/or funding (e.g. from other funders or fundraising within their community).
- b) Applications will be assessed according to the following process:



### 5.3.4 Decision-makers

- a) Each support and funding programme will describe the mode of decision-making, for example staff assessment, allocation panels, peer review or any other mode.
- b) In allocating support and funding programmes decision-makers will:
  - declare any real or perceived conflict of interest with applications; and
  - be excluded from any assessment or decision-making related to those applications.
- c) Decision-makers will act with integrity, impartially and in a fair and reasonable manner.
- d) All support and funding decisions will be:
  - appropriate and transparent;
  - made in the knowledge of previous and/or current Council support;
  - fair and defensible;
  - within budget; and
  - free from any real or perceived bias or conflict of interest.
- e) Where decision-makers decline an application a full explanation for the decision will be provided if the applicant requests.
- f) All decisions made are final.
- 5.4 Accountability
  - 5.4.1 Agreement

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- a) Every successful application to a support and funding programme will be formalised in a support and funding agreement.
- b) Recipients of support and funding will ensure that the supported project, activity, service or event remains compliant with all relevant legislation and regulations and any other obligations stated in the support and funding agreement.
- c) Failure to meet the terms of the support and funding agreement may result in termination of support and funding, decline of future support and funding and/or the repayment of part or all of the allocated support and funding.

### 5.4.2 Record keeping

a) The Council will maintain comprehensive records of all support and funding applications, assessments and allocation decisions.

### 5.4.3 Reporting

- a) All recipients of support and funding under this policy will provide a report to Council on the outcomes and benefits of the support. Reporting requirements will be proportionate to the level of support provided.
- b) For larger support and funding agreements Council will work together with successful applicants to establish a framework for reporting. This will include selecting relevant measures that will help determine whether the project, activity, service or event is achieving what was proposed.
- c) Council will annually publish on its website:
  - the recipients of support under this policy;
  - the support they received; and
  - the outcomes of the support.
  - 5.4.4 Discretionary decision-making:
- a) Where a proposal does not meet the requirements for support or funding, staff may refer the proposal to a committee of Council for a final decision if the following circumstances are satisfied:
  - The proposal cannot reasonably be considered within a scheduled support and funding programme round or established criteria;
  - Funding would significantly contribute to one or more of Council's strategic goals; and
  - Non-supply of support would amount to a significant and quantifiable disadvantage to the city and the Council.

### 5.5 Specific requirements for community occupancy

Council provides support for the granting of exclusive use of Council property at community rates to for-purpose organisations. These guidelines describe the decision-making process for **community occupancy** (see 8c in Part B), depending on the circumstances.

### 5.5.1 Process

The following provisions describe the circumstances in which Council will enter into a decision-making process in regard to community occupancy as well as the process that will be followed:

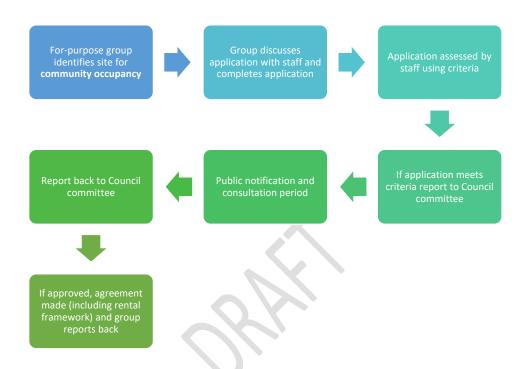
a) When for-purpose groups express an interest for a new occupancy or renewal of existing occupancy in:

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- leasing previously unoccupied council-owned property; or
- constructing a new community building on council-owned land; or
- renewing an occupancy at the end of its agreed term.

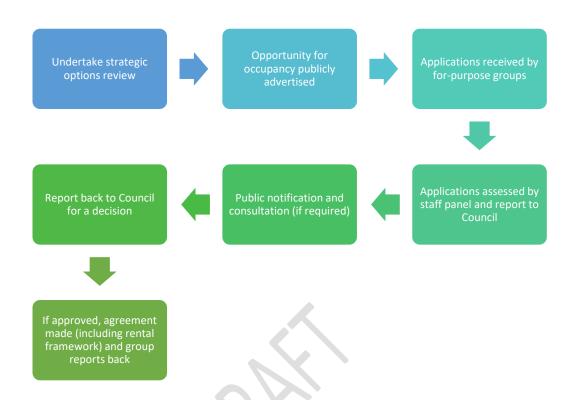
### Council will follow this process:



b) Where there has been a lapse or surrender of community occupancy arangements Council will undertake due diligience and satisfy legislative requirements in planning for the continued use of the property before community occupancy options are considered. Council will follow this process:

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### 5.5.2 Rental framework

- a) Successful applicants for **community occupancy** will pay a community rental rate established in the rental framework (refer to Part B under each of the **community occupancy** categories).
- 5.6 Partnership with sector lead organisations
- a) Staff may make recommendations to Council to engage a sector lead (as set out in Part B 12) through a partnership agreement. If agreed, funding will be allocated from the strategic priority grants fund to a partnership agreement.
- b) A customised partnership plan, developed jointly by staff and a prospective sector lead, will form part of a funding agreement and will include:
  - shared strategic goals and outcomes;
  - services and obligations to achieve the outcomes; and
  - indicators that measure the contribution to outcomes.
- c) The decision to renew a partnership agreement will be subject to an evaluation of the partnership plan, and will include an assessment of the recipient's role as a sector lead in their respective sector.
- d) Details of any partnership agreements entered into will be published on the Council website.

### 6. Monitoring and review

Council will monitor the ongoing operation of this policy to ensure the objectives are being met.

This policy will be reviewed every three years, or earlier at the request of Council.

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## Part B

### 7. Support and funding programmes

The table decribes the Council's current support and funding programmes. This table should be read along side the Principles (section 3) and Guidelines (section 5) of this policy.

For indivi	duals
1	Active Communities Fund
Purpose	To remove individuals' financial barriers to participation in sport or physical activity and contribute to achieving Council's plan of an active community.
Eligibility	Palmerston North residents whose financial barriers prevents them from participating in sport or physical activity.
	Applications must be endorsed by a sponsor who is not related to the applicant. The sponsor must be able to answer background information to support the application. A sponsor can be one of the following:  - School principal or teacher
	<ul> <li>Youth worker (from a public institution, local community or for-purpose organisation)</li> <li>Palmerston North City Councillor</li> </ul>
Exclusions	<ul> <li>Club official (governance board members)</li> <li>Club officials or service providers sponsoring five or more applicants simultaneously, who would qualify for other funding schemes.</li> </ul>
Support priorities	Applications that will achieve one or more of the following outcomes:  - create positive lifestyles and habits in sport and physical activity;  - reduce financial barriers, and increase the number of families children and youth undertaking regular sport and physical activity;  - increase social connectedness of families and community;  - increase self-confidence in children and youth.
	Through the provision of:  - Activity-related costs - Activity-related equipment note provided through a club, social, or activity provider - Activity uniform, clothing or footwear - Facility fees or event costs - Access to one on one small group coaching - Opportunities that support a life-long love of being physically active - Travel related costs to enable participation
Allocation	The fund will open at the start of the financial year until it is fully allocated. Applicants may apply twice a financial year (but not concurrently) and up to a combined maximum of \$500. Applications will be reviewed by an external panel (administered by Sport Manawatū) in consultation with the applicant's sponsor. The independent panel will make the final allocation decision.

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	Notable Trees Palmy – Natural and Cultural Heritage Incentive
2	Fund
Purpose	To preserve the pre- and post-European settlement places and features in Palmerston North which provide a legacy of cultural and natural heritage of value to Māori and the wider community. Specifically, this fund helps notable tree owners with the costs of minor maintenance and trimming.
Eligibility	Owners of property where a notable tree (protected by the District Plan) is located, and who have successfully obtained a resource consent to carry out trimming or minor maintenance work.
	Work proposed uses Council's preferred contractors and will be completed according to the maintenance schedule in the tree assessment report (available on the Council website).
Support Priorities	Council recognises that notable trees are of value to the wider community, but the ownership and responsibility to maintain the tree remains with the property owner. The quality of regular maintenance work can have a significant impact on a tree's ability to grow healthily.
Allocation	Notable tree owners can apply for reimbursement of 70 per cent of the aborist's work, up to a total of \$400 for an individual tree and \$1,500 for a group of trees.  Funding will be released following confirmation of the approved work, authentication of expenditure and an invoice has been received. Assessment and allocation decisions will be carried out by staff.
3	Protecting Palmy History – Natural and Cultural Heritage Incentive Fund
Purpose	To preserve the pre- and post-European settlement places and features in Palmerston North which provide a legacy of cultural and natural heritage of value to Māori and the wider community. Specifically, this fund helps owners look after our most significant heritage buildings and sites. It is available for conservation, maintenance, repair, and restoration of scheduled heritage buildings sites.
Eligibility	Projects for maintenance, repair or restoration of privately owned property that is listed, or proposed to be listed, as a building, object or site of cultural heritage value in the Palmerston North District Plan.
Support Priorities	Applications will achieve and or more of the following outcomes:  - the project will contribute to the ongoing maintenance and usability of the building;  - the project will lead to repairs and/or restoration to the building taking place for future preservation of both the building and associated heritage features;  - the project will protect the building's heritage status.
Allocation	The amount of funding that is available per successful project will be up to a maximum of:  - Commercial properties - \$20,000 - Community properties (not subject to rates under the Local Government (Rating) Act 2002) - \$20,000 - Residential properties - \$10,000 - Conservation asset management plans - \$5,000

