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**PALMERSTON NORTH CITY COUNCIL**

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**AGENDA**  
**COUNCIL**

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**9AM, MONDAY 26 JUNE 2017**

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

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## MEMBERSHIP

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**Grant Smith (Mayor)**

**Tangi Utikere (Deputy Mayor)**

**Brent Barrett**

**Susan Baty**

**Rachel Bowen**

**Adrian Broad**

**Gabrielle Bundy-Cooke**

**Vaughan Dennison**

**Lew Findlay QSM**

**Leonie Hapeta**

**Jim Jefferies**

**Lorna Johnson**

**Duncan McCann**

**Karen Naylor**

**Bruno Petrenas**

**Aleisha Rutherford**

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

**[pncc.govt.nz](http://pncc.govt.nz) | Civic Administration Building, 32 The Square**

**City Library | Ashhurst Community Library | Linton Library**

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**David Wright**

**Acting Chief Executive, Palmerston North City Council**

**Palmerston North City Council**

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

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



## **COUNCIL MEETING**

26 June 2017

### **ORDER OF BUSINESS**

**1. Apologies**

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

Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson's explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

**3. Petition - Street Lighting in Martin Street**

Page 9

**4. Confirmation of Minutes**

Page 13

"That the minutes of the ordinary meeting of 29 May 2017 Part I Public, the extraordinary meeting of 7 June 2017 Part I Public and the extraordinary meeting of 12 June 2017 Part I Public be confirmed as a true and correct record."

5. **Presentation of the Part I Public Committee of Council Recommendations from its 24 May 2017 Meeting** Page 29  
“That the Committee's recommendations be adopted or otherwise dealt with.”
6. **Presentation of the Part I Public Committee of Council Recommendations from its 19 June 2017 Meeting** Page 31  
“That the Committee's recommendations be adopted or otherwise dealt with.”

## **REPORTS**

7. **Setting of Rates for 2017/18** Page 33  
Memorandum, dated 20 June 2017 from the Strategy Manager Finance, Steve Paterson.
8. **Resolutions to Authorise Borrowing** Page 49  
Memorandum, dated 20 June 2017 from the Strategy Manager Finance, Steve Paterson.
9. **Draft Local Alcohol Policy - approval for consultation** Page 53  
Report, dated 23 May 2017 from the Policy Analyst, Peter Ridge.
10. **Appointment of Commissioners - Te Rere Hau Windfarms** Page 131  
Memorandum, dated 14 June 2017 from the Head of Planning Services, Simon Mori.
11. **Appointments to the Hearings Committee** Page 133  
Memorandum, dated 26 May 2017 from the Governance & Support Team Leader, Kyle Whitfield.
12. **Discussion Document and Submission form for Maori Ward Options** Page 135  
Memorandum, dated 10 May 2017 from the Legal Counsel, John Annabell.

**13. Conference Opportunity - Climate Change & Business Conference** Page 145

Memorandum, dated 20 June 2017 from the Committee Administrator,  
Carly Chang.

***RECOMMENDATIONS FROM COMMITTEE MEETINGS***

**14. Presentation of the Part I Public Planning and Strategy Committee  
Recommendations from its 7 June 2017 Meeting** Page 147

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

**15. Presentation of the Part I Public Sport and Recreation Committee  
Recommendations from its 7 June 2017 Meeting** Page 149

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

**16. Presentation of the Part I Public Community Development Committee  
Recommendations from its 12 June 2017 Meeting** Page 151

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

**17. Presentation of the Part I Public Finance and Performance Committee  
Recommendations from its 19 June 2017 Meeting** Page 153

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

**18. 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
19.	Minutes of the ordinary meeting - Part II Confidential - 29 May 2017	For the reasons setout in the ordinary minutes of 29 May 2017, held in public present.	
20.	Contract to deliver building services Manawatu District Council	Negotiations	s7(2)(i)
21.	Appointment to the Jaycee Trust Travelling Fellowship Panel	Privacy	s7(2)(a)
22.	Presentation of the Part II Confidential Planning and Strategy Committee Recommendations from its 7 June 2017 Meeting	Commercial Activities	s7(2)(h)
23.	Presentation of the Part II Confidential Finance and Performance Committee Recommendations from its 19 June 2017 Meeting	Third Party Commercial	s7(2)(b)(ii)

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

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

Acting Chief Executive (David Wright), 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, Carly Chang and Rachel Corser), because of their

knowledge and ability to provide the meeting with procedural advice and record the proceedings of the meeting.

*[Add Council Officers]*, 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]*, 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].



## PETITION

**TO:** Council

**MEETING DATE:** 26 June 2017


**TITLE:** Petition - Street Lighting in Martin Street

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### RECOMMENDATION(S) TO COUNCIL

1. That the Council receive the Petition for information.

### ATTACHMENTS

1. Street Lighting in Martin Street [↓](#) 

6<sup>th</sup> June 2017

Neighbourhood Support Co-ordinator  
6 Martin Street  
Palmerston North Street

To Rachel Brown (Neighbourhood portfolio). Copies to B Barrett (Transport) and V Dennison (Safe City)  
Palmerston North City Council

Re street lighting in Martin Street

The residents of Martin Street have the following concerns regarding the effect of the lighting on motorists as well as pedestrians.

At night it is difficult for motorists to see the corner when turning in from Broadway.

There is decreased visibility for the increasing vehicle traffic along the street.

It is more difficult for motorists or cyclists to see pedestrians crossing the street,

Pedestrians are very concerned for their safety when walking after dark.

The dark areas provide places for people of ill intent to loiter.

This reduction in visibility is particularly evident in summer when the trees are in full-leaf. This is when pedestrians and cyclists are more likely to be out in the evenings, and at more risk.

There are only four lights in the approximate 270 metres long street and they create three very dark areas outside properties numbered 5, 13 and 21, particularly when residents have turned off their outside lights. This is a concern for both pedestrians and motorists

Vehicle traffic has increased in volume since the changes to road markings in Ruahine Street and the installation of speed bumps in Broadway, with many drivers using Heretaunga and Martin Streets as an alternative to Ruahine Street. Speed is sometimes excessive.

Pedestrian traffic is also high because of the proximity to Terrace End and Midway shopping areas.

The residents don't want to lose the trees in the street but would like to see

the tree at Martin and Broadway corner trimmed to allow more light on the intersection,  
more lights installed, particularly by the properties 5, 13 and 21.

Signed by residents of Martin Street

M. Jansen No 6  
Henk Jansen No 6  
Rebecca Pollock No 20  
CHRISTENSEN KENNEDY 2C  
Wetherby Kenner 2C  
Danielle Mudgey  
Georgina Thomas 8

Greer Robertson Brown No. 10  
A. Hunter 12B  
Niall Hunter 12B  
Jane Saywell  
Jordan Trelorey No. 16  
Dayna Pratt No. 16  
June Mac Millan

Jim Frecklingin No 20.

Honai Kupa No 22A.

Nancy Hough NO 24A

Nancy Hough 21/24

R J Carson 5/24

E. Buore 6/24

K. J. J. 9/

P. J. J. 9

S. J. Argyle 9a

13

15

5

21 Martin St

Jennie Martin 25

Shella Piche 11A Martin St Piche

Barry Hard 11 Martin St P.N.

Barry Hard 11 Martin St P.N.

Tim Brown 10 MARTIN ST

Micah Brenner 4 Martin Street

Louise Brenner " "

Murray Swainson 2 MARTIN ST

Helen Swainson

Kevin Salisbury

Lobyn Salisbury

Shirley Argyle

Rob Lowe

Hunter Grey Thompson

MARK DUBSON



## **PALMERSTON NORTH CITY COUNCIL**

### **Minutes of the Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 29 May 2017, commencing at 9.00am**

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

#### **64-17 Confirmation of Agenda and Urgent Items**

Moved Grant Smith, seconded Tangi Utikere.

#### **RESOLVED**

1. That subject to Section 46A(7) of the Local Government Official Information and Meetings Act 1987 and in accordance with the advice by the Chairperson the following items be considered as an urgent items:
  - (i) Memorandum, dated 26 May 2017, from the Strategy and Policy Manager, Julie Macdonald, titled "Amendment to remit to LGNZ AGM".
  - (ii) Memorandum, dated 27 May 2017, from the Governance and Support Team Leader, Kyle Whitfield, titled "Proposed Remit to LGNZ AGM – Control of Cats".
  - (iii) Memorandum, dated 27 May 2017, from the Governance and Support Team Leader, Kyle Whitfield, titled "Proposed Remit to LGNZ AGM – Maori Representation".

As the items were not available at the time the Agenda was circulated;  
and

Consideration of the items was a matter of urgency, requiring a decision without delay to enable the Council to manage relationships, meet deadlines, finalise decisions and receive information within agreed timeframes.

**65-17 Presentation - Charles Graham Hubbard**

The Mayor paid tribute to Mr Charles Graham Hubbard, former City Councillor, who had recently passed away.

Mr Hubbard served as a Councillor from 1980 to 1989. He was a member on many Committees, including Chairperson of the Energy Committee from 1983 to 1989. He was on the Globe Theatre Trust Board from June 1982 to 1989 and also a member of the Manawatu United Council and Presbyterian Educational Trust Board.

Mr Hubbard was a Barrister and Solicitor in Palmerston North and the City's coroner for 20 years, dealing with over 5,500 cases, until being replaced by full time coroners when the Coroners Act 2006 came into force.

He was also President of the Manawatu District Law Society from 1982 and 1983.

The Mayor extended the deepest sympathy of Council to Mr Hubbard's wife and family.

A moments silence was observed.

**66-17 Suspension of Standing Orders**

To allow the public to make comment to farewell the Chief Executive it was suggested that Standing Orders be suspended for that item.

Moved Grant Smith, seconded Tangi Utikere.

**RESOLVED**

1. That Standing Orders be suspended for Item 4, "Farewell to the Chief Executive Paddy Clifford", of the Agenda.

**67-17 Farewell to the Chief Executive Paddy Clifford**

The Mayor referred to the retirement of Chief Executive, Paddy Clifford.

Mr Clifford had been with Council for 10 years and his passion for the city was evident from day one. He had done the Council and City proud, leaving it in a much better state than when he arrived.

The first two years in the role had been challenging with an unachievable

budget and \$6million in overspending, with one of the first things he had to do was ask rate payers cover an 11% rate increase. This put the 2017 rate increase of 2.9% into perspective. Since that time he has reigned in debt levels and achieved an AA credit rating – the highest possible for a local authority.

Mr Clifford had worked hard to build relationships with the community, in particular strengthening relationships with iwi, Central Energy Trust and the Military. Also relationships with Health, Education, Sport and Business sectors have been fostered.

All had enjoyed and benefited from Mr Clifford's inclusive management style and he was admired for his respectful approach to work with staff across the organisation. The Mayor thanked the Chief Executive for all that he had done and wished him, his wife Maureen, and family all the very best for the future.

Councillors and members of the public spoke to the meeting giving their own words of farewell.

Moved Grant Smith, seconded Tangi Utikere.

#### **RESOLVED**

1. That the Council receive the presentation for information.

The meeting adjourned at 10.11am

The meeting resumed at 10.46am

NOTE: Mr James Beard was not in attendance at the meeting to present his deputation.

#### **68-17 Confirmation of Minutes**

Moved Grant Smith, seconded Tangi Utikere.

#### **RESOLVED**

1. That the minutes of the ordinary meeting of 24 April 2017 Part I Public and the extraordinary meeting of 22 May 2017 Part I Public be confirmed as a true and correct record.

### **REPORTS**

#### **69-17 Wastewater BPO Project - Statement of Intent**

Memorandum, dated 21 May 2017 from the Water & Waste Services

Manager, Robert van Bentum and the Special Projects Manager, Phil Walker.

Moved Grant Smith, seconded Lew Findlay QSM.

**RESOLVED**

1. That Council adopt the Statement of Intent for the Wastewater BPO Project as approved by the Project Steering Group for submission to Horizons Regional Council and other consent parties in compliance with the conditions of the wastewater discharge consent.

**70-17**

**Hoffman Kiln Trust - Expressions of Interest**

Memorandum, dated 27 April 2017 from the Governance & Support Team Leader, Kyle Whitfield.

Moved Grant Smith, seconded Tangi Utikere.

**RESOLVED**

1. That expression of interest be sent out to all Councillors to become the Council Appointee to the Hoffman Kiln Trust.
2. That the Mayor and Deputy Mayor select the Councillor to be appointed to the Hoffman Kiln Trust.

**71-17**

**Civic Honour Awards**

Memorandum, dated 12 May 2017 from the Mayor, Grant Smith.

Moved Grant Smith, seconded Tangi Utikere.

**RESOLVED**

1. That Council agree to continue the Civic Honour Awards scheme in 2017, 2018 and 2019.
2. That Council appoint a Civic Honour Awards Selection Panel for the remainder of the term comprising the appointees detailed below, allowing for the Mayor to appoint replacement members as may be required from time to time:
  - a. The Mayor (Chairperson)
  - b. The Deputy Mayor
  - c. The Chairperson of the Community Development Committee
  - d. The Chairperson of the Rotary Club of Palmerston North
  - e. The President of the Manawatu Branch of the National Council

of Women

f. A District Court Judge

**72-17**

**Trustpower Community Awards**

Memorandum, dated 15 May 2017 from the Mayor, Grant Smith.

Moved Grant Smith, seconded Vaughan Dennison.

**RESOLVED**

1. That Council continue with the Trustpower Community Awards scheme in 2017-19.
2. That Council appoint the members of the Civic Honour Awards Selection Panel to the Trustpower Community Awards Selection Panel.

**73-17**

**Conference Opportunity - The Affordable Housing Development Summit**

Memorandum, dated 17 May 2017 from the Committee Administrator, Carly Chang.

Moved Susan Baty, seconded Leonie Hapeta.

**RESOLVED**

1. That the Committee approve the attendance of up to two elected members to attend, with expenses paid, to The Affordable Housing Development Summit being held in Auckland on 27 and 28 July 2017.
2. That registrations of interest be invited from elected members wishing to attend, with expenses paid, and advise the Committee Administrator, Carly Chang, by 12 noon Wednesday 31 May 2017.

**74-17**

**Amendment to remit to LGNZ AGM**

Memorandum, dated 26 May 2017 from the Strategy & Policy Manager, Julie Macdonald.

Moved Grant Smith, seconded Tangi Utikere.

**RESOLVED**

1. That the Council endorse the proposed amendment made by the metro sector meeting to its remit proposal regarding Climate Change and Litter Act.

**75-17 Proposed Remit to LGNZ AGM - Control of Cats**

Memorandum, dated 27 May 2017 from the Governance & Support Team Leader, Kyle Whitfield.

Moved Grant Smith, seconded Rachel Bowen.

**RESOLVED**

1. That Council support the 'Control of Cats' remit from Dunedin City Council.

**76-17 Proposed Remit to LGNZ AGM - Māori Representation**

Memorandum, dated 27 May 2017 from the Governance & Support Team Leader, Kyle Whitfield.

Moved Grant Smith, seconded Lorna Johnson.

**RESOLVED**

1. That Council support the 'Māori representation' remit from Hastings District Council.

***RECOMMENDATIONS FROM COMMITTEE MEETINGS***

**77-17 Planning and Strategy Committee Part I Public - 1 May 2017**

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

Moved Duncan McCann, seconded Karen Naylor.

**RESOLVED**

1. That the Committee's recommendations be adopted.

**78-17 Finance and Performance Committee Part I Public - 15 May 2017**

Consideration was given to Finance and Performance Committee recommendations as appended to these minutes.

Moved Cr Susan Baty, seconded Cr Jim Jefferies.

**RESOLVED**

1. That the Committee's recommendations be adopted.

## EXCLUSION OF PUBLIC

### 79-17 Recommendation to Exclude Public

Moved Grant Smith, seconded Tangi Utikere.

### RESOLVED

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

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

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
1.	Minutes of the ordinary meeting - Part II Confidential - 24 April 2017 and the extraordinary meeting - Part II Confidential - 22 May 2017	For the reasons set out in the ordinary minutes of 24 April 2017 and the extraordinary minutes of 22 May 2017, held in public present.	
2.	Award of Contract 3458 - Road Maintenance, Resurfacing and Rehabilitation 2017-2021	Third Party Commercial	s7(2)(b)(ii)
3.	Rotation of Trustees on Council Controlled Organisations	Privacy	s7(2)(a)

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

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

Chief Executive (Paddy Clifford), Acting Chief Executive (David Wright), 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, Carly Chang and Rachel Corser), because of their knowledge and ability to provide the meeting with procedural advice and record the proceedings of the meeting.

Roading Manager (Jon Schwass) 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.

