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**PALMERSTON NORTH CITY COUNCIL**

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**AGENDA**  
**PLANNING AND STRATEGY**  
**COMMITTEE**

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**9AM, MONDAY 1 MAY 2017**  
COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING  
32 THE SQUARE, PALMERSTON NORTH

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## MEMBERSHIP

**Duncan McCann (Chairperson)**  
**Aleisha Rutherford (Deputy Chairperson)**  
**Grant Smith (The Mayor)**

<b>Brent Barrett</b>	<b>Leonie Hapeta</b>
<b>Susan Baty</b>	<b>Jim Jefferies</b>
<b>Rachel Bowen</b>	<b>Lorna Johnson</b>
<b>Adrian Broad</b>	<b>Karen Naylor</b>
<b>Gabrielle Bundy-Cooke</b>	<b>Bruno Petrenas</b>
<b>Vaughan Dennison</b>	<b>Tangi Utikere</b>
<b>Lew Findlay QSM</b>	

**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**

**Paddy Clifford**  
**Chief Executive, Palmerston North City Council**

**Palmerston North City Council**

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



## **PLANNING AND STRATEGY COMMITTEE MEETING**

1 May 2017

### **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. Public Comment**

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

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

- 4. Presentation - Manawatu SPCA** Page 7
  
- 5. Confirmation of Minutes** Page 9  
“That the minutes of the Planning and Strategy Committee meeting of 3 April 2017 Part I Public be confirmed as a true and correct record.”
  
- 6. Draft Wastewater Bylaw 2017 - Deliberations on Submissions and Adoption of Bylaw** Page 13  
Memorandum, dated 6 April 2017 from the Policy Analyst, Peter Ridge.
  
- 7. 'Passport to Play Palmy' Delivery** Page 57  
Memorandum, dated 19 April 2017 from the Senior Planner, Jeff Baker and the Policy Planner, Keegan Aplin-Thane.
  
- 8. Elected Members - Let's Talk Engagement** Page 61  
Memorandum, dated 26 April 2017 from the Chief Executive, Paddy Clifford.
  
- 9. Conference Opportunity - Effective Meetings** Page 67  
Memorandum, dated 10 April 2017 from the Governance & Support Team Leader, Kyle Whitfield.
  
- 10. Conference Opportunity - Representation Review Forum** Page 71  
Memorandum, dated 6 April 2017 from the Governance & Support Team Leader, Kyle Whitfield.
  
- 11. Committee Work Schedule** Page 77

## 12. Exclusion of Public

To be moved:

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

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution

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.

< add officers who are authors of reports or their substitutes > 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].

## **PRESENTATION**

**TO:** Planning and Strategy Committee

**MEETING DATE:** 1 May 2017

**TITLE:** Presentation - Manawatu SPCA

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**ITEM 4**

### **RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE**

1. That the Planning and Strategy Committee receive the presentation for information.
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### **SUMMARY**

Mr Danny Auger, General Manager of the Manawatu SPCA, will make a presentation regarding the issue of unwanted cats and kittens in Palmerston North.

### **ATTACHMENTS**

Nil





## PALMERSTON NORTH CITY COUNCIL

### **Minutes of the Planning and Strategy Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 03 April 2017, commencing at 9.00am**

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

The meeting adjourned at 9.01am

The meeting resumed at 2.00pm

#### **16-17 Deputation - Ashhurst Community Vision and Planning Process**

Ms Sharon Stevens, Mr Tom Shannon and Mr Harvey Jones made a deputation regarding the Ashhurst vision and planning process. This was a community led process that took place in August to November 2016. Residents were involved through a number of different ways including regular notices (paper and online), letterbox drops, planning meetings and a mailing list.

Ashhurst was becoming more popular with visitors and the village was proud to be part of the city. A community survey found that 72% of people lived in Ashhurst because of the lifestyle and 82% preferred a rural village character.

In conclusion the group outlined what Ashhurst wanted from Palmerston North City Council, which was:

- Linking connections and pathways
- Undergrounding of power lines and CBD landscaping
- Water fountain/bottle filling
- Making use of local attractions and including Ashhurst in tourism planning options

Moved Duncan McCann, seconded Aleisha Rutherford.

#### **The COMMITTEE RESOLVED**

1. That the Planning and Strategy Committee receive the deputation for information.

#### **17-17 Submission on the draft Wastewater Bylaw**

Memorandum, dated 17 March 2017 from the Policy Analyst, Peter Ridge.

Mr John Farquar and Ms Amanda Coates spoke to the submission and made

the following additional comments:

- The bylaw was not justified or reasonable
- If Council did not decline the bylaw, modifications were sought
- A revised map was tabled with the bylaw outlined

Moved Vaughan Dennison, seconded Lorna Johnson.

The **COMMITTEE RESOLVED**

1. That the oral and written submission on the draft Wastewater Bylaw be received.

Moved Duncan McCann, seconded Vaughan Dennison.

2. That the Planning and Strategy Committee note the Procedure for Hearing of Submissions, as described in the Procedure Sheet.

**18-17**

**Confirmation of Minutes**

Moved Duncan McCann, seconded Aleisha Rutherford.

The **COMMITTEE RESOLVED**

1. That the minutes of the Planning and Strategy Committee meeting of 6 March 2017 Part I Public be confirmed as a true and correct record.

**19-17**

**Significance and Engagement Policy Annual Report - 2016**

Memorandum, dated 10 March 2017 from the Head of Community Planning, Andrew Boyle.

Moved Duncan McCann, seconded Rachel Bowen.

The **COMMITTEE RECOMMENDS**

1. That the Committee receive the Significance and Engagement Policy Annual Report for 2016.

Moved Rachel Bowen, seconded Duncan McCann.

2. That the six Community Events attended by Councillors with Council support via the Let's Talk van (and before that, the Mobile Library) in 2016 were counted as 'Let's Talk' events for the purposes of reporting against Council's Significance and Engagement Policy for 2016.

- Reach Roslyn Wacky Water Day
- Esplanade Day
- Memorial Park Fun Day
- Waitoetoe Open Day
- Kirihimete ki Takaro
- Pascal St Community Christmas Party

3. That those or similar events attended by Councillors with the Let's Talk Van, together with a programme of regular events in the Community Living Rooms/City Library arranged with Libraries staff, and the existing Annual Plan/Long Term Plan 'Let's Talk' sessions, together form the annual 'Let's Talk' programme for 2017 and beyond.
4. That the Chief Executive be instructed to provide a report to the Planning and Strategy Committee on how that full programme would be supported by a communications strategy, and by staff, and future reporting arrangements.

## **20-17 Bikes in Schools Progress Report**

Report, dated 17 March 2017 from the Road Planning Team Leader, David Lane.

The Committee wanted to ensure that an independent assessment by an impartial consultant would be undertaken regarding the Bikes in Schools programme.

Moved Grant Smith, seconded Duncan McCann.

### **The COMMITTEE RECOMMENDS**

1. That Council receive the progress report on the Bikes in Schools Programme and notes that any NZTA financial assistance approval will depend upon their acceptance of Council's Strategic Cycling Objectives which would need to embrace an education and promotion support programme.
2. That Council notes that a variation has been made to the Regional Land Transport Plan authorising a financial programme of up to \$150,000 per annum for infrastructure and up to \$80,000 per annum for education and promotion activities relating to walking and cycling.
3. That until the outcome of any NZTA financial assistance for the Bikes in Schools Programme was known, Council continue with establishing infrastructure only at three schools for the 2016/17 financial year.

Moved Aleisha Rutherford, seconded Vaughan Dennison.

4. That the Committee note that an independent assessment of the Bikes in Schools programme was to be undertaken and that such assessment would be undertaken by an impartial consultant to avoid any actual or perceived conflict of interest, and that the findings be reported back to Council.

The meeting adjourned at 3.50pm

The meeting resumed at 3.59pm

**21-17 Plan Change 23: Hokowhitu Lagoon Residential Area**

Memorandum, dated 20 March 2017 from the Policy Planner, Michael Duindam.

Moved Duncan McCann, seconded Bruno Petrenas.

The **COMMITTEE RESOLVED**

1. That Sectional District Plan Review Proposed Plan Change 23: Hokowhitu Lagoon Residential Area be approved for public notification under Clause 5, Schedule 1 of the Resource Management Act 1991.
2. That the Chairperson and Deputy Chairperson of the Planning and Strategy Committee be authorised to make minor amendments to Sectional District Plan Review Proposed Plan Change 23: Hokowhitu Lagoon Residential Area prior to public notification.

**22-17 Committee Work Schedule**

Committee Work Schedule, dated April 2017.

Moved Duncan McCann, seconded Lorna Johnson.

The **COMMITTEE RESOLVED**

1. That the Planning and Strategy Committee receive its Work Schedule dated April 2017.

The meeting finished at 4.37pm

Confirmed 1 May 2017

**Chairperson**

## MEMORANDUM

**TO:** Planning and Strategy Committee

**MEETING DATE:** 1 May 2017

**TITLE:** Draft Wastewater Bylaw 2017 - Deliberations on Submissions and Adoption of Bylaw

**DATE:** 6 April 2017

**AUTHOR/S:** Peter Ridge, Policy Analyst, City Future

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### RECOMMENDATION(S) TO COUNCIL

1. That the suggested officer response to issues raised by the submitter, as shown in attachment 3 to this report, be received.
2. That the Council confirms that the draft Palmerston North Wastewater Bylaw 2017 is the most appropriate form of bylaw and does not give rise to any implications under the NZ Bill of Rights Act 1990.
3. That the Council adopt the draft Palmerston North Wastewater Bylaw 2017 and the draft Palmerston North Wastewater Bylaw Administration Manual 2017, as attached in attachments 1 – 2 to this report.
4. That the Chairperson and Deputy Chairperson of the Planning and Strategy Committee be given delegated authority to approve minor amendments to the draft Palmerston North Wastewater Bylaw 2017 and the draft Palmerston North Wastewater Bylaw Administration Manual 2017 prior to publication.

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### 1. ISSUE

- 1.1 The Council has undertaken consultation on the draft Wastewater Bylaw and received one submission. This submission raised one key issue, relating to the way wastewater service areas are defined and how this may affect future residential development in the city.
- 1.2 This memorandum recommends several changes to the draft Wastewater Bylaw and the Administration Manual to address this issue, and the adoption of these documents.

## 2. BACKGROUND

- 2.1 In April 2014 the Planning and Policy Committee received a report under section 155 of the Local Government Act 2002 that recommended that a bylaw was the most appropriate way of addressing the identified issues of protecting the wastewater network and associated infrastructure, stipulating and monitoring the quality of wastewater discharges and their impact on the wastewater treatment plant, and managing connections to the wastewater network (including identification of the point of discharge and wastewater services areas).
- 2.2 On 26 September 2016 the Council approved the draft Wastewater Bylaw for public consultation. This consultation was planned to occur between 15 October and 18 November 2016, however due to an error the consultation period closed prematurely on 11 November. This meant that the minimum one-month consultation period required for consultation under the Special Consultative Procedure was not met. No submissions were received during this period.
- 2.3 When officers realised the mistake, an additional consultation period was commenced, starting on 13 February and closing on 14 March 2017. The same stakeholders were contacted and advised of the opportunity to make a written submission, and a public notice was published. One submission was received, and the submitter presented an oral submission to the Planning and Strategy Committee on 3 April 2017.

