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# **PALMERSTON NORTH CITY COUNCIL**

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## **AGENDA COUNCIL**

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**9AM, MONDAY 27 MARCH 2017**

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

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## MEMBERSHIP

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**Grant Smith (Mayor)**

**Tangi Utikere (Deputy Mayor)**

**Brent Barrett**

**Susan Baty**

**Rachel Bowen**

**Adrian Broad**

**Gabrielle Bundy-Cooke**

**Vaughan Dennison**

**Lew Findlay QSM**

**Leonie Hapeta**

**Jim Jefferies**

**Lorna Johnson**

**Duncan McCann**

**Karen Naylor**

**Bruno Petrenas**

**Aleisha Rutherford**

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

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

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**Paddy Clifford**

**Chief Executive, Palmerston North City Council**

**Palmerston North City Council**

**W [pncc.govt.nz](http://pncc.govt.nz) | E [info@pncc.govt.nz](mailto:info@pncc.govt.nz) | P 356 8199**

**Private Bag 11034, 32 The Square, Palmerston North**



## **COUNCIL MEETING**

27 March 2017

### **ORDER OF BUSINESS**

**1. Apologies**

**2. Confirmation of Agenda and Urgent 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. Confirmation of Minutes**

"That the minutes of the ordinary meeting of 6 March 2017 Part I Public be confirmed as a true and correct record."

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## **REPORTS**

- 4. Memo to Council about remit proposal for LGNZ AGM** Page 15

Memorandum, dated 10 March 2017 from the Strategy & Policy Manager, Julie Macdonald.
- 5. Approval of international travel for the Mayor, July 2017** Page 17

Memorandum, dated 13 March 2017 from the International Relations Manager, Toni Grace.
- 6. Project Capital Budget Adjustments for Water and Waste** Page 23

Memorandum, dated 20 March 2017 from the Water & Waste Services Manager, Robert van Bentum.
- 7. Electoral System, Maori Wards and Online Voting** Page 31

Memorandum, dated 8 March 2017 from the Legal Counsel, John Annabell.
- 8. Appointment to the Te Apiti Manawatu Gorge Project Update** Page 37

Memorandum, dated 3 March 2017 from the Governance & Support Team Leader, Kyle Whitfield.
- 9. Addition to the 'Elected Member Expense Policy 2016-2019'** Page 39

Memorandum, dated 21 March 2017 from the Governance & Support Team Leader, Kyle Whitfield.
- 10. Local Government New Zealand Annual Conference** Page 47

Memorandum, dated 14 February 2017 from the Governance & Support Team Leader, Kyle Whitfield.

## **RECOMMENDATIONS FROM COMMITTEE MEETINGS**

- 11. Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 6 March 2017 Meeting** Page 55

“That the Committee’s recommendations be adopted or otherwise dealt with.”

- 12. Presentation of the Part I Public Sport and Recreation Committee Recommendations from its 6 March 2017 Meeting** Page 59

“That the Committee’s recommendations be adopted or otherwise dealt with.”

- 13. Presentation of the Part I Public Community Development Committee Recommendations from its 13 March 2017 Meeting** Page 61

“That the Committee’s recommendations be adopted or otherwise dealt with.”

- 14. Presentation of the Part I Public Finance and Performance Committee Recommendations from its 20 March 2017 Meeting** Page 63

“That the Committee’s recommendations be adopted or otherwise dealt with.”

- 15. 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
16.	Award of Contract 3442 for Engagement of Technical Advisers for the Wastewater BPO Project	Third Party Commercial	s7(2)(b)(ii)
17.	Youth Council representative on the CCNZ Arts and Culture Fund Committee	Privacy	s7(2)(a)

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

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

Chief Executive (Paddy Clifford), Chief Financial Officer (Grant Elliott), General Manager, City Enterprises (Ray McIndoe), General Manager, City Future (Sheryl Bryant), General Manager, City Networks (Ray Swadel), General Manager, Customer Services (Peter Eathorne), General Manager, Libraries and Community Services (Debbie Duncan), Human Resources Manager (Wayne Wilson) and Strategic Communications Manager (Mark Torley) because of their knowledge and ability to provide the meeting with advice on matters both from an organisation-wide context (being members of the Council's Management Team) and also from their specific role within the Council.

Legal Counsel (John Annabell), because of his knowledge and ability to provide the meeting with legal and procedural advice.

Governance and Support Team Leader (Kyle Whitfield) and Committee Administrators (Penny Odell and Rachel Corser), because of their knowledge and ability to provide the meeting with procedural advice and record the proceedings of the meeting.

Water and Waste Services Manager (Robert van Bentum) and Special Projects Manager (Phil Walker) because of their knowledge and ability to assist the meeting in speaking to their report and answering questions, noting that such officer will be present at the meeting only for the item that relate to their respective report.

*<add third parties, e.g. authors of third party reports being considered>*, because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].





## PALMERSTON NORTH CITY COUNCIL

### Minutes of the Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 06 March 2017, commencing at 9.01am

**Members Present:** The Mayor (Grant Smith in the Chair) and Councillors Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

**Apologies:** Councillor Susan Baty.

#### 18-17 Apologies

Moved Grant Smith, seconded Tangi Utikere.

#### RESOLVED

1. That Council receive the apologies.

Clause 18.17 above was carried 15 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

The meeting adjourned 9.01am

The meeting resumed 4.36pm

#### 19-17 Confirmation of Minutes

Moved Grant Smith, seconded Tangi Utikere.

#### RESOLVED

1. That the minutes of the ordinary meeting of 27 February 2017 Part I Public be confirmed as a true and correct record.

Clause 19.1 above was carried 15 votes to 0, the voting being as follows:

**For:**

PALMERSTON NORTH CITY COUNCIL

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Tangi Utikere.

**RESOLVED**

2. That the minutes of the ordinary meeting of 27 February 2017 Part II Confidential be confirmed as a true and correct record.

Clause 19.2 above was carried 14 votes to 0, with 1 abstention, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

**Abstained:**

Councillor Leonie Hapeta.

Moved Tangi Utikere, seconded Aleisha Rutherford.

**RESOLVED**

3. That the minutes of the ordinary meeting of 19 December 2016 Part II B Confidential be confirmed as a true and correct record.

Clause 19.3 above was carried 14 votes to 0, with 1 abstention, the voting being as follows:

**For:**

Councillors Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

**Abstained:**

The Mayor (Grant Smith).

## **REPORTS**

### **20-17**

#### **Annual Budget (Plan) 2017/18 (Year Three of the 10 Year Plan 2015-25)**

#### **Adopting of Supporting Information and Consultation Document**

Memorandum, dated 27 February 2017 from the Planning & Reporting Co-ordinator, Tracey Styles.

Council discussed the need for the Mayor and Deputy Mayor to be able to make minor amendments to the Consultation Document before printing if the need required and that page three of the document needing an additional sentence around how the Councils vision and goals are going to be reviewed

along with the Long Term Plan.

Moved Grant Smith, seconded Tangi Utikere.

**RESOLVED**

1. That the updated version of the Consultation Document be received.

Clause 20.1 above was carried 15 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Grant Smith, seconded Tangi Utikere.

**RESOLVED**

2. That the Mayor and Deputy Mayor can make minor changes to the Annual Budget (Plan) Consultation Document.

Clause 20.2 above was carried 15 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Jim Jefferies, seconded Leonie Hapeta.

**RESOLVED**

3. That "Council is undertaking a review of its vision and goals and this review will be the subject of public consultation in 2018 Long Term Plan" be inserted on page 3 of the Annual Budget (Plan) Consultation Document.

Clause 20.3 above was carried 15 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

## **RECOMMENDATIONS FROM COMMITTEE MEETINGS**

### **21-17 Committee of Council Part I Public - 20 February 2017**

Consideration was given to Committee of Council recommendations as appended to these minutes.

Moved Tangi Utikere, seconded Adrian Broad.

#### **RESOLVED**

1. That the Committee's recommendations be adopted.

Clause 21.1 above was carried 13 votes to 2, the voting being as follows:

#### **For:**

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

#### **Against:**

Councillors Lew Findlay QSM and Karen Naylor.

Moved Grant Smith, seconded Tangi Utikere.

#### **RESOLVED**

2. That clause 1b now state: "The adoption of the Consultation Document for the 2017/18 Annual Budget (Plan) as amended at Council on the 6 March 2017.

Clause 21.2 above was carried 15 votes to 0, the voting being as follows:

#### **For:**

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

The meeting finished at 5.06pm

Confirmed 27 March 2017

**Mayor**

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 6 March 2017

**TITLE:** Presentation of the Part I Public Committee of Council Recommendations from its 20 February 2017 Meeting

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Set out below are the recommendations only from the Committee of Council meeting Part I Public held on 20 February 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

**2-17 Annual Budget (Plan) 2017/18 (Year three of the 10 Year Plan 2015-25) - Adopting Supporting Information and the Consultation Document**

Memorandum, dated 14 February 2017 from the Chief Executive, Paddy Clifford.