The public part of the meeting finished at 11.41am

Confirmed 26 June 2017

**Mayor**

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 29 May 2017

**TITLE:** Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 1 May 2017 Meeting

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Set out below are the recommendations only from the Planning and Strategy Committee meeting Part I Public held on 1 May 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### **24-17 Presentation - Manawatu SPCA**

#### The **COMMITTEE RECOMMENDS**

1. That the Planning and Strategy Committee receive the presentation for information.
2. That the SPCA presentation be referred to the Chief Executive to be considered with the S155 report on Animals and Bees Bylaw in June/August 2017.

### **26-17 Draft Wastewater Bylaw 2017 - Deliberations on Submissions and Adoption of Bylaw**

Memorandum, dated 6 April 2017 from the Policy Analyst, Peter Ridge.

#### The **COMMITTEE RECOMMENDS**

1. That the suggested officer response to issues raised by the submitter, as shown in attachment 3 to the memorandum dated 6 April 2017 entitled 'Draft Wastewater Bylaw 2017 – Deliberations on Submissions and Adoption of Bylaw' 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 the memorandum dated 6 April 2017 entitled 'Draft Wastewater Bylaw 2017 – Deliberations on Submissions and Adoption of Bylaw'.

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.

**27-17 'Passport to Play Palmy' Delivery**

Memorandum, dated 19 April 2017 from the Senior Planner, Jeff Baker and the Policy Planner, Keegan Aplin-Thane.

The **COMMITTEE RECOMMENDS**

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, in partnership with the community, with support and funding through existing budgets in the City Future Unit.

**28-17 Elected Members - Let's Talk Engagement**

Memorandum, dated 26 April 2017 from the Chief Executive, Paddy Clifford.

The **COMMITTEE RECOMMENDS**

1. That Council endorse a staff supported Elected Member "Let's Talk" engagement trial until March 2018.
2. That Council approve a trial, funded from existing budgets.

**ATTACHMENTS**

Nil

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 29 May 2017

**TITLE:** Presentation of the Part I Public Finance and Performance Committee Recommendations from its 15 May 2017 Meeting

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Set out below are the recommendations only from the Finance and Performance Committee meeting Part I Public held on 15 May 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### **33-17 Fees & Charges - Confirmation Following Public Consultation**

Memorandum, dated 24 April 2017 from the Strategy Manager Finance, Steve Paterson.

#### The **COMMITTEE RECOMMENDS**

1. That the fees and charges for Planning & Miscellaneous Services, as scheduled in Attachments A and B of the report dated 24 April 2017 titled "Fees & Charges - Confirmation Following Public Consultation", be approved, effective from 1 July 2017.
2. That the fees and charges for Trade Waste Services, as scheduled in Attachment C, of the report dated 24 April 2017 titled "Fees & Charges - Confirmation Following Public Consultation", be approved, effective from 1 July 2017.
3. That a Waste Collector's Licence Fee of \$500 including GST be approved, effective from 1 July 2017.

**34-17 Electricity Generated from Council Sites**

Memorandum, dated 7 April 2017 from the Business Systems Administrator, Eva Johnston.

**The COMMITTEE RECOMMENDS**

1. That the report titled "Electricity Generated from Council Sites" which shows a breakdown of Council generated energy for the 2014/15 to 2016/17 years and the Palmerston North LED Streetlighting Upgrade dated 7 April 2017 be received.

**ATTACHMENTS**

Nil

## **PALMERSTON NORTH CITY COUNCIL**

### **Minutes of the Extraordinary Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 07 June 2017, commencing at 9.02am**

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

**Apologies:** Councillor Vaughan Dennison for lateness.

Councillor Vaughan Dennison entered the meeting at 4.30pm when the meeting resumed. He was not present for clause 83.

#### **83-17 Apologies**

Moved Grant Smith, seconded Tangi Utikere.

#### **RESOLVED**

1. That Council receive the apologies.

The meeting adjourned at 9.03am

The meeting resumed at 4.30pm

When the meeting resumed Councillor Karen Naylor was not present and Councillor Vaughan Dennison was present

### **REPORTS**

#### **84-17 Proposed LGNZ Remits - Christchurch City Council**

Memorandum, dated 30 May 2017 from the Governance & Support Team Leader, Kyle Whitfield.

Moved Grant Smith, seconded Lorna Johnson.

#### **RESOLVED**

1. That Council support the 'Renewable Electricity Procurement' remit from Christchurch City Council.
2. That Council support the 'Single-use plastic bags' remit from Christchurch City Council.

**EXCLUSION OF PUBLIC****85-17 Recommendation to Exclude Public**

Moved Grant Smith, seconded Tangi Utikere.

**RESOLVED**

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

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

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
	Chief Executive Appointment [Limited Circulation]	Privacy	S7(2)(a)

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

The public part of the meeting finished at 4.37pm

Confirmed 26 June 2017

**Mayor**

## **PALMERSTON NORTH CITY COUNCIL**

### **Minutes of the Extraordinary Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 12 June 2017, commencing at 9.04am**

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

**Apologies:** Councillor Tangi Utikere.

#### **86-17 Apologies**

Moved Grant Smith, seconded Vaughan Dennison.

#### **RESOLVED**

1. That Council receive the apologies.

#### **87-17 Notification of Late Item**

Moved Grant Smith, seconded Vaughan Dennison.

#### **RESOLVED**

1. That subject to Section 46A(7) of the Local Government Official Information and Meetings Act 1987 and in accordance with the advice by the Chairperson the following item be considered as an urgent item:

- (i) Document, titled "Vision, Principles and Goals".

As the item was not available at the time the Agenda was circulated; and consideration of the item was a matter of urgency, requiring a decision without delay to enable the Council to manage relationships, meet deadlines, finalise decisions and receive information within agreed timeframes.

## **REPORTS**

### **88-17 Endorsement of Council's Vision, Principles and Goals for the Development of the 10 Year Plan**

Memorandum, dated 24 May 2017 from the Head of Community Planning, Andrew Boyle.

Moved Vaughan Dennison, seconded Leonie Hapeta.

#### **RESOLVED**

1. That the Council endorse the attached draft Vision, Principles and Goals for the development of the 2018 10 Year Plan.
2. That the Council note that the draft Vision, Principles and Goals will be consulted on through the 10 Year Plan in March 2018. They will be amended if necessary and then adopted in June 2018.

Note:

On a motion "That the vision be amended to delete the word "ambition" and replace with "opportunities" the motion was lost. The voting being as follows:

#### **For:**

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, and Bruno Petrenas.

#### **Against**

Councillors Gabrielle Bundy-Cooke, Lew Findlay QSM and Karen Naylor.

The meeting finished at 9.18am

Confirmed 26 June 2017

**Mayor**

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Presentation of the Part I Public Committee of Council Recommendations from its 24 May 2017 Meeting

ITEM 5

Set out below are the recommendations only from the Committee of Council meeting Part I Public held on 24 May 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

**6-17 Proposed Annual Budget 2017/18 - Outcome of Consultation Process**  
Memorandum, dated 18 May 2017 from the Strategy Manager Finance, Steve Paterson, the Planning and Reporting Coordinator, Courtney Kibby and the Claims Management Officer, Jo-Anne Dulieu.

### The COMMITTEE RECOMMENDS

1. That the written submissions from the consultation process on the proposed Annual Budget be received.
2. That the officer comments made in response to issues raised during the consultation process – entitled “Proposed Annual Budget 2017/18 – Officer Comments to Issues Raised in Submissions” (attached as Appendix 1 of the report dated 18 May 2017 and entitled: Proposed Annual Budget 2017/18 – Outcome of Consultation Process) – be received
3. That the Chief Executive be instructed to prepare a draft of the final Annual Budget document for consideration by the Committee of Council meeting on 19 June 2017 and that it incorporate:
  - h. As a consequence of public consultation, amendments determined by the Committee, as outlined below:
    3. In relation to Submission 60 – Menzshed – that the building at Rangitane Park be formally leased to Menzshed Manawatu for a 5 year lease, and the Menzshed become the sole lease holder.
    5. That Chief Executive be instructed to include options for allowing sound and lighting of the skate rink (on assumption of it being paid externally) when preparing the development

**ITEM 5**

plan for Memorial Park.

6. Chief Executive be instructed to work with the community in order to advance consideration by the New Zealand Transport Agency of the Road Safety considerations in Aokautere.
11. That the Chief Executive be instructed to enter into discussions with the Central Economic Development Agency as to the future of the Manawatu Events Trust so that it can be a fundraising mechanism for all events.
14. In relation to submission 60 from the Menzshed Manawatu – that a costing to update toilets and modify internal walls and construct an outdoor shelter be presented to the 2018/28 Long Term Plan for Consideration.
18. That the Chief Executive be instructed to engage with the Walkers Road community around the provision of recycling services.
19. That the Chief Executive be instructed to report back on options to address the issue of access to Te Patikitiki Library as raised in submission 24 from Judith Barsanti.
24. That Council considers investment towards the Cornerstone Hall and Meeting Room Development during the Long Term Plan process, following completion of the Kelvin Grove Feasibility Study.
25. That Council commits to plans for the Bunnythorpe Community Centre within the 2017/18 year.

**ATTACHMENTS**

Nil

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Presentation of the Part I Public Committee of Council Recommendations from its 19 June 2017 Meeting

ITEM 6

Set out below are the recommendations only from the Committee of Council meeting Part I Public held on 19 June 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 9-17 Confirmation of Minutes

The **COMMITTEE RECOMMENDS**

1. That Standing Orders be amended to incorporate that “where an item is moved and seconded and PUT to the meeting. The outcome of the vote shall be recorded in the minutes of the meeting”.

### 10-17 Finalising the Annual Budget (Plan) 2017/18

Memorandum, dated 7 June 2017 from the Strategy Manager Finance, Steve Paterson.

The **COMMITTEE RECOMMENDS**

1. That the Annual Budget 2017/18 as circulated with the report titled “Finalising the Annual Budget 2017/18” dated 7 June 2017 be adopted as the final Annual Budget(Plan), subject to the following amendments (if any).
2. That the Mayor and Chief Executive be given delegated authority to approve the final Annual Budget (Plan) document for publication.
3. That the adoption of the Annual Budget (Plan) 2017/18 be confirmed as a significant decision within the parameters of the Local Government Act 2002 and that the Council be satisfied that all submissions had been considered and that there has been compliance with the decision-making and consultation requirements of the Act.
4. That the Chief Executive be delegated authority to authorise payments to Council-controlled organisations and other external organisations in

**ITEM 6**

accordance with their respective service level agreements.

5. That an additional \$66,000 capital expenditure be allocated for the provision of the proposed Waitoetoe Dog Park.
6. That Council authorises the provision of 'Cricket Sight Screens' (a \$20,000 cost) from within the financial envelope previously approved (\$175,663.58) by the Committee of Council Meeting on 24 May 2017 for the Fitzherbert Park Upgrade.
7. That Council increase the event support budget to \$180,000 by budget adjustments without impacting total rates.

**ATTACHMENTS**

Nil

## MEMORANDUM

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Setting of Rates for 2017/18

**DATE:** 20 June 2017

**AUTHOR/S:** Steve Paterson, Strategy Manager Finance, City Corporate

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### RECOMMENDATION(S) TO COUNCIL

1. That the resolution to set the rates for the 2017/18 year (attached as Appendix One) be adopted.
2. That it be noted that the setting of rates is a significant decision within the parameters of the Local Government Act 2002 and that it is satisfied there has been compliance with the decision-making and consultation requirements of the Act.

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### 1. ISSUE

Section 23 of the Local Government (Rating) Act 2002 prescribes that the rates must be set by resolution of the Council and be in accordance with the relevant provisions of the Funding Impact Statement (contained within the 10 Year Plan or Annual Plan) for the year.

Rates are the Council's principal source of revenue. It is important that rates be set in the timeframes outlined so that Council will have the ability to fund its approved budget. The rates outlined in the attached resolution are calculated to generate the rates revenue for 2017/18 as outlined in the Council's Annual Budget (Plan) to be formally adopted on 26 June 2017.

The recommendations assume the Council will have adopted the Annual Budget (Plan) 2017/18 earlier in the meeting.

## 2. BACKGROUND

On 19 June the Committee of Council recommended the adoption of the Annual Budget (Plan) 2017/18. The Budget determines the net revenue to be sought from ratepayers to fund operations and new programmes for the 2017/18 year.

The rates to be set are designed to cover a net sum of external income for the City Council of \$89.8 million (plus GST) plus a sum to cover rates for Council owned properties as approved by the adoption of the Annual Budget.

The resolution *attached* (**appendix one**) outlines the details of the rates to be set. Rates throughout the report and the resolution are GST inclusive unless stated otherwise.

The following table demonstrates the changes for the Uniform Annual General Charge and the fixed charges for services:

	2016/17 GST incl	2017/18 GST incl
Uniform Annual General Charge	\$610	\$630
Water Supply	\$268	\$273
Kerbside Recycling	\$137	\$128
Rubbish & Public Recycling	\$52	\$60
Wastewater disposal	\$246	\$246
Wastewater pan charge	\$246	\$246
Metered water charge(p cu metre)	\$1.127	\$1.173

The budgeted revenue from the Uniform Annual General Charge plus the Rubbish & Recycling fixed charges represents 25% of total rates revenue (including metered water charges) compared with 25% in 2016/17 and the legislative maxima of 30%.

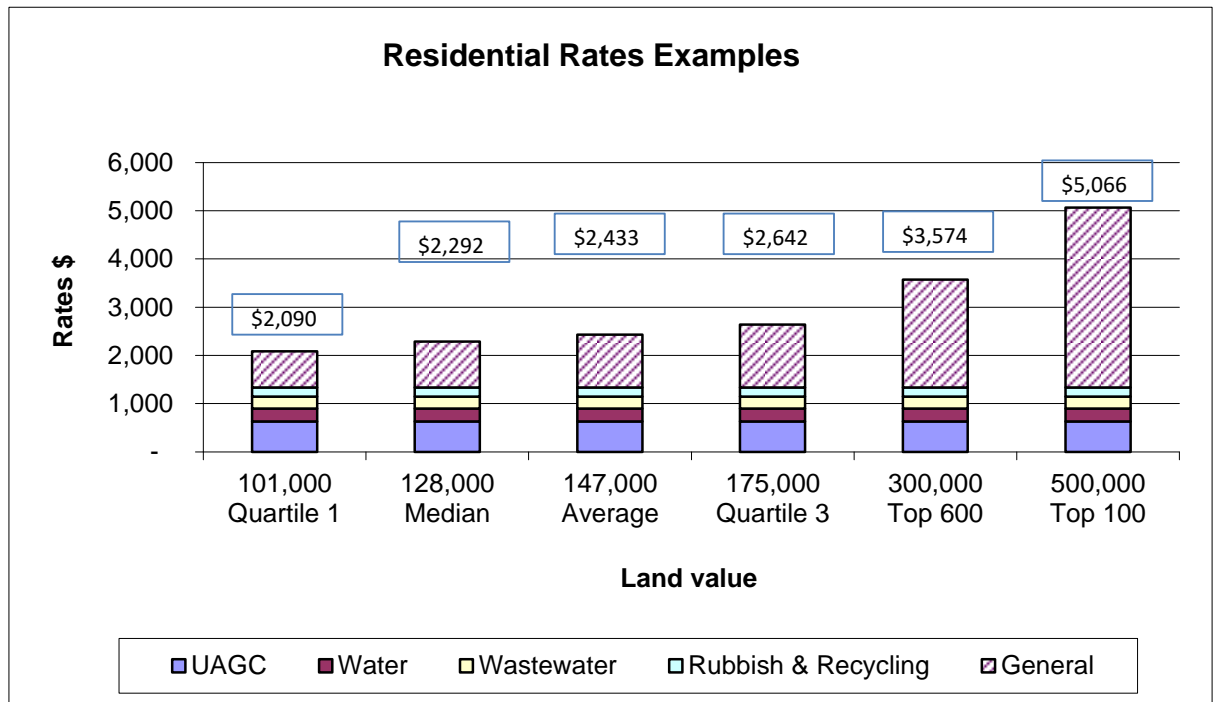
Information about the structure of the rates assessed by broad differential grouping is attached as **appendix two**.

**Appendix three** shows graphically by broad differential grouping the land values and the impact on the distribution of the general rate and total rate for 2017/18 compared with 2016/17. It shows there has been minimal change between the two years.