## 3. ANALYSIS

- 3.1 In their written and oral submission, the submitter raised concern that the definition of “wastewater service area”, particularly its reference to maps in the Administration Manual, would “have a detrimental effect on their private plan change (Plan Change B) and other plan changes being approved in the future.” This is based on their belief that the wastewater service area maps could potentially “pre-determine plan changes without going through the full Resource Management Act 1991 process.” They also expressed concern that as bylaws are only required to be reviewed every 10 years, the maps may not be regularly updated.
- 3.2 The submitter suggests that the Council should reject the bylaw, or alternatively make a number of changes to the draft bylaw:
  - Delete the wastewater service area maps
  - Amend the definition of “wastewater service area” to remove any reference to maps and instead “refer to those areas that are serviced by Council wastewater systems”

- Delete clauses 5.2(b) and 5.4 (which relate to requirements that a property be within the wastewater service area to be eligible for a wastewater service connection)
  - Include a policy to allow for sites to be serviced on a ‘first come first served’ basis to ensure capacity is not reserved for one development to the detriment of another.
- 3.3 The issue raised by the submitter is valid, though it arguably misunderstands how the Bylaw is intended to operate. The inclusion of maps showing the wastewater service area, and restricting connections to only those properties in the wastewater service area, was never intended to pre-determine the outcome of any resource consent process. The purpose of this aspect of the Bylaw is to protect the existing wastewater network from being extended beyond the designed capacity in areas where new connections are requested, irrespective of whether Council has the necessary infrastructure in the area. In this respect, the inclusion of maps is intended to represent the current situation rather than to preclude any future development.
- 3.4 With regard to the frequency of updates to these maps, the Council’s development of the Administration Manual model specifically accounts for this type of updated information. By including the maps in the Administration Manual the Council is not obliged to undertake the full consultation required to amend the Bylaw, and is therefore able to update the Administration Manual more frequently as needed. As with other recently developed bylaws, the draft Wastewater Bylaw permits the Council to make changes to the Administration Manual by resolution, following appropriate consultation with those it believes may be affected by the proposed changes. This approach allows for the wastewater service area maps to be updated as needed. It is expected that such updates should not occur more frequently than once or twice a year, depending on the pace of growth in the City.
- 3.5 Officers note that the District Plan includes a requirement that “Essential Services” are provided for all new subdivisions or developments in the “Urban Area”. Essential services include the reticulated sewage (i.e. wastewater) and water systems, stormwater systems, and electrical power and telecommunication networks. The urban area includes all land zoned residential, business, industrial, institutional, North East industrial, recreation or Caccia Birch. Discussions with the City Planning Manager confirm that this requirement effectively overrides the Bylaw, however it would be advisable to clarify this contradiction by making several amendments to the Bylaw.
- 3.6 The first proposed amendment is to include reference to the urban area in the definition of the wastewater service area, and to define the term “urban area” consistent with the District Plan. The effect of this change will be to make explicit that the wastewater service area includes all those parts of the City which are zoned

# ITEM 6

in the urban area. This will avoid any uncertainty about whether a property is within the wastewater service area but is not shown on the provided maps.

- 3.7 The second proposed amendment is to include reference to the urban area in clause 5.4. This clause precludes wastewater connections outside the wastewater service area. By explicitly including all those properties within the urban area it removes uncertainty about whether they are entitled to a wastewater service connection. It also ensures that where land is rezoned to one of the zones included in the definition of “urban area” they will not be excluded from obtaining a wastewater connection simply because the maps weren’t updated.
- 3.8 The third proposed amendment is to add a note to appendix 1 of the Administration Manual that states “The following maps indicate the current wastewater service areas. These maps will be updated as Council’s service area changes.” This note should clarify that the maps represent the current wastewater service area and that they are subject to change. Officers do not recommend deleting the maps. While they will need updating from time to time, this should not prevent their inclusion in the Bylaw. Together with the other recommended changes, and acknowledging the likely frequency of changes, there should be little risk of the maps becoming out of date.
- 3.9 Taken together, these proposed changes are designed to provide certainty and clarity to the community about when the Council will accept an application for a wastewater service connection. It also provides better alignment with the District Plan.
- 3.10 A summary of these suggested responses to the issues raised by the submitter is attached to the report as attachment 3.

## 4. STRATEGIC ALIGNMENT

- 4.1 The District Plan is informed by the Council’s four land use strategies - Residential, Industrial, Rural-Residential, and Retail/Office. These strategies, through the District Plan, guide the development of urban areas within Palmerston North. The draft Wastewater Bylaw achieves strategic alignment by aligning with the District Plan.

## 5. OTHER CONSIDERATIONS

- 5.1 The Council is required by S155 of the Local Government Act 2002 to determine whether the proposed bylaw is the most appropriate form of bylaw, and whether the proposed bylaw gives rise to any concerns under the New Zealand Bill of Rights Act 1990 (NZBORA). A full consideration of these matters was provided in a report presented to the Committee in April 2014, and was confirmed again in the September 2016 report that approved the draft Bylaw for public consultation. At each stage, the Committee determined and confirmed that the standalone form of






bylaw was the most appropriate form of bylaw, and that the bylaw was unlikely to give rise to any concerns under NZBORA.

- 5.2 Following consultation, the assessment remains the same. The standalone form of bylaw remains the most appropriate form for the Wastewater Bylaw. No concerns under NZBORA have been identified.

## 6. NEXT STEPS

- 6.1 If the Council adopts the draft Wastewater Bylaw and Administration Manual as recommended, then it will come into effect on 1 August 2017.
- 6.2 Officers will contact the submitter to advise them of the outcome of the consultation process, and how they can obtain a copy of the final Bylaw and Administration Manual.

## ATTACHMENTS

1. Palmerston North Wastewater Bylaw 2017 - draft for adoption [↓](#) 
2. Palmerston North Wastewater Bylaw 2017 Administration Manual - draft for adoption [↓](#) 
3. Officer Reponse to Draft Wastewater Bylaw Submissions [↓](#) 

Peter Ridge  
Policy Analyst



# **PALMERSTON NORTH WASTEWATER BYLAW**

**2017**

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## PALMERSTON NORTH WASTEWATER BYLAW 2016

### PART ONE – INTRODUCTION

#### 1. TITLE

- 1.1 The title of this Bylaw shall be the “Palmerston North City Council Wastewater Bylaw 2016”.

#### 2. PURPOSE

- 2.1 This Palmerston North City Council Wastewater Bylaw 2017 (Bylaw) is made pursuant to sections 145 and 146 of the Local Government Act 2002.
- 2.2 The purpose of this Bylaw is to ensure that wastewater is removed from both domestic and trade premises in an efficient manner that safeguards public health.

#### 3. COMMENCEMENT

- 3.1 This Bylaw will come into force on 1 August 2017

#### 4. DEFINITIONS

- 4.1 In this Bylaw, unless the context otherwise requires-

**Acceptable discharge** means a wastewater with physical and chemical characteristics that comply with the requirements of the Bylaw.

**Administration Manual** means the Administration Manual for the Palmerston North Wastewater Bylaw 2016, as approved by the Council when the Palmerston North Water Supply Bylaw 2016 was made and as amended from time to time by delegated authority under this Bylaw.

**Approval** means approved in writing by the Council, either by resolution of the Council or by an officer of the Council authorised for that purpose.

<b>Authorised agent/officer</b>	means an officer or an agent appointed by the Council and given powers to perform duties and functions under this Bylaw, and includes an enforcement officer appointed under section 177 of the Local Government Act 2002.
<b>Boundary kit</b>	means the isolation valve and non-return valve installed on an individual properties pressure sewer lateral located on the legal boundary and which denotes the point of discharge.
<b>Buried services</b>	means all public sewers, rising mains, trunk sewers and other underground utilities under the responsibility of the Council.
<b>Bylaw</b>	means any operative Council bylaw made under the provisions of any relevant Act or regulation.
<b>Certificate of Title</b>	means a certificate registering the freehold ownership of land available to any owner(s) under the Land Transfer Act 1952.
<b>Characteristic</b>	means any of the physical or chemical characteristics of a wastewater referred to in the Trade Waste Bylaw.
<b>Council</b>	means the Palmerston North City Council, and includes any person or Committee acting under authority duly delegated by the Palmerston North City Council.
<b>Disconnection</b>	means the physical cutting and sealing of any drain/s from premises.

<b>Domestic wastewater</b>	means either that wastewater that is discharged from premises used solely for residential purposes or wastes of the same character discharged from other premises, provided that the characteristics of the wastewater are an acceptable discharge. Such activities include the draining of domestic swimming and spa pools.
<b>Dwelling</b>	includes any house, tent, vehicle or other structure, whether permanent or temporary, and whether attached to the ground or not, used wholly or partly for human habitation, and includes the land accessory to a dwelling.
<b>Engineering Standards for Land Development</b>	Council's document which details the Engineering Standards required for Land Development which is reviewed from time to time.
<b>Foul water</b>	means the discharge from any sanitary fixtures or sanitary appliances.
<b>Infiltration</b>	means water entering a public sewer or private drain from groundwater through defects such as poor joints, and cracks in pipes or manholes. It does not include inflow.
<b>Inflow</b>	means water discharged into a private drain from non-complying connections or other drainlaying faults. It includes stormwater entering through illegal downpipe connections or from low gully traps.
<b>Level of service</b>	means the measurable performance standards upon which the Council undertakes to receive wastewater from its customers.

<b>Memorandum of Encumbrance</b>	means an agreement for the payment by any person or persons by yearly or periodical payments or otherwise of any annuity, rent charge, or sum of money other than a debt where land owned by the person or persons is legally defined and used as security should failure to pay occur.
<b>Offence</b>	includes any act or omission for which any person can be punished in relation to a bylaw, either on indictment or by summary process.
<b>Person</b>	includes a corporation sole and a body of persons, whether incorporated or not.
<b>Point of discharge</b>	means the boundary between the public wastewater system and a private drain.
<b>Premises</b>	means either <ul style="list-style-type: none"> <li>(a) a property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued and in respect to which a building consent has been or may be issued;</li> <li>(b) A building that has been defined as individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available;</li> <li>(c) land held in public ownership (e.g. reserve) for a particular purpose; or</li> <li>(d) individual units in buildings which are separately leased or occupied.</li> </ul>

<b>Private drain</b>	means that section of drain between the premises and the point of discharge to the Council's wastewater system. This section of pipeline is owned and maintained by the owner.
<b>Prohibited characteristics</b>	means wastewater characteristics that must not be discharged into the wastewater system, as required by the Trade Waste Bylaw.
<b>Registered drainlayer</b>	means a tradesperson certified by the Plumbers, Gasfitters, and Drainlayers Board under the Plumbers, Gasfitters, and Drainlayers Act 1976 and regulations as well as such other certificates that the Council may require.
<b>Rising main</b>	means a sewer through which wastewater is pumped.
<b>Road Controlling Authority</b>	A territorial authority or the New Zealand Transport Agency.
<b>Sanitary appliance</b>	means an appliance that is intended to be used for sanitation, and which is not a sanitary fixture. This includes machines for washing dishes and clothes.
<b>Sanitary fixture</b>	means any fixture which is intended to be used for sanitation. "Sanitation" describes activities of washing and/or excreting carried out in a manner or condition such that the effect on health is minimised, by minimising dirt and infection.



<b>Schedule of rates and charges</b>	means the list of items, terms and prices for services associated with the discharge of wastewater or trade waste as approved by the Council.
<b>Service opening</b>	means a manhole, or similar means for gaining access for inspection, cleaning or maintenance, of a public wastewater system.
<b>Sewage</b>	means foul water and may include trade wastes and has the same meaning as domestic wastewater and domestic sewer.
<b>Sewer</b>	means the main public sewer and lateral connections that carry away wastewater from the point of discharge. The public sewer is owned and maintained by the Council.
<b>Stormwater</b>	means all surface water run-off resulting from precipitation, and that contains no discharge of trade waste.

**Trade premises**

means:

- a) Any premises used or intended to be used for any industrial or trade purpose;
- b) Any premises used or intended to be used for the storage, transfer, treatment, or disposal of waste materials or for other waste management purposes, or used for composting organic materials;
- c) Any other premises from which a contaminant is discharged in connection with any industrial or trade process; or
- d) Any other premises discharging other than domestic sewage; and includes any land or premises wholly or mainly used for agricultural or horticultural purposes, including composting organic materials.
- e) Any premises declared by Council by resolution to be Trade Premises

**Trade waste**

is any liquid, with or without matter in suspension or solution, that is or may be discharged from a trade premises to the Council's Wastewater system in the course of any trade or industrial process or operation, or in the course of any activity or operation of a like nature; and may include condensing or cooling waters; stormwater which cannot be practically separated, or domestic sewage.

**Trade Waste Bylaw**

means the Palmerston North City Council Trade Waste Bylaw.

**Trunk sewer**

means a sewer, greater than 300mm internal diameter, that forms a part of the principal drainage network of the Council's wastewater system.