The **COMMITTEE RECOMMENDS**

1. That the Committee approve and recommend to the 6 March Council meeting:
  - a. The following be adopted as supporting information that has been relied upon to prepare the Consultation Document for the 2017/18 Annual Budget (Plan):
    - Financial overview and forecast financial statements
    - Annual Budget (Plan) Disclosure Statement
    - Groups of Activities information, including financial forecasts and programme schedules
    - Significant forecasting assumptions
    - Descriptions of the proposed rating system, rates and funding impact statements
    - Descriptions of proposed levels of service for Council activities and performance measures

- b. The adoption of the Consultation Document for the 2017/18 Annual Budget (Plan) as amended at Council on the 6 March 2017.
- c. That, under the Council's Significance and Engagement Policy, decisions in accordance with the recommendations are considered to be not significant.

### **ATTACHMENTS**

Nil

## MEMORANDUM

**TO:** Council

**MEETING DATE:** 27 March 2017

**TITLE:** Memo to Council about remit proposal for LGNZ AGM

**DATE:** 10 March 2017

**AUTHOR/S:** Julie Macdonald, Strategy & Policy Manager, City Future

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### RECOMMENDATION(S) TO COUNCIL

1. That the Council approve the remit proposal made by the Palmerston North City Council and supported by the Zone 3 meeting on 9 March 2017.

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### 1. BACKGROUND

- 1.1. Local Government New Zealand's Remit Policy offers the opportunity for councils to propose remits that are supported by at least one zone or sector group meeting, or five councils.
- 1.2. The Policy states that:
  - 1) Remits must be relevant to local government as a whole rather than exclusively relevant to a single zone or sector group (or an individual council).
  - 2) Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action.
- 1.3. At the Zone 3 meeting on 9 March 2017 a remit was proposed by Palmerston North City Council, seconded by Tararua District Council, and supported by that meeting.
- 1.4. The remit proposes an amendment to the Local Electoral Act 2001 to reflect the following intent:
  - 1) That where any extraordinary vacancy arises in any local authority or community board more than 12 months before the next triennial election, and that vacancy is for any position other than Mayor then that position may be left vacant, or filled by an appointment made by the relevant local authority.
  - 2) That such appointment, or decision to leave such a vacancy vacant be conditional on there being no valid demand from electors requesting that a by-election be held.

- 3) That immediately following the decision to leave the vacancy vacant or to make such an appointment, the local authority must give public notice advising of its decision, but that a by-election must be held instead if 5 percent of electors of the relevant local authority or ward or community or sub-division demand that a by-election be held.

## 2. DISCUSSION

- 2.1 The remit proposal meets both the criteria in the Local Government New Zealand Remit Policy.
- 2.2 If the Council approves the remit proposal it will be put forward at the LGNZ AGM in July 2016.

## ATTACHMENTS

Nil

Julie Macdonald  
**Strategy & Policy Manager**



## MEMORANDUM

**TO:** Council

**MEETING DATE:** 27 March 2017

**TITLE:** Approval of international travel for the Mayor, July 2017

**DATE:** 13 March 2017

**AUTHOR/S:** Toni Grace, International Relations Manager, City Future

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### RECOMMENDATION(S) TO COUNCIL

1. That the Mayor be granted approval to travel overseas in July 2017 to lead a business delegation to China and Japan, and associated business.

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#### 1. ISSUE

- 1.1 This memo seeks Council approval for the Mayor to travel overseas for approximately two weeks during July 2017, leading a delegation to strengthen Palmerston North's cooperation with key partners in China and Japan.
- 1.2 The primary purpose of the July trip is to mark the 25<sup>th</sup> anniversary of our Sister City relationship with Guiyang City, and to use the profile of this occasion to strengthen economic ties with Guiyang, Guizhou province, and the wider South West of China.
- 1.3 The subsequent visit to Japan seeks to develop our friendly relations with the city of Mihara, particularly to deepen international education flows, economic links and local government cooperation.
- 1.4 In accordance with Council policy, approval is sought for the Mayor's international travel to lead this delegation, and undertake associated business. This approval is sought well in advance of the travel date to ensure that flight and accommodation bookings can be as cost effective as possible.
- 1.5 The cost for the Mayor's July travel is estimated to be approximately \$9,000-\$12,000 and will come from existing operational budgets. This cost estimate includes flights, accommodation, transfers and meals.

- 1.6 It is proposed that the China and Japan visits are combined into the one trip to economise flight costs and travel time, rather than two separate visits.
- 1.7 The timing of the visit during the mid-year break in Council meetings is to ensure that the trip has limited impact on Council business.

## 2. BACKGROUND

### *Guiyang, Guizhou Province, China*

- 2.1 After the Mayor's last visit to Guiyang in 2015, timed with the China New Zealand Mayoral Forum in Xiamen, Palmerston North's Sister City relationship strengthened with a commitment to developing cooperation on education and agriculture.
- 2.2 At the 2015 China New Zealand Mayoral Forum, Chinese mayors indicated they are most interested in agriculture, tourism, technology and education opportunities in New Zealand. Palmerston North is well placed to respond to these interests and therefore has significant opportunity to benefit from cooperation and economic partnerships with China.
- 2.3 In March 2016, Council previously approved the Mayor's travel request to visit China in 2016 to join a mission led by New Zealand Ambassador H.E. John McKinnon to Guizhou province and Guiyang City. This trip did not eventuate due to changes in schedule.
- 2.4 Council has maintained regular contact with Guiyang City authorities. In March 2016, Council and Massey University hosted a senior level delegation from Guiyang City to discuss opportunities for deeper agricultural cooperation.
- 2.5 Council has also developed and recently signed a joint Letter of Intent to cooperate on education, research, and vocational training initiatives with Guiyang. This agreement was developed in consultation with local education providers and stakeholders, and is part of Council's effort to support the Regional International Education Strategy.
- 2.6 The aim of the proposed July Mayoral visit, timed with the 25<sup>th</sup> anniversary of the Sister City relationship, is to lead a business delegation to Guiyang, with key themes including agriculture, food tech, business, innovation, international education and tourism.
- 2.7 The visit seeks to build on our long-standing relationship with Guiyang, to increase economic benefits from China and position Palmerston North strategically in growing South West region. This includes attracting investment, business, talent and students to Palmerston North, and also supporting local businesses and organisations which

have current or potential interest in operating in Guiyang City, Guizhou province or the wider region (including key major cities such as Chengdu).

- 2.8 The Mayor's leadership of this delegation will be crucial to its success. The role of the Mayor, especially in China and parts of Asia, is heavily influential for gaining access to key officials, opening doors to economic opportunities and securing official endorsement to international business transactions. It also demonstrates Council's commitment to Palmerston North's growth and prosperity through international trade and cooperation.

*Mihara, Hiroshima Prefecture, Japan*

- 2.9 The subsequent travel to Japan will explore prospects for further cooperation with Mihara City, located in the Hiroshima prefecture, and will include a side visit to the Japan campus of the Institute of the Pacific United (IPU) in Okayama; a short distance from Mihara.
- 2.10 A Mayoral-led delegation from Mihara City visited Palmerston North in November 2016 to explore city-to-city cooperation and a possible friendship relationship. During this visit, Mayor Grant Smith was invited by Mayor Yoshinori Tenma to visit Mihara City in 2017 in order to join celebration of the 450<sup>th</sup> anniversary of the city's castle foundation and to advance city-to-city initiatives.
- 2.11 During the November visit, promising areas of collaboration were identified in international education (including interest from IPU, UCOL, and St Peters College), local government cooperation (particularly emergency management), as well as business, sport and cultural links. These cooperation areas would be advanced further during the July 2017 delegation visit.

### 3. NEXT STEPS

- 3.1 Once approved, the Mayor's intention to visit our partner cities in Guiyang and Mihara will be confirmed and planning will commence.
- 3.2 The International Relations Manager will work with Guiyang and Mihara authorities, central government agencies (such as the New Zealand Consulate-General in Chengdu), and local agencies (such as CEDA), to plan the delegation visit, solidify objectives, arrange key official meetings and identify local businesses/organisations with an interest and value proposition for joining the delegation.
- 3.3 Following the visit, Council will receive a full report on the outcomes of the visit and a follow-up action plan.