Examples of the rates which will be assessed are shown below:

	Land Value	Actual Rates 2016/17	Proposed Rates 2017/18
<b>Single unit residential</b>			
Average	147,000	2,382	2,433
Median	128,000	2,244	2,292
Quartile 1	101,000	2,048	2,090
Quartile 3	175,000	2,586	2,642
<b>Two unit residential</b>			
Average	160,000	3,789	3,867
Median	139,000	3,557	3,627
Quartile 1	113,000	3,268	3,331
Quartile 3	185,000	4,066	4,152
<b>Non-residential</b>			
Average	574,000	14,162	14,559
Median	315,000	8,181	8,412
Quartile 1	180,000	5,064	5,208
Quartile 3	640,000	15,686	16,125
<b>Rural &amp; semi-serviced (5ha or more)</b>			
Average	643,000	1,553	1,606
Median	350,000	1,147	1,188
Quartile 1	235,000	987	1,025
Quartile 3	680,000	1,604	1,658
<b>Rural &amp; semi-serviced (between 0.2 &amp; 5ha)</b>			
Average	224,000	1,407	1,455
Median	220,000	1,394	1,442
Quartile 1	180,000	1,261	1,305
Quartile 3	260,000	1,527	1,578
<b>Miscellaneous</b>			
Average	395,000	4,310	4,440
Median	235,000	2,832	2,921
Quartile 1	113,000	1,706	1,763
Quartile 3	475,000	5,049	5,199

The following graph shows a further breakdown of the makeup of single unit residential rates for the various land value levels. At the head of each column it shows the total rates for each land value level.



The City was last revalued for rating purposes in September 2015 and these values will continue to be the base for setting and assessing general rates for 2017/18. For this reason there will be much more consistency to the percentage increase in rates for all ratepayers in 2017/18 compared to 2016/17.

The Government's rates rebates scheme for residential home owners on lower incomes has provided much needed assistance. 2,071 city ratepayers have received a total of \$1.16 million from the scheme during 2016/17 to date. Each year the Government updates the qualifying criteria for the scheme by a CPI adjustment.


### 3. NEXT STEPS

The recommended actions in this report are of a machinery nature to implement the decisions incorporated in the Annual Budget (Plan). Although machinery, they are significant and must be passed in the form outlined.

Once adopted Council staff will complete the administrative actions necessary to assess rates on individual properties then deliver rates assessments and invoices for the first instalment on 1 August 2017.

As usual a ratepayer newsletter will be produced and distributed as part of the rates package. Publicity will be given to the availability of the rates rebate scheme.

### **ATTACHMENTS**

1. Appendix One - Rates Resolution 2017/18  
Appendix Two - Analysis of Structure of Rates Revenue - 2017/18 Budget  
Appendix Three - Comparisons by Differential Category [↓](#) 

Steve Paterson  
**Strategy Manager Finance**

## Palmerston North City Council

**Resolution to Set Rates for the 2017/2018 year**

The Palmerston North City Council resolves to set rates for the financial year commencing on 1 July 2017 and ending on 30 June 2018 in accordance with the Rating Policies and Funding Impact Statement contained in its 2017/18 Annual Budget (Plan) as follows:

**1 Details of rates to be set****Notes**

- All rates and charges shown are inclusive of Goods and Services Tax.
- References to the 'Act' relate to the Local Government (Rating) Act 2002.

**1.1 Uniform Annual General Charge**

A Uniform Annual General Charge of \$630 on each rating unit pursuant to section 15 of the Act.

**1.2 Water Supply Rates**

A targeted rate for water supply, set under section 16 of the Act, of:

- \$273 per separately used or inhabited part of a residential rating unit which is connected to a Council operated waterworks system. This charge is not made where water supply is invoiced on the basis of water consumed.
- \$273 per rating unit for non-residential rating units which are connected to a Council operated waterworks system. This charge is not made where water supply is invoiced on the basis of water consumed.
- \$136.50 per separately used or inhabited part of a rating unit which is not connected to a Council operated waterworks system but which is serviceable (i.e. within 100 metres of such waterworks system).

Instead of the above a targeted rate for metered water supply, set under sections 16 and 19 of the Act, of \$1.173 per cubic metre of water supplied to any rating unit that is invoiced on the basis of water consumed plus fixed charges based on the size of the meter connection as follows:

Meter Size	Annual Charge \$
Up to 15mm	41.40
19 to 20mm	42.55
25mm	54.05
32mm	78.20
40mm	144.90
50mm	144.90
75 to 80mm	286.35
100mm	365.70
150mm	512.70
200mm	610.65

### 1.3 Wastewater Disposal Rates

A targeted rate for wastewater disposal, set under section 16 of the Act, of:

- \$246 per separately used or inhabited part of a residential rating unit which is connected to a public wastewater drain.
- \$246 per non-residential rating unit which is connected to a public wastewater drain.
- \$246 per pan (i.e. water closet or urinal) or pan equivalent for all pans in excess of three for non-residential rating units connected to a public wastewater drain.
- \$123 per separately used or inhabited part of a rating unit which is not connected to a public wastewater drain but which is serviceable (i.e. within 30 metres of such a drain).

### 1.4 Rubbish and Recycling Rates

#### 1.4.1 Kerbside Recycling

A targeted rate for kerbside recycling set under section 16 of the Act of \$128 per separately used or inhabited part of each rating unit for which the Council is prepared to provide the collection service.

Where ratepayers elect, and the Council agrees, additional levels of service may be provided. These additional services could be by way of provision of more recycling bins or more frequent service. Each additional level of service will be charged a rate of \$128. This may include charges to non-rateable rating units where the service is provided.

### 1.4.2 Rubbish and Public Recycling

A targeted rate for rubbish and public recycling set under section 16 of the Act of \$60 per separately used or inhabited part of each residential rating unit and \$60 per rating unit for all other rating units. Rating units which are vacant land will not be liable for these rates.

### 1.5 Warm Palmerston North

A targeted rate set on all properties that have benefited from the installation of insulation through the Warm Up Palmy Home Insulation Scheme. The rate is calculated as a percentage of the service amount (the cost of the installation) until the service amount and the costs of servicing the serviced amount are recovered. For 2017/18 the rate will be 16%.

### 1.6 General Rate

A general rate pursuant to section 13 of the Act set on all rateable land on the basis of land value and assessed differentially (based on land use) against each property group code (as described below) at the rate of cents in the dollar set down in the following schedule:

Differential Group		Differential Factor (expressed as % of Group Code MS)	Rate (cents in \$ of LV)
Code	Brief Description		
R1	Single unit residential	Balance (approx. 79)	0.7458
R2	Two unit residential	120	1.1392
R3	Three unit residential	130	1.2341
R4	Four unit residential	140	1.3290
R5	Five unit residential	150	1.4240
R6	Six unit residential	160	1.5189
R7	Seven unit residential	170	1.6138
R8	Eight or more unit residential	180	1.7087
MS	Miscellaneous	100	0.9493
CI *	Non-residential (Commercial/Industrial)	250	2.3733
CR	Commercial Research	250	2.3733
CA	Commercial accommodation	250	2.3733
FL	Rural/Semi-serviced (5 hectares or more)	15	0.1424
FS	Rural/Semi-serviced (0.2 hectares or less)	51	0.4841
FM	Rural/Semi-serviced (between 0.2 & 5 hectares)	36	0.3417

\* In respect of multi-storey buildings in group code CI an additional surcharge shall be applied equivalent to 5% on the basic general rate (group code MS- miscellaneous) for each storey four and over to a maximum of 25%.

## 2. Differential Matters and Categories

The following shall be adopted as the definitions for the Council's differential categories for the purposes of the General Rate for 2017/2018:

<b>R1</b>  [New codes 1001, 2001 & 3001]	Single Unit Residential	<p>Every rating unit not otherwise classified:</p> <ul style="list-style-type: none"> <li>• Two hectare or less in area having a predominant or exclusive residential use and on which is erected one residential unit; or</li> <li>• Two hectare or less in area and having no predominant use, on which no building is erected but upon which the erection of residential units is a permitted activity under the City's District Plan.</li> </ul>
<b>R2 – R8</b>  [New codes 1002 – 1008, 2002 – 2008 & 3002-3008]	Multi-unit residential	<p>Every rating unit not otherwise classified on which is erected:</p> <ul style="list-style-type: none"> <li>• R2 – two residential units; or</li> <li>• R3 – three residential units; or</li> <li>• R4 – four residential units; or</li> <li>• R5 – five residential units; or</li> <li>• R6 – six residential units; or</li> <li>• R7 – seven residential units; or</li> <li>• R8 – eight or more residential units</li> </ul> <p>In determining what is a residential unit the Council will apply the same criteria as defined for a SUIP as shown in 5.3</p>
<b>MS</b>  [New codes 1000, 2000 & 3000]	Miscellaneous	<p>Every rating unit (or division thereof) of the following types:</p> <ul style="list-style-type: none"> <li>• Property which could be categorised in another group code but which is used for not-for-profit purposes or other community purposes, determined at the Council's discretion</li> <li>• Property that is used for parking that is available for public use in accordance with criteria determined by the Council</li> <li>• Where the ratepayer conducts or permits to be conducted a business, being a Home Occupation as defined in the City's District Plan, and which would otherwise qualify for inclusion in group code R1</li> <li>• Serviced property that is more than two hectare in area, having a predominant or exclusive residential use and on which is erected one residential unit</li> <li>• Vacant, serviced property not classified in group codes R1 or FL or elsewhere as follows: <ul style="list-style-type: none"> <li>• Property where non-residential use is a permitted activity under the City's District Plan</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>Property over two hectare in area where residential use is a permitted activity under the City's District Plan</li> <li>Property which, due to location, would otherwise qualify for inclusion in group code FL, FS or FM but which is not used for predominantly residential, farming, military or not-for-profit community purposes. The Council may determine that only a portion of the property shall be classified as MS and that the remainder is classified as FL, FS or FM, as appropriate.</li> </ul>
CI, CR & CA  [New codes 1100 – 1300, 2100 – 2200 & 3100- 3200]	Non Residential	<p>CI Every rating unit not otherwise classified which has not a predominant or exclusive residential use (except property used for parking and/or vacant serviced property as defined in group code MS). Multi-storey properties, four storeys and over will be levied an additional differential surcharge.</p> <p>CR Every rating unit not otherwise classified which is predominantly used for research purposes in accordance with criteria determined by the Council.</p> <p>CA Every rating unit on which is erected a licensed hotel or an apartment building or residential institution and including a guest house, rooming house, boarding house, private hotel, motel, residential club or hostel. (Taverns which have no residential accommodation shall be included in group code CI)</p>
FL, FS & FM  [New codes 1400 – 1600, 2400 – 2600 & 3400- 3600]	Rural & Semi-serviced	<p>FL - Every rating unit not otherwise classified which does not have access to the City's sewage disposal system and has Either (a) an area of five hectares or more Or (b) an area less than five hectares but on which there is no residential dwelling unit or non-residential improvements.</p> <p>In determining whether for rating purposes access is deemed to be available the Council will have regard to the following:</p> <ul style="list-style-type: none"> <li>whether the Council will allow the rating unit to be connected to the sewage disposal system</li> <li>whether the rating unit is capable of subdivision and if so, the ratepayer's intentions regarding subdivision</li> <li>the scope of any sub-divisional plan deposited with the District Land Registrar</li> <li>the portion of the property with access to services, which in the opinion of the Council, would form a reasonable first stage of subdivision</li> </ul>

		<ul style="list-style-type: none"> <li>the prevailing economic climate as it affects subdivision and the supply of serviced land within the City.</li> </ul> <p>Based on its assessment of the matters outlined above the Council will determine one of the following rating approaches:</p> <ul style="list-style-type: none"> <li>reclassify the full property to the higher rated group in the year immediately succeeding access to the system becoming available</li> <li>reclassify only a portion of the property to the higher rated group code with the circumstances being reviewed annually</li> <li>retain the present classification and review it annually.</li> </ul> <p>FS Every rating unit which would otherwise qualify for inclusion in group code FL but which has an area of 0.2 hectares or less and on which there is either a residential dwelling or non-residential improvements.</p> <p>FM Every rating unit which would otherwise qualify for inclusion in group code FS but which has an area greater than 0.2 hectares and less than five hectares. The Council may consider reclassifying only a portion of the property into a higher rated group code once access is available to the City's sewage disposal system. In that event the same criteria as for group code FL will apply.</p>
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Properties which have more than one use (or where there is doubt as to the relevant primary use) will be placed in a category with the highest differential factor, or if in the Council's opinion it is fair and reasonable to do so, then the Council may partition the property into parts and allocate each part to the most appropriate category. Note that, subject to the rights of objection to the rating information database set out in sections 29 and 39 of the Act, the Council is the sole determiner of the categories.

### 3. Due Dates for Payment of Rates

Rates will be payable at the offices or agencies of the Council in four quarterly instalments on 1 August 2017, 1 November 2017, 1 February 2018 and 1 May 2018.

The due dates (i.e. final day for payment without incurring penalty) shall be:

Instalment One	25 August 2017
Instalment Two	24 November 2017
Instalment Three	23 February 2018
Instalment Four	25 May 2018

#### 4. Due Dates for Payment of Metered Water Targeted Rates

Properties which have water provided through a metered supply will be invoiced either monthly or two monthly at the discretion of the Council.

The due date for metered water targeted rates shall be the 20<sup>th</sup> of the month following invoice date as follows:

Monthly invoicing					
Instalment	Date meter read & invoice issued	Due date	Instalment	Date meter read & invoice issued	Due date
1	June 2017	20 July 2017	7	December 2017	20 January 2018
2	July 2017	20 August 2017	8	January 2018	20 February 2018
3	August 2017	20 September 2017	9	February 2018	20 March 2018
4	September 2017	20 October 2017	10	March 2018	20 April 2018
5	October 2017	20 November 2017	11	April 2018	20 May 2018
6	November 2017	20 December 2017	12	May 2018	20 June 2018

Two monthly invoicing					
Linton, East & North Rounds			Ashhurst, South West, PNCC & Central Rounds		
Instalment	Date meter read & invoice issued	Due date	Instalment	Date meter read & invoice issued	Due date
1	June 2017	20 July 2017	1	July 2017	20 August 2017
2	August 2017	20 September 2017	2	September 2017	20 October 2017
3	October 2017	20 November 2017	3	November 2017	20 December 2017
4	December 2017	20 January 2018	4	January 2018	20 February 2018
5	February 2018	20 March 2018	5	March 2018	20 April 2018
6	April 2018	20 May 2018	6	May 2018	20 June 2018

#### 5. Penalties on Unpaid Rates (excluding metered water)

A penalty charge of 10% will be added to any portion of an instalment remaining unpaid after the due date for payment as follows:

Instalment One	25 August 2017
Instalment Two	24 November 2017
Instalment Three	23 February 2018
Instalment Four	25 May 2018

Any penalty charge imposed on the outstanding first instalment will be automatically remitted provided payment of the full year's rates is made by 24 November 2017.

A second penalty charge of 10% will be added to all rates and penalty charges remaining unpaid as at 1 July 2018 with further penalty charges of 10% added at six monthly intervals thereafter to all such rates and penalty charges which continue to remain unpaid.

A penalty charge of 10% will be added to any outstanding rates (including penalties) assessed in previous years and remaining outstanding at 1 July 2017 and again on 1 January 2018.