<b><u>Urban area</u></b>	<u>has the same meaning as contained in section 4 of the operative Palmerston North City District Plan and includes all land zoned residential, business, industrial, institutional, North East industrial, recreation or Caccia Birch.</u>
<b>Waahi tapu</b>	means places sacred to Maori in the traditional, spiritual, religious, ritual or mythological sense and are outlined in the District Plan.
<b>Wastewater</b>	means water or other liquid, including waste matter in solution or suspension, discharged from a premises to a sewer.
<b>Wastewater service area</b>	means the areas shown in the maps in the Palmerston North Wastewater Administration Manual 2016 <u>and includes all properties within the urban area.</u> These areas show the boundaries of the various wastewater systems, and define the reticulated areas of the City and townships.
<b>Wastewater system</b>	means the collection, treatment and disposal of sewage and trade wastes, including all sewers, pumping stations, storage tanks, wastewater treatment plants, outfalls, and other related structures operated by the Council and used for the reception, treatment and disposal of wastewater and trade wastes.

**PART TWO – WASTE WATER**

**5. ACCEPTANCE OF DISCHARGE**

- 5.1 No person may connect to the wastewater system unless the connection is approved by the Council.
- 5.2 Every owner or occupier of domestic premises is entitled to have wastewater from that domestic premises accepted by the Council if the following requirements are met:
- a) There is availability of capacity in the wastewater system; and
  - b) The premises are within an area that is served by the wastewater service area; and
  - c) Payment of the appropriate rates and charges in respect of that premises; and
  - d) The requirements of this Bylaw are fulfilled.
- 5.3 All customers of a wastewater connection must comply with, and are subject to, the terms and conditions for supply of the Council's wastewater system as set out in the Administration Manual.
- 5.4 Except as specifically provided for in this Bylaw, no new connections will be permitted to properties lying outside the wastewater service areas unless the property is within the urban area.
- 5.5 Wastewater pipes, including rising mains, that convey wastewater from one wastewater service area to another, are not considered part of the wastewater service areas and properties adjacent to these pipes are not permitted to connect to them.
- 5.6 The Council must continue to accept wastewater from domestic premises once an approved connection to the wastewater system has been made.

**6. APPLICATION TO CONNECT**

- 6.1 Every application for connection to the wastewater system must be made in writing using the forms provided, together with the payment of the prescribed fees.
- 6.2 An application must be made even if a pipe has already been laid up to the point of discharge.

- 6.3 No person other than the authorised agents of the Council may make any connection to, or otherwise interfere with, any part of the Council wastewater system.
- 6.4 Where an application has been accepted by the Council that requires a new wastewater connection to be constructed from the existing public system to the point of discharge, the Customer must pay the charges fixed by the Council for the work.
- 6.5 The Council or an authorised agent must supply and install the wastewater system up to the point of discharge, except as provided for in clause 6.6.
- 6.6 Where a new public sewer is required as part of a subdivision development, the developer must provide all the drainage works to the design and construction standards approved by the Council and, unless varied, in accordance with the Council's Engineering Standards for Land Development.
- 7. WORKING AROUND BURIED SERVICES**
- 7.1 The Council shall keep and maintain drainage plans of the location of buried services to the extent it has this information.
- 7.2 At least five working days' written notice must be given to the Council before any excavation or physical works close to the Council's wastewater system commence.
- 7.3 Every person proposing to carry out excavation work must first:
- a) View the Council's GIS and information on the wastewater system, and must establish before carrying out the work whether Council services are located in the vicinity of the proposed excavation, and;
  - b) Identify whether the area is listed as waahi tapu under the District Plan.
- 7.4 If a site is listed as waahi tapu or an unknown archaeological site is discovered, the requirements of the Heritage New Zealand Pouhere Taonga Act 2014 must be adhered to.
- 7.5 Council may place reasonable restrictions on the work that it considers necessary to protect its wastewater system.
- 7.6 When excavating and working around buried parts of the wastewater system reasonable care must be taken to ensure that services are not damaged,

and that bedding and backfill is reinstated in accordance with Council's Engineering Standards for Land Development.

- 7.7 Excavation within roadways is also subject to the permit process of the appropriate road controlling authority.
- 7.8 Every person who damages the wastewater system must report the damage to the Council immediately. Repair costs may be recovered by the Council.

## **8. PRESSURE SEWER SYSTEMS**

- 8.1 Private wastewater pump stations will be approved only if Council determines that there are no practical alternatives for gravity flow discharge to the public wastewater system, or where ground conditions are such that a gravity system is not suitable.
- 8.2 The customer must demonstrate that the pump station complies with the New Zealand Building Code when seeking consent.
- 8.3 A private wastewater pump station serving more than one residential dwelling unit requires:
- a) A "Common Pump Station Agreement" between the parties approved by the Council, including appropriate maintenance of rising mains. The agreement must be registered against the Certificate of Title of each premises that receives the benefit of it.
  - b) The combined rate of discharge to the public wastewater system must not exceed the rate specified by the Council for a single premises.
- 8.4 A private wastewater pump station must have an approved non-return valve on the discharge pipe at the point of discharge just prior to entering the public wastewater system or at the premises boundary (refer figure 2 of the Administration Manual).
- 8.5 Every individual service connection to the wastewater system must have installed an approved boundary it (refer figure 3 of the Administration Manual).

## **9. FEES AND CHARGES**

- 9.1 The Customer shall be responsible to meet all fees and charges associated with connection and disconnection of their premises to the wastewater system, and discharge of wastewater from their premises to the wastewater system.

- 9.2 The Council may set fees and charges for any approval, permission, consent or any other service required by this Bylaw in accordance with section 150 of the Local Government Act 2002. Schedule 1 of the Bylaw contains a list of charges that may be imposed.
- 9.3 The Council may recover rated charges pursuant to sections 57 to 82 of the Local Government (Rating) Act 2002.

DRAFT FOR ADOPTION

## PART THREE – ENFORCEMENT

### 10. OFFENCES AND PENALTIES

- 10.1 The Council has the power to enforce penalties relating to the discharging of wastewater under the Building Act 2004, Health Act 1956 (part II), the Local Government Act 1974 and 2002 and the Local Government Rating Act 2002.
- 10.2 Every person who:
- a) Fails to comply with any provision of the Bylaw or the conditions of wastewater supply to the premises under this Bylaw; or
  - b) Fails to comply with a notice served under this Bylaw;
- commits an offence under section 239 of the Local Government Act 2002 and is liable to a fine as specified in section 242 of the Local Government Act 2002 or the issue of an infringement notice under section 259 of the Local Government Act 2002.
- 10.3 The Council may issue infringement notices, in such forms and for such amounts, as are authorised in any regulations made under section 259 of the Local Government Act 2002.
- 10.4 In the event of a breach of statutory or other legal requirements, the Council may serve notice on the Customer advising the nature of the breach, the steps required to remedy it, and the specified timeframe.
- 10.5 At any time after the specified period in clause 10.4 has elapsed, the Council may carry out any remedial work required in order to make good the breach, and to recover from the person committing the breach all reasonable costs incurred in connection with the remedial work.
- 10.6 If the breach poses a risk to public health and safety or damage to Council assets, and a delay in repair work is unacceptable, the Council may take immediate action to rectify the defect and recover all reasonable costs as set out in clause 10.5.



## PART FOUR – ADMINISTRATION

### 11. DELEGATIONS

- 11.1 The Council has passed a resolution at the same time as making this Bylaw adopting the Administration Manual. All matters over which the Administration Manual defines, regulates, controls or prohibits related to this Bylaw, are matters that this Bylaw leaves to be addressed by resolution of Council under section 151(2) of the Local Government Act 2002.
- 11.2 The Council may by resolution amend the Administration Manual. Before amending the Administration Manual, the Council will consult in accordance with the decision making requirements of section 82 of the Local Government Act 2002.
- 11.3 The following people are authorised delegates under this Bylaw:
- a) the Council by resolution;
  - b) the Chief Executive of the Council;
  - c) the person holding the office identified in Council's Delegations Manual as responsible for the administration of this Bylaw;
  - d) Any other person authorised to exercise a power under this Bylaw, pursuant to the Council's Delegations Manual or resolution of the Council.
- 11.4 Authorised delegated persons may exercise any power, function or duty under this Bylaw or carry out any act in order to achieve its effective administration on behalf of the Council other than those expressly required to be by Council resolution. This power includes, without limitation, the power to:
- a) Amend the wastewater service areas as shown on maps in the Administration Manual;
  - b) Specify the conditions that apply to the supply of a wastewater connection by the Council contained in the Administration Manual;
  - c) Specify forms and procedures for the effective administration of the Bylaw;
  - d) Make any decision or determination required in this Bylaw in order to administer it;

- e) Make any decisions regarding whether or not a permit should be granted, and the terms and conditions of that permit including standard conditions and variations;
  - f) Make any decisions regarding suspension, withdrawal or removal of a permit.
- 11.5 All forms, specifications, conditions or methods for this Bylaw must be in writing and kept in the Administration Manual and shall be available to the public.
- 11.6 Every exercise of a power of delegation under this clause must be publically reported at least annually to Council if not exercised by Council by resolution provided that failure to report does not invalidate the exercise of the delegate's power.
- 12. PERMITS**
- 12.1 Where an activity under this Bylaw requires a permit from the Council, the person seeking a permit must:
- a) Complete the required application form;
  - b) Pay the applicable fee; and
  - c) Comply with any requirements set as conditions of that permit.
- 12.2 A permit may include, in addition to conditions incorporated by this Bylaw, conditions that the Council considers are necessary to manage the effects of the activity, achieve the objectives of this Bylaw, and minimise the risk of nuisance.
- 12.3 The Council may grant a permit for an activity that would otherwise contravene this Bylaw.
- 12.4 A permit is personal to the applicant and is not transferable.
- 12.5 An authorised officer may revoke or suspend any permit issued under this Bylaw at any time, or suspend for such periods of time, on such terms and conditions as the authorised office may consider appropriate in the circumstances.

## SCHEDULE ONE – FEES AND CHARGES

The following table displays the categories of charges the Council can levy under this Bylaw:

Category	Description
Connection to wastewater system (sewer)	Charges apply for connection to the wastewater system for one or multiple dwellings.



PALMERSTON NORTH CITY

# **PALMERSTON NORTH WASTEWATER BYLAW**

**2017**

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## **Administration Manual**

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**Document Control**

Version No.	Reason for Amendment	Date

**Authorisation**

	Name	Signature	Date
Prepared By			
Reviewed By			
Authorised By			

## PART 1 – INTRODUCTION

The purpose of this Administration Manual is to provide material complementary to the Wastewater Bylaw. It addresses aspects of wastewater management that could be included in the Bylaw, but are of a technical or administrative nature, or address operational matters. These aspects of wastewater management may be amended before the Bylaw is reviewed and this is appropriately achieved by Council resolution changing this Manual. This will simplify the administration of the Bylaw, allow for administrative and technical processes to be kept up to date, and assist in interpretation of the Bylaw.

The Administration Manual is made under the Wastewater Bylaw, and it will govern the implementation and operation of the Bylaw. The Administration Manual is a public document and will be made available on the Council's website alongside the bylaws. A hard copy can be provided on request.

This Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up-to-date and reflects current practice. Amendments to this document will be authorised either by the general manager for City Networks or the Water and Waste Services manager.

## PART 2 - CONDITIONS OF WASTEWATER CONNECTION

### 1. DISCHARGE FROM PREMISES

- 1.1. The instantaneous flow rate discharged to the wastewater system from domestic premises or other premises without a trade waste consent must not exceed 2.0 litres/sec.
- 1.2. The maximum daily flow from domestic premises or other premises without a trade waste consent must not exceed 5,000 litres per day.
- 1.3. Wastewater with prohibited characteristics (as detailed in Schedule 3 of the Palmerston North Trade Waste Bylaw 2015) must not be discharged into the wastewater system.
- 1.4. Domestic wastewater must not exceed the substance limits in Schedule 1 of the Palmerston North Trade Waste Bylaw 2015.
- 1.5. Where part of any domestic premises is used as an office or for a trade related activity from which no trade waste could be produced, and no other persons apart from those living at those premises use the premises, then the premises is treated as a domestic premises.
- 1.6. Any trade activity that produces or has the potential to produce wastewater is treated as being from a trade premises.
- 1.7. The customer must allow the Council, or its agents, access to and about the point of discharge for the purposes of monitoring, testing, and maintenance work between 7.30 am and 6 pm on any day. The Council must give reasonable notice to the customer of the intended entry.
- 1.8. Under emergency conditions the customer must allow the Council free access to and about the point of discharge without notice.
- 1.9. The customer must allow the Council with any necessary equipment, access to any area of the premises for the purposes of ascertaining whether non-complying connections have been made.