**ATTACHMENTS**

Nil

Toni Grace  
**International Relations  
Manager**

**ITEM 5**





## MEMORANDUM

**TO:** Council

**MEETING DATE:** 27 March 2017

**TITLE:** Project Capital Budget Adjustments for Water and Waste

**DATE:** 20 March 2017

**AUTHOR/S:** Robert van Bentum, Water & Waste Services Manager, City Networks

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### RECOMMENDATION(S) TO COUNCIL

1. That the budget for 2016/17 in Wastewater Capital New Programme 646 – “Awapuni Landfill – Gas Pipeline Link” be revised from \$312,000 to \$382,000 utilising savings of \$70,000 from Water Capital New Programme 610 – “Turitea Valley Road / Pacific Drive New Water Supply Link.”
  2. That the budget for 2016/17 in Rubbish and Recycling Capital New Programme 1109 – “Awapuni Resource Recovery Park – Safety Improvements” be revised from \$519,000 to \$589,000 utilising savings of \$70,000 from Water Capital New Programme 610 – “Turitea Valley Road / Pacific Drive New Water Supply Link.”
  3. That the budget for 2016/17 in Water Capital Renewal Programme 643 – “Turitea Water Treatment Plant Replacement of Filter Media” be revised from \$83,000 to \$124,000 by utilising savings of \$41,000 from Capital Renewal Programme 652 – “Turitea Dams – Access Road Improvements.”
  4. That the LTP Programme 1063 - Turitea WTP – “Replacement of SCADA System Hardware and Software” be funded in 2016/17 rather than in 2019/20, by providing a budget of \$80,000 utilising savings of \$80,000 from Capital Renewal Programme 640 – “Turitea WTP Replacement of Sludge Pipeline.”
  5. That a new 2016/17 Capital Renewal Programme called “Water Safety and Security Renewal Projects” with a budget of \$111,000 be created by utilising savings of \$111,000 from Capital Renewal Programme 640 – “Turitea WTP Replacement of Sludge Pipeline.”
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## ITEM 6

## 1. ISSUE

1.1 For a variety of reasons a number of 2016/17 Capital New and Renewal Programmes have or are predicted to exceed or underspend their allocated budgets. Officers are seeking approval to reallocate funding within a number of capital and renewal programmes. Reasons for the higher or lower than predicted expenditure include:

- higher than expected tender prices due to the tight contracting environment resulting in only one or two companies willing to tender the work limiting price tension
- unforeseen additional scope changes resulting in additional costs
- unforeseen technical issues or site conditions resulting in additional costs
- predicated requirements for asset upgrades becoming unnecessary due to consenting of the current approach
- new technology delivering similar outcomes at lower cost

1.2 While additional budget is being requested for a number of programmes, in all cases savings or underspending has been identified within water and waste activities which can be used to offset the additional costs. Further detail on the programmes, reasons for any project cost increases and proposed savings offsets are set out below.

## 2. CAPITAL NEW PROGRAMMES

2.1 Budget adjustments are requested for two programmes namely:

- Programme 646 – Awapuni Landfill – Gas Pipeline Link and
- Programme 1109 – Awapuni Resource Recovery Park – Safety Improvement to Materials Recovery Facility

2.2 In respect of the budget adjustments savings are available from the following capital programme to offset the higher programme costs:

- Programme 610 – Turitea Valley Road / Pacific Drive – Water Supply Link and New Reservoir

## 3. PROGRAMME 646 AWAPUNI LANDFILL – GAS PIPELINE LINK

3.1 The gas pipeline link programme provides for piping of the closed landfill gas previously utilise to generate electricity using a leased engine at the landfill site, to



be blended with digester biogas to generate electricity in the Council owned biogas engine located at the Totara Road Wastewater Treatment Plant (WWTP).

3.2 The programme required installation of a pipeline to take gas to the WWTP biogas engine as well as relocation and upgrading of the gas conditioning skid. The total programme budget of \$312,000 has been exceeded by an amount of \$70,000 resulting in a total programme cost of \$382,000.

3.3 Reasons for the higher than estimated costs included:

- A longer than expected pipe alignment required to avoid a number of services and buried structures, which had not been identified due to the lack of quality as-built information
- Higher design and construction costs due to the decision to expedite the project at lowest risk to Council by contracting the services of Enerague (owner of the existing gas conditioning skid) to complete the design and installation work. In view of the negotiated pricing arrangement Officers negotiated over some weeks on the scope and price to achieve the lowest possible price.
- Despite the price premium paid, engagement of Enerague was assessed to provide the lowest risk and most effective way to expedite the project works given their knowledge of the existing gas engine and maintenance history with the site. Unfortunately in the absence of any price tension via a tender process the design and construction costs were higher than expected and budgeted.

3.4 While the project has exceeded budget by some 20%, the cost savings being achieved are also exceeding expectations. The biogas engine is running near continuously despite the lower gas yield from the digesters, while one digester is off line pending completion of the renewal of the lid. The pay-back period for the project is still estimated to be around 18 months based on the current level of reductions in external energy costs.

3.5 It is proposed that the additional budget of \$70,000 required to address the higher programme costs be obtained from savings already declared in Programme 610 for the Turitea Valley Pacific Drive Reservoir and Supply Line Project. Programme 610 savings are largely associated with a lower call on contingency and the decision to opt for a steel reservoir rather than a more expensive concrete one.

#### 4. **PROGRAMME 1109 AWAPUNI RESOURCE RECOVERY PARK – SAFETY IMPROVEMENTS TO MATERIALS RECOVERY FACILITY**

## ITEM 6

- 4.1 Programme 1109 to install a new water main in Tip Road to supply a pumped fire sprinkler system in the materials recovery facility has been completed over two financial years namely 2015/16 and 2016/17. The first year of the programme covered the construction of the water main while the sprinkler project is being implemented in the 2016/17 financial year. Costs are expected to exceed the programme budget of \$519,000 by an amount of \$70,000 giving a final programme cost of \$589,000.
- 4.2 Key reasons for the higher than expected programme cost include:
- Greater quantities, than allowed for in the tender, of contaminated material from the trench section close to the closed landfill that had to be disposed of to the Matthew's Avenue transfer station incurring higher costs
  - Higher than expected reinstatement costs due to the poor lateral strength of the soils increasing the trench width along part of the alignment
  - Higher costs for the sprinkler installation contract associated with receiving only one tender submission for the project.
- 4.3 Some amendments to the design and scope of the sprinkler installation project were implemented to reduce costs in the sprinkler project. Reductions in the final agreed tender price of \$37,000 were achieved through:
- Reducing the specification of the pump shed
  - Identifying and purchasing a second hand fire pump from Fonterra Pahiatua
  - Adjusting recycling sorting operations to extend the hours available to the contractor to complete the work during normal working hours
- 4.4 It is proposed that the additional budget of \$70,000 required to cover the higher programme costs be obtained from savings already declared in Programme 610 for the Turitea Valley Pacific Drive Reservoir and Supply Line Project.

## 5. BUDGET SUMMARY FOR REALLOCATION OF CAPITAL NEW PROGRAMMES

- 5.1 The additional costs for Programmes 646 and 1109 and the corresponding saving allocations from Programme 610 are summarised in Table 1 as follows.

**Table 1 Proposed Capital New Programme Budget Adjustments**

Prog ID	Description	2016/17 Budget	Proposed 2016/17 Budget	Change
	<b>Capital New</b>			
646	Awapuni Landfill – Gas Pipeline	\$312,000	\$382,000	\$70,000
1109	Awapuni Resource Recovery Park – Safety Improvements	\$519,000	\$589,000	\$70,000
610	Turitea Valley / Pacific Drive Water Supply Link and Reservoir	\$2,523,000	\$2,383,000	-\$140,000
	<b>Totals</b>	<b>\$3,354,000</b>	<b>\$3,354,000</b>	<b>\$0</b>

## 6. CAPITAL RENEWAL PROGRAMME BUDGET ADJUSTMENTS

- 6.1 Budget adjustments are requested for three capital renewal programmes namely:
- Programme 643 – Turitea Water - Treatment Plant Filter Renewals
  - Programme 1063 – Turitea Water Treatment Plant – SCADA Upgrades
  - Programme 1109 – Awapuni Resource Recovery Park – Safety Improvement to Materials Recovery Facility
- 6.2 In respect of the budget adjustments savings are available from the following programmes, tied to the Turitea Water Supply Activity, to offset the higher programme costs:
- Programme 652 – Turitea Dams – Access Road Improvements
  - Programme 640 – Turitea WTP – Replacement of Sludge Pipeline

## 7. PROGRAMME 643 – TURITEA WATER TREATMENT PLANT FILTER RENEWALS

- 7.1 Programme 643 to completely renew renewal and replacement of the media for all 8 of the sand filter units at the Turitea Water Treatment Plant was programmed to be completed over two financial years with allocated budgets for 2015/16 and 2016/17 of \$80,000 and \$83,000 respectively. The work involves removing old media from each filter, scouring the tanks, replacing any worn internal components, completing concrete repairs and then purchasing and installing new grading gravel and dual filter media (coal and sand).
- 7.2 Expenditure in 2015/16 exceeded budget by an amount of \$69,000 resulting in actual costs of \$149,000. The costs for completing renewal of the remaining 4 filters (5-8) are again anticipated to exceed the 2016/17 budget of \$83,000 by an amount of \$41,000 resulting in a total budget of \$124,000.
- 7.3 Key reasons for the higher than expected costs in each of the two years have included:
- Higher costs associated with procuring the new coal and granite components of the new media from an overseas supplier. The decision to use expensive overseas media was due to the poor quality of locally sourced pumice media
  - Underestimation of the extent and cost of concrete repair work required to the filter tanks
- 7.4 The refurbishment of the filters is a renewal project which occurs every 10 to 12 years and is critical to ensuring a high quality treated water output from the plant. With the majority of the media procured and external contract work scoped and priced the work on schedule to be completed in the 2016/17 financial year.