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	Council retains the discretion to approve funding above the stated maximums for large or complex projects, or where the fund is not fully allocated.  Assessment and allocation decisions will be carried out by staff.
4	Strengthening Palmy – Natural and Cultural Heritage Incentive Fund
Purpose	To preserve the pre- and post-European settlement places and features in Palmerston North which provide a legacy of cultural and natural heritage of value to Māori and the wider community. Specifically, this fund is targeted at earthquake prone heritage buildings and street character buildings that require strengthening. Grant funding is available for feasibility studies, working drawing and structural works.
Eligibility	Privately owned buildings that are:  - identified on Council's list of buildings requiring earthquake strengthening; and - listed in the District Plan schedule of buildings and objects of cultural heritage value (or are identified as having streetscape value).
Support Priorities	Projects that greatly increase the structural strength of the building to help protect it from seismic events.
	Funding support for a feasibility study (phase 1) is available for applicants undertaking due-diligence regarding an earthquake prone heritage building that they do not currently own. The feasibility study will be retained by Council should the applicant decide not to purchase the building.
Allocation	Applicants are able to apply for up to a total of \$60,000 per building across the following three phases:
	<ul> <li>Feasibility study (phase 1) - \$20,000 maximum</li> <li>Working drawings (phase 2) - \$20,000 maximum</li> <li>Structural works (phase 3) - \$20,000 maximum</li> </ul>
	Council retains the discretion to approve funding above the stated maximums for large or complex projects, or where the fund is not fully allocated.
	Assessment and allocation decisions will be carried out by staff.
5	Youth Council Scholarships
Purpose	To contribute to the growth and recognition of active participation, development, leadership and excellence within the community by Palmerston North youth aged 12-24 years.
Eligibility	Palmerston North residents aged 12-24 years, who are pursuing excellence or development in sports, arts, community or academia.
	Applications may be completed by youth themselves or a nominee seeking to nominate an eligible person.
Support Priorities	Young people who demonstarate one or more of the following:  - positive engagement in sports, arts, community endeavours or academia at a level of competency acknowleged to be excellent;

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	<ul> <li>able to demonstrate a contribution to Palmerston North through active participation and leadership within their given field;</li> <li>inspired and show potential in further development with opportunities to explore, acquire skills and experience responsibilities.</li> </ul>
	Scholarships will contribute towards the successful applicants endeavours in one of the following areas:
	- Sports - Arts
	<ul> <li>Academic</li> <li>Community (community-orientated endeavours that do not fall into the above categories)</li> </ul>
Allocation	This support will be allocated through funding rounds each financial year, opening and closing dates for applications will be widely promoted.
	Allocations will range from \$500 - \$2000 per applicant.
	Assessment and allocation decisions will be made by the Palmerston North Youth Council with the assistance of Council staff.

For the c	ommunity and voluntary sector	
6	Community Development Small Grants	
Purpose	To provide funding for essential administration expenses to enable local communities and for-purpose organisations to operate.	
Eligibility	Open to local communities and for-purpose organisations based in Palmerston North and primarily providing a service, activity, or project to Palmerston North residents.	
Exclusions	The following local communities and for-purpose organisations will not be eligible to apply for support under this fund:  - Sports clubs, sports service providers or those who are primarily focused on sports initiatives.  - Applicants who at the time of applying are, or will be, recipients of Council's strategic priority grant;  - Applicants whose current assets minus current liabilities are more than two years running costs.	
Support Priorities	Services, activities, or projects that demonstrate these factors:  - contribute to outcomes to achieve goal 2, 3 or 4 of Council's strategic direction;  - have a need for administration support; and - do not receive other forms of operational funding and support from Council including rates remissions or community occupancy.  Essential administrative expenses include but are not limited to: - Audit fees and/or financial review costs - Communication costs - Energy costs - Insurance – public liability and assets - Rent and venue hire - Stationery – printing, postage, photocopying	
Allocation	- Volunteer expenses – including training, supervision, travel  There will be one funding round each financial year, opening, and closing dates for applications will be widely promoted.  A maximum of \$10,000 per successful applicant may be allocated.  Assessment and allocation decisions will be carried out by an external panel (administered by Community Services Council).	
7	Community-led Initiatives Fund	
Purpose	To provide communities with the resources to deliver their own small-scale community-led initiatives, including an activity, event, or project. This fund is to support initiatives provided by the community for the community. The fund gives Council flexibility to support community-led initiatives as they emerge, including co-funding initiatives with other funders.	