### 2. WORKS OVER OR NEAR PUBLIC DRAINAGE SYSTEMS

- 2.1 The restrictions described in sections 2.2 to 2.8 apply to building, excavation, physical works or loading on or near public wastewater systems.
- 2.2 Alternative restrictions than those listed below may be applied by the Council at its discretion for the protection of the public wastewater system after consideration of proposed work methods, depth of excavation, soil physical properties, and other site-specific factors.
- 2.3 A building must not be built over a public rising main or trunk sewer or closer than the greater of:
  - a) 1.5 metres from the centre of any rising main or sewer;



- b) The depth of the centre line of the sewer, plus the diameter of the sewer, plus 0.2 metres from the centre of that sewer subject to compliance with 3.1 of NZS3604.
- 2.4 Buildings may be built over public sewers (except as per clause 2.3) subject to the building developer doing the following to the satisfaction of the Council:
  - a) Carrying out sufficient investigations to accurately determine the sewer's location and depth, and to prove that the sewer is in a condition where it has a remaining life of at least 50 years or carry out remedial work or relaying of the sewer to achieve a 50 year remaining life; and
  - b) Bore piling the building floor slab or foundations to 1.0 metre clear distance either side of the sewer to below the invert level to ensure that no building loads are transferred to the sewer and that it is possible to excavate down to the sewer without threat to the building; and
  - c) Providing two additional service openings into the sewer between 2.0 and 3.0 metres from the edge of the building at the point it enters and leaves the building (unless there is an existing service opening within 10 metres), provided that the sewer lies in a straight line and that there are no connections between the service openings; and
  - d) Carrying out all work on and around the sewer in accordance with Council's Engineering Standards for Land Development; and
  - e) Registering the public sewer by a Memorandum of Encumbrance and Deed of Covenant against the Certificate of Title.
- 2.5 The requirements of sections 2.4 (d) and (e) above may be relaxed for the construction of light weight buildings subject to the approval of Council.
- 2.6 No person may cause the crushing load imposed on a public wastewater system to exceed that which would arise from the soil overburden plus a HN-HO-72 wheel or axle load (as defined by NZ Transport Agency Bridge Manual).
- 2.7 No person may place any permanent additional load of material over or near a public wastewater system without approval.
- 2.8 Service openings must not be covered in any way unless approved by the Council. Removal of any covering material or adjustment of the service opening is at the property owner's expense.
- 2.9 No person may excavate, or carry out piling or physical works without approval from the Council, if it is closer than:
  - a) 5 metres from the centre line of any Rising main or Trunk sewer, or
  - b) 2 metres from the centre line of any other Sewer.

Approval may impose conditions on the carrying out of any work near the wastewater system.

### 3. STORAGE OF HAZARDOUS MATERIAL

3.1 No person may store raw material, products or waste containing corrosive, toxic, biocidal, radioactive, flammable, or explosive materials, or any material which, when mixed with the public wastewater system, may:

- a) generate toxic, flammable, explosive or corrosive materials in hazardous quantities; or
- b) damage the public wastewater system, the environment or adversely affect the health and safety of Council staff and the public

in a manner or location such that there is a more than minor risk of that material entering the public wastewater system.

### 4. POINT OF DISCHARGE

4.1 The point of discharge is the point which marks the boundary of responsibility between the customer and the Council, irrespective of property boundaries. The typical layout at a point of discharge is shown in figure 1.

4.2 There must only be one point of discharge for each premises. Any private drain must not extend by pipe or any other means to serve other Premises unless it is a common private drain that has been sized appropriately to accommodate the additional flows in accordance with Council's Engineering Standards for Land Development. This requirement can be varied in writing by the Council.

4.3 Individual lots or premises must not be crossed by more than one private drain regardless of the number of properties served by that private drain.

4.4 No connections may be allowed to public rising mains under any circumstances.

4.5 For single dwelling units the point of discharge must be located at the boundary as shown in figure 1 or as close as possible where fences, walls or other permanent structures make it difficult to locate it at the required position. The approval of other positions must be by the Council and recorded on the drainage plan.

4.6 Where a private drain discharges into a public wastewater system on that same private property, the point of discharge must be the upstream end of the pipe fitting which forms the junction with the public system. The point of discharge must be in a location accessible for future maintenance as per Council's Engineering Standards for Land Development.

4.7 The point of discharge for the different forms of multiple ownership of premises and/or land must be one of the following:

- a) Company share/block scheme (body corporate) as for single ownership; or
- b) Leasehold/tenancy in common scheme (cross lease), strata title, and unit title (body corporate). Where practicable each owner must have an individual drain with the point of discharge determined by agreement with the Council at building consent or resource consent stage. If not practicable there must be a common private drain which must be incorporated as an additional provision in the lease agreement; or

- c) Multiple ownership connections in existence prior to this Bylaw, the point of discharge shall be the arrangement existing at that time.
- 4.8 Common private drains may serve a maximum of five single dwelling units, and may also have one point of discharge only (in common).
- 4.9 Common private drains must be covered by a certificate recording the rights of each party which is registered against the Certificate of Title.
- 4.10 For private pumping systems the point of discharge shall be on the downstream side of the isolation valve (shown in figure 2), installed in conjunction with the boundary kit (shown in figure 3), and must be located as shown in figure 1.

FIGURE 1 - POINT OF DISCHARGE DIAGRAMS

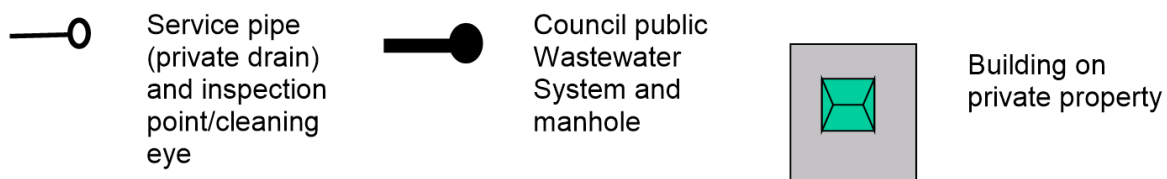


Figure 1(a).

**PUBLIC WASTEWATER SYSTEM IN ROAD**

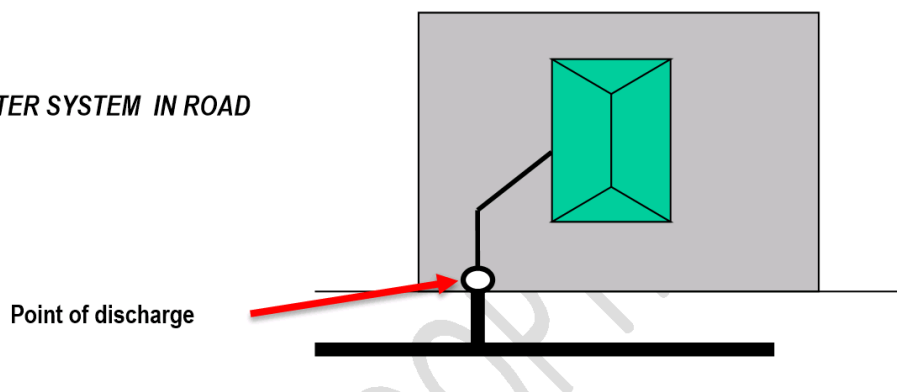


Figure 1(b).

**CROSS-LEASE OR UNIT TITLES WITH SEPARATE SERVICES**

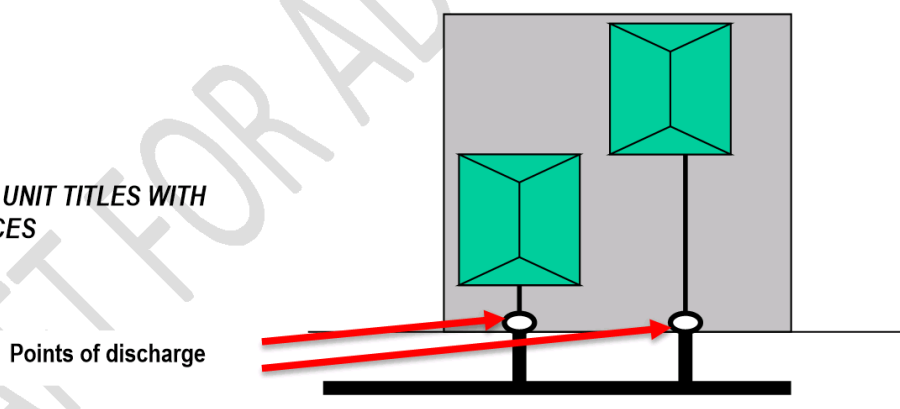


Figure 1(c).

**NO COUNCIL EASEMENT OVER ROW TO REAR PROPERTIES**

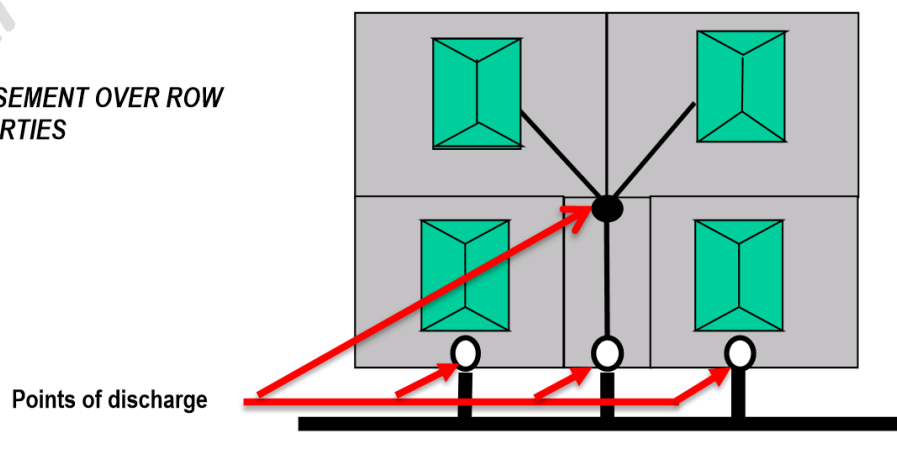


Figure 1(d).

CROSS-LEASE OR UNIT TITLE  
PROPERTIES SHARING ONE SERVICE

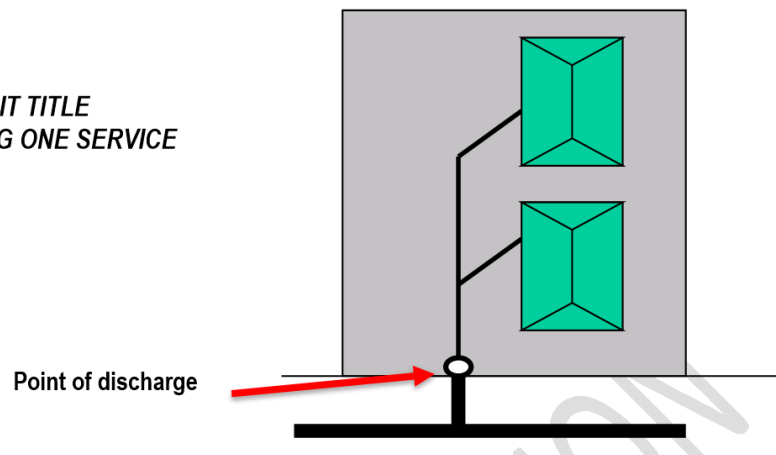


Figure 1(e).