ITEM 6

- 7.5 If additional budget is not available then the work would need to be deferred into the next financial year 2017/18 which in turn will require deferral of other priority renewal works. Savings sufficient to provide for the additional costs have been identified in Programme 652 – Turitea WTP Access Road Improvements.

**8. PROGRAMME 1063 – TURITEA WTP – REPLACEMENT OF SCADA SYSTEM HARDWARE AND SOFTWARE**

- 8.1 The current 2015-25 LTP includes a budget of \$137,000 (\$120,000 + inflation) in 2019/20 to complete Programme 1063 Turitea Water Treatment Plant - Replacement of SCADA System Hardware and Software. The timing of this programme was based on a standalone project to upgrade the SCADA at the water treatment plant.
- 8.2 Since the planning and scheduling of this programme was determined in the last LTP, the Wastewater Activity has independently programmed a SCADA upgrade at the wastewater treatment plant to occur during the 2016/17 and 2017/18 financial years. The programme became urgent following upgrades at the WWTP which have added significant new plant and equipment which has brought forward the requirement for new PLCs and an upgraded SCADA system to effectively manage the upgraded plant.
- 8.3 In the light of the major upgrade to the wastewater SCADA system, the opportunity to include the upgrade of the Water Treatment Plant SCADA system was identified and included in the tendered scope of work as a provisional item. The tender submissions have resulted in a favourable price for undertaking the work at both sites, with the Turitea WTP share of the project set at \$80,000 or some \$57,000 less than the amount budgeted to be spent in 3 years' time.
- 8.4 Advancing this programme of work by 3 years provides not only an opportunity to deliver the project at lower cost due to shared implementation and integration costs, but it also provides an opportunity to deliver an integrated SCADA solution across both sites with key operational and resilience benefits.
- 8.5 The opportunity to advance the expenditure of \$80,000 on Programme 1063 has arisen because of savings identified from not having to proceed with Programme 640 – Turitea WTP Replacement of Sludge Pipeline. This programme of work was scheduled to fund the renewal of the wastewater pipeline which takes sludge from the Turitea WTP to the upper end of the City wastewater network in Aokautere.
- 8.6 At the time of the preparation of the LTP, it was expected that the existing discharge of supernatant from the Turitea WTP to the Turitea Stream would have to cease when the consent expired. This would then require all wastewater from the Turitea WTP to be pumped to the wastewater treatment plant. However in the period

leading up to the consent regular stream monitoring work identified that the existing discharge to the stream had no discernible negative impact on the stream water quality or in-stream fauna. In addition early discussions between officers and iwi identified that iwi's strong preference was that the discharge continue to the stream albeit at an equivalent or improved quality. This reflected a desire that any excess water taken from the stream be returned to the same stream.

- 8.7 As a result Officers have applied for a new discharge consent and are now confident that a consent will be granted with acceptable conditions and term in the near future. As the granting of a final consent is imminent Officers feel they are in a position to declare the project as surplus to requirements and take the opportunity to reallocate the funds to other important renewal projects. It is proposed to allocate the funds to Programme 1063 – Turitea WTP SCADA Renewal and a new Renewal Programme called 'Water Safety and Security Renewal Projects' as outlined in section 9 below.

## 9. NEW PROGRAMME – WATER SAFETY AND SECURITY RENEWAL PROJECTS

- 9.1 At the Planning and Strategy Committee of 21 November 2016, a report outlining a range of water supply security risk mitigation measures was presented and adopted. While funding for a range of capital projects was approved to be funded from already declared savings, a number of renewal projects were also identified for which funding had not been identified. Officers agreed to report back to Council following confirmation of renewal savings to confirm which of the renewal projects might be advanced within the current financial year 2016/17.
- 9.2 This report seeks approval to several of the security and safety related renewals identified in the November 2016 report using confirmed renewal savings. It is proposed to create a new programme of work to be called 'Water Safety and Security Renewal Projects' to manage and monitor this budget. An amount of \$111,000 in renewal savings from Programme 640 has been identified to fund this proposed programme of work.
- 9.3 The specific projects to be advanced will include priority renewal projects at the Turitea WTP such as renewal of a number of critical Variable Speed Drives and replacement of the in-line valves between the raw and treated water mains to mitigate the risk of cross-contamination as well as purchase of a replacement bore pump for the Takaro bore.

## 10. BUDGET SUMMARY FOR REALLOCATION OF CAPITAL RENEWAL PROGRAMMES

- 10.1 The additional costs associated with completing Programmes 643, 1063 and the new Water Supply Safety and Security Renewal Programme and the corresponding savings available from Programmes 652 and 640 are summarised in Table 2.

**Table 2 Proposed Capital Renewal Programme Budget Adjustments**

Prog ID	Description	2016/17 Budget	Proposed 2016/17 Budget	Change
643	Turitea WTP Replacement of Filter Media	\$83,000	\$124,000	\$41,000
1063	Turitea WTP – Replacement of SCADA System Hardware and Software	\$0	\$80,000	\$80,000
TBC	New Programme – Water Supply Safety and Security Renewal Programme	\$0	\$111,000	\$111,000
652	Turitea Dams – Access Road Improvements	\$84,000	\$43,000	-\$41,000
640	Turitea WTP Replacement of Sludge Pipeline	\$191,000	\$0	-\$191,000
	<b>Totals</b>	<b>\$358,000</b>	<b>\$358,000</b>	<b>\$0</b>

### ATTACHMENTS

Nil

Robert van Bentum  
**Water & Waste Services**  
**Manager**

## MEMORANDUM

**TO:** Council

**MEETING DATE:** 27 March 2017

**TITLE:** Electoral System, Maori Wards and Online Voting

**DATE:** 8 March 2017

**AUTHOR/S:** John Annabell, Legal Counsel, City Corporate

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### RECOMMENDATION(S) TO COUNCIL

1. That EITHER the electoral system to be used for the 2019 elections be the Single Transferrable Voting (STV) electoral system OR the Chief Executive be instructed to report further to the Council on the choice of electoral systems, such report to include a draft consultation document seeking community input before a final decision is made later this year.
2. That EITHER the Council does not establish a Māori ward or wards for the 2019 elections OR the Chief Executive be instructed to report further to the Council on the possible establishment of a Māori ward or wards, such report to include a draft consultation document seeking community input as well as a specific approach to Māori community engagement before a final decision is made later this year.
3. That EITHER the Council does not participate in any trial of online voting for the 2019 elections OR the Council does agree to participate in a possible trial on online voting, subject to further information about possible additional costs to be submitted at a later date.

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### 1. ISSUE

The Council needs to make a number of decisions in preparation for the 2019 local government elections. These decisions include the choice of the electoral system to be used (Single Transferable Voting or First Past the Post), whether or not a Māori ward or wards should be introduced and whether or not the Council should participate in any trial for online voting should this be possible.

Decisions on the formal review of representation arrangements, which the Council is required to undertake, will be made next year. These matters cover whether or not a ward system should be used for electing councillors, the number of councillors, and whether or not a community board or boards should be established.

## 2. BACKGROUND

### Electoral Systems

The Council currently operates its elections under the Single Transferrable Voting (STV) Electoral System. This system is also used for District Health Board elections and by a small number of local authorities. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved first by the counting of all first preferences then by a transfer of a proportion of votes by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and transfer of votes for those candidates in accordance with the voter's next preferences. In brief, excess votes received by each successful candidate are redistributed to help elect other candidates and if there were still positions to fill, the least popular candidates are removed from the counting process, with their votes being similarly being redistributed to other candidates. The counting of votes (carried out electronically), therefore, may involve a number of separate steps or iterations until results are determined. For the 2016 elections for Council, there were 61 iterations.

The other option permitted under the Local Electoral Act 2001 is the First Past the Post (FPP) Electoral System. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats and is also used by most other local authorities. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

For previous elections, the Council has used the First Past the Post (FPP) electoral system except for the 2013 and 2016 elections when the Single Transferrable Voting (STV) electoral system was used. A poll on the choice of electoral systems was carried out in 2003, for which 51.1% of those voting supported FPP and 48.6% supported STV.

Now, the Council could either resolve not later than 12 September 2017 to change the system for the 2019 and 2022 elections, or could resolve to conduct a poll if that resolution was passed by 21 February 2018. Alternatively, electors can demand a binding poll. A poll can be initiated by at least 5% of electors signing a petition requesting that a poll be held. If an electoral system is changed as a result of a Council resolution, that system can be changed for the next elections. However, if a poll is held on the manner, then the chosen electoral system must be used for the next two triennial elections.

A successful poll demand must be signed by 5% of city electors and be lodged with the City Council by 21 February 2018. If a successful demand was received after that date, the outcome of the poll would apply for the 2022 and 2025 elections.