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Eligibility	Open to local communities and for-purpose organisations based in Palmerston North			
	who are in the final stages of planning out an activity, event or project that will			
Exclusions	primarily benefit Palmerston North communities of identity, place, or interest.  Proposals or expenditure that includes the following will not be eligible for support			
Exclusions	under this fund:  - Private functions and events that unreasonably excludes the wider public			
	(i.e. personal or family celebrations)			
	<ul> <li>Commercial initiatives where the main purpose of the initiative is to make a profit</li> </ul>			
	<ul> <li>Ongoing administration costs beyond the proposed initiative;</li> <li>Prize money</li> </ul>			
Support Priorities	Initiatives that demonstrate these factors: - open to the public;			
Friorities	- contribute to outcomes to achieve goal 2, 3 or 4 of Council's strategic direction; and			
	<ul> <li>maximise funding by accessing other contributions, such as volunteer time, fundraising, and donated materials and services.</li> </ul>			
	In addition to the above factors, an initiative will receive a greater weighting if it demonstrates either that:			
	<ul> <li>it is innovative or yet to be successfully implemented in Palmerston North; and/or</li> </ul>			
	<ul> <li>it is delivered by, and will primarily benefit, the following communities:</li> <li>Māori;</li> </ul>			
	<ul><li>Pasifika;</li><li>minority ethnic groups;</li></ul>			
	o former refugees;			
	o people with disabilities;			
	o children and young people; or			
Allegation	o older people.			
Allocation	This fund will open at the start of the financial year and will remain open until it is fully allocated. The allocation will range from \$500 to \$10,000. Assessment and allocation decisions will be made by staff.			
8a	Community Centre Support – Community Occupancy			
Purpose	To support for-purpose groups to manage and lease community centres to enable them to provide for a range of community needs in an affordable way.			
Eligibility	Local communities or for-purpose organisations who have a community centre management agreement with Council.			
Support	Services, projects or activities that will:			
Priorities	- deliver community outcomes that contribute to goal 2 and/or 3 of Council's			
	strategic direction; and - fit with the identified space and maintain or enhance the uniqueness of the space.			
Assessment	Demonstrate the services, programmes or activities will maintain or enhace the			
considerations	uniqueness of the adjoining public space and create a sense of place.			
Allocation	Assessment and allocation decisions are made by staff through a management agreement process.			
	Rents \$1,800 GST inclusive per annum			

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Rental	Rent review Annual CPI adjustment.			
Framework	Effective date 1 July 2022			
	Implementation	Rents will be adjusted to this rate at the renewal or expiry date.		
8b	Hancock Community House Support – Community			
	Occupancy			
Purpose	To support the capacity and capability of the voluntary and community sector by colocating community groups within a purpose-built community house, that also provides meeting/workshop spaces available to the wider community.			
Eligibility	For-purpose orga to Palmerston No	nisations in the social services sector who primarily provide a benefit orth residents.		
Support	Services, projects	s, or activities that:		
Priorities	<ul> <li>will deliver community outcomes that contribute to goal 3 of Council's strategic direction; and</li> </ul>			
	- are suitable for Hancock Community House; and/or			
	<ul> <li>are provided by a foundation tenant who was involved with the establishment of Hancock Community House.</li> </ul>			
Assessment considerations	Suitability of the building for the for-purpose group, in terms of location, physical characteristics, accessibility, and compatibility with other tenants.			
Allocation	Where a tenancy becomes available at Hancock Community House the process to select new occupancies will be:  - expressions of interest called for by Council;  - Council and Palmerston North Community Services Council or holder of the management agreement will make assessment and allocation decisions.			
Rental framework		bsidised commercial rental based on a per square metre occupancy		
Hallicwork	rate for each tenant.  Rent Annual CPI adjustment. review			

of, Counce education  Eligibility For-purpor Palmerstor  Support For-purpor Priorities	upancy of Council groups – Co	owned proportion	• •	purpose
Support Priorities	se of this support is to allo I-owned property for sport al purposes, at community	ing, recreational,		
Priorities -  Assessment considerations - Considerations - Demo considerations - The interpretation of the Use - Demo consideration - The interpretation of the companies of the Use - Companies of the interpretation of the constant of the	se groups providing a servi n North residents.			y benefits
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	ntal rates (excl. GST) for: hildhood education provide hanga reo associations and unity and social service pro organisations (such as scou	d committees) oviders uting and guiding a	associations)	
	No building (land only lease)	Building under 100 m <sup>2</sup>	Building 101- 300 m <sup>2</sup>	Building 301 m <sup>2</sup> +
1,000 m	ler \$50	\$350	\$500	\$650
Land 1,001-2,	\$100 000 m <sup>2</sup>	\$400	\$550	\$700
Land 2,001 m	\$150	\$450	\$600	\$750