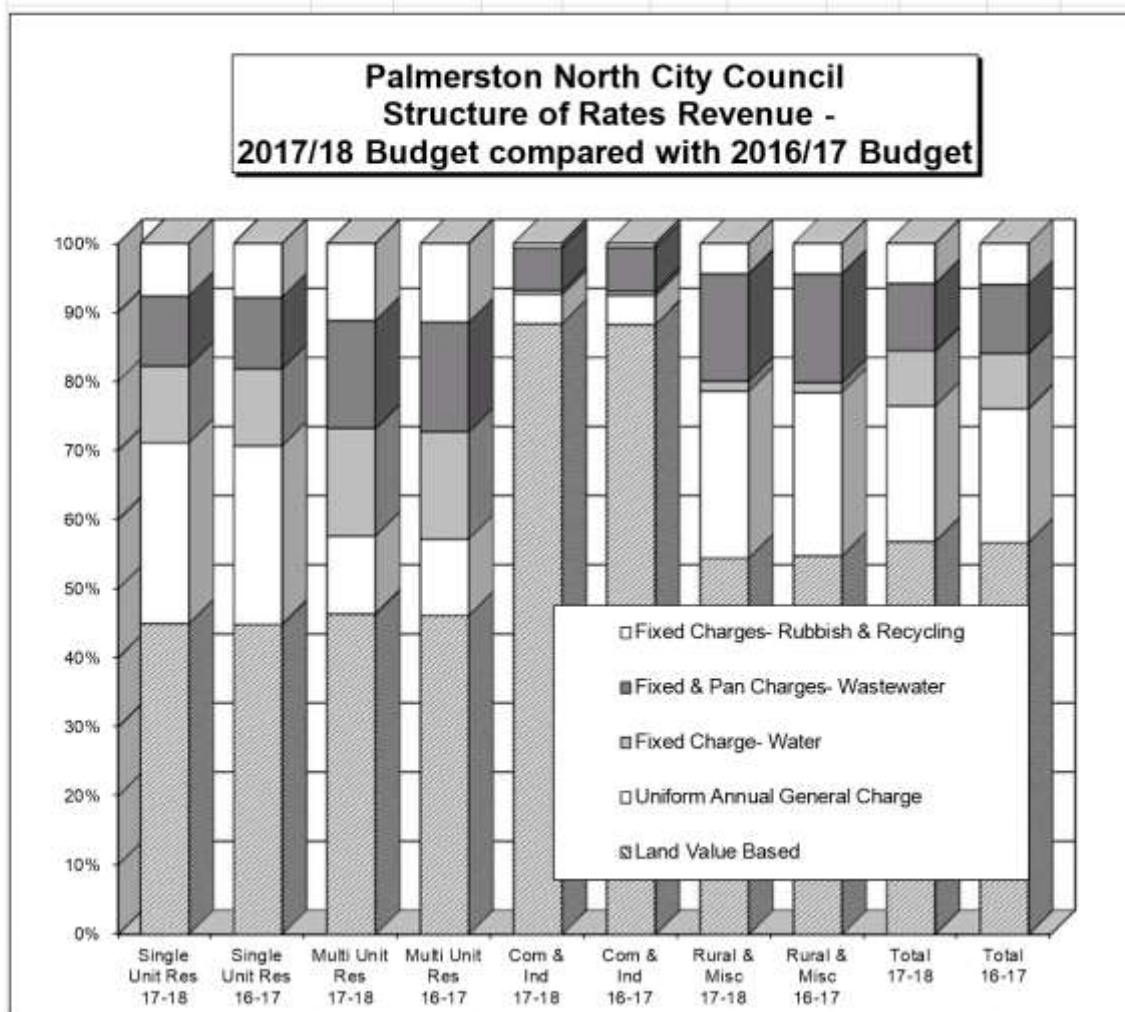
Penalties will not be applied to the metered water targeted rate.

Penalties may be applied on dates later than specified in this resolution if this is considered necessary to ensure all payments deemed to be made by the respective due date have been properly accounted for before application of the penalty.

26 June 2017

## Appendix Two

Palmerston North City Council										
<b>Analysis of Structure of Rates Revenue - 2017/18 Budget</b>										
	<b>Single Unit</b>		<b>Multi Unit</b>		<b>Non Residential</b>		<b>Rural &amp; Misc.</b>		<b>Total</b>	
	<b>\$ooo</b>	<b>% of Total</b>	<b>\$ooo</b>	<b>% of Total</b>	<b>\$ooo</b>	<b>% of Total</b>	<b>\$ooo</b>	<b>% of Total</b>	<b>\$ooo</b>	<b>% of Total</b>
Land Value Based	28,512	45.0	2,467	46.4	23,160	88.4	3,860	54.5	57,999	56.9
Uniform Annual General Charge	16,575	26.2	599	11.3	1,125	4.3	1,712	24.2	20,011	19.6
Fixed Charge- Water	7,043	11.1	829	15.6	150	0.6	103	1.5	8,125	8.0
Fixed & Pan Charges- Wastewater	6,410	10.1	830	15.6	1,620	6.2	1,103	15.6	9,963	9.8
Fixed Charges- Rubbish & Recycling	4,833	7.6	593	11.2	155	0.6	311	4.4	5,892	5.8
	63,373	100.0	5,318	100.0	26,210	100.0	7,089	100.0	101,990	100.0

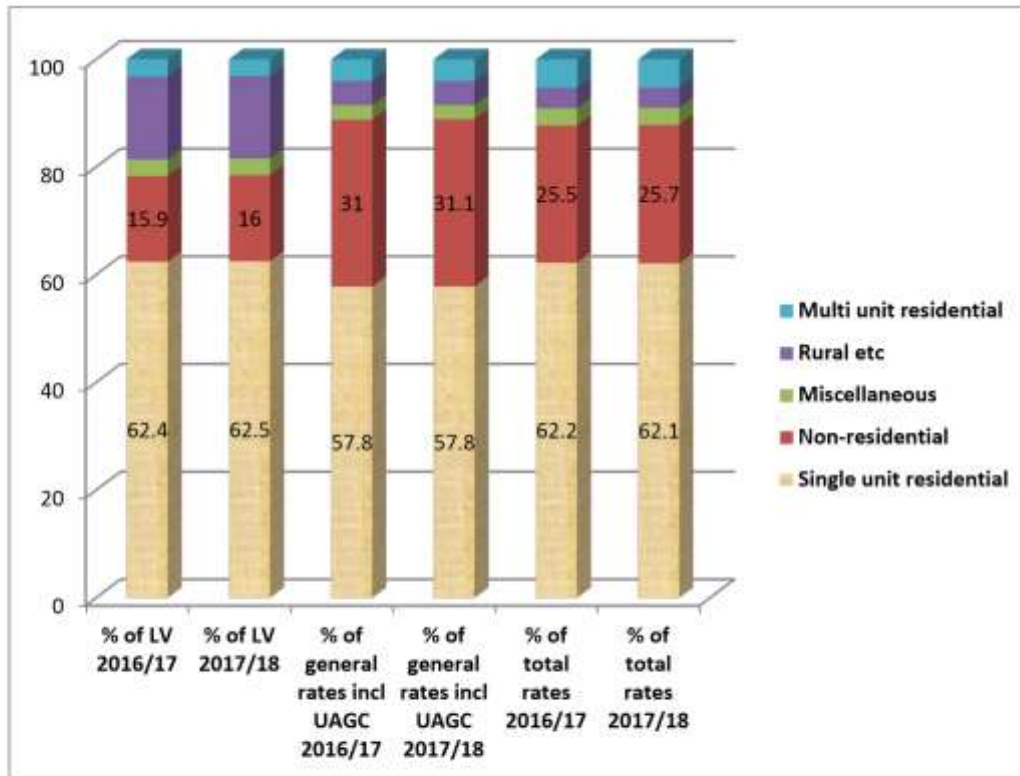


Note – this analysis of the rates revenue structure excludes budgeted revenue from metered water (\$1.98m plus GST and \$1.84m plus GST for 2017/18 and 2016/17 respectively)

Appendix Three

Palmerston North City Council

Comparison by Differential Category of Land Values, General Rates (incl UAGC) & Total Rates for 2017/18 with 2016/17





## MEMORANDUM

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Resolutions to Authorise Borrowing

**DATE:** 20 June 2017

**AUTHOR/S:** Steve Paterson, Strategy Manager Finance, City Corporate

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### RECOMMENDATION(S) TO COUNCIL

1. That Council authorises the Chief Executive to borrow, in accordance with delegated authority, up to \$19 million ("the Borrowing") of additional term debt by way of bank loan or loans or credit facilities or other facilities or the issue of stock for the Borrowing secured by the Debenture Trust Deed.
2. The purpose of the Borrowing is the carrying out or continuing of programmes identified in the 2017/18 Annual Budget (Plan).
3. The security for the Borrowing may be the charge over rates under the Debenture Trust Deed if the Chief Executive considers appropriate.
4. The benefits of the Borrowing are that it will enable the Council to carry out the programmes identified in the Annual Budget (Plan) while spreading the costs for those programmes over time to recognise future benefits. The risk is that interest rates may vary in the future resulting in higher debt servicing costs to the Council.
5. For the reasons set out in this report the Council has determined, that, having regard to the Council's financial strategy, in the particular circumstances it is prudent and reasonable to enter into the proposed borrowing.
6. The raising of the Borrowing will comply with the Council's Liability Management Policy.
7. The Council note that the decision to borrow up to \$19 million is a significant decision within the parameters of the Local Government Act 2002 and is satisfied that there has been compliance with the decision-making and consultation requirements of the Act.

## 1. ISSUE

The Council's Annual Budget (Plan) incorporates provision for raising \$18.994m of additional debt during the 2017/18 year based on an assumption that the total debt outstanding as at 1 July 2017 will be \$101.6m and that there would be capital expenditure of \$63.3m undertaken during 2017/18. It assumes existing and new debt will be serviced at an average of 5.7% per annum and that new borrowings will be raised progressively during the year.

The Council's borrowing is governed by the Local Government Act 2002 (the "Act") and the Liability Management Policy the Council has adopted. Previous legislation required the Council to specifically resolve if it wished to borrow. The Act is silent on these matters except that clause 32 of schedule 7 provides that the Council may not delegate the power to borrow money other than in accordance with the 10 Year Plan. It is considered prudent to have the Council specifically authorise the proposed borrowings each year by way of resolution and the Council's Liability Management Policy provides that such a resolution is required. From time to time during the year it will also be necessary to re-finance present borrowings.

## 2. BACKGROUND

In preparing the Council's 10 Year Plan, the Council's long and short term expenditure and funding requirements have been considered and the Council has adopted a Financial Strategy and a Liability Management Policy with regard to borrowing to meet its funding requirements. These considerations are retained in the 10 Year Plan 2015-25.

The Council has entered into a Debenture Trust Deed which provides a charge on Council's rates and rates revenue in favour of Covenant Trustee Services Ltd as trustee for the various lenders who may be granted security under it by the Council.

The Council's Annual Budget (Plan) 2017/18 provides for the following

- Forecast term liabilities of \$101.6m as at 1 July 2017
- Additional debt of \$19m being raised during 2017/18
- Forecast total term liabilities of \$120.6m as at 30 June 2018
- Total capital expenditure of \$63.268m during 2017/18 (\$39.505m of which is new capital work).

Additional debt is raised only as required and will be dependent on a number of key factors such as progress with the capital expenditure programme, the timing of the receipt of subsidies, grants and development contributions as well as the timing of withdrawals from the Investment Fund.

To enable the approved capital programme to be funded it is important that officers have clear delegated authority to raise the approved sums when appropriate.

The Council's Liability Management Policy prescribes that the Council considers the following to be prudent borrowing limits:

- Net debt as a percentage of total assets not exceeding 20%.
- Net debt as a percentage of total revenue not exceeding 175%
- Net interest as a percentage of total revenue not exceeding 15%
- Net interest as a percentage of annual rates income not exceeding 20%.

As part of the process of deciding whether to approve borrowings which would result in the ratios being exceeded the Council will have particular regard for the principles of financial management contained in the Act.

The proposed borrowing, if obtained within the range of rates currently available to the Council, will be within the target limits contained within the Financial Strategy. After raising the Borrowing, and assuming an average interest rate of 5.7% for additional borrowing is achieved, the following estimates of borrowing ratios will apply for the 2017/18 year:

	<b>Limits</b>	<b>Projection for 2017/18</b>
Net Debt : Total Assets	< 20%	7.8%
Net Debt : Total Revenue	< 175%	103.8%
Net Interest : Total Revenue	< 15%	5.5%
Net Interest : Annual Rates Income	< 20%	7.2%

The ratios are within the limits provided for in the policy.

Provision is made for a total interest expense of \$6.462m during 2017/18 approximately \$0.54m of which relates to the additional debt. The full year servicing cost of the additional debt (at 5.7% pa) would be \$1.08m.

### 3. NEXT STEPS

After considering the issue it is recommended the Council formally approve the borrowings to enable the capital expenditure plans approved for 2017/18 in the Annual Budget (Plan) to be funded. The recommendation is to approve additional borrowings of up to \$19m (ie \$18.994m rounded upward) to accommodate any possible variations in the expenditure for the 2016/17 year and therefore the levels of capital expenditure carry forward.

### ATTACHMENTS

Nil

Steve Paterson  
**Strategy Manager Finance**

## REPORT

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Draft Local Alcohol Policy - approval for consultation

**DATE:** 23 May 2017

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

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### RECOMMENDATIONS TO COUNCIL

1. That the Statement of Proposal, including the draft Palmerston North Local Alcohol Policy, attached as attachment one to this report, be approved for public consultation.
2. That the Mayor and Deputy Mayor be authorised to approve minor amendments to the Statement of Proposal prior to public consultation.

## SUMMARY OF OPTIONS ANALYSIS FOR DRAFT LOCAL ALCOHOL POLICY

### ITEM 9

<b>Problem or Opportunity</b>	The Sale and Supply of Alcohol Act 2012 empowers local authorities to develop a local alcohol policy (LAP). The purpose of this policy is to minimise alcohol-related harm by permitting the Council to introduce a limited set of local rules relating to alcohol licensing. Any such policy must be publicly consulted on using the special consultative procedure.
<b>OPTION 1:</b>	<b>Approve the Statement of Proposal including the draft Palmerston North Local Alcohol Policy for public consultation using the special consultative procedure.</b>
Community Views	Some community engagement was conducted to brief stakeholders on the information and evidence collected and the draft policy proposals that would likely be recommended to the Council. Stakeholders were generally supportive of the proposals, and good discussions were held. Their views are discussed in section 4 of this report.
Benefits	The key benefit of this option is it allows a wider set of community views to be heard, and for the draft policy proposals to be rigorously tested and examined by the community at large.
Risks	No particular risks have been identified.
Financial	There are no particular financial implications. The costs for consultation can be met within City Future's existing budget.
<b>OPTION 2:</b>	<b>Do not approve the Statement of Proposal for public consultation using the special consultative procedure.</b>
Community Views	In discussing the draft policy proposals with stakeholders, there was no indication that they opposed public consultation on the draft LAP. Most stakeholders were generally supportive of the proposals.
Benefits	There is no particular benefit to this option.
Risks	If the Council decides not to consult on the draft LAP and decides not to develop a LAP, there is a risk that alcohol-related harm may not be addressed.
Financial	There are no particular financial implications.
<b>Contribution of Recommended Option to Council's Strategic Direction</b>	The Council's current Vision statement is " <i>Palmerston North is recognised as a vibrant, caring, innovative, sustainable and prosperous city.</i> " One of the strategies that contributes to the Council's Vision is the Safe City Strategy, which identifies "Reducing and preventing crime", "Improving perceptions of safety", and "Creating safe environments" as key drivers for that strategy. The draft LAP, in reducing maximum trading hours in an effort to minimise alcohol-related harm arising, contributes to this strategic direction. It must be noted, though, that Council has signalled its intent to review its strategic direction.

## **RATIONALE FOR THE RECOMMENDATIONS**

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

- 1.1 The Sale and Supply of Alcohol Act 2012 (the Act) empowers local authorities to develop a local alcohol policy (LAP). The purpose of this policy is to minimise alcohol-related harm by permitting the Council to introduce a limited set of local rules relating to alcohol licensing.
- 1.2 The Council is not obliged to adopt a Local Alcohol Policy, but if it decides to do so it must follow a prescribed process. The policy is also strictly limited to a small number of matters relating to licensing, being:

- Whether further licences (or licences of a particular kind or kinds) should be issued for premises in the district concerned, or any stated part of the district
- Maximum trading hours
- Location of licensed premises by reference to broad areas, by reference to proximity to premises of a particular kind or kinds, or by reference to facilities of a particular kind or kinds
- One-way door restrictions
- The issue of licences, or licences of a particular kind or kinds, subject to discretionary conditions.

The policy may not address any matters not relating to licensing.

- 1.3 In developing a draft LAP, the Council is required by section 78 of the Act to have regard to a number of factors, being:
- The objectives and policies of its district plan
  - The number of licences of each kind held for premises in its district, and the location and opening hours of each of the premises
  - Any areas in which bylaws prohibiting alcohol in public places are in force
  - The demography of the district's residents and visitors
  - The overall health indicators of the district's residents
  - The nature and severity of the alcohol-related problems arising in the district.

To fulfil the Council's obligations to have regard to these factors, a research report has been produced which collates the relevant information under each of these

headings, to support the analysis contained in this report and to inform the development of a draft LAP. This is attached as attachment two.