## Māori Wards

In 2005, 2008 and 2011, the Council decided not to establish a separate Māori ward or wards after consulting the community. The Council always emphasised during the deliberations the priority of having the Māori community actively engaged in local government decision-making. This ethos drove the development of a Māori Community Strategy (2012) that emphasised, among other matters, that success will include 'Increased numbers of Māori people standing as candidates in the City', and 'An increased number of issues generated by the Māori community being raised as part of the general debate around elections'. Anytime when the issue of Māori wards is discussed and profiled is an opportunity to reflect on the goals of the Māori Community Strategy, in particular those around participation and representation.

A key aspect that also needs to be considered is using processes that align with the Strategy in terms of effectively gaining the view of Māori, as well as the wider citizenry, of this option. It is important to note that feedback in the past shows a strong interest in the Māori ward option but some concern about aspects of how the option is framed. The way the Māori ward option was articulated in the legislation by central government has drawn significant criticism by Māori. Any desire for Council to effectively look at the implications for Māori of this option ought to have a strong Māori input from an early stage. Indeed clarity on the views of Māori may be a pre-requisite to many people in the wider community coming to clear view themselves on these matters.

The Council, if it wishes, could resolve to introduce a separate Māori ward or wards for the 2019 elections or to conduct a poll. Electors could also demand a poll, regardless of whether or not the Council has considered the matter. A successful poll demand must be signed by 5% of city electors. A Council resolution to introduce a Māori ward or wards for the 2019 elections would need to be passed by 23 November 2017 whilst a poll, if held, must take place not later than 21 May 2018.

The number of Māori members to be elected to the Council depends on a mathematical formula based on the Maori and general electoral populations of the city, related to the total number of Councillors. For Palmerston North City, the effect of applying this formula is shown on the table below, based on population data at 30 June 2016 but including the boundary change area. At that date, the Māori electoral population of Palmerston North was 8,800 and the general electoral population was 77,400:

Number of Māori Councillors	1	2	3
Total Number of Councillors	5-13	14-21	22-29

For Palmerston North, the most likely scenario for a Māori ward system would be a ward comprising electors on the Māori Roll covering the whole of the city, electing one or two

members. However, if there were to be two members, there could be two separate Maori wards each electing one councillor.

### Online Voting

In June 2015, the Council agreed to participate in a possible trial of online voting, along with a small number of other local authorities. Unfortunately, the trial did not proceed for the 2016 local authority elections because the government was not satisfied that security systems were adequate and that there was full community support for such a trial taking place.

For the 2019 elections, the process to satisfy the government needs to start afresh and, in this regard, Local Government New Zealand has already asked those councils who agreed to participate in the earlier trial if they were prepared to do so again for the 2019 elections. At this stage, we have no indication of what the likely additional costs will be or what specific additional requirements will need to be met.

The possible advantages for Palmerston North City Council should it decide to participate in the trial include:

- Provision of an opportunity to increase voter participation in the elections, by using a method of voting that is more appropriate in the electronic age.
- Ensuring that those who vote online cannot make an informal vote – the online system will not accept votes that are incorrectly made, such as where an elector endeavours to use ticks or repeat numbers. This is the significant advantage should the Single Transferable Voting (STV) electoral system be used.

A possible disadvantage is the additional cost for the election. These are unknown at this stage, but were very roughly estimated to be in the region of \$100,000 (GST exclusive) for the 2013 elections. A major part of the additional cost was the need for each elector to receive two documents through the mail which, when read together, would provide an elector with security information that enabled them to vote online.

## 3. NEXT STEPS

If the Council decides to maintain the present STV electoral system and not establish a Māori ward, no further action will be necessary with respect to these matters, other than to advise by public notice published by 19 September 2017 that the public has a right to demand a poll to change the electoral system.

If the Council decides to consult on either or both of the above matters, a memorandum will be prepared for the next Council meeting proposing a consultation strategy and documentation as appropriate.

For online voting, if the Council wishes to participate in a trial, a further report will be submitted to Council when more is known.

## PALMERSTON NORTH CITY COUNCIL

As mentioned at the start of this memorandum, a review of other representation arrangements, including whether or not a ward system should be established, the number of Councillors and whether or not a community ward, board or boards should be established, will be reported to the Council early next year.

**ATTACHMENTS**

Nil

John Annabell  
**Legal Counsel**



## MEMORANDUM

**TO:** Council

**MEETING DATE:** 27 March 2017

**TITLE:** Appointment to the Te Apiti Manawatu Gorge Project Update

**DATE:** 3 March 2017

**AUTHOR/S:** Kyle Whitfield, Governance & Support Team Leader, City Corporate

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### RECOMMENDATION(S) TO COUNCIL

1. That Council approves the appointment of the Mayor to the Te Apiti Manawatu Gorge Project Governance Group with the Deputy Mayor as a substitute.

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### 1. ISSUE

There is a need to appoint a Palmerston North City Council (PNCC) Elected Member to the Te Apiti Manawatu Gorge Project Governance Group (Governance Group).

### 2. BACKGROUND

The Te Apiti Manawatu Gorge project has completed many upgrades to the visitor experience around the Manawatu gorge area and in turn they are facing increasing numbers of people who are choosing to visit the area.

PNCC has contributed to the project both in terms of financial and council officer involvement.

Other Councils within the region have also been asked to confirm appointments to the Governance group.

### 3. NEXT STEPS

To formally appoint the Mayor as PNCC Elected Member representative to the Governance Group with the Deputy Mayor as a substitute when the Mayor is unavailable.

**ATTACHMENTS**

Nil

Kyle Whitfield  
**Governance & Support**  
**Team Leader**

## MEMORANDUM

**TO:** Council

**MEETING DATE:** 27 March 2017

**TITLE:** Addition to the 'Elected Member Expense Policy 2016-2019'

**DATE:** 21 March 2017

**AUTHOR/S:** Kyle Whitfield, Governance & Support Team Leader, City Corporate

### RECOMMENDATION(S) TO COUNCIL

1. That the following is added to the 'Elected Member Expense Policy 2016-2019' under the heading of 'Mayor':

The provision of:

- Mobile telephone;
- Computer and/or tablet; and
- An internet connection.

In addition, the Council pays in full the Mayor's:

- Home telephone rental, and associated toll charges; and
- Monthly cellphone based rental, and all associated call charges.

### 1. ISSUE

Currently the Elected Member Expense Policy 2016-2019 is silent on providing the Mayor with a Council supplied Mobile telephone, Computer and/or tablet and an internet connection. The following wording is proposed:

*The provision of:*

- *Mobile telephone*
- *Computer and/or tablet*
- *An internet connection*

*In addition, the Council pays in full the Mayor's:*



- *Home telephone rental, and associated toll charges;*
- *Monthly cellphone based rental, and all associated call charges.*

If the above is adopted the above wording will be inserted into the 'Elected Member Expense Policy 2016-2019' under the heading 'Mayor' as highlighted in the draft policy attached.

## 2. NEXT STEPS

Update the Elected Member Expense Policy to reflect the above addition and forward this to the remuneration authority for their subsequent approval.

## ATTACHMENTS

1. DRAFT Elected Member Expense Policy 2016-2019  

Kyle Whitfield  
**Governance & Support**  
**Team Leader**



## **Elected Members' Expenses Policy - Commencing 1 July 2016**

### **Introduction**

This policy sets out the rules for the payment of allowances and the claiming of expenses by elected members and their spouses/partners.

Contact person for queries: Governance and Support Team Leader  
Phone: 356 8199 x 7106

### **Authentication of Expense Reimbursements and Allowances**

From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of Council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable Council business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

The process for reimbursement of claims includes the following principles:

- Any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy;
- Expense claims are approved by the Governance and Support Team Leader. Full original receipts are required; and
- Reimbursements will be made electronically into a nominated bank account.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

The Council's internal audit work programme includes sampling expense claims and allowances paid to Elected Members and staff.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

### **DEFINITIONS**

"Actual" means as evidenced by the original receipt attached to the claim form.

"Reasonable" means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.

"Council business" includes: formal council meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public. It does not include events where the primary focus is on social activity.

“Remuneration Authority” is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

### Allowances and Expenses by Elected Members

#### All Elected Members

Expense/Allowance	Description
Taxis	<p>Taxis may be used for Council business, instead of private vehicles or public transport, for the following reasons:</p> <ul style="list-style-type: none"> <li>• Safety/security reasons;</li> <li>• When Elected Members are on official Council business or at an official event; and</li> <li>• When travelling outside Palmerston North if a taxi is the most appropriate form of transport.</li> </ul> <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option.</p> <p>Taxi charge vouchers/cards should be used for planned travel within New Zealand.</p>
Travel and attendance at conferences/seminars/training programmes	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at these events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"> <li>• Related expenditure being accommodated within existing budgets; and</li> <li>• The appropriate approvals as outlined in this policy.</li> </ul> <p>Expenses excluded are: purchases from hotel mini-bars, charges for in-room movies, newspapers, laundry and other miscellaneous costs.</p> <p>All travel and accommodation arrangements for elected members are to be made by Council staff with the Council's preferred travel agents, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p> <p>No financial provision is to be made for a spouse or partner of an elected member attending any conference or training opportunity, other than for the Mayor's spouse or partner attending a conference in association with the Mayor.</p>
Air travel	<p>All elected members are entitled to utilise domestic air travel for Council related travel, where travel by air is the most cost effective travel option. Travel will be by economy class except where</p>

Expense/Allowance	Description
	exceptional circumstances arise.
Private accommodation provided by friends/relatives	Payment of \$75.00 per night when staying in private accommodation, to cover accommodation and breakfast. It is intended that at least a portion of this allowance is paid to the accommodation provider.
Parking expenses	The Council provides elected members with car parking exemption cards. The expectation is that these will be used only for council business.
Subscriptions	Expenses in respect of subscriptions to organisations will be reimbursed to or paid on behalf of an elected member where, in the opinion of the Chief Executive, membership would assist the elected member in carrying out their duties.