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	Annual rental rate					
	- Sport and recre		5 11 11	B 11 II	B 11.11	
		No building (land only lease)	Building 1 – 500 m <sup>2</sup>	Building 501- 1000 m <sup>2</sup>	Building 1001 m <sup>2</sup> +	
	Land under 5,000 m <sup>2</sup>	\$150	\$600	\$800	\$1000	
	Land 5,001-10,000 m <sup>2</sup>	\$250	\$700	\$900	\$1,100	
	Land 10,001-20,000 m	\$500	\$950	\$1,150	\$1,350	
	Land 20,001-100,000 m <sup>2</sup>	\$1,000	\$1,450	\$1,650	\$1,850	
	Land 100,001 m <sup>2</sup> +	\$2,000	\$2,450	\$2,650	\$2,850	
	Rent review	Annual CPI adjustr Rents will be revie		view of the policy		
	Effective date	1 July 2022				
	Implementation	Rents will be adjus	ted to this rate a	nt the lease renew	al or expiry	
		dates.				
9	Development <del>Contribution</del> Subsidy					
	To provide support to groups that are undertaking development of their facilities,					
Purpose	To provide suppor	t to groups that are	undertaking de	velopment of their	facilities,	
Purpose	where the paymer	nt of a compulsory o	<del>levelopment cor</del>	ntribution fee has		
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Purpose  Eligibility	where the paymer under the Council'  To provide suppor where the paymer  - Develo - Buildir - Resou	at of a compulsory of s Development Core to groups that are not of any of the follopment contribution	development constributions Policy undertaking developming is triggered n fee as per the	velopment of their d: Development Con	been triggered r facilities, tribution Policy;	
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10	Palmy's Resource Recovery Fund
Purpose	To provide funding for projects that align with the objectives of Council's Waste Management and Minimisation Plan.
Eligibility	Open to eligible legal entities with a proposal that will be implemented in Palmerston North for the benefit of local residents.
Exclusions	The following applicants and expenditure will not be eligible for funding: - Large corporations;
	<ul> <li>Ongoing operational costs beyond the life of the initiative; or</li> <li>Recipients of central government's 'waste minimisation fund'.</li> </ul>
Support Priorities	New or upscaling an existing project, activity or service that will contribute to one of the following outcomes:
	<ul> <li>reduction in the amount of waste being created;</li> <li>reuse or upcycle of end of life material;</li> </ul>
	<ul> <li>recycling waste material; or</li> <li>alignment with actions in the Waste Management and Minimisation Plan.</li> <li>In addition to the above, proposals will receive a higher rating if the applicant is either</li> </ul>
	a: - local community;
	- for-purpose group; or - locally owned small business.
Allocation	There will be one funding round per financial year. Assessment and allocation decisions will be made by staff. Funding allocations may range from \$2,500 to \$15,000 per application.
11	Promoting Palmy – Natural and Cultural Heritage Fund
Purpose	To promote the pre- and post-European settlement places and features in Palmerston North which provide a legacy of cultural and natural heritage of value to Māori and the wider community. Specifically, this fund supports community-led education, research, or promotion projects.
Eligibility	Proposals that educate and promote Palmerston North heritage.
Support Priorities	Projects that will either:  - identify and document places of potential cultural heritage value in the city;  - describe the history links between people and Palmerston North; or  - educate or inform the public of the cultural resources that exists in the city.
Assessment considerations	<ul> <li>Extent of improved opportunities for wider public appreciation of Palmerston's heritage resources;</li> </ul>
	<ul> <li>How the project extends knowledge or the historical connection or relationship between an individual, family, group, culture, and Palmerston North;</li> </ul>
	Degree of assistance it will give to educating the public in methods/techniques to maintain and enhance Palmerston North's heritage resources.
Allocation	Successful applicants may be granted up to 50% of an approved project up to a maximum of \$5000. Assessment and allocation decisions will be made by staff.