## 2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 The Council decided in June 2013 to start developing a draft LAP. An initial Councillor workshop was held in February 2014 which provided Councillors with an overview of the process requirements and outlined a way forward.
- 2.2 Initial stakeholder engagement started in 2014 with key stakeholders such as Police and the Public Health Unit of MidCentral DHB (Public Health). Officers also engaged with licence holders through the Liquor Liaison Group meetings. A community forum was held in May 2015 to initiate wider community engagement on the development of the LAP. Approximately 80 people attended the forum at the Palmerston North Conference Centre, representing a range of organisations and interests that included licence holders, Hospitality Association, Police, Public Health, Rangitāne, Palmerston North Youth Council, alcohol and drug counsellors, community support groups, and members of the public. The forum provided an information session on the requirements for the development of a Local Alcohol Policy, with perspectives from the Health Promotion Agency, Hospitality Association, and a guest speaker from Auckland Council. A group panel session described a “typical Saturday night” in Palmerston North from five different perspectives (Police, licensee, Safe City “Angel”, Emergency Department nurse, and Safe City Trust), with questions and answers for the audience. Two interactive sessions were held – brainstorming three issues arising from the panel session, and a “policy stations” exercise where participants could contribute what they thought should be included in each of the five potential areas of the policy.
- 2.3 A further Councillor workshop was held in October 2015 which presented an update on progress to date, including the findings of the community forum and identified the gaps in the information collected thus far. Work continued throughout 2015 and 2016 to identify and collate relevant information that would support the development of a LAP. This information is contained in the Local Alcohol Policy Research Report attached as attachment two to this report
- 2.4 A further workshop was held with Councillors in February 2017 which outlined the information collected and identified an indicative policy direction for discussion. Following this, officers continued to analyse the information and data that had been collected and organised meetings with stakeholders to discuss the draft policy direction. The feedback from those meetings has informed the final version of the draft LAP presented in this report.
- 2.5 Updates have also been provided to Rangitāne through the scheduled bi-monthly meetings, which has offered another opportunity to discuss the process, the evidence collected and, recently, the draft policy proposals.

### 3. DESCRIPTION OF OPTIONS

- 3.1 The first option is to approve the Statement of Proposal including the draft Palmerston North Local Alcohol Policy for public consultation using the special consultative procedure.
- 3.2 The second option is to not approve the Statement of Proposal for public consultation. This option may either be used to direct officers to re-work the current draft, or to cease work on the development of the LAP.

### 4. ANALYSIS OF OPTIONS

- 4.1 Before turning to the two key options (to approve or reject the Statement of Proposal for public consultation), this report will provide a breakdown and analysis of the key components of the draft LAP.

#### Whether further licences should be issued

- 4.2 In considering this aspect of the policy, a recommendation ultimately amounts to a choice between setting a sinking lid on all or some licence types, for all or part of the city. If no further licences are to be issued, then that would effectively prevent any new premises establishing, and as licences were not renewed they would not be replaced.
- 4.3 The draft LAP does not propose to place such a sinking lid on the issuing of licences. In practice, this means that the draft LAP is proposing to continue issuing all types of licence, subject to the other restrictions identified elsewhere in the policy.
- 4.4 The key reason for this recommendation is the relatively static number of licences held within Palmerston North over recent years. There has been neither significant growth nor shrinkage of the number of licences, which suggests a relatively self-limiting market. Additionally, officers were unable to identify any evidence which suggested that restricting the overall number of licences or types of licence would reduce alcohol-related harm.

#### Maximum trading hours

- 4.5 The draft LAP proposes to reduce the maximum trading hours for on-licensed premises to 2am, for off-licensed premises to 10pm, and for club licensed premises to 12am. The arguments for these proposals are:
  - 4.5.1 Current trading hours reflect that most premises operate closer to the proposed maximum trading hours than their current licensed trading hours. Based on results from a survey of license holders, a clear trend emerged which showed that most

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respondents operated shorter hours than permitted by their licence. For instance, approximately 80% of on-licences were closed by 2am on Saturday nights during their “high season.” By comparison, a third held a licence that permitted them to trade until 3am, yet only approximately 20% traded this late. A similar trend was noticed for respondents who held an off-licence. For respondents who held a club licence the trend was even stronger, with more than 80% holding a licence to trade until 12am, but fewer than half stated they traded that late on Saturdays during their “high season.”

- 4.5.2 Police have recently negotiated a voluntary agreement with all on-licensed premises within the CBD to close by 2am, despite having a licence to trade until 3am. This represents a clear intention to reduce trading hours and willingness to cooperate to reduce alcohol-related harm. By reflecting the reduced trading hours in the draft LAP, it will ensure that any new premises that may open (who may not have agreed to the voluntary 2am closing) will be held to the same standard.
- 4.5.3 Data supplied by Police indicates that public place assaults are declining, while assaults in dwelling places are increasing. Additionally, Police have supplied data that indicates that offences where alcohol has been consumed occur more commonly between 10pm and 2am on Friday and Saturday nights. Research by ACC for the Safety Advisory Board on “pre-loading” behaviour shows the time of the day that people who pre-load begin drinking at home, when they finish drinking at home, and when they come into town. Taken together, this information creates an argument for reducing trading hours for both on- and off-licensed premises. The presumption is that if the time which people spend drinking in a home environment (pre-loading) without a “capable guardian” can be reduced, and those same people are encouraged to come into town earlier where, if they do drink they are doing so in a supervised environment such as an on-licensed premises, then the alcohol-related harm identified in the assault statistics collected by Police could be reduced. For this to hold, however, the maximum trading hours for both on- and off-licensed premises would need to be reduced proportionally.
- 4.5.4 The specific trading hours included in the draft LAP are based on the same framework included in the District Plan. This framework provides for more restrictive trading hours in some parts of the city based on zones. For instance, properties which adjoin or front a residential site would have more restrictive hours than sites which do not have the same “residential interface.” The key reason for this is that the Act permits a LAP to be more restrictive than the District Plan, but it cannot authorise anything forbidden by the District Plan. Because of this, it is proposed to “mirror” the same framework around trading hours for licensed premises as exists in the District Plan. In this way, the draft LAP will avoid the chance of inadvertently authorising trading hours that would otherwise be restricted by the District Plan. The alternative would have been to amend the District Plan, but the cost and complexity of such a plan change makes this untenable at this point in the process. Instead, officers propose that the draft LAP mirror the framework

contained in the District Plan and when the District Plan is next reviewed an amendment can be included which removes references to trading hours for activities involving the sale of alcohol. This would leave the LAP as the sole place where trading hours for licensed premises are controlled.

#### Restrictions on location

- 4.6 The draft LAP does not propose any restrictions on location for any licensed premises. However, consideration was given to the following possible restrictions:
  - A restriction on any new bottle stores being located in areas with a deprivation (NZDep2013) score of 8, 9 or 10
  - A restriction on any new off-licensed premises being located within 100m of an existing off-licensed premises
- 4.7 The justifications for considering these possible restrictions were:
  - 4.7.1 Analysis of the location of existing licensed premises by deprivation score showed a disproportionately high number of bottle stores located in high deprivation areas. This analysis excluded the PN Central census area unit (CAU), which broadly aligns with the CBD, because the commercial character of the CBD makes an unfair comparison with other CAUs which have a more residential or suburban character. Based on this analysis, officers found that though only 9% of cafes or restaurants, and only 25% of bars or taverns, were located in high deprivation areas, 75% of bottle stores were located in high deprivation areas.
  - 4.7.2 Further analysis of the location of existing licensed premises also showed that off-licensed premises were more likely to “cluster” in locations outside the CBD. For instance, six locations were identified throughout the City, outside the CBD, where two or more off-licensed premises were located within 100m of each other. By comparison, only one location outside the CBD showed two or more on-licensed premises within 100m of each other. This location analysis showed that off-licensed premises were considerably more likely to cluster or create potential nexus of alcohol availability. The concern that this creates is a potential for price competition amongst premises in close proximity to each other.
- 4.8 Despite these justifications, discussions with Police, Public Health and licence-holders identified a number of valid counter-arguments:
  - 4.8.1 No evidence was identified which showed a strong relationship between bottle stores located in high deprivation areas and alcohol-related harm, more than a bottle store in any other part of the city. While some people may point to a general undesirability of bottle stores in high deprivation areas, officers were unable to identify evidence to support this position.

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- 4.8.2 Additionally, while bottle stores were disproportionately located in high deprivation areas when compared to other business types, officers were unable to identify evidence that suggested that bottle stores were inherently more likely to generate alcohol-related harm than other types of licensed premises.
- 4.8.3 The compact geography of the City makes any location restrictions, and the general association between outlets and alcohol-related harm, difficult to support. Based on the current number and location of licensed premises, the majority of the City is within 15 minutes' walk or five minutes' drive of an on- or off-licensed premises. It becomes difficult to argue in support of restricting the location of premises either by reference to deprivation or by reference to other licensed premises if it remains possible to easily access other existing licensed premises either by vehicle or on foot.
- 4.8.4 On the basis of the evidence collected, and the counter-arguments presented, officers have not recommended including these possible location restrictions in the draft LAP.
- 4.9 Consideration was also given to whether there was an argument for restricting licensed premises in close proximity to education facilities. However, analysis of location data showed only six instances where a licensed premises was within 100m of an education site, and none of these examples suggested a particularly strong association between the location of the licensed premises and alcohol-related harm:
- Only one bottle store was located within 100m of an education site (Liquorland Grey St, in proximity to BestStart Early Childhood Centres on Carroll and Ngata Sts)
  - Two on-licences (BK's Motor Lodge and Bowlarama) and one club licence (Royal New Zealand Naval Association) were in 100m of two early childhood centres on Cuba St
  - Centrepont Theatre (on-licence) is within 100m of an early childhood centre on Church St
  - Four restaurants or cafes were within 100m of UCOL on King St
  - Capers café is within 100m of Carncot School
  - Ashhurst Four Square and the Ashhurst RSA are within 100m of Ashhurst School

## One-way door restrictions

- 4.10 The draft LAP does not propose any one-way door restrictions. However, consideration was given to the following possible restriction:

- A mandatory one-hour one-way door restriction for all on-licensed premises within the CBD which operate after midnight

4.11 The justifications for considering this possible restriction were:

4.11.1 Such a one-way door restriction would apply to those premises to which it would have the greatest impact – on-licensed premises operating past midnight, and within the CBD where on-licensed premises (especially bars and taverns) tend to concentrate and where the greatest number of patrons congregate. Limiting it to premises operating past midnight would avoid applying the restriction to premises not operating at late hours (such as cafes).

4.11.2 A one-way door restriction was voluntarily adopted by a number of bars and taverns operating within the Main St area as part of the CBD/Main St Charter initiative. Reports to the Liquor Liaison Group over the years indicated that it has worked well and provides a good mechanism of managing the flow of patrons from premises at closing time.

4.12 Despite these justifications, officers have not recommended the inclusion of one-way door restrictions in the draft LAP for the following reasons:

4.12.1 Police expressed the view that a one-way door restriction was largely unnecessary in the current environment given the number of bars or taverns within the CBD that operate at late hours on key nights of the week (Thursday/Friday/Saturday). Police also pointed to the recent voluntary agreement to reduce trading hours to 2am; if a one-hour one-way door restriction were also imposed then it would potentially deter patrons from those on-licensed premises who would be unable to enter from 1am.

4.12.2 It was also noted that the District Licensing Committee (DLC) retains the ability to impose as a condition of a licence the operation of a one-way door restriction. In the event that a one-way door restriction became justified in the future the DLC could choose to impose a one-way door restriction as a condition of a licence. Alternatively, it could be adopted voluntarily as part of any future Charter initiative or could be incorporated in any subsequent review of the LAP.

#### Discretionary Conditions

4.13 The draft LAP does not propose any discretionary conditions. The key reason for this is that by their very nature they cannot be made mandatory. There is little benefit to be found by including a list of conditions that the DLC can choose from when considering whether to impose conditions on a licence it is granting. Furthermore, section 117 of the Act empowers the DLC to “issue any licence subject to any reasonable conditions not inconsistent with this Act.” Therefore, any list of discretionary conditions contained in the draft LAP would not improve the existing

power of the DLC to use conditions on licences to minimise the potential for alcohol-related harm.

#### Approve or reject the Statement of Proposal for public consultation

- 4.14 The options presented in this report are to either approve or reject the Statement of Proposal for public consultation.
- 4.14.1 Officers have no basis for recommending option two. The standing direction from Councillors is to develop a draft Local Alcohol Policy, and the next logical step is to proceed to public consultation. However, if Councillors are not satisfied with the current draft LAP, but wish to continue developing a LAP, then option two would allow for that draft LAP to be revised or refined.
- 4.14.2 Officers have already undertaken some stakeholder engagement on the likely draft LAP components. Meetings were held with Police, Public Health, licence holders, and community groups with an interest in the alcohol policy. These meetings provided an opportunity for those groups to be presented with the information and evidence collected in support of the draft LAP, and with the indicative policy components. This led to discussions about those policy components and the arguments for and against those components. There was general support amongst all parties for the proposed reduction in maximum trading hours, though one person representing supermarkets expressed concern that adopting the District Plan framework for trading hours, where trading hours would vary based on zones, could create confusion for supermarkets in those parts of the city that would have different maximum trading hours depending on the day of the week.
- 4.14.3 The stakeholder engagement also provided some useful perspectives on the possible location restrictions. There was general agreement amongst those who attended these meetings that there was little compelling evidence to advocate for those location restrictions. There was also general agreement about the recommendation not to include one-way door restrictions or discretionary conditions.
- 4.14.4 While these views from the initial stakeholder engagement are useful, broader community engagement would allow for a wider set of views to be heard. A robust community engagement process also allows for the proposals and the arguments to be more rigorously tested. This supports option one, to approve the draft LAP for public consultation.
- 4.14.5 Neither option contains any particular risk, though if the Council chooses option two and decides not to develop a LAP, there is a risk that alcohol-related harm may not be addressed. By approving the draft LAP for public consultation, and continuing the process towards adoption, Council will be better positioned to adopt a policy that may reduce alcohol-related harm.

4.14.6 There are no particular financial implications to either option. If Councillors choose option one, then public consultation will occur and this will be met within City Future's current budget.

4.14.7 The Council's current Vision statement is "*Palmerston North is recognised as a vibrant, caring, innovative, sustainable and prosperous city.*" One of the strategies that contributes to the Council's Vision is the Safe City Strategy, which identifies "Reducing and preventing crime", "Improving perceptions of safety", and "Creating safe environments" as key drivers for that strategy. The draft LAP, in reducing maximum trading hours in an effort to minimise alcohol-related harm arising, contributes to this strategic direction. It must be noted, though, that Council has signalled its intent to review its strategic direction.

## 5. CONCLUSION

5.1 The process of developing the draft LAP has involved work over many years, collating and analysing a diverse range of information and evidence, together with ongoing engagement with many different parties. The draft LAP presented here for approval for consultation represents the outcome of that work.

5.2 The draft LAP has been carefully written to reflect proposals that are supported by strong arguments and information. It has also been discussed with key stakeholders to refine and test those proposals.

5.3 Option one (approve the Statement of Proposal for public consultation) is the recommended option because it allows a wider set of views to be identified and provides a rigorous test of the draft policy proposals. This is the key benefit, and there are no particular risks with taking this approach. There are no particular financial implications with this option, as the costs of consultation can be met within current budgets.

## 6. NEXT ACTIONS

6.1 If the Council approves the Statement of Proposal for public consultation then officers will initiate a comprehensive community engagement process. This is discussed in more detail in section 7 below.

## 7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

7.1 The Council is required to use the special consultative procedure when consulting on the draft LAP. However, officers recommend that a more comprehensive community engagement process is used to ensure the best possible engagement with the community.

7.2 The Statement of Proposal, including the draft LAP, will be published. This will be made available as a printed document at all of Council's ordinary information points

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– Customer Services Centre, the central and branch libraries, and the Ashhurst Services Delivery Centre – and as a document on the Council’s website. A submission form will also be supplied. Notification of the public consultation process will be via a public notice in the Manawatu Standard and in the Tribune community newspaper, together with a media release, posts on social media platforms, and a story in the Square Circular.



- 7.3 As required by the special consultative procedure, people will be given an opportunity to make a written submission. Hearings will also be scheduled for those people who also wish to make an oral submission.
- 7.4 In addition to these steps, officers will also contact directly all those people who were invited to the alcohol forum held in May 2015, along with anyone who was contacted regarding the meetings to discuss the draft policy direction in 2017. This list includes:
  - Police
  - Public Health
  - Rangitāne
  - Licence holders
  - Hospitality NZ
  - Progressive Enterprises and Foodstuffs (as parent companies for many supermarket chains represented in Palmerston North)
  - Retail NZ
  - Other groups and organisations with an interest in alcohol issues (including Youth Council, ACC, Fire Service, Linton Camp, Street Van, Salvation Army, CEDA, Safety Advisory Board, Neighbourhood Support, church groups, MASH Trust, Te Aroha Noa, MAIN, Roslyn REACH, Safe City Trust, Maori Wardens, alcohol and drug counsellors, Best Care Whakapai Hauora, tertiary education providers and student associations, Secondary School Principals Association, Youth One Stop Shop, Restaurant Association)
- 7.5 In addition to being contacted directly and provided with a copy of the proposal, these stakeholders will also be invited to attend one of a series of public meetings to discuss the draft LAP. Alternatively, they will be given the opportunity to have Council officers attend a meeting of their group or organisation to discuss the proposals.