PUBLIC WASTEWATER SYSTEM  
PASSING THROUGH PRIVATE PROPERTY

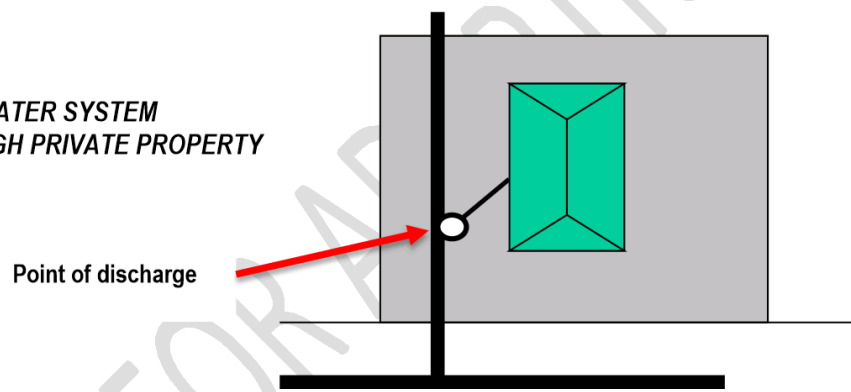


Figure 1(f).

COUNCIL EASEMENT OVER  
RIGHT OF WAY TO REAR  
PROPERTIES

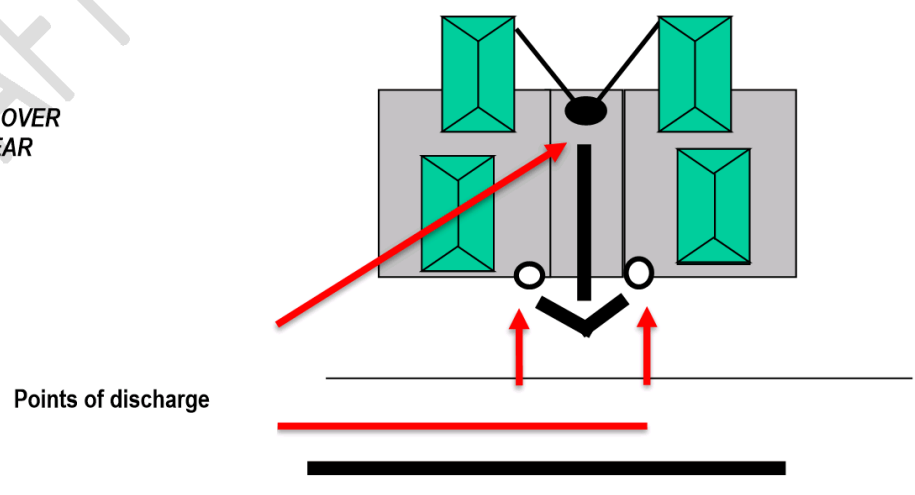
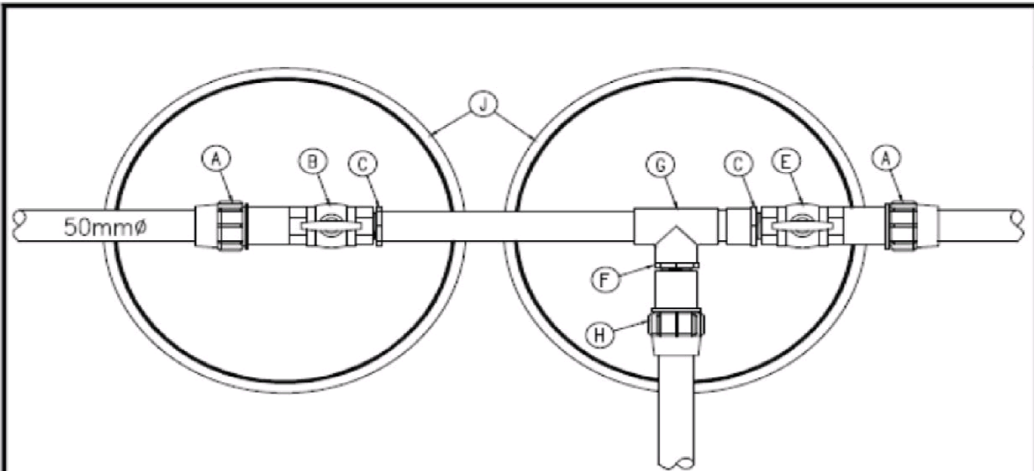


FIGURE 2 - ISOLATION VALVE DIAGRAM



TYPICAL ISOLATION VALVE DETAIL PLAN

Scale 1:10

Description

- A - 50mm x 3" BSP Male Coupling
- B - 50mm Brass Ball Valve
- C - 50mm Valve Spigot
- D - 50mm Valve Socket
- E - 50mm Brass Ball Valve
- F - 50mm Valve Spigot
- G - 50mm Tee
- H - 50mm x 3" BSP Female Coupling
- J - 610mm  $\phi$  x 450mm Riser, 610mm fibreglass lid & 4 bolts (not shown)

TYPICAL ISOLATION VALVE DETAIL

C:\DRAWINGS\STANDARD\Part 4 WASTEWATER\4.07.dwg Plotted 26 NOV 2014

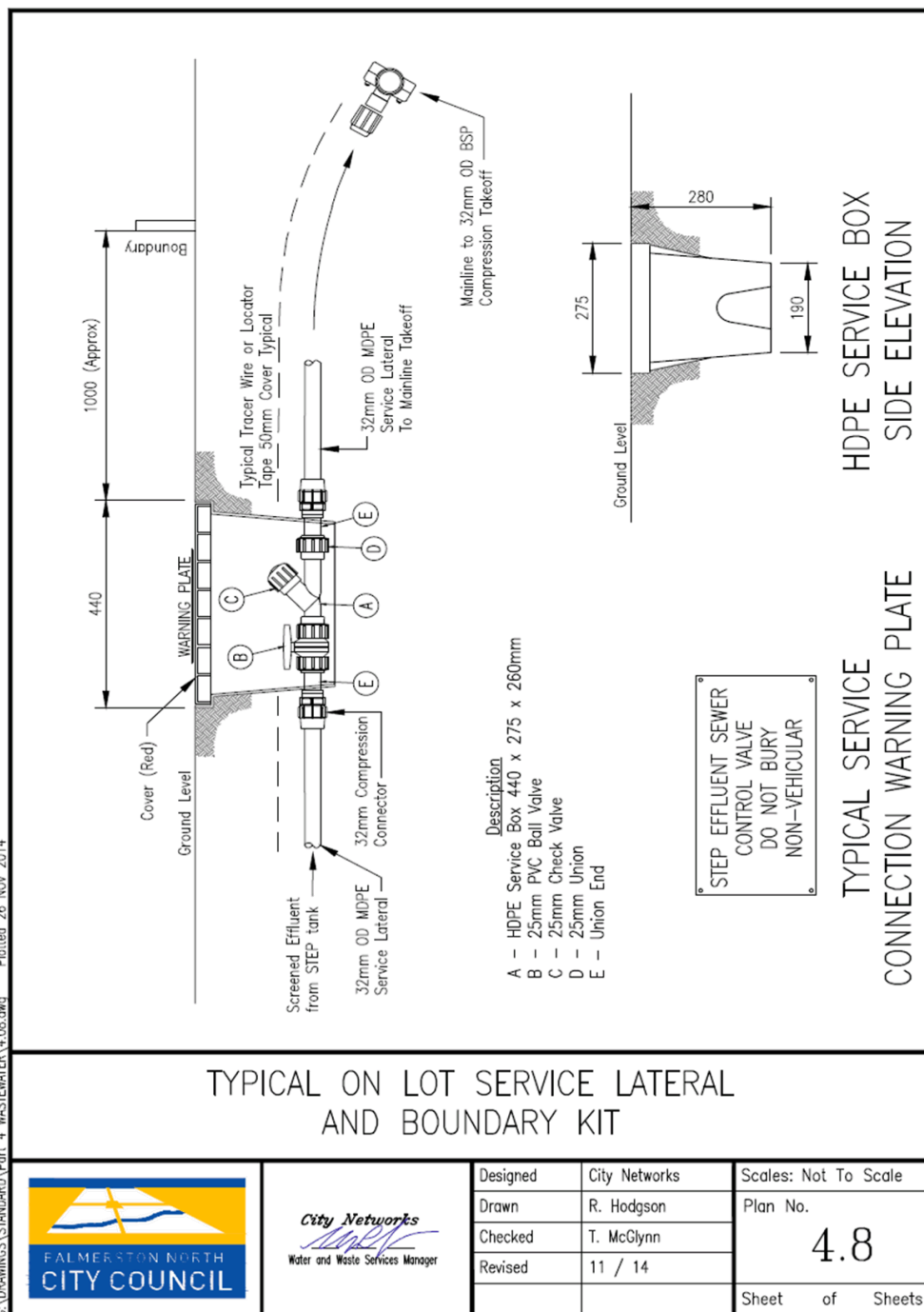


*City Networks*  
Water and Waste Services Manager

Designed	City Networks
Drawn	R. Hodgson
Checked	T. McGlynn
Revised	11 / 14

Scales: Not To Scale
Plan No. <b>4.7</b>
Sheet of Sheets

FIGURE 3 – TYPICAL ON LOT SERVICE LATERAL AND BOUNDARY KIT



## **5. DISCONNECTION BY CUSTOMER**

- 5.1. A Customer must give 15 working days' notice in writing of their intention to demolish or remove a building connected to the wastewater system.
- 5.2. Demolition or removal must not commence until the property has been disconnected from the wastewater system by the Council or an authorised agent.
- 5.3. A customer must give 15 working days' notice in writing to the Council of their requirement for disconnection of the discharge connections if relaying of the private drain is required.

## **6. LEVEL OF SERVICE**

- 6.1 The Council shall provide wastewater services in accordance with the level of service contained in the Long Term Plan of the Council.
- 6.2 The Council does not guarantee an uninterrupted wastewater service, but shall make every reasonable attempt to provide continuity of service.
- 6.3 Where physical works are planned which will substantially affect an existing wastewater service, the Council shall give reasonable notice to those who are known to be affected.
- 6.4 Where it is not practical to provide notification of a maintenance interruption to the point of discharge before work commences, the Council may shutdown the point of discharge without notice, and notification will be provided as soon as possible.
- 6.5 The Council is not liable for any costs, expenses damages or losses of any character and from any cause arising from loss of a wastewater service.

## **7. EMERGENCY**

- 7.1. Natural hazards or accidents beyond the control of the Council that result in disruptions to the ability of the Council to receive wastewater will be deemed an emergency.
- 7.2. During an emergency the Council may restrict or prohibit the discharge of wastewater for any specified purpose, for any specified period, and for any or all of its customers.
- 7.3. The decision to make and lift restrictions shall be made by the Council, or where immediate action is required by an authorised officer of the Council.

## **8. BLOCKAGES**

- 8.1. If a customer's gully-trap is overflowing or if a customer has other reasons to suspect a blockage, the customer must first call a registered drainlayer to clear and remove any blockage in their private drain.
- 8.2. If the registered drainlayer finds that the blockage is within the public wastewater system, then the registered drainlayer must contact the Council who must clear and remove the blockage and clean up all affected areas.



- 8.3. The Council shall reimburse the customer for actual and reasonable costs incurred in paying the registered drainlayer to identify the location of the blockage, provided that:
- a) The blockage has not been forced downstream into the public system in the act of clearing it from the private drain; and
  - b) The customer has not been negligent in discharging a non-acceptable wastewater; and
  - c) The blockage has not been caused by roots coming from a tree within the customer's property or neighbour's property.
- 8.4. If subsequently, the blockage is found to be the fault of the customer, the Council may choose to recover the costs of the unblocking work from the customer.
- 8.5. For private pumping systems the boundary kit remains the property of the landowner. The landowner is responsible for maintenance and repair.