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12	Strategic Priority Grants
12	Strategic Priority Grants
Purpose	To activate the potential of the community sector to contribute to Council's strategic direction by supporting organisations that are well-led, sustainable, and responsive to community needs and aspirations. The fund will provide multi-year (three years) funding to provide a degree of certainty for the community and voluntary sector.
Eligibility	Open to local communities and for-purpose organisations based in Palmerston North
	and whose service, project or activity will target primarily Palmerston North residents.
Support priorities	Services, projects, or activities that will contribute to outcomes to achieve one or more of the priorities for goal 2, 3 and 4 of Council's strategic direction:
	<ol> <li>Goal 2: A creative and exciting city</li> <li>Create a city that has great places for all people.</li> <li>Celebrate the city's history and diversity, and build on the strength of being a city of many cultures and languages</li> <li>Be a creative city that nurtures and celebrates the arts</li> <li>Develop a national reputation as an exciting city with plenty to do at night and on weekends</li> <li>Be one of the most active communities in New Zealand</li> </ol>
	<ol> <li>Goal 3: A connected and safe community</li> <li>Develop, provide, support or advocate for services, facilities, and events that create a connected welcoming and inclusive community</li> <li>Ensure the city has a healthy community where everyone has access to healthy, safe and affordable housing and neighbourhoods</li> <li>Support communities to achieve their aspirations</li> <li>Be a city where people feel safe and are safe.</li> </ol>
	Goal 4: An eco-city
	Respect and enhance the mauri of the Manawatū River
	<ul><li>2. Work with the community to reduce carbon emissions</li><li>3. Regenerate native biodiversity</li></ul>
	<ol> <li>Educate the community, in particular property owners, on the benefits of investing in sustainable building design and green buildings.</li> </ol>
	Council may also enter into one or more multi-year partnership agreements with sector leads, as described in Section A 5.6 of this policy. In addition to contributing to the other support priorities, such sector lead organisations will demonstrate that they:
	<ul> <li>have an acknowledged strategic leadership role within the sector; and</li> <li>are a key capacity-building organisation with a 'sector infrastructure' role supporting other sector organisations to develop and connect; and</li> <li>are a cornerstone provider within their sector delivering the highest level of expertise or highest quality service or experience; and</li> <li>have the capability and capacity to think, work, and advocate strategically; and</li> </ul>
	<ul> <li>have the capability and capacity to think, work, and advocate strategical</li> </ul>

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	<ul> <li>have robust strategic and business plans already in place.</li> </ul>
Allocation	This fund will open once every three years. Assessment and allocation decisions will be made by staff.
	Staff may make recommendations to Council to engage a sector lead organisation through a partnership agreement (as set out in Part A 5.6). Funding from the strategic priority grants will be allocated to any partnership agreement.
13	Youth Council Initiatives Fund
Purpose	To support youth-led initiatives (including a project, activity, or event) that contributes to increasing the number of Palmerston North young people positively engaged in sports, the arts, community endeavours and academia at a level of excellence.
Eligibility	Open to local community and for-purpose organisations based in Palmerston North who are in the final stages of planning a youth-led public facing project, activity or event that will benefit young people in Palmerston North.
Exclusions	Proposals or expenditure that include the following will not be eligible for support under this fund:  - private functions and events that exclude the wider community (i.e.
	<ul> <li>personal or family celebrations);</li> <li>commercial initiatives where the main purpose of the initiative is for profit;</li> <li>ongoing administration costs beyond the proposed initiative.</li> </ul>
Support priorities	Community-focused initiatives that contribute to outcomes to achieve goal 2, 3 and/or 4 of Council's strategic direction and will increase participation by young people aged 12-24 years in either:
	<ul><li>Sports;</li><li>Arts;</li><li>Community; or</li><li>Academia</li></ul>
Allocation	This fund will be allocated through a funding round process. Allocations can range from \$500 - \$2000 per application. Assemment and allocation decisions will be made by the Palmerston North Youth Council with the assistance of Council staff.