### Mayor

Expense/Allowance	Description
Car	The Mayor will be provided with a vehicle that will also be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.
Car parking	Use of an assigned car park in the Civic Administration Building in addition to a car parking exemption card.
Travel and conferences, courses and seminars	<p>The prior approval of the Chief Executive is required for travel within New Zealand for: Council business; attendance at conferences/courses/training events/ seminars; other purposes associated with the position of Mayor.</p> <p>Expenses relating to the Mayors partner/spouse attending functions with the Mayor on official invitations are covered under this policy.</p> <p>The prior approval of the Council is required for all international travel, where costs or partial costs are paid for by Council funds.</p>
Provision of Equipment/Services	<p>The provision of:</p> <ul style="list-style-type: none"> <li>- Mobile telephone;</li> <li>- Computer and/or tablet; and</li> <li>- An internet connection.</li> </ul> <p>In addition, the Council pays in full the Mayor's:</p> <ul style="list-style-type: none"> <li>- Home telephone rental, and associated toll charges; and</li> <li>- Monthly cellphone based rental, and all associated call charges.</li> </ul>

Expense/Allowance	Description
Airline club	Given frequent travel requirements for the role, payment of an Air New Zealand Koru Club subscription.
Entertainment and hospitality	<p>The Mayor holds a credit card to pay directly for any entertainment or hospitality expenses incurred while carrying out council business. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.</p> <p>All expenditure on this card is approved by the Chief Executive.</p>

**Councillors**

Expense/Allowance	Description
Conferences, courses, seminars and training	<p>The conference, course, seminar or training event must contribute to the Councillor's ability to carry out council business.</p> <p>Attendance at these events must be approved in accordance with the elected member as set out in clause 172 of the Council's Delegations Manual.</p> <p>Cost of telephone calls made from accommodation landlines, may be refunded as follows:</p> <ul style="list-style-type: none"> <li>• Cost of one call per night can be claimed; and</li> <li>• Costs of calls in contacting constituents may be refunded provided the call is for the business of the Council.</li> </ul>
Vehicle mileage	<p>Vehicle mileage will be paid for all travel on Council business that exceeds, in any one day, the relevant threshold distance.</p> <p>The threshold distance will be personal to each elected member. It will depend on the distance of a round commuting trip from the elected member's home to Civic Administration Building:</p> <ul style="list-style-type: none"> <li>• Members living more than 15 kilometres away from the Civic Administration Building may claim the allowance for round trip distances travelled more than 30 kilometres in any one day; and</li> <li>• Members living less than 15 kilometres away from the Civic Administration Building may claim mileage for round trip distances travelled more than their round trip from home to the Civic Administration Building, in any one day.</li> <li>• The 30 kilometre threshold, however, applies only to visits to the Civic Administration Building. For other travel by elected members, the threshold distance will not apply.</li> </ul> <p>The vehicle mileage allowance payable to a member is:</p>

Expense/Allowance	Description
	<ul style="list-style-type: none"> <li>74 cents per kilometre for the first 5,000 kilometres for which the allowance is payable; and</li> <li>37 cents for any distance over 5,000 kilometres for which the allowance is payable.</li> </ul> <p>Any vehicle mileage allowance paid to elected members residing outside Palmerston North City will be paid only if the Council has given its prior approval, either generally or for specific activities.</p>
Communications Allowance	<p><i>For landline and broadband connection:</i> \$250.00 per annum.</p> <p><i>For mobile phones:</i> \$400.00 per annum to cover council generated calls, texts and data.</p> <p><i>For equipment:</i></p> <ul style="list-style-type: none"> <li>\$150.00 for the use of a personal computer or laptop</li> <li>\$150.00 for the use of an private electronic tablet or the Council provides an electronic device with full technical support.</li> <li>\$40.00 where the elected member provides their own printer/scanner</li> <li>\$60.00 where the elected member provides their own telephone (mobile or handset)</li> </ul>
Travel Time Allowance	A travel time allowance is not payable to elected members.

## GENERAL

This policy will apply from 1 July 2016. Where this policy applies for part of a financial year only, that is, from 1 July to mid-October 2016 or mid-October 2016 to 30 June 2017, the kilometre distance and monetary amounts stated in this policy will be pro-rated accordingly.

The amounts payable as an allowance in this policy shall be adjusted automatically if changes to any of these amounts are made by the Remuneration Authority.



## MEMORANDUM

**TO:** Council

**MEETING DATE:** 27 March 2017

**TITLE:** Local Government New Zealand Annual Conference

**DATE:** 14 February 2017

**AUTHOR/S:** Kyle Whitfield, Governance & Support Team Leader, City Corporate

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### RECOMMENDATION(S) TO COUNCIL

1. That the Council's delegation to the 2017, 2018 and 2019 Local Government New Zealand Annual Conferences and Annual General Meetings consist of the Mayor, Chief Executive, two councillors and up to two further "observer" councillors.
2. That registrations of interest be called from councillors interested in being selected to attend the Local Government New Zealand Annual Conference and Annual General Meeting 2017, such registrations to be forwarded to the Governance and Support Team Leader by the closing date of 4.00pm on Friday 21 April 2017, the final decision on which councillors will attend to be made by the Mayor and Deputy Mayor.
3. That Council delegate that the Local Government New Zealand 2018 and 2019 Annual Conferences and Annual General Meetings be determined in those years, via a memorandum direct to councillors (rather than to a committee or Council meeting), calling for registrations of interest, the final decision on which councillors will attend in those years to be made by the Mayor and Deputy Mayor.

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#### 1. Issue

The Local Government New Zealand conference, including the Annual General Meeting which is usually run concurrently with the Annual Conference, provides opportunity for elected members to network nationally amongst their peers. The process benefits local authorities in a variety of both direct and indirect ways.

This year the Local Government New Zealand Conference will be held on 23-25 July 2017 in Auckland. Details of the Conference are appended to this report.

The constitution of Local Government New Zealand provides for this Council to be formally represented at annual general meetings (AGM) and special general meetings (SGM) of Local Government New Zealand by up to four delegates.

At its meeting in April 2008 and 2013 the Council resolved that elected members' attendance at the conference of Local Government New Zealand on the basis that only the Mayor and four Councillors attend. These same members would be expected to attend the AGM. Historically, the Council's Chief Executive has also attended both the Conference and the AGM as a member of the delegation.

The rules of Local Government New Zealand require one of the delegates representing a local authority at the AGM to be appointed its "presiding delegate". As referred to above, the presiding delegate is the delegate who actually casts a vote on behalf of an authority.

If the Mayor is not available to attend, the Deputy Mayor attends in his stead.

## 2. Description of Option(s)

The Chairperson and Deputy Chairperson, in this case the Mayor and Deputy Mayor, acting conjointly under delegated authority (*clause 172*) may permit the attendance of elected members at conferences and training opportunities, with leave of absence and appropriate expenses paid.

There are no clashes with other meetings as the date for the Local Government New Zealand Conference falls in the third calendar week of July 2017 and there are no scheduled meetings of the Council in that period.

## 3. Next Action(s)

If the Council approves the recommendations, registrations of interest will then be sought from interested members for attendance at the Local Government New Zealand Conference 23-25 July 2017. At the closing date of registrations the Governance and Support Team Leader will advise the Mayor of the registrations of interest received. The Mayor and Deputy Mayor will then make a decision on the successful registrant(s) and all further information regarding the conference will then be forwarded to that person or those persons direct



## **ATTACHMENTS**

1. LGNZ Proposed Conference Timetable  

Kyle Whitfield  
**Governance & Support**  
**Team Leader**

# We are. LGNZ. | 2017 Conference & Awards

23-25 July, SKYCITY, Auckland

23-25 JULY, SKYCITY, AUCKLAND

## Programme

*This is a preliminary programme, current as at 21 February 2017. It is subject to minor changes.*

### Sunday 23 July

- Registration desk open**  
Level 4, SKYCITY Convention Centre
- 9.30am - 6.00pm  
Barista coffee available from midday  
*Kindly sponsored by Fonterra*  
**Council hosted tours**
- 10.00am - • Auckland's Tupuna Maunga
  - 12.30pm • Toi o Tamaki: behind the scenes
  - New Lynn: urban regeneration in a growing city
- Ticketed event. For further information [click here](#)*
- 1.00pm - **Mayors Taskforce for Jobs AGM**  
2.30pm *Members only*
- 1.00pm - **Regional Sector meeting**  
2.30pm *Members only*
- 1.00pm - **Young Elected Members meeting**  
2.30pm *Members only*
- Powhiri and opening ceremony**  
3.00pm **Lawrence Yule**, President, LGNZ  
**Phil Goff**, Mayor, Auckland Council  
*Followed by a photo of all Mayors and Chairs*
- 4.00pm **Afternoon tea amongst the exhibition**  
**Opening address: Pathway to the prosperity of our communities**  
4.30pm **Lawrence Yule**, President, LGNZ
- 4.45pm **Government's address**  
5.00pm **Opening keynote: Building communities from the ground up: strengthening local democracy and engagement**

How engaging communities in shaping the look, function and feel of the places in which they live can build a strong sense of local pride, identity and connection.