- 7.6 Officers will also work with the Communications team to develop a social media engagement plan to provide an additional channel of communication and discussion on the draft LAP.
- 7.7 It is expected that community engagement will start in July, and will run for approximately six weeks. This will allow sufficient time for the different community engagement methods to be delivered, and for people to prepare any written submission they may wish to make. Hearings for oral submissions will be scheduled for the September meeting of the Community Development Committee. Deliberations on those submissions, along with officer recommendations on those submissions and any changes to be made to the draft LAP as a result of the consultation process, will be scheduled for the December meeting of the Committee. It is at that meeting that the Committee may choose to adopt the draft LAP as a "Provisional" LAP.
- 7.8 Once a Provisional LAP has been adopted, Council is required to give public notice of the appeals process, which must run for a minimum of one month. Appeals are made to the Alcohol Regulatory and Licensing Authority (ARLA). If no appeals are received, then the Council can adopt the Provisional LAP as a Final LAP. If appeals are received, then the process and timeframe for hearing and resolving those appeals will be determined by ARLA.

### **COMPLIANCE AND ADMINISTRATION**

Does the Committee have delegated authority to decide?	<b>Yes</b>
If Yes quote relevant clause(s) from Delegations Manual S160A	
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>Yes</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>

### **ATTACHMENTS**

1. Draft Local Alcohol Policy Research Report June 2017 [!\[\]\(4a46285bcf7b0b99bb41247cf980cf86\_img.jpg\)](#) 
2. Draft Local Alcohol Policy Statement of Proposal June 2017 [!\[\]\(b9e62ff23b60dd20a44f191b23c9db39\_img.jpg\)](#) 

Peter Ridge  
Policy Analyst

**ITEM 9**



## **Local Alcohol Policy Research Report**

Information in support of the development of the  
Palmerston North City Council Local Alcohol Policy

**June 2017**

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### Executive Summary

The purpose of this report is to collate and present information which the Palmerston North City Council has collected in support of the development of a Local Alcohol Policy (LAP) under the Sale and Supply of Alcohol Act 2012 (the Act).

In preparing this report, the Council has had regard to the following factors, which are identified in section 78 of the Act:

- the objectives and policies of its district plan; and
- the number of licences of each kind held for premises in its district, and the location and opening hours of each of the premises; and
- any areas in which bylaws prohibiting alcohol in public places are in force; and
- the demography of the district's residents; and
- the demography of people who visit the district as tourists or holidaymakers; and
- the overall health indicators of the district's residents; and
- the nature and severity of the alcohol-related problems arising in the district.

Information about the local context in Palmerston North relevant to each of these areas has been presented in this report.

This report does not make any recommendations based on the information presented here. It is intended to provide a common base of information from which the Council will draw when formulating policy proposals.

### The objectives and policies of the District Plan

Territorial Authorities have the statutory obligation to set the scene in terms of what people can and can't do with their land in the City. Palmerston North City Council (and all councils) does this through the District Plan (the plan), an instrument used to control the effects of the use, development and protection of land within the context of promoting sustainable management. It is important to consider the plan when developing an Local Alcohol Policy, as section 93 of the Act prescribes the interaction between the two documents. Specifically, the Act allows for an LAP to be more restrictive than the plan; however there are limitations to this in that an LAP cannot authorise something forbidden under the plan.

In light of this, understanding the overall objectives of the plan can provide some insight into how the community would like their City to operate day to day. The type of activity that a licenced premise generates can contribute to a viable City, which is valued and promoted by the plan. However it is the incompatible effects of this activity that the plan attempts to manage, to ensure the environment and amenity standards the community values are achieved or monitored. This is evident in the City View Objectives section of the plan, which reflects the resource management issues for the City and represent the broad outcomes the plan seeks to achieve. The relevant objectives are<sup>1</sup>:

8.	The distinctive rural and urban character of the City is recognised and a clear difference is provided regarding subdivision, development and servicing expectations within rural and urban areas.
10.	The visual appeal of the City is enhanced.
12.	A wide range of business and economic activities are provided for.
14.	The City Centre remains the primary focus for retail, office, commercial and cultural activities within the City. Other commercial centres will be planned to ensure that they support the primary role and function of the City Centre.
21.	A broad range of recreation and leisure opportunities are provided for in the City which contribute towards an enhanced quality of life.
22.	Appropriate noise standards are in place to protect noise sensitive activities.
23.	Infrastructure operates in a safe and efficient manner, and the effects of activities which could impact on the safe and efficient operation of this infrastructure are avoided, remedied or mitigated.
25.	Infrastructure and physical resources of regional or national importance are recognised and provided for by enabling their establishment, operation, maintenance, upgrading and protection from the effects of other activities.

The plan places specific restrictions on hours of operation for licenced premises, principally to control the potential for disturbance arising from excessive noise at places where alcohol is sold or consumed, particularly where sites involved are close to residential areas. Limits

<sup>1</sup> "The City View Objectives", Palmerston North District Plan, section 2.5.

on the hours of operation differ depending on the zone the licenced premise is operating in; the plan also reflects the hierarchy of business zones that the district plan reinforces. Table 1 illustrates how these zone-based restrictions on hours for activities involving the sale of alcohol apply.

Inner, Outer and Fringe Business, and Industrial Zones <sup>2</sup>		All other zones <sup>3</sup>
Adjacent to Residential Zone	Adjacent to any other zone	
7am – 1am Sunday to Thursday	7am – 3am Monday to Sunday	7am – 11.30pm Sunday to Thursday
7am – 3am Friday/Saturday		7am – 1.30am Friday/Saturday

Table 1 - maximum trading hours permitted by District Plan for activities involving the sale of alcohol, by zone - Palmerston North District Plan

These rules reinforce the District Plan’s sensitivity to the residential interface, by permitting longer trading hours where the site is not adjacent to a site in the Residential Zone. Therefore, a licensed premises in the Inner Business Zone is generally able to open to 3am (particularly on Friday and Saturday), supporting the role of the Inner Business Zone as the commercial heart of the City. However, hours for licensed premises in the Local Business Zone, which is intended to provide for the day to day shopping and service needs of surrounding residential areas, are generally more restricted.

<sup>2</sup> “Inner Business Zone Rules”, Palmerston North District Plan, rule 11.6.1.1(g)

<sup>3</sup> “Local Business Zone Rules”, Palmerston North District Plan, rule 11. 10.2.1(g)

### Licensed Premises in Palmerston North

In order for a person to sell and/or supply alcohol to members of the public they must first obtain a licence as prescribed under the Act. There are four kinds of licence under the Act (see sections 13 to 25): On, Off, Club and Special.

<b>On</b>	To sell or supply alcohol to be consumed on your premises. Examples – Restaurants, (including BYO), bars, taverns or night clubs, theatres or cinemas, hotels, function centres, winery cellar doors.
<b>Off</b>	To sell or supply alcohol to be consumed away from the place of purchase. Examples – Supermarkets, bottle stores, grocery stores, remote sales premises (online or mail order).
<b>Club</b>	To sell and supply alcohol at your club for consumption on site by club members and their guests. Example – RSA, sports clubs, social clubs.
<b>Special</b>	To sell and supply alcohol for events or special occasions. Examples – wine tastings, birthdays, private functions, concerts, sporting events, functions in public venue where public access is not restricted.

### Number of licences

As at September 2016, there were a total of 181 licensed premises in the City. The overwhelming majority of these are on-licensed premises including bars, taverns, cafes and restaurants. Within this category, restaurants and cafes are the majority.

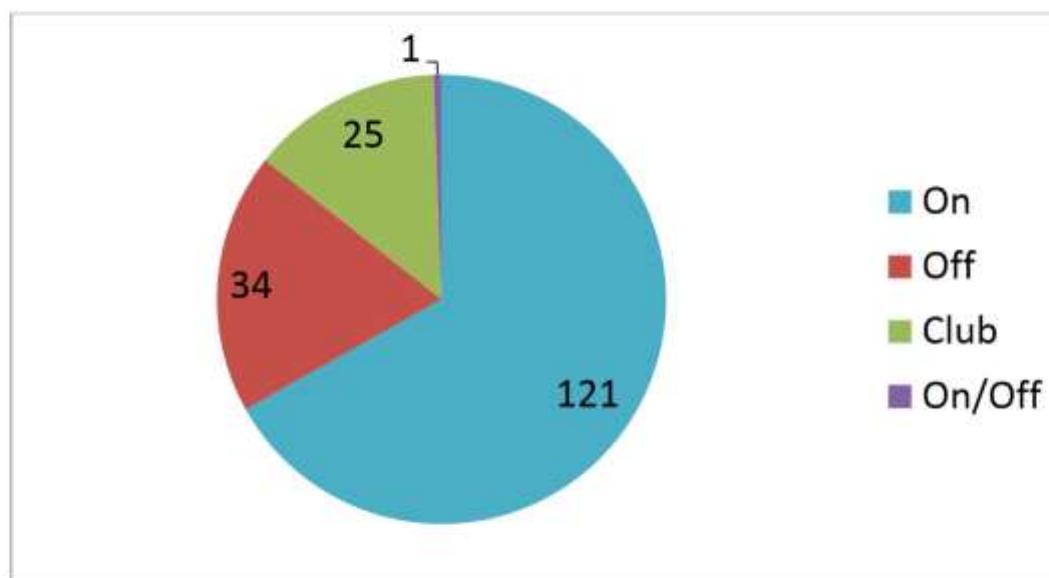


Figure 1 - Number of licensed premises in Palmerston North as at September 2016

The number and share of licences has changed little over the past three years. In 2013 there were 175 total licences, represented as 106 on-licences, 35 off-licences, and 25 club





Figure 3 - On-licensed premises in Ashhurst/Bunnythorpe

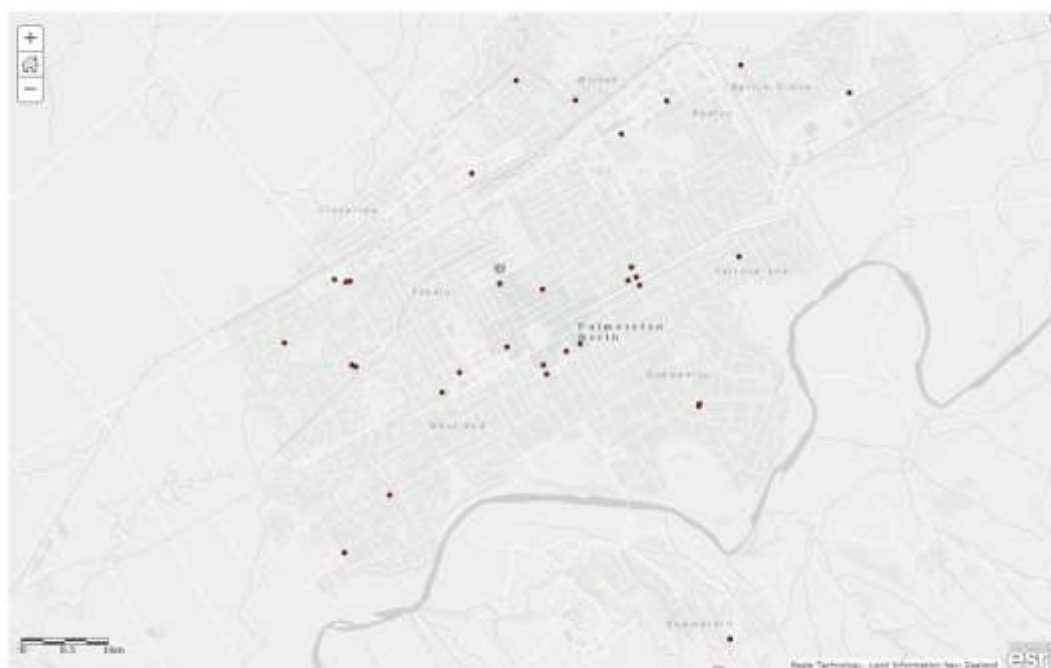


Figure 4 - Off-licensed premises in main urban area



Figure 5 - Off-licensed premises in Ashhurst/Bunnythorpe

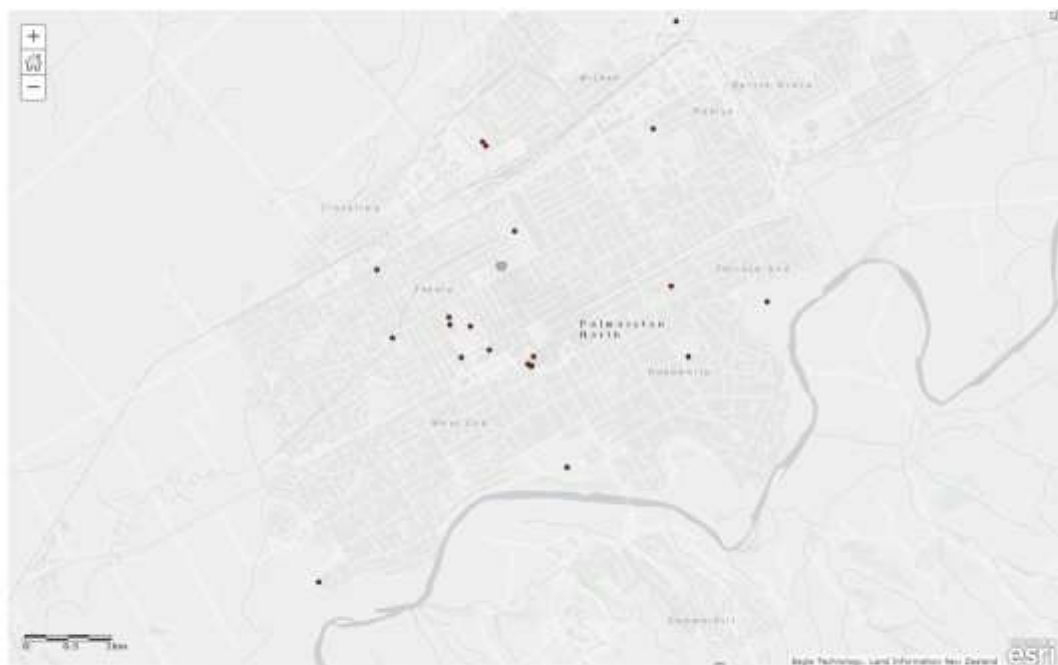


Figure 6 - Club licensed premises in main urban area



Figure 7 - Club-licensed premises in Ashhurst/Bunnythorpe

### Trading hours

A survey was sent to all licensees in July 2016 to collect data on trading hours. Licensees were asked to provide the following information:

- Their licensed trading hours, by day of the week.
- Their usual trading hours, by day of the week, for both their "high" and "low" seasons.
- Their latest trading hours, by day of the week, for both their "high" and "low" seasons.
- The type of licence held, and the type of business.

An additional set of questions was asked regarding whether the respondent believed the maximum trading hours should be changed, and if so, what they thought the maximum trading hours should be changed to.

The survey was sent to all licensees with an email address (161 recipients). Letters with a link to the survey were sent to those licensees who did not have an email address.

Sixty-one responses were received, which represents approximately 33% response rate. However, there were only 46 complete responses, as some respondents did not answer all questions or failed to complete the survey.

Figures eight and nine show the breakdown of respondents by licence and business type. Respondents chose the licence and business type which they thought best represented their circumstances. Eight percent did not choose a pre-supplied business category, choosing other and supplying their own term. These included three function centres, a supporters club, and a combined bar/restaurant.