For the e	events sector
14	Arts Event Fund
Purpose	To support operational costs for national and regional art events hosted in Palmerston North that have an economic benefit.
Eligibility	Open to local communities and legal entities (trust, company, or incorporated society) who have a finalised proposal to host a public-facing arts event preferably in Palmerston North (wider Manawatū will also be considered).
Exclusions	<ul> <li>Private functions where the public is unreasonably restricted from attending;</li> <li>Trade shows or conventions;</li> <li>Capital or equipment costs;</li> <li>Prize money or awards; and</li> <li>Full-time or permanent employment.</li> </ul>
Support Priorities	Art's focused event proposals that demonstrate these factors:  - contribution towards outcomes to achieve goal 1 and 2 of Councils strategic direction;  - promotion of domestic tourism and increases visitor nights (i.e. promoting longer stays and increased tourism activity, and generating visitation in the shoulder or low seasons)  - showcase of Palmerston North's unique story; and - generation of positive media exposure for the region.  In addition to the above factors, proposals will receive a greater weighting if the initiative demonstrates:  - the ability to generate opportunities to leverage the city's profile and/or create long-term legacy for the city;  - contribution to a diverse range of events across the region's wider event landscape; and/or  - contribution to outcomes that achieve goal 3 or 4 of Council's strategic
Allocation	direction.  This fund will open at the start of the financial year and will remain open until it is fully allocated. Assessment and allocation decisions will be made by staff.
15	Major Events Fund
Purpose	To support the attraction, development, and growth of events in Palmerston North, by supporting world class events that drive sustainable growth in domestic visitation and promote Palmerston North's unique identity to a wider audience.
Eligibility	Open to legal entities (trust, company, or incorporated society) who have a finalised proposal to host a public-facing event preferably in Palmerston North (wider Manawatū will also be considered). Multi-year proposals (to a maximum of three years) will be considered.
Exclusions	<ul> <li>Private functions where the public is unreasonably restricted from attending;</li> <li>Trade shows or conventions;</li> <li>Capital or equipment costs;</li> <li>Prize money or awards; or</li> </ul>

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	- Full-time or permanent employment.
Support Priorities	Event proposals that demonstrate all of these factors:  - contribution to outcomes achieve goal 1 and 2 of Council's strategic direction;
	<ul> <li>promotion of domestic tourism and increases visitor nights (i.e. promoting longer stays and increased tourism activity, and generating visitation in the shoulder or low seasons);</li> <li>showcase of Palmerston North's unique story; and</li> <li>generate positive media exposure for the region;</li> </ul>
	In addition to the above factors, proposals will receive a higher weighting if the initiative demonstrates either:
	<ul> <li>the ability to generate opportunities to leverage the city's profile and/or create long-term legacy for the city;</li> <li>contribution to a diverse range of events across the region's wider event landscape; or</li> </ul>
	- contribution to outcomes that achieve goal 3 and/or 4 of Council's strategic direction.
Allocation	This fund will open at the start of the financial year and will remain open until it is fully allocated. A maximum of \$30,000 (per financial year) is available per application.  Assessment and allocation decisions will be made by staff.
16	Sports Event Partnership Fund
Purpose	To support operational costs for sports events hosted in Palmerston North that have an economic benefit and enhance community connectedness and health.
Eligibility	Open to legal entities (association, trust, company, or incorporated societies) and umbrella organisations who have a finalised proposal to host a sports event in Palmerston North.
Support Priorities	Proposals that contribute to outcomes to achieve goals 1 and 2 of Council's strategic direction and can demonstrate the ability to either:  - attract and retain national secondary school sports events to the city and
	region; - attract sports events that are of significant national and/or international importance, and positively profile the city and region;
	<ul> <li>attract and retain sports events that drive a significant economic benefit to the city and region (i.e. events that attract 200+ visitors to the city who stay at least one night); or</li> </ul>
	<ul> <li>support sports events that enhance community connectedness and health, with an additional focus on supporting new events and those that have the potential to grow. Community-focussed events must be available to large parts of the community and encourage people to get more active, more often.</li> </ul>
Allocation	This fund will open at the start of the financial year and will remain open until it is fully allocated. Assessment and allocation decisions will be made an external panel (administered by Sport Manawatū).

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General	
17	Sponsorship Fund
Purpose	For Council to associate itself with initiatives (including an activity, project or event) that improves the city's reputation and national presence.
Eligibility	Open to legal entities (trust, company or incorporated societies) who have a finalised proposal that will positively show-case Palmerston North, and provide quantifiable economic benefits to the city.
Support Priorities	For Council to be associated with an activity, project or event that demonstrates these factors:  - contribution to outcomes to achieve goal 1 of Councils strategic direction is innovative, delivering something new or addressing an issue that affects the people of Palmerston North in line with Councils strategic goals; - is of significant regional or national importance; - positively profiles the city of Palmerston North; and - provides a quantifiable economic benefit (e.g. activities, project or events that attract 200+ visitors to the city who stay at least one night).
Allocation	This fund will open at the start of the financial year and will remain open until it is fully allocated. A maximum of \$10,000 is available per application, otherwise staff have the discretion to award up to 50% of total funding to an eligible proposal. Assessment and allocation decisions will be carried out by a panel of staff.