## **9. INFLOW AND INFILTRATION**

- 9.1. Stormwater must be excluded from the wastewater system by ensuring that:
- a) There is no direct connection of any stormwater pipe or drain to the wastewater system - unless the wastewater system has been specifically designed as a combined wastewater/stormwater system; and
  - b) Gully trap surrounds are set above stormwater ponding levels (refer New Zealand Building Code G13), or secondary overland flow path flood levels; and
  - c) Inspection covers are in place and are appropriately sealed; and
  - d) New drainage is constructed in accordance with Council's Engineering Standards for Land Development.
- 9.2. For large impervious areas (e.g. stock yards or truck washing facilities), specific provision must be made for a permanent barrier that will prevent water from the impervious area from entering the wastewater system.
- 9.3. Private drains must be kept and maintained in a state which is free from cracks and other defects that may allow Infiltration.
- 9.4. If stormwater runoff is found to be entering the system by way of private drains, then it is the owner's or occupier's responsibility to immediately fix, repair or replace the said pipe or pipes to a standard acceptable to Council.
- 9.5. If the owner or occupier fails to carry out required repair works, the Council will carry out the works under sections 186 and 187 of the Local Government Act 2002 and will recover the cost of the repair works from the customer.

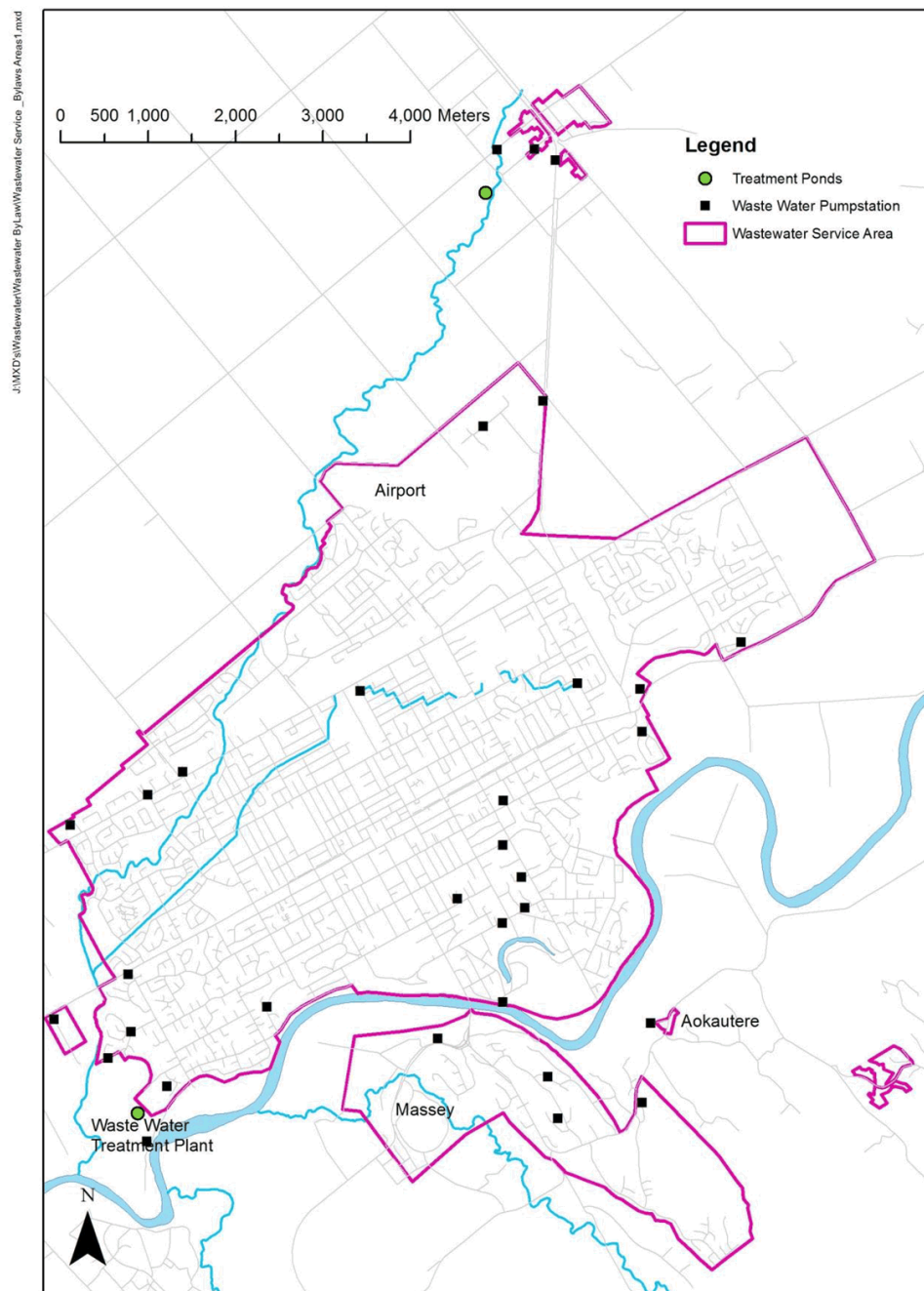
## **10. SWIMMING POOLS**

- 10.1. Customers with swimming or spa pools must demonstrate that the pool drain has been fitted with a flow-limiting device to ensure the discharge does not exceed the maximum instantaneous flow requirement of 2.0 litres per second.

DRAFT FOR ADOPTION

## APPENDIX 1 - PALMERSTON NORTH WASTEWATER AREA MAPS

Note: the following maps indicate the current wastewater service areas. These maps will be updated to reflect changes to the Council's wastewater service area.

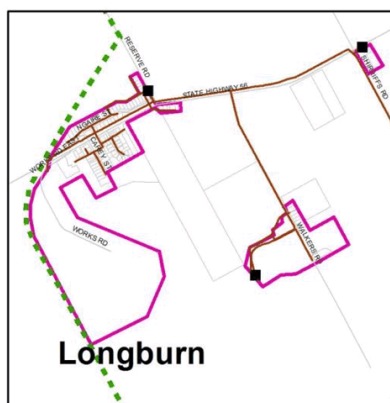
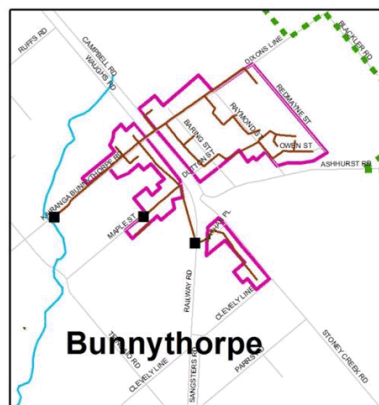


Sheet 1 of 2

**Palmerston North  
Wastewater Service Area**

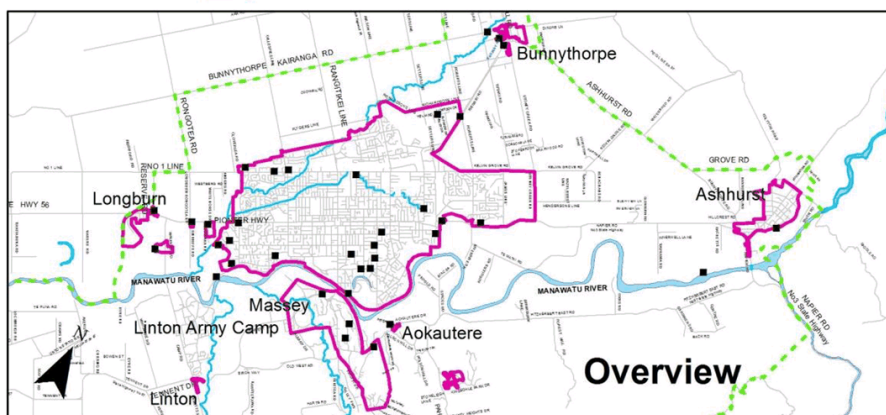
December 2016  
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**Legend**

--- PNCC Boundary    Wastewater Service Area    ♦ Waste Water Pumpstation



Sheet 2 of 2

**Palmerston North  
Wastewater Service Area**

December 2016

## APPENDIX 2 – WASTEWATER CONNECTION APPLICATION FORM



Service Connection Application Form (SCI)

CN: \_\_\_\_\_

### APPLICANT DETAILS

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

### PROJECT LOCATION

Street Address: \_\_\_\_\_

\_\_\_\_\_

Legal Description (from Certificate of Title or Rates): \_\_\_\_\_

### CONNECTIONS REQUIRED

☐ New Building    ☐ Existing Building    ☐ Residential    ☐ Commercial

☐ Sewer    ☐ Stormwater to Kerb    ☐ Stormwater to Main    ☐ Water

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

Sketch Plan (Please attach any site drainage plans):

\_\_\_\_\_

Name of Approved Services Contractor (if known): \_\_\_\_\_

Signature: \_\_\_\_\_ (applicant)      Date: \_\_\_\_\_

APPENDIX 3 - SERVICE CONNECTIONS AS-BUILTS FORM

Service Connections As-Builts (SC4) CN: \_\_\_\_\_

Site Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_



Manifold MAN	Water Meter WTR	Gate-Valve GVL	Back Flow Presenter BFP
<b>WATER As-Built</b>			
BDY	"Road Reserve"		MAIN
"Property"	LATERIAL		MAIN Depth at Main
BDY	Pipe size: _____		Pipe Size
	Pipe Material: _____		Pipe Material
	Joint Type: _____		
	Tpe of Connection at Main		
	Depth at BDY: _____		

<b>STORMWATER As-Built</b>			
BDY	"Road Reserve"		MAIN
"Property"	LATERIAL		MAIN Depth at Main
BDY	Pipe size: _____		Pipe Size
	Pipe Material: _____		Pipe Material
	Joint Type: _____		
	Tpe of Connection at Main		
	Depth at BDY: _____		

<b>WASTEWATER As-Built</b>			
BDY	"Road Reserve"		MAIN
"Property"	LATERIAL		MAIN Depth at Main
BDY	Pipe size: _____		Pipe Size
	Pipe Material: _____		Pipe Material
	Joint Type: _____		
	Tpe of Connection at Main		
	Depth at BDY: _____		

## **Draft Wastewater Bylaw 2017 – response to issues raised by submitters**

The following changes to the draft Wastewater Bylaw are recommended in response to the issues raised by the submitter:

1. Insert the term “Urban Area” to clause 4.1 with the following wording: “has the same meaning as contained in section 4 of the operative Palmerston North City District Plan and includes all land zoned residential, business, industrial, institutional, North East industrial, recreation or Caccia Birch.”
2. Change the definition of “Wastewater Service Area” in clause 4.1 to read “means the areas shown in the maps in the Palmerston North Wastewater Administration Manual 2016 and includes all properties within the urban area. These areas show the boundaries of the various wastewater systems, and define the reticulated areas of the City and townships.”
3. Change clause 5.4 to read “Except as specifically provided for in this Bylaw, no new connections will be permitted to properties lying outside the wastewater service areas unless the property is within the urban area.”
4. Add the following words before the maps in Appendix 1 of the Administration Manual: “Note: the following maps indicate the current wastewater service areas. These maps will be updated to reflect changes to the Council’s wastewater service area.”





## MEMORANDUM

**TO:** Planning and Strategy Committee

**MEETING DATE:** 1 May 2017

**TITLE:** 'Passport to Play Palmy' Delivery

**DATE:** 19 April 2017

**AUTHOR/S:** Jeff Baker, Senior Planner, City Future  
Keegan Aplin-Thane, Policy Planner, City Future

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### RECOMMENDATION(S) TO COUNCIL

1. That Council acknowledge the efforts of Heather Knox, Kate Parlane and Helen Page in operating the 2016/17 Passport to Play Palmy promotion and the success it achieved.
2. That Council endorses the production of another Passport to Play Palmy promotion in the 2017/18 Financial Year, led by the community, with support and funding through existing budgets in the City Future Unit.

---

### 1. ISSUE

Council's Placemaking Team partnered with a community led initiative known as 'Passport to Play Palmy' (P2P) which was undertaken over an 8 week period in the 2016/17 summer holidays. The aim was to get children outdoors and active at 10 City parks they may not have been to before.

P2P was promoted and operated primarily through a dedicated Facebook page and the Council webpage. It was very successful and is a credit to the enthusiasm and efforts of Heather Knox, Kate Parlane and Helen Page who led the promotion.

They enjoyed working with the Placemaking Team and have been very happy with the success of the promotion. However, they do not wish to be involved in running further P2P promotions due to personal commitments. Their view is that P2P is an initiative that Council should pick up and run as the concept has proven successful and there is momentum to capitalise on this.