**Rt Hon Dame Patsy Reddy**, Governor-General of New Zealand

**Simpson Grierson welcome reception**

6.00pm SKYCITY Convention Centre

For more information [click here](#)

## Monday 24 July

**Registration desk open**

7.30am

Barista coffee available

*Kindly sponsored by Fonterra*

**Transpower breakfast session with [Billie Jordan](#)**

7.00am

*Ticketed event. For further information [click here](#)*

SKYCITY Convention Centre

**Community faces: how people are shaping the future**

8.30am

A future vision on how people will shape our communities in the coming decades as a result of New Zealand's growing diversity. This touching session features personal stories from members of the [Cook Islands Development Agency](#) of New Zealand and the [Roots Collective](#) on how they are changing lives in their community.

**Building tomorrow's places 2050: the role of technology**

9.15am

Looking at the role of technology in our communities and how smart technology can be integrated to create smart, liveable places. Learn about the practical technology trials underway to understand why New Zealand is a world leader in the implementation of Smart City technology.

**Dr David Warburton**, Chief Executive, Auckland Transport

**Mayor Lianne Dalziel**, Mayor, Christchurch City Council

*Kindly sponsored by PwC*

10.00am

**[Andrew Little](#)**, Leader of the Opposition

10.15am

**Morning tea amongst the exhibition**

**Creating tomorrow's places 2050**

Attracting inward investment to boost local economy. Three councils share best practice examples and stories of how their approach has opened the door to investment, strengthening the resilience of their local economy.

10.45am

Case study one: [Rocket Lab - world innovation in Wairoa](#)

**Mayor Craig Little**, Wairoa District Council

Case study two: [Opotiki's Aquaculture Harbour Project: a platform for sustainable economic growth](#)

**Mayor John Forbes**, Opotiki District Council

Case study three: [Leading innovation and entrepreneurship in the capital](#)  
**Chris Whelan**, Chief Executive, Wellington Regional Economic Development Agency

11.30am **Presentation of Minister of Local Government's EXCELLENCE Award for Outstanding Contribution to Local Government Liveable spaces and loveable places: community infrastructure**

11.40am Looking at the worlds most liveable cities: Creating cities that will continue to improve quality of life for our communities through liveable spaces and loveable places.

12.20pm [Marama Fox](#), Co-leader of Maori Party

12.35pm **Lunch amongst the exhibition**

**Sustainable development 2050: inspired action to build great communities**

Bringing together policy, practice and research to inform our council leaders on how they can champion change to create and sustain liveable spaces and loveable places. A highly inspiring presentation on delivering a vision for our cities and towns.

1.30pm

**Sir Bob Harvey**, Champion for Auckland, Auckland Council

**Ludo Campbell-Reid**, Design Champion and General Manager, Auckland Design Office, Auckland Council

**Viv Heslop**, former Sustainability Lead, Panuku Development Auckland

2.15pm [Rt Hon Winston Peters](#), Leader of NZ First

2.30pm **Afternoon tea amongst the exhibition**

**Interactive sessions** (delegates select either one city walking tour or two workshops)

**Interactive workshops (at the venue)**

Delivering excellence and engaging communities to deliver sustainable outcomes

3.00 -

5.00pm

1. Managing uncertainty and impacts of climate change to meet your communities' 2050 objectives

2. Better economic development

3. Cross district collaboration – how regions and districts are breaking down silos and working together to deliver excellence for communities

4. Meeting community expectations and delivering on the Government's objectives for water quality

**City walking tours (offsite)**

City Rail Link

Auckland Waterfront

Auckland Governance

For further information on interactive sessions please [click here](#)

6.45pm **Fulton Hogan conference dinner and LGNZ EXCELLENCE Awards**  
SKYCITY Convention Centre  
For more information please [click here](#)

## Tuesday 25 July

### Registration desk open

8.00am Barista coffee available  
*Kindly sponsored by Fonterra*  
**Looking after tomorrow's places 2050: meeting our nation's water needs**  
Managing community expectations and delivering the Government's objectives for freshwater water quality is a challenge facing all of New Zealand. The primary sector and urban infrastructure are key areas for focus but equally we need to have strong conversations with our community on costs and plans to deliver.

8.45am

Session chair: [Mark Sainsbury](#)  
[Stuart Crosby](#), Bay of Plenty Regional Councillor  
**Rahui Papa**, Te Arataura Chairman, Waikato Tainui and a representative of the Iwi Chairs Forum  
**Ken Taylor**, Director, National Science Challenge, Out Land and Water

9.30am [Metiria Turei](#), Co-leader of the Green Party  
**Closing keynote: Future proofing our communities**  
This compelling international speaker brings the conference themes together and presents views on how and why we must adapt and be future-ready in a period of unprecedented technological, environmental, and demographic change.

9.45am

[Holly Ransom](#), futurist and global strategist  
*Kindly sponsored by Chorus*

10.30am **Conference closing address**

10.45am **Closing morning tea**  
**Local Government New Zealand AGM**

11.15am *Members only*  
*Registration to attend the AGM is made directly with LGNZ*

1.45pm - **AGM light luncheon**

2.15pm *Members only*



## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 27 March 2017

**TITLE:** Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 6 March 2017 Meeting

ITEM 11

Set out below are the recommendations only from the Planning and Strategy Committee meeting Part I Public held on 6 March 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### **11-17 Amendment to the Signs and Use of Public Places Bylaw Administration Manual**

Memorandum, dated 13 February 2017 from the Policy Analyst, Peter Ridge.

#### The **COMMITTEE RECOMMENDS**

1. That the Council determines that no consultation is necessary because the proposed changes are very minor and do not significantly affect any particular group of stakeholders.
2. That the Council amend the Palmerston North Signs and Use of Public Places Bylaw 2015 Administration Manual as shown in appendix 1 of the memorandum entitled 'Amendment to the Signs and Use of Public Places Bylaw Administration Manual' dated 13 February 2017 by tracked changes, to come into effect on 3 April 2017.

### **12-17 LGNZ Metro Sector Remit Proposals**

Memorandum, dated 13 February 2017 from the Strategy & Policy Manager, Julie Macdonald.

#### The **COMMITTEE RECOMMENDS**

1. That the Council supports the following remit proposal at the LGNZ metro sector meeting: "That LGNZ advocates to central government to provide co-ordination and policy requirements for local authorities to enable them to assist New Zealand meeting its commitment under the Paris Agreement."
2. That the Council supports the following remit proposal at the LGNZ metro sector meeting: "That LGNZ advocates to central government to amend the Litter Act 1979 to enable local authorities to legally issue infringement notices where there is evidence of an offence."

13-17

### City Centre Streetscape Plan Bus & Parking Trials

Memorandum, dated 20 February 2017 from the City Planning Manager, David Murphy and the Roding Manager, Jon Schwass.

#### The **COMMITTEE RECOMMENDS**

1. That resolutions 80.5 and 80.6 made by the Council at its meeting held on 27 June 2016 and which adopted recommendations 42.10(d) and 42.10(e) made by the Planning and Policy Committee at its meeting held on 20 June 2016 and which related to bus and parking trials associated with the City Centre Streetscape Plan be revoked.
2. That the 90° parking arrangement contained within the City Centre Streetscape Plan be assessed via a traffic safety audit using a multi-disciplinary team.
3. That the results of the safety audit are brought back to the Planning and Strategy Committee before a decision is made to proceed with a trial or not.

#### NOTE:

As stated in the memorandum entitled 'City Centre Streetscape Plan Bus and Parking Trials' dated 20 February 2017, officers encountered difficulties in delivering resolutions 80.5 and 80.6 made by Council on 27 June 2016 and therefore recommended that these be revoked. With respect to resolution 42.10(d) – Bus Route Trial it was noted that there is little opportunity under current service contracts and schedules to make alterations to bus routes without incurring financial penalties or putting service reliability at risk on some routes. With respect to resolution 42.10(e) – Parking Trial, undertaking a trial between Main Street and Church Street on the eastern side of The Square would have prolonged the period of uncertainty and disturbance for retailers directly adjacent to this section of road.

The Committee has agreed with the officer's recommendation and now recommends that the resolutions referred to above be revoked. This procedure is permitted under standing order 3.9.18. For further information, refer to the memorandum above.