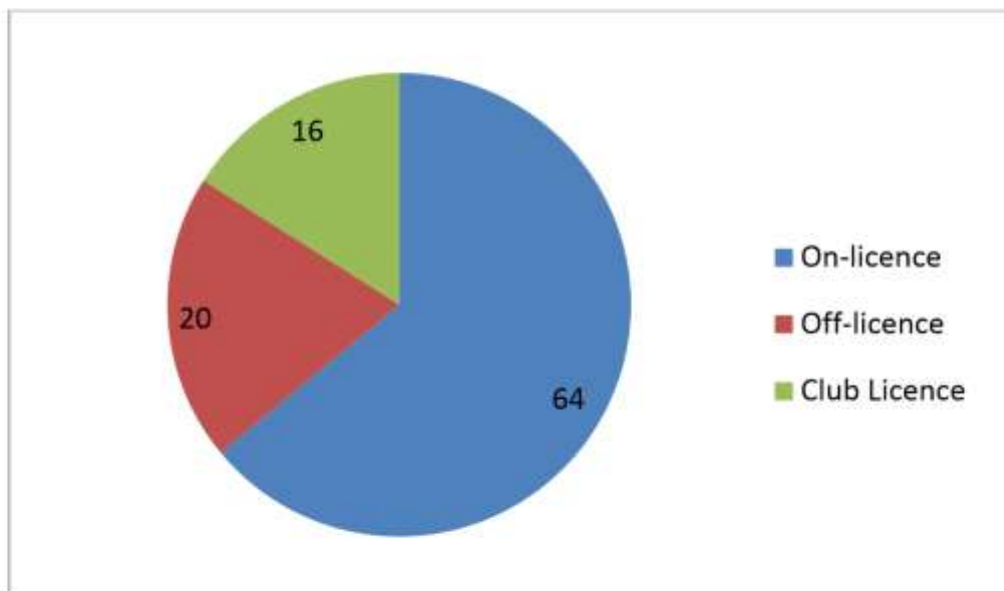


Figure 8 – Percentage of respondents to Trading Hours Survey by licence type

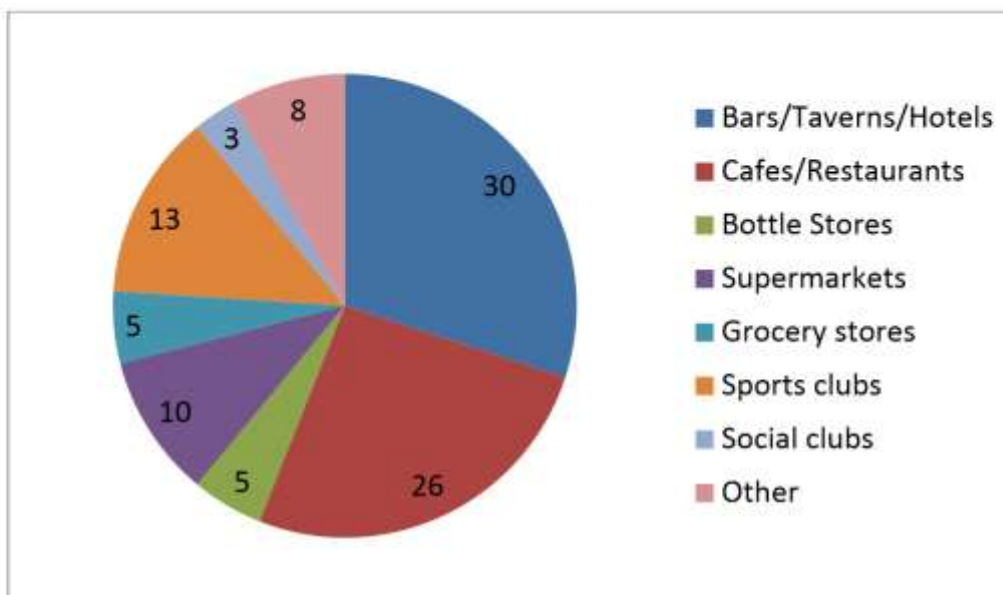


Figure 9 – Percentage of respondents to Trading Hours Survey by business type

Analysis of the results of the survey indicates that licensed premises generally hold a licence for longer trading hours than they usually operate. Given the number of data points collected, the following results indicate the general trends for the typical peak trading day (Saturday) rather than a complete breakdown of all trading hours for all days. Comparison is provided for the licensed trading hours against the usual trading hours for the "high" season.

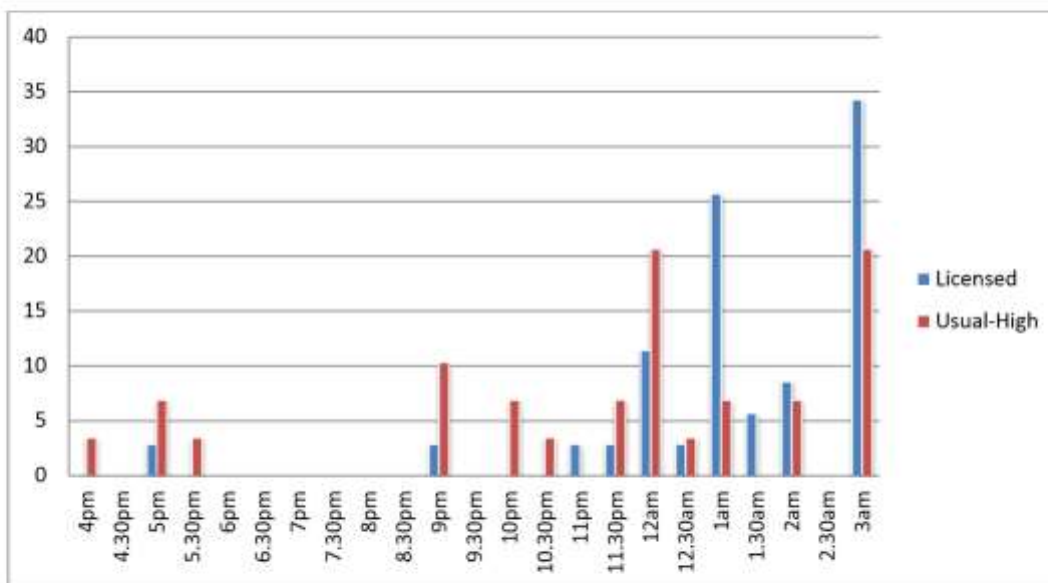


Figure 10 – Percentage of on-licensed premises latest licensed trading hours and latest usual trading hours for Saturdays, during their "high" season.

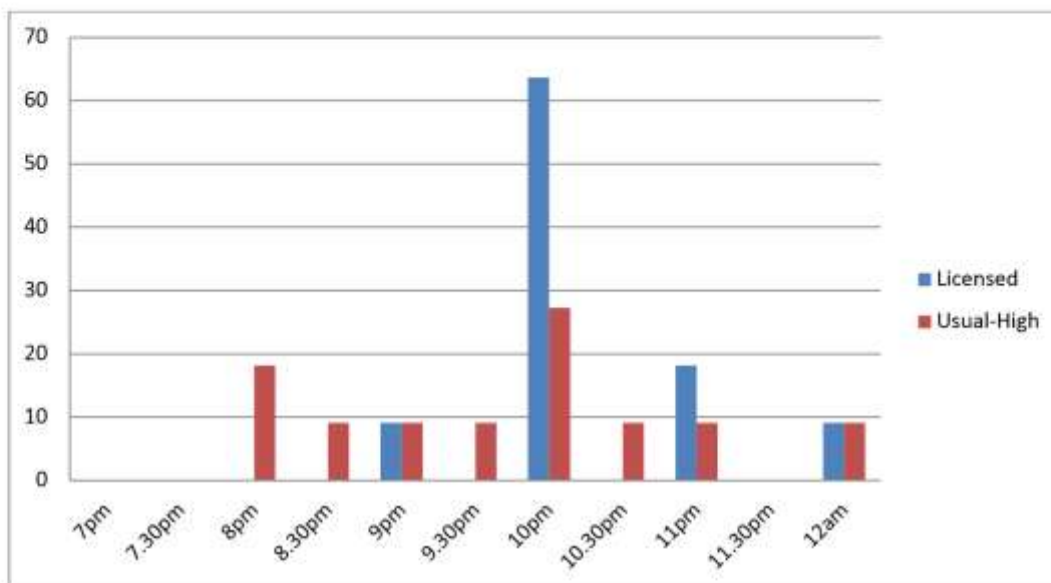


Figure 11 – Percentage of off- licensed premises latest licensed trading hours and latest usual trading hours for Saturdays, during their "high" season.

Note: one respondent indicated that they held a licence to sell alcohol until 12am. This likely pre-dates the changes to maximum trading hours introduced by the Sale and Supply of Alcohol Act 2012. The response has been left unchanged here; however the respondent is clearly mistaken about whether their licence permits them to trade until 12am, as no off-licensed premises can trade past 11pm.

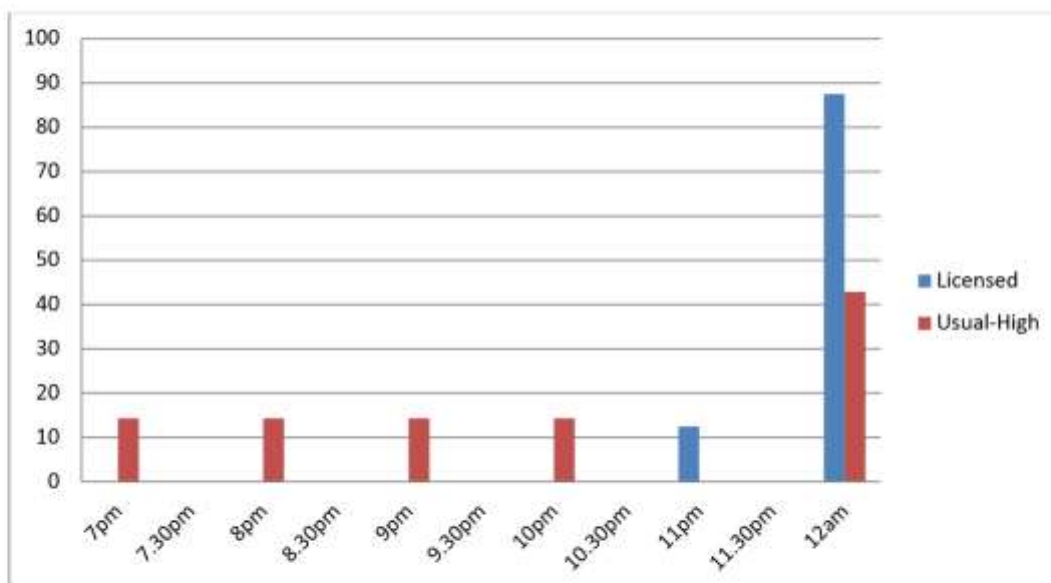


Figure 12 – Percentage of club licensed premises latest licensed trading hours and latest usual trading hours for Saturdays, during their "high" season.

Figures 10-12 indicate that most premises are licensed to trade for more hours than they usually trade on Saturday nights during their "high" season. A similar trend was observed

with regard to opening hours, though the difference between licensed opening hours and the usual opening hours on Saturdays was less stark for off-licences, with 72% of respondents identifying 7am as their licensed opening hour and 63% usually opening at that time on Saturdays. For on-licences and club licences, however, a much smaller proportion of respondents stated that they opened at the hour they were permitted to open on their licence. For instance, 50% of club respondents gave 8am as their licensed opening hour, but 57% did not open until between 11am and 4pm. For on-licences, 71% have a licensed opening hour of 8am, but only 27% open by that time.

The likely reasons for differences between the licensed trading hours and the usual trading hours are:

- Licensees seeking flexibility to open at the hours most suitable and appropriate for their business, which may change during the year or in response to different events, without having to apply for a large number of special licences to accommodate those changes.
- The different types of businesses within each licence category. For instance, some licensed cafes may open as early as 8am to serve breakfast (even if alcohol is not necessarily served), but bars, hotels, taverns may not open until later. Similarly, many supermarkets or grocery stores will open from 7am (or earlier, even if alcohol cannot be sold until 7am), but some bottle stores may choose to open later in the day. This reflects the different markets these businesses are attracting.

Alcohol Control Bylaw

The Palmerston North City Alcohol Control Bylaw 2015, was made under the Local Government Act 2002. The bylaw has the purpose of “reducing the potential for public nuisance and offensive behaviour by people drinking and becoming intoxicated in a public place, and promoting a safe City environment for the use and enjoyment of the public, by reducing the potential for damage to public and private property caused by people drinking and becoming intoxicated in a public place.”<sup>4</sup> To that end, the bylaw imposes restrictions on the bringing of alcohol into a public place, and its possession or consumption in that public place. These restrictions also apply to the use of a vehicle in a public place.

These restrictions are applied to the “alcohol control area”, which largely comprises the wider CBD of the City, as shown in figure 13. The area was defined using information from the police that showed where offences of this nature were occurring frequently.

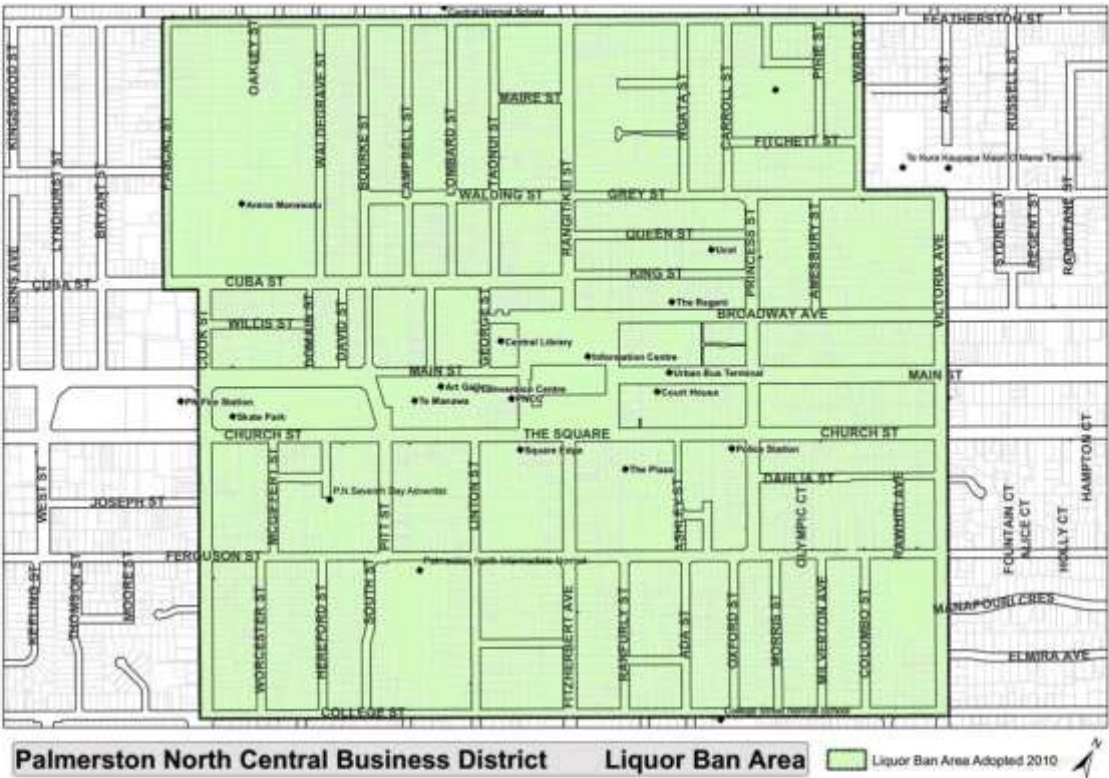


Figure 13 - Map showing the Palmerston North Alcohol Control Area - Alcohol Control Bylaw 2015

<sup>4</sup> Palmerston North Alcohol Control Bylaw 2015, clause 2.1.

## Demography of residents and visitors

Palmerston North is located in the Manawātū region in the lower North Island. The City's business areas function as a regional commercial centre for the Manawātū region<sup>5</sup>.

### Residents

As of the 2013 Census 80,079 people were counted as usually living in Palmerston North City. This ranks the City 8<sup>th</sup> in size out of the 67 districts in New Zealand. The estimated population for the City as of June 2016 was 86,300. The total population for the City is projected to reach 96,900 by 2038.

Sex	Palmerston North City	New Zealand
Male	38,391	2,064,015
Female	41,688	2,178,033
Total people	80,079	4,242,051

Table 2 - Population of Palmerston North City and New Zealand - 2013 Census, Statistics NZ

The 2001 to 2013 census results shows that the City experienced strong growth in the Māori, Pacific and Asian population groups. Statistics New Zealand projections suggest the City will continue to become more ethnically diverse in future, with the fastest rate of growth for the four major ethnicities in the City expected to be for Pacific people, increasing to 8,410 by 2038, and representing 8.7 percent of the City population<sup>6</sup>.

Ethnic groups <sup>(1)</sup>	2001	2006	2013
European	61,011	54,138	60,042
Māori	9,633	11,598	12,543
Pacific peoples	2,223	2,817	3,396
Asian	4,356	5,466	7,410
Middle Eastern, Latin American, African <sup>(2)</sup>	504	801	951
Other ethnicity <sup>(3)</sup>			
New Zealander		9,585	1,560
Other ethnicity nec	18	36	36
Total other ethnicity	18	9,618	1,593
Total people stated	71,472	75,687	76,059
Not elsewhere included <sup>(4)</sup>	2,496	2,037	4,020
Total people	73,965	77,727	80,079

Table 3 - Ethnic groups of people in Palmerston North City - 2001-2013 Censuses, Statistics NZ

The median age is 33.8 years for people in Palmerston North City, compared to the New Zealand median age of 38.0 years. The number of people aged between 15 and 24 years in Palmerston North City is significantly higher compared to the other age groups. This reflects the location of Massey University, Universal College of Learning (UCOL), IPU New Zealand

<sup>5</sup> "Regional and Local Context of Business Areas", Palmerston North District Plan, section 11.1.2.

<sup>6</sup> "Long-term Projections for Palmerston North", Palmerston North City Council, May 2016, p. 37.