This memorandum provides a recommendation as to how it could be supported by Council. It also briefly explains the role of the Placemaking Team and how this differentiates from the Palmy Unleashed programme. This is for the avoidance of

any confusion as there had been some suggestion that the P2P could be run from this platform.

It is noted due to its success the initiative has been entered into the 2017 LGNZ Awards in the 'Excellence in Community Engagement' category.

## 2. BACKGROUND

The objective of the Placemaking Initiative is to increase sense of place and utilisation of public space through co-creation or partnerships with community champions citywide. The Palmy Unleashed programme seeks to capitalise on co-created spaces in the CBD through partnering with the community to activate these spaces. Where activation opportunities lie outside of the CBD, the Placemaking Initiative is able to apply similar principles.

Key drivers for both of these initiatives are to engage in projects that are lighter, quicker, and cheaper. As a result of the partnership approach, every dollar that the Placemaking Initiative has invested in co-creation has been matched by 80-97 cents of co-contribution from external partners.

Council's Placemaking Team was approached by Heather, Kate and Helen midway through 2016 with their P2P proposal. At that time it was a concept that would build upon the success they were having from the Palmy Rocks, Dirty 30 and Manawatu Micro Adventurers initiatives they were running.

It was considered the passport concept of getting children around to parks and providing lots of fun activities was a very good one and it fitted in with a core Placemaking concept of active citizenship. The approach of leading out the initiative, almost entirely through social media ran by Heather, Kate and Helen, was also something officers were keen to trial to see if this would lead to better engagement for this type of project.

As noted earlier, the P2P promotion was very successful both in terms of engagement with the community and participation in general. For example, some of the headline success measures include:

- 10,000 estimated hours by children, parents and caregivers participating
- 2000 booklets distributed via libraries and all taken up in the first week of supply
- 660 booklets and web leaflet printouts returned
- 839 'Likes' on dedicated Facebook page
- 3600 peak outreach on Facebook

- 2367 'hits' on the dedicated Council webpage

In terms of the role performed by the Placemaking Team this included project management, design and funding support (\$10,500 for design, production and installation of timber posts). Staff at the central and branch libraries helped distribute the booklets, took completed booklets in, and provided certificates for children.

At their deputation to the Arts, Heritage & Culture Committee meeting on 3 April 2017, Heather and Kate made three recommendations which can be summarised as firstly, Council using social media to engage people, secondly, Council streamlining the engagement process possibly through a 'one stop shop' and finally, Council to identify steps to build on the success of P2P.

During questions at the meeting there was discussion about other possibilities for the P2P concept. For example the model could be used to promote local heritage sites by partnering up with the Manawatu Heritage Team.

The Committee went on to make the following recommendations:

1. *That the Arts, Culture and Heritage Committee receive the deputation for information.*
2. *That the Chief Executive be instructed to report back to a Committee with options to extend the Passport to Play Palmy scheme.*
3. *That the Deputation be referred to the final Annual Budget deliberations.*

### 3. NEXT STEPS

A theme for the next P2P will be identified by the end of this financial year by working through Council's networks to seek input from the community. It is planned that the promotion will be run again during the 2017/18 summer holidays.

Funding from existing budgets in the City Future Unit will assist with costs. The Placemaking Team will assist the community group with project management and logistics.

A second P2P promotion will be reviewed after it is completed to ascertain whether it should be run again. It is noted that it may be the case that it is simply viewed as one of a number of community activation activities that the Placemaking Team get involved in, but one that does not need to be run on an ongoing basis.

It is noted that any further P2P will need to be community-led to meet the active citizenship model of the Placemaking. If a community group does not want to lead the P2P then it will not happen.

**ATTACHMENTS**

Nil

Jeff Baker  
**Senior Planner**

Keegan Aplin-Thane  
**Policy Planner**

**ITEM 7**

## MEMORANDUM

**TO:** Planning and Strategy Committee

**MEETING DATE:** 1 May 2017

**TITLE:** Elected Members - Let's Talk Engagement

**DATE:** 26 April 2017

**AUTHOR/S:** Paddy Clifford, Chief Executive, Headquarters

ITEM 8

### RECOMMENDATION(S) TO COUNCIL

1. That Council endorse a staff supported Elected Member "Let's Talk" engagement trial until March 2018
2. That Council approve additional expenditure of up to \$21,000 to fund the trial.

### 1. BACKGROUND

At the Planning and Strategy Committee held on 3 April 2017 the following resolution was passed:

#### **Significance and Engagement Policy Annual Report - 2016**

Memorandum, dated 10 March 2017 from the Head of Community Planning, Andrew Boyle.

Moved Duncan McCann, seconded Rachel Bowen.

#### **The COMMITTEE RESOLVED**

1. That the Committee receive the Significance and Engagement Policy Annual Report for 2016.
2. That the 6 Community Events attended by Councillors with Council support via the Let's Talk van (and before that, the Mobile Library) in 2016 are counted as 'Let's Talk' events for the purposes of reporting against our Significance and Engagement Policy for 2016.
  - Reach Roslyn Wacky Water Day
  - Esplanade Day
  - Memorial Park Fun Day
  - Waitoetoe Open Day
  - Kirihihi ki Takaro
  - Pascal St Community Christmas Party
3. That those or similar events attended by Councillors with the Let's Talk Van, together with a programme of regular events in the Community Living Rooms/City Library arranged with Libraries

staff, and the existing Annual Plan/LTP 'Let's Talk' sessions, together form the annual 'Let's Talk' programme for 2017 and beyond.

4. That the Chief Executive be instructed to provide a report to the Planning and Strategy committee on how that full programme will be supported by a communications strategy, and by staff, and future reporting arrangements.

Following the decision of Committee I met with Cr Bowen to seek clarification of what was expected from the Committee's decision.

## Proposal

That the full programme be supported by:

- (a) communications strategy
  - (b) staff support
  - (c) future reporting arrangements
- (a) Communications strategy

This would take the form of a Let's Talk communications' plan rather than a strategy.

It is suggested that the Mayor and Councillors self-populate booking of their attendance at the Library clinics and events in the Global Diary by providing advanced notice of their intended presence (see example in Appendix 1)

The ability of staff to support clinics and events depends on a schedule being ready well in advance of publication deadlines. This plan will require some additional resource in terms of staff time and funding for design and advertising.

Staff would create a page for Let's Talk on our website and update it.

Staff would place information in the printed version of Square Circular. Staff can certainly put information in the e-square circular which is sent out every two weeks.

Staff would create a template for posters and digital media for use in the libraries. Staff would put this information on library notice boards and also the digital screens in Council public spaces.

Staff would create a Facebook event for when the Let's Talk Van is out and about (if separate from events)

If the Let's Talk Van is going out as part of a Council-run event staff would include those details with other information about that event on Eventfinda.

**Cost:** \$2,000 (design and printing costs of about \$1,000. Digital marketing up to \$1,000.)

Elected Members should be aware that if they self-populate their notice of attendance and subsequently decide not to attend after public notice has been provided then that could result in some confusion for the public.

(b) Staff support

A staff position could be created in Customer Services for the staff member to drive the Let's Talk Van to and from library clinics and events. Currently there is no dedicated resource available and although many staff do attend events from time to time it would not be practicable to allocate them to driving and setting up the Let's Talk Van as they would have other specific duties to attend to. In addition to this, staff would not be in any better skill set position to drive the Let's Talk Van than any Elected Member. A dedicated staff position on a flexible working arrangement could provide support for Elected Members and ensure that the Let's Talk Van is delivered, set up and returned to the garage for events that Elected Members attend and where they wish to engage with the public.

The staff time estimated for this support would approximate to about 40% of a FTE. I would suggest a trial be undertaken and reviewed in April 2018 to assess this support to Elected Members.

**Cost estimate:** \$19,000 per annum.

(c) Future reporting arrangements

Staff would be able to periodically collate a report that extracts information from the Global Diary. This information can then enable staff to be able to report back on events which are reflected as part of Council's KPIs.

## **ATTACHMENTS**

1. Appendix 1  

Paddy Clifford  
**Chief Executive**

APPENDIX 1

27 March - 2 April 2017

Search Global Diary - Calendar (Ctrl+E)

27	Monday	28	Tuesday	29	Wednesday	30	Thursday	31	Friday	1	Saturday	2	Sunday
	NOTE: Councillor Workshops and					8:00 a.m. City of PN Gold Cup Festival: 29 March - 5pm Festival Launch The Square / 30 March CET Arena Jimmy Bar 8:30 a.m.							
8 a.m.											Annual Budget Let's Talk - UCOL UCOL Carpark		
9:00	Council Council Chamber Global Diary	1. COUNCILLOR WORKSHOP I City Enterprises Review Andrew Boyle/Ray McIndoe, 3 hours											
10:00						Annual Budget Let's Talk - Awapuni Community Library College St			M/tea & tour - 2017 Secondary Schools National Volleyball Champs Arena 2 lounge				
11:00													
12 p.m.					UCOL Board Meeting (For Elected Members and GMs) Room 4.2.06 UCOL - See City Future for more information Global Diary	DLC Meetings CR 1 Global Diary			Joint Strategic Lunch Council Chamber; Reception; Link Span Social Gallery Kyle Whitfield				
1:00									Joint Strategic Meeting Council Chamber; Link Span Social Gallery; Reception Kyle Whitfield			Annual Budget Let's Talk - Central Library Central Library, 4 The Square	Makers Market - Square Edge
2:00													
3:00						Annual Budget Let's Talk - Youth Space Cnr Coleman Mall/George St							
4:00													
5:00							Thursday Night Street Fest The Square carpark						
6:00	Manawatu Chamber of Commerce Stuart Electrical Supplies Lounge, Level 4, Central Energy Trust Arena						Te Manawa Museums Trust Board Te Manawa						
7:00		Annual Budget Let's Talk - Milson Community Centre 77 Milson Line											
8:00									Annual Budget Let's Talk - Bunnythorpe Community Bunnythorpe Scho				
9:00													

27 March - 2 April 2017

Annual Budget Let's Talk - Youth Space - Appointment

File Appointment Insert Format Text Review

Attach Document Save & Close Delete Copy to My Calendar Forward Appointment Scheduling Assistant Invite Attendees Show Attendees Show As: Busy Reminder: 15 minutes Recurrence Time Zones Categorize High Importance Low Importance Private Tags Zoom

Yellow Category

Subject: Annual Budget Let's Talk - Youth Space

Location: Cnr Coleman Mall/George St

Start time: Wed 29/03/2017 3:30 p.m. All day event

End time: Wed 29/03/2017 5:00 p.m.

Cr XXX  
Cr XXX  
Cr XXX

In Shared Folder: Global Diary

Last modified by Merle Lavin on 14/03/2017







## MEMORANDUM

**TO:** Planning and Strategy Committee

**MEETING DATE:** 1 May 2017

**TITLE:** Conference Opportunity - Effective Meetings

**DATE:** 10 April 2017

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

### RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the Committee approve the attendance of up to XX elected member(s) to attend, with expenses paid, to 'Effective Meetings' course by LGNZ being held in Palmerston North on 26 May 2017.
2. That, in the event that the Committee approves the attendance of elected member(s) at the above training, then registrations of interest be invited from elected members wishing to attend, with expenses paid, and advise the Governance and Support Team Leader, Kyle Whitfield, by 12 noon Friday 5 May 2017.

### 1. ISSUE

The elected members' budget for conference attendance and training opportunities is \$81,732. As at 6 April 2017 there remains \$23,958 available for the balance of the financial year ending 30 June 2017. This does not include outstanding invoices that have been previously approved, but have yet to be presented for payment.

Anticipated expenses for attending this conference are:

Conference	\$625 (excl GST)
------------	------------------

No financial provision is to be made for any 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.

## 2. BACKGROUND

Much of your life as an elected member is spent in meetings, some of which are more effective than others. Everyone attending a meeting has a role to play, and has the ability to make a meeting a useful experience or an inefficient use of everyone's time.

This workshop takes you through:

- the four essentials of effective meetings;
  - how to prepare for a meeting (and what to do if you haven't)
  - how to behave in meetings to get the best from them (and what to do if others don't!)
  - understanding and use of standing orders
  - knowing how to chair a meeting well - from the basics, through to expert tricks of the trade
- discussion versus debate;
- alternative ways of getting to an agreed outcome;
- when and how it's time to exclude the public; and
- dealing with the media at meetings
- the public at meetings
- extremely difficult situations.