# **COMMITTEE WORK SCHEDULE**

TO: Council

**MEETING DATE:** 6 October 2021

TITLE: Council Work Schedule

### **RECOMMENDATION TO COUNCIL**

1. That the Council receive its Work Schedule dated October 2021.

# **ATTACHMENTS**

1. Work Schedule J. 🖺



# COUNCIL

# WORK SCHEDULE - October 2021

Date of Instruction/ Point of Origin	Council 7 April 2021 Clause 20-21	Council 25 May 2020 Clause 48-20	Council 21 December 2020 Clause 157-20	Council 1 September 2021 Clause 89-21	Council 15 September 2021 Clause 108-21	Council 24 June 2020 Clause 69-20	Council 24 June 2020 Clause 69-20
Current Position							
Officer Responsible	Assistant Chief Executive	Assistant Chief Executive	Chief Planning Officer	Chief Executive	Chief Planning Officer/ Assistant Chief Executive	Assistant Chief Executive	Assistant Chief Executive
Subject	Representation Review – final decision	Manawatū Residents' card	Central Economic Development Association (CEDA) - Shareholding arrangements	Three Waters Reforms – report on Government guidance regarding the next steps	Creation of Adaptive Management Systems Governance Group	Remits from PNCC	Remits received from other Territorial Authorities
Estimated Report Date	October 2021	December 2021	December 2021	TBC	TBC	March 2022	May 2022
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Oasis # 13924077

# **CONFIDENTIAL DECISIONS RELEASED**

Meeting date	Title	Released	Not Released

More information on the decisions released can be found on <u>released decisions</u>

Oasis ID 9457664



## RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 6 October 2021

TITLE: Presentation of the Public Planning & Strategy Committee's

Recommendations from its 8 September 2021 Meeting

Set out below are the recommendations only from the Planning & Strategy Committee meeting Public held on 8 September 2021. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 30-21 Annual Section 10A Dog Control Act 1996 Report

Memorandum, presented by Kerry-Lee Probert, Head of Environmental Protection Services.

### The **COMMITTEE RECOMMENDS**

 That the report of the Dog Control Policy and Practices for the Palmerston North City Council pursuant to Section 10A of the Dog Control Act 1996 for the period 2020/21, as attached to this memorandum titled 'Annual Section 10A Dog Control Act 1996 Report' presented to the Planning & Strategy Committee on 8 September 2021, be received.

### 31-21 Draft Support and Funding Policy - Approval for Consultation

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

### The **COMMITTEE RECOMMENDS**

- 1. That the occupancy of Square Edge and Creative Sounds buildings be noted as Out of Scope.
- 2. To amend Part B, section 7, #6 'Community Development Small Grants fund' of the Draft Support and Funding Policy, in order to remove the following new exclusions:
  - Applicants who at the time of applying are, or will be, recipients of Council's strategic priority grant;
  - Applicants whose current assets minus current liabilities are more than two years running costs.



- 3. To signal intent within the Draft Support and Funding Policy 2021 to remove sector-lead organisations in the arts, social and environmental sectors from the contestable funding model and offer them funding contracts instead.
- 4. That the scope of the development contributions subsidy is expanded to include building and resource consents costs.
- 5. That option 2 (status quo) is consulted on for community rental framework for occupancy of Council property.
- 6. That the Mayor and the Deputy Mayor be authorised to approve minor amendments to the Draft Support and Funding Policy 2021 prior to publication.
- 7. That the Draft Support and Funding Policy 2021, included as an attachment to the memorandum titled 'Draft Support and Funding Policy Approval for Consultation' presented to the Planning & Strategy Committee on 8 September 2021, be approved for consultation, subject to the agreed amendments.



# CONFIDENTIAL MEMORANDUM

TO:	Council
MEETING DATE:	
TITLE:	

Set out below are the recommendations only from the **Error! No document variable supplied.** The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

# 61-21 Results of Public Engagement - Extension of Paid Parking Hours

Memorandum, presented by Michael Duindam, Acting City Planning Manager and Vinuka Nanayakkara, Senior Transport Planner.

### The **COMMITTEE RECOMMENDS**

- 1. That the following existing paid parking hours are retained:
  - a. Thursday 8.30am-5.30pm
  - b. Friday 8.30pm-5.30pm
  - c. Saturday 11.00am-3.00pm
  - d. Sunday no paid parking hours

# 63-21 Treasury Report - 12 months ending 30 June 2021

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

### The **COMMITTEE RECOMMENDS**

1. That the performance of Council's treasury activity for the 12 months ending 30 June 2021 be noted.