**14-17**

**Pedestrian Facilities and Safety (NZTA) - March 2017**

Memorandum, dated 20 February 2017 from the Senior Transportation Engineer, Glenn Connelly.

The **COMMITTEE RECOMMENDS**

1. That the Committee note the progress and actions regarding pedestrian safety and crossing facilities on State Highways in Palmerston North to be formally raised with the New Zealand Transport Agency, in particular on:
  - State Highway 3 between Roberts Line and Stoney Creek Road
  - State Highway 3 on Princess Street fronting UCOL
  - State Highway 57 on Aokautere Drive fronting the Summerhill Shopping Centre
2. That the Chief Executive be instructed to further investigate a signalised crossing at the pedestrian refuge in Princess Street between King and Queen Street.

**ATTACHMENTS**

Nil



## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 27 March 2017

**TITLE:** Presentation of the Part I Public Sport and Recreation Committee Recommendations from its 6 March 2017 Meeting

ITEM 12

Set out below are the recommendations only from the Sport and Recreation Committee meeting Part I Public held on 6 March 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### **7-17 Options for the Palmerston North City Council to obtain additional Lane Space at peak times at either Council-owned or other Pool facilities**

Report, dated 14 February 2017 from the Leisure Asset Officer, Rob Bellad-Ellis.

#### **The COMMITTEE RECOMMENDS**

1. That the Chief Executive be instructed to enter into negotiations with the Ashhurst School Board of Trustees to extend the existing contracted hours for public use during the winter months when the Lido Aquatic Centre outdoor pool is closed, subject to reaching agreement with swimming clubs willing to relocate their activities from the Lido Pool to the Ashhurst School Pool.
2. That the Chief Executive be instructed to investigate opportunities to partner with the Community to deliver new swimming pool facilities for the Long Term Plan.

### **9-17 Palmerston North City Dog Park**

Report, dated 1 November 2016 from the Leisure Assets Planner, Jason Pilkington.

#### **The COMMITTEE RECOMMENDS**

1. That Council endorse Waitoetoe Park as the preferred site for a Palmerston North Dog Park.
2. That the specific site location and details of the dog park be determined within the wider context of preparing and adopting the Waitoetoe Park

Reserve Development Plan.

3. That Council note that a draft Waitoetoe Park Reserve Development Plan would be brought to Council by June 2017.

**ITEM 12**

**10-17**

**Clearview Park Proposed Land Exchange**

Report, dated 16 February 2017 from the Leisure Assets Planner, Jason Pilkington.

The **COMMITTEE RECOMMENDS**

1. That the Chief Executive Officer be instructed to consult with the public on the proposed land exchange of 1340 square metres of land at Clearview Park (Lot 1 DP 69185, 187 189 & 67876) for 2218 square metres of land owned by Fair Investments Ltd. (Lot 146 DP 372992) as described in the report dated 16 February 2017 and entitled "Clearview Park Proposed Land Exchange".

**ATTACHMENTS**

Nil

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 27 March 2017

**TITLE:** Presentation of the Part I Public Community Development Committee Recommendations from its 13 March 2017 Meeting

ITEM 13

Set out below are the recommendations only from the Community Development Committee meeting Part I Public held on 13 March 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

**8-17 Class 4 Gambling Venues Policy and Racing Board Venue Policy Reviews - Deliberations on Submissions**

Memorandum, dated 16 February 2017 from the Policy Analyst, Peter Ridge.

The **COMMITTEE RECOMMENDS**

1. That the Council adopts the Palmerston North Class 4 Gambling Venue Policy 2017, as shown in Appendix 1 to this report, to come into effect on 28 March 2017, replacing the Palmerston North Class 4 Gambling Venue Policy 2012 on the same date.
2. That the Council adopts the Palmerston North Racing Board Venue Policy 2017, as shown in Appendix 2 to this report, to come into effect on 28 March 2017, replacing the Palmerston North Racing Board Venue Policy 2012 on the same date.
3. That the Chairperson and Deputy Chairperson of the Community Development Committee be given delegated authority to approve minor amendments to the Palmerston North Class 4 Gambling Venue Policy 2017 and Racing Board Venue Policy 2017 prior to publication.
4. That a clause be inserted to allow relocation of a venue where the reason for the relocation is beyond the control of the venue (for example fire or earthquake).

9-17

### **Begging in the CBD**

Report, dated 3 March 2017 from the Manager - Community Engagement, Ian Littleworth.

#### **The COMMITTEE RECOMMENDS**

1. That the report Begging in the CBD be received.
2. That Council does not extend the MASH Trust contract to provide targeted services supporting the social needs of beggars in the CBD.
3. That Council carry out option 5 outlined in the report dated 3 March 2017, entitled "Begging in the CBD", Development of a Begging Bylaw.
4. That the Council decision at its September 2016 meeting, adopting recommendation 44.3 of the September 2016 Community Development meeting (That Officers present plans for a 3 month educational campaign to Council at the next available opportunity), be revoked.
5. That the Chief Executive be instructed to trial option 4, Place Activation options, as outlined in the report dated 3 March 2017, entitled "Begging in the CBD", within existing budgets and report back by June 2017.

NOTE: Councillor Tangi Utikere abstained from voting on clauses 71.2 to 71.5 inclusive.

At the September 2016 Community Development Meeting the Committee recommended that an educational campaign be trialled to see what impact it would have on reducing beggars. Since that time further information had been received related to previous campaigns, such as the Give Wisely, and the limited impact it had on reducing the number of beggars.

The Committee has therefore agreed that an educational campaign would have little effect on the begging issue and therefore is recommending that Recommendation 44.3 of the Community Development's September 2016 meeting be revoked. This procedure is permitted under standing order 3.9.18.

### **ATTACHMENTS**

Nil

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 27 March 2017

**TITLE:** Presentation of the Part I Public Finance and Performance Committee Recommendations from its 20 March 2017 Meeting

ITEM 14

Set out below are the recommendations only from the Finance and Performance Committee meeting Part I Public held on 20 March 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 14-17 Library Refurbishment Project

The **COMMITTEE RECOMMENDS**

**THAT THE FINANCE AND PERFORMANCE COMMITTEE RECOMMENDS:**

1. That as part of the Library Refurbishment Project, the future access and use of the Heritage Staircase be assessed and restoration cost estimates be reported as part of the next Long Term Plan (LTP) review up to \$40,000.

### 15-17 Palmerston North Airport Ltd - Interim Report for 6 months to 31 December 2016

Memorandum, dated 6 March 2017 from the Strategy Manager Finance, Steve Paterson.

The **COMMITTEE RECOMMENDS**

1. That the Interim Report and Financial Statements of Palmerston North Airport Ltd for the period ended 31 December 2016 be received.

### 16-17 Palmerston North Airport Ltd - Draft Statement of Intent for 2017/18

Memorandum, dated 6 March 2017 from the Strategy Manager Finance, Steve Paterson.

The **COMMITTEE RECOMMENDS**

1. That the **Materials Recycling Facility** draft Statement of Intent for

2017/18 be received and its assumptions endorsed.

2. That the Materials Recycling Facility draft Statement of Intent for 2018/19 be updated to include scoping process, feasibility and value proposition of gaining carbon neutral certification.

17-17

**New Programme for Infeed Conveyor Upgrade at Awapuni MRF**

Report, dated 23 February 2017 from the Water & Waste Services Manager, Robert van Bentum and the Rubbish and Recycling Engineer, Natasha Hickmott.

The **COMMITTEE RECOMMENDS**

1. That the Committee approve the creation of a new 2016/17 Capital New programme for \$50,000 for the upgrade of the Infeed Conveyor at the Awapuni Materials Recycling Facility.

18-17

**Central Energy Trust Wildbase Recovery - Establishing the Project Steering Group**

Report, dated 8 March 2017 from the Senior Property & Parks Planner, Aaron Phillips.

The **COMMITTEE RECOMMENDS**

1. That Council endorse the project management structure including establishment of a Project Steering Group as outlined in Figure One of the Report titled "Central Energy Trust Wildbase Recovery – Establishing the Project Steering Group" dated 8 March 2017.
2. That the Chief Executive seek expressions of interest from Elected Members for two Central Energy Trust Wildbase Recovery Project Steering Group positions.
3. That the Mayor, Deputy Mayor and Chair of the Finance and Performance Committee form a recruitment panel and make two Councillor appointments to the Central Energy Trust Wildbase Recovery Project Steering Group.

19-17

**Urgent Replacement of Lift Pumps Maxwells Line**

Memorandum, dated 6 March 2017 from the Waste Water Asset Engineer, Phil Burt and the Water & Waste Services Manager, Robert van Bentum.



The **COMMITTEE RECOMMENDS**

1. That the Committee approve the reallocation of \$100,000 from Capital Renewal Programme 54 – Wastewater Mains Renewal to Capital Renewal Programme 65 – Wastewater Pump Station Renewal to enable urgent replacement of two lift pumps at the Maxwell's Line Wastewater Pump Station within the 2016/17 financial year.

**ATTACHMENTS**

Nil