The conference programme is available and is attached.


## 3. NEXT STEPS

The Committee may choose whether any elected members should attend the conference, and if so, how many, in which case the Committee could invite registrations of interest from elected members wishing to attend.

If the Committee decides to approve the attendance of one or more elected members, registrations of interest will be sought from elected members. At the closing date of registrations (12 noon on Friday 5 May 2017), the Committee Administrator will advise the Chairperson and Deputy Chairperson of the interest received, for them to make a decision on the successful registrant(s).

Once the Chairperson and Deputy Chairperson have advised the Committee Administrator of the successful registrant(s), all further information regarding the workshop will then be forwarded to that person or those persons direct.

## **ATTACHMENTS**

1. Conference Outline [↓](#) 

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



## Effective Meetings

**We are.  
LGNZ.  
EquiP**

### Programme overview

Much of your life as an elected member is spent in meetings, some of which are more effective than others. Everyone attending a meeting has a role to play, and has the ability to make a meeting a useful experience or an inefficient use of everyone's time.

### Purpose

This workshop takes you through:

- › the four essentials of effective meetings;
  - » how to prepare for a meeting (and what to do if you haven't)
  - » how to behave in meetings to get the best from them (and what to do if others don't!)
  - » understanding and use of standing orders
  - » knowing how to chair a meeting well - from the basics, through to expert tricks of the trade
- › discussion versus debate;
- › alternative ways of getting to an agreed outcome;
- › when and how it's time to exclude the public; and
- › dealing with
  - » the media at meetings
  - » the public at meetings
  - » extremely difficult situations.

### Target audience

Whether it's your first term or you're an experienced elected member, your attendance at this course will benefit you and your colleagues.

### Learning outcomes

By the end of this workshop you will be able to:

- › define the level of meeting preparation required and ways to achieve it;
- › explain what standing orders are, how they work, and be familiar with key components;
- › practice effective meeting behaviours;
- › feel comfortable using different types of debate and discussion techniques; and
- › contribute to keep meetings on point.

### Workshop fees

\$625 per person, excl. GST

### Workshop timings

9am – 4:30pm\*

\*This course can be run over a half or a full day, and can be tailored to specific council situations.

## MEMORANDUM

**TO:** Planning and Strategy Committee

**MEETING DATE:** 1 May 2017

**TITLE:** Conference Opportunity - Representation Review Forum

**DATE:** 6 April 2017

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

ITEM 10

### RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the Committee approve the attendance of up to XX elected member(s) to attend, with expenses paid, to 'Representation Review Forum' by SOLGM being held in Wellington on 23 June 2017.
2. That, in the event that the Committee approves the attendance of elected member(s) at the above training, then registrations of interest be invited from elected members wishing to attend, with expenses paid, and advise the Governance and Support Team Leader, Kyle Whitfield, by 12 noon Friday 5 May 2017.

### 1. ISSUE

The elected members' budget for conference attendance and training opportunities is \$81,732. As at 6 April 2017 there remains \$23,958 available for the balance of the financial year ending 30 June 2017. This does not include outstanding invoices that have been previously approved, but have yet to be presented for payment.

Anticipated expenses for attending this conference are:

Conference	\$580 (excl GST)
------------	------------------

No financial provision is to be made for any 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.

## 2. BACKGROUND

With the theme, 'A reflection of the community' this one day event is designed to provide outstanding professional development and networking opportunities for local authority elected members and governance and policy professionals as around 50 councils embark on representation reviews ahead of the 2019 local authority elections.

The programme is an inspiring mix of presentations from experts in their fields and innovative case studies from practitioners and will provide participants with both practical information and thought provoking ideas.

The topics in the programme below cover the three cornerstones of representation: selection of voting systems, Māori representation and reviews of representation arrangements, and will leave all attendees well equipped for the work of creating fair and effective representation for their community.

Who Should Attend: All local government elected members and governance and policy professionals undertaking reviews of their representation arrangements for the 2019 elections.

The conference programme is available and is attached.

## 3. NEXT STEPS

The Committee may choose whether any elected members should attend the conference, and if so, how many, in which case the Committee could invite registrations of interest from elected members wishing to attend.

If the Committee decides to approve the attendance of one or more elected members, registrations of interest will be sought from elected members. At the closing date of registrations (12 noon on Friday 5 May 2017), the Committee Administrator will advise the Chairperson and Deputy Chairperson of the interest received, for them to make a decision on the successful registrant(s).

Once the Chairperson and Deputy Chairperson have advised the Committee Administrator of the successful registrant(s), all further information regarding the workshop will then be forwarded to that person or those persons direct.



### **ATTACHMENTS**

1. Conference Sheet [!\[\]\(38441ceaa711016e0bf2ad46ad394ff4\_img.jpg\) !\[\]\(6e027340d4263908f264926b1ad81c5e\_img.jpg\)](#)

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

# Representation Review Forum

This forum is for elected members and governance or policy professionals involved in reviews of electoral systems and representation arrangements.

- 23 Jun
- Macs Function Centre, Wellington
- 9.00 am - 5.00 pm
- \$480.00 excl. GST. for members
- \$580.00 excl. GST. for non-members
- [Save to my calendar](#)

[Login to Register](#)



With the theme, 'A reflection of the community' this one day event is designed to provide outstanding professional development and networking opportunities for local authority elected members and governance and policy professionals as around 50 councils embark on representation reviews ahead of the 2019 local authority elections.

The programme is an inspiring mix of presentations from experts in their fields and innovative case studies from practitioners and will provide participants with both practical information and thought provoking ideas.

The topics in the programme below cover the three cornerstones of representation: selection of voting systems, Māori representation and reviews of representation arrangements, and will leave all attendees well equipped for the work of creating fair and effective representation for their community.

## **Who Should Attend:**

All local government elected members and governance and policy professionals undertaking reviews of their representation arrangements for the 2019 elections.

Don't forget to add this to your calendar by clicking the "**Save to your Calendar**" link above and then double clicking the downloaded file.

## **The Programme**

Friday 23 June 2017

## **9.00 am Registration**

### **9.25 am Welcome from the Chair**

*Geoff Williams, Chief Executive, Rotorua Lakes Council*

*SOLGM Democracy and Governance Support Working Party Chair*

***The trinity: electoral systems, Māori representation and representation arrangements***

### **9.35 am Session One: Local Government Commission – Roles & Process**

*Janie Annear, Commissioner, Local Government Commission*

*Gavin Beattie, Senior Advisor, Local Government Commission*

- The scope of the Commission's powers
- An overview of the process and criteria to be followed
- The role of elected members
- New requirements of the legislation since the 2012 Reviews
- The role of the Commission in implementing decisions
- An introduction to the new representation review guidelines

## **10.35 am Morning Tea**

### **10.50 am Session Two: Electoral System Review**

*Pam Jordan, Electoral Officer, Dunedin City Council*

Conducting Your Electoral System Review

- *The FPP or STV decision*
- *What the evidence tells us about FPP and STV*
- *Poll demanded by electors or held at the initiative of the Council*
- *Timeframes*

### **11.20 am Session Three; Māori Representation**

*Dale Ofosoke, Director, Election Services*

- *Ability for councils to introduce Maori wards or constituencies*
- *Consideration of Treaty of Waitangi principles (s4 LGA)*
- *Consultation with local iwi*
- *Timetables and polls*
- *Applicable for two terms*

*James Baty, Corporate Services Manager, Wairoa District Council*

Māori representation for Wairoa District

***Lessons and good practice***

### **12.15 pm Session Four: Lessons learnt from 2015 – A Panel Discussion**

*Gavin Beattie, Senior Advisor, Local Government Commission*

*Sandy Graham, Group Manager Corporate Services, Dunedin City Council*

*Dale Ofoske, Director, Election Services*

- Thoughts on how local authorities should approach their reviews
- Observations on practice and compliance with the rules
- Lessons learnt and changes in practice

### **12.30 pm Lunch**

### **1.15 pm Session Five: Communities of Interest**

*Dr Mike Reid, Principal Policy Advisor, LGNZ*

- *Defining “community of interest”*
- *Applying the principles*
- *Fair and effective representation*
- *Reasonable and equal opportunity*
- *Maintaining public confidence*
- *Number of councillors*
- *Wards*
- *Community Boards & Local boards*

### **1.50 pm Session Six: Good Practice Examples**

*Jenny Hughey, Community Governance Manager, Christchurch City*

Community engagement and representation reviews

*Heather Kohn, Gisborne District Council*

*Dale Ofoske, Director, Election Services*

Minor boundary alterations under S19JA, Local Electoral Act 2001

*Dr Janine Hayward, Head of Politics Department, University of Otago*

How Dunedin City Council’s Independent Panel tackled the representation review

### **3.10 pm Afternoon Tea**

### **3.30 pm Session Seven: Small Group Workshops Breakout**

Discussion Points:

- Role of elected members
- Providing free and frank advice
- Role of Council Officers
- Community Boards – assessing whether they enable effective local representation and good local government

### **3.50 pm Session Seven: Small Group Workshops Report Back**

### **4.00 pm Forum Wrap Up**

*Geoff Williams, Chief Executive, Rotorua Lakes Council*

*SOLGM Democracy and Governance Support Working Party Chair*

## COMMITTEE WORK SCHEDULE

**TO:** Planning and Strategy Committee

**MEETING DATE:** 1 May 2017

**TITLE:** Committee Work Schedule

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### RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the Planning and Strategy Committee receive its Work Schedule dated May 2017.

### ATTACHMENTS

1. Committee Work Schedule [↓](#) 

## PLANNING & STRATEGY COMMITTEE

### COMMITTEE WORK SCHEDULE – MAY 2017

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1	TBA	Sectional District Plan Review: Proposed Plan Change 23 Zoning Adjustments	General Manager, City Future	Working with landowners	
2	June 2017	Sectional District Plan Review: Proposed Plan Change 22 Omnibus (Balance transportation, subdivision, hazards, general, monitoring, information requirements)	General Manager, City Future		
3	June 2017	Draft Traffic and Parking Bylaw	General Manager, City Future	Subject to Councillor briefing	
4	June 2017	Bikes in Schools – report back on application for funding	General Manager, City Networks		20 February 2017 Clause 6-17
5	June 2017	Flyers Line – Results of investigation for long term remedial options	General Manager, City Networks		Resolution 102.3 Finance and Performance November 2015
6	June 2017	Update on annual audit of pedestrian facilities including quarterly progress reporting	General Manager, City Networks		Resolved at Committee meeting 7 March 2016
7	June 2017	Quarterly update on NZTA progress relating to pedestrian safety	General Manager, City Networks		Resolved at Committee meeting 7 March 2016
8	June/August 2017	Dog Control and S155 report on Dog Control Bylaw	General Manager, City Future	Subject to Councillor workshop – 1 May 2017	

Oasis # 762472 Work Schedule Planning and Strategy Committee

9	June/August 2017	S155 report on Animals and Bees Bylaw	General Manager, City Future	Subject to Councillor workshop – 1 May 2017	
10	December 2017	Cemetery Bylaw Review	General Manager, City Future		
11	TBA	Results of safety audit report – Streetscape Plan Bus and Parking Trials	General Manager, City Networks		Planning and Strategy 6 March 2017 clause 13.3
12	TBA	Urban Design Strategy Review (draft) – <b>On Hold</b>	General Manager, City Future	Subject to a review of the strategy framework in line with Council's newly developed vision and goals	
13	TBA	Strategy and Policy Status reviews and Monitoring Report – <b>On Hold</b>	General Manager, City Future	Subject to a review of the strategy framework in line with Council's newly developed vision and goals	14 March 2011 (clause 12-11)
14	TBA	Digital Strategy (draft) – <b>On Hold</b>	General Manager, City Future	Subject to a review of the strategy framework in line with Council's newly developed vision and goals	
15	TBA	Draft Sustainable City Strategy Review – <b>On Hold</b>	General Manager, City Future	Subject to a review of the strategy framework in line with Council's newly developed vision and goals	