Tertiary Institute, and the Linton Army camp, which attracts a younger demographic, giving Palmerston North an above average share of 15 to 34 year olds<sup>7</sup>.

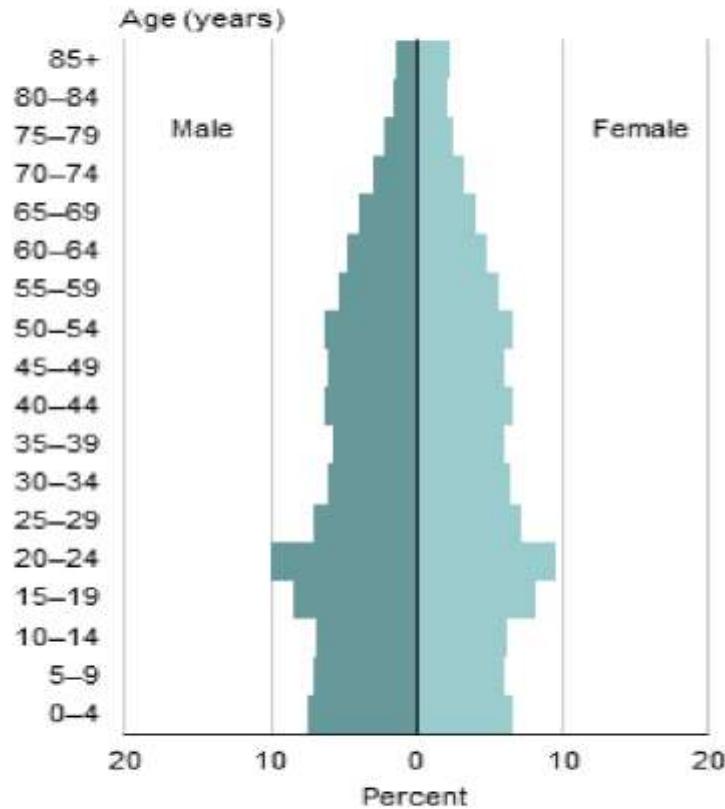


Figure 14 - Age and sex of people in Palmerston North City - 2013 Census, Statistics NZ

The 30 year projection period from 2013 to 2043, projects that the median age for the City will continue to rise, and by 2043 the median age for the City will be 37.0. The difference between the median age for the City and New Zealand is projected to widen from 3.6 years in 1996 to 5.7 years by 2043<sup>8</sup>.

<sup>7</sup> "New Zealand Core Cities Report Palmerston North: Competitive Advantage and Distinctiveness Technical Report", Palmerston North City Council, October 2014, pp. 36-37.

<sup>8</sup> "Long-term Projections for Palmerston North", Palmerston North City Council, May 2016, p. 14.

Year at 30 June	Palmerston North	New Zealand	Difference
1996	29.2	32.8	3.6
2001	31.2	34.7	3.5
2006	32.2	35.8	3.6
2013	33.4	37.5	4.1
2018	33.5	37.7	4.2
2023	34.0	38.4	4.4
2028	34.9	39.3	4.4
2033	35.7	40.6	4.9
2038	36.5	41.8	5.3
2043	37.0	42.7	5.7

Table 4- Projected median for Palmerston North and New Zealand - Statistics NZ

### Visitors

Palmerston North City is described as a major destination for domestic visitors; in the year to December 2010 there were 1.1 million day visitors to the City representing a share of 4.0% of the national total. Overnight visits for the same period came close to 0.4 million (2.5% of the national total). The top purpose of overnight visits to the City in 2010 was for visits to friends and relatives (50% totalling 200,000 visits); this was followed by 30% of visits for leisure, recreation and holidays (121,000 visits). Visits for business or professional reasons represented 18% (70,000 visits). While international visits are not as high as domestic visits, they still contribute significantly to total visitor numbers to the City. In 2010 there were an estimated 90,000 international visitors staying in commercial and private accommodation in the Manawātū region. Total visitor spending in the year ended December 2016 was \$378 million in the City.

	Domestic visitor spending	International visitor spending
Spending on retail alcohol, food, beverages, and food and beverage services	\$73.3M	\$15M
Total visitor spending	\$319.3M	\$58.8M

Table 5 - Breakdown of visitor spending in Palmerston North, year ended December 2016

## Overall Health Indicators

### All-Cause Mortality Rate

All-cause mortality is used as an indicator of general health status of a population, the healthier a population is, then the lower its mortality rate. The following factors can influence all-cause mortality rates - levels of disease and illness in the community, lifestyle of the population (for example diet, physical activity, tobacco use, alcohol use, risky activities), population health interventions which promote healthier lifestyles, and disease treatment services available to the population.<sup>9</sup>

Figure 15 shows all-cause mortality for MidCentral DHB, Whanganui DHB and New Zealand from 2004 to 2010. The yearly rates for MidCentral have tended to be higher than New Zealand rates. Rates for MidCentral and New Zealand show a declining trend across the period, compared to Whanganui DHB which appears to be reasonably stationary from 2004 to 2010.<sup>10</sup>

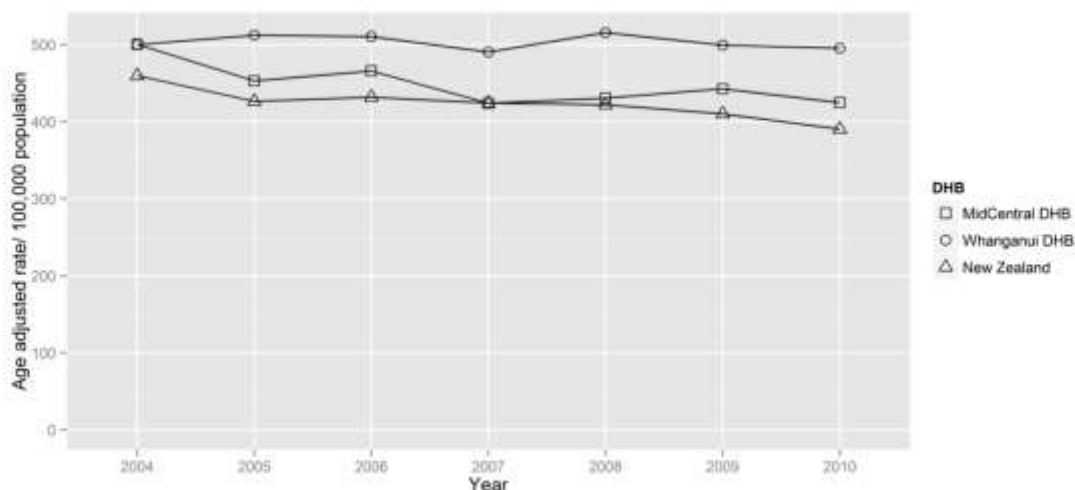


Figure 15 - All cause mortality rates for MidCentral DHB, Whanganui DHB, and NZ, yearly adjusted rates from 2004 to 2010 – MidCentral DHB Health Needs Assessment 2015

The Midcentral DHB covers four territorial authority districts, including Horowhenua district, Manawatū district, Palmerston North City, Tararua district and the Otaki ward of the Kapiti coast district.

Table 6 shows all-cause mortality for MidCentral and Whanganui DHB's territorial authorities from 2006 to 2010. Horowhenua had the higher than expected mortality from the MidCentral region. The crude rate (a per capita measurement of mortality rates) for Horowhenua and Whanganui were high overall, and this is likely due to a higher proportion of older people

<sup>9</sup> "All Cause Mortality Analysis", MidCentral District Health Board and Whanganui District Health Board Health Needs Assessment 2015

<sup>10</sup> ibid

within their populations. Mortality is more common among older people, therefore population's with older age balances will naturally have higher mortality rates, despite population health being similar to other groups.<sup>11</sup>

	<i>Numbers</i>	<i>Age Adjusted</i>			<i>Crude Rate (per 100,000 population)</i>
		<i>Ratio</i>	<i>LCL</i>	<i>UCL</i>	
<b>Palmerston North</b>	2644	1	0.96	1.04	3316
<b>Horowhenua</b>	1767	1.12	1.07	1.17	5777
<b>Manawatu</b>	1028	1	0.94	1.06	3521
<b>Taranua</b>	725	1.05	0.97	1.13	4044
<b>Kapiti</b>	337	0.99	0.88	1.1	4472
<b>Wanganui TA</b>	2296	1.19	1.14	1.24	5391
<b>Rangitikei</b>	589	1.11	1.02	1.2	4023
<b>Ruapehu</b>	111	1.24	1.01	1.47	2351
<b>MidCentral</b>	6501	1.04	1.01	1.07	3940
<b>Whanganui DHB</b>	2996	1.17	1.13	1.21	4836
<b>New Zealand</b>	144143	1	0	0	3413

Table 6 - MidCentral and Whanganui DHBs and territorial authorities all cause mortality ratios, age-adjusted, for 2006 to 2010 - MidCentral DHB Health Needs Assessment 2015

Table 7 shows the causes of mortality in the MidCentral DHB area for the years 2008 to 2010. The four most common causes of mortality in the DHB area were:

- Circulatory system disease (diseases of the heart and blood vessels) around 35 to 40% of all deaths,
- Cancers around 30% of all deaths
- Respiratory system diseases (lungs and associated organs) around 9 to 10% of all deaths, and
- Deaths due to "external causes" (accidents and injuries, road traffic accidents, suicides, falls and so on) around 6 to 8% of all deaths.

<sup>11</sup> Ibid.

<i>ICD-10 Chapter</i>	<i>Number</i>	<i>Percentage</i>
Diseases of the circulatory system	1400	35.6%
Cancers	1195	30.4%
Diseases of the respiratory system	338	8.6%
External causes of morbidity and mortality	298	7.6%
Diseases of the nervous system	142	3.6%
Diseases of the digestive system	121	3.1%
Endocrine, nutritional, and metabolic	116	3.0%
Mental & behavioural disorders	104	2.6%
Diseases of the genitourinary system	55	1.4%
Diseases of the musculoskeletal system and connect	37	0.9%
Certain infectious and parasitic diseases	35	0.9%
Congenital malformations, deformations, and chromo	24	0.6%
Certain conditions originating in the perinatal pe	18	0.5%
Diseases of the blood, blood forming organs, & imm	16	0.4%
Symptoms, signs and abnormal clinical and lab find	14	0.4%
Diseases of the skin and subcutaneous tissue	12	0.3%
Pregnancy, childbirth and the puerperium	2	0.1%
Diseases of the ear and mastoid system	1	0.0%
Total	3928	100.0%

Table 7 - Causes of mortality in MidCentral DHB by ICD-10 Chapter code, 2008-2010 - MidCentral DHB Health Needs Assessment 2015

### Health conditions

The New Zealand Health Survey 2011 to 2013 surveyed 14 health conditions for adults aged 15 years and over. The most prevalent conditions for the MidCentral DHB region was obesity, chronic pain and diagnosed common mental disorder (depression, bipolar disorder, and anxiety disorder).

Obesity was measured using the body mass index (BMI) – a calculation using measured height and weight. A BMI score of 30 or more is considered obese. Rates of obesity in Midcentral DHB area were higher in the 45 to 65 and over age groups (39.7% prevalence rate).

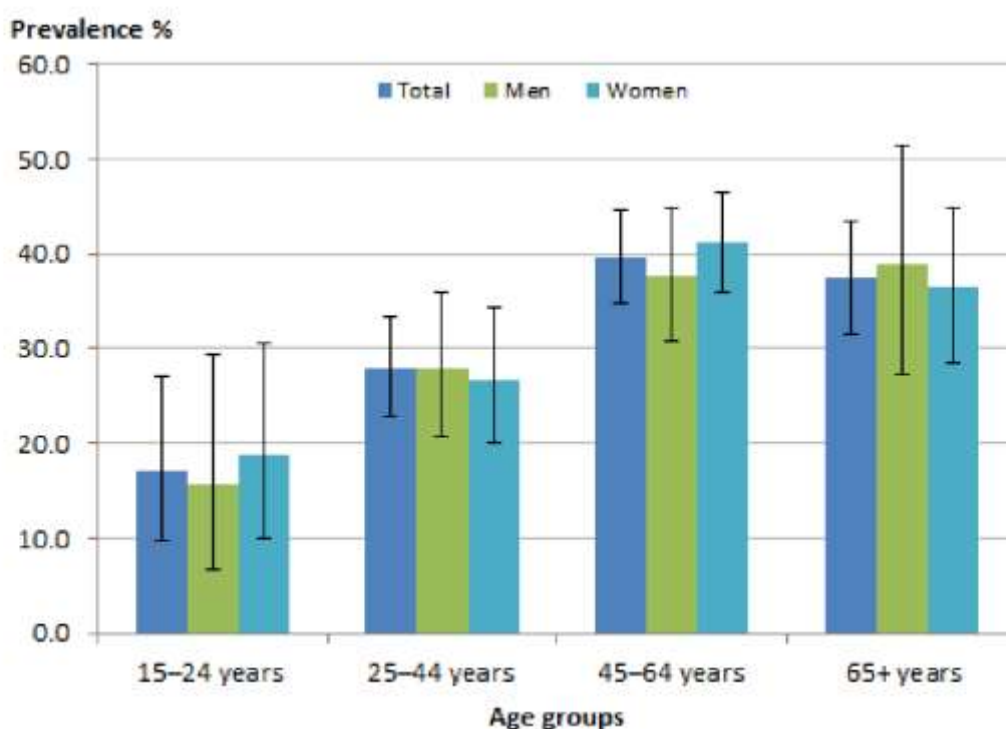


Figure 16 - Age-standardised prevalence of obesity in adults aged 15 years and over in MidCentral DHB area, 2011-2013  
- MidCentral DHB Health Needs Assessment 2015

Chronic pain is defined as pain that is present almost every day, and has lasted, or is expected to last, more than six months. Chronic pain was significantly more prevalent for men in the 25 to 44 year old age group (31.6%), but from 45 to 65 years onwards, women who reported chronic pain were almost on par with men in this age group.

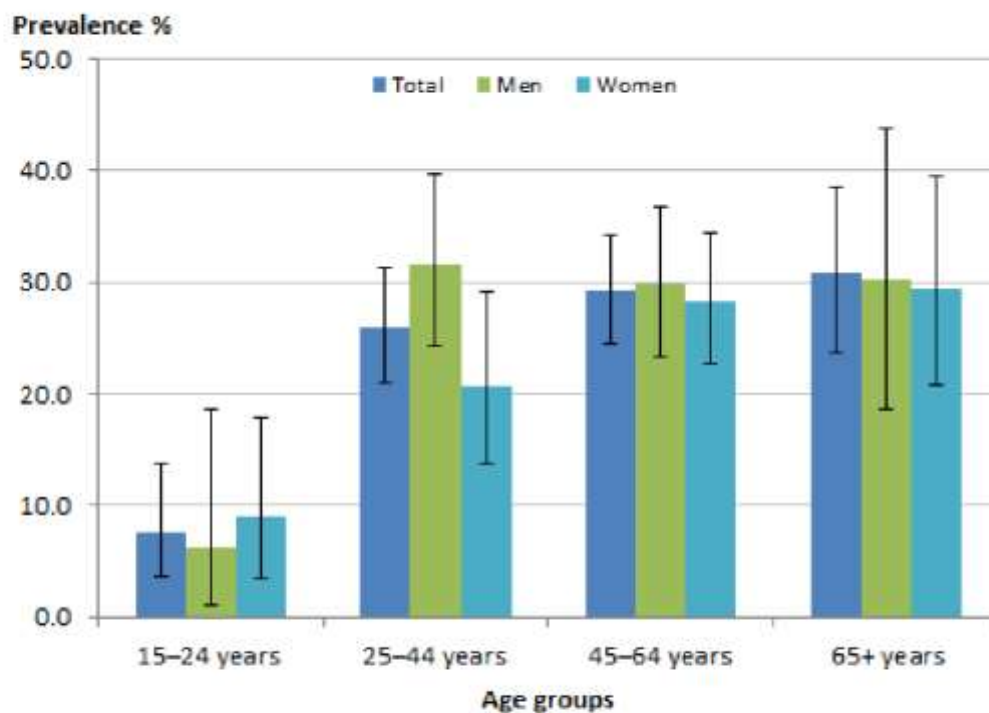


Figure 17 - Age-standardised prevalence of chronic pain in adults aged 15 years and over in MidCentral DHB area, 2011-13 - MidCentral DHB Health Needs Assessment 2015

Diagnosed common mental disorder was recorded for respondents who had ever been told by a doctor they have depression, bipolar disorder and/or anxiety disorder. Those in the 25 to 44 year group had a higher prevalence rate (27.7%) compared to other age groups. Women in the 45 to 64 year old age group were considerably higher (25.3%) compared to men in this same year group (10.9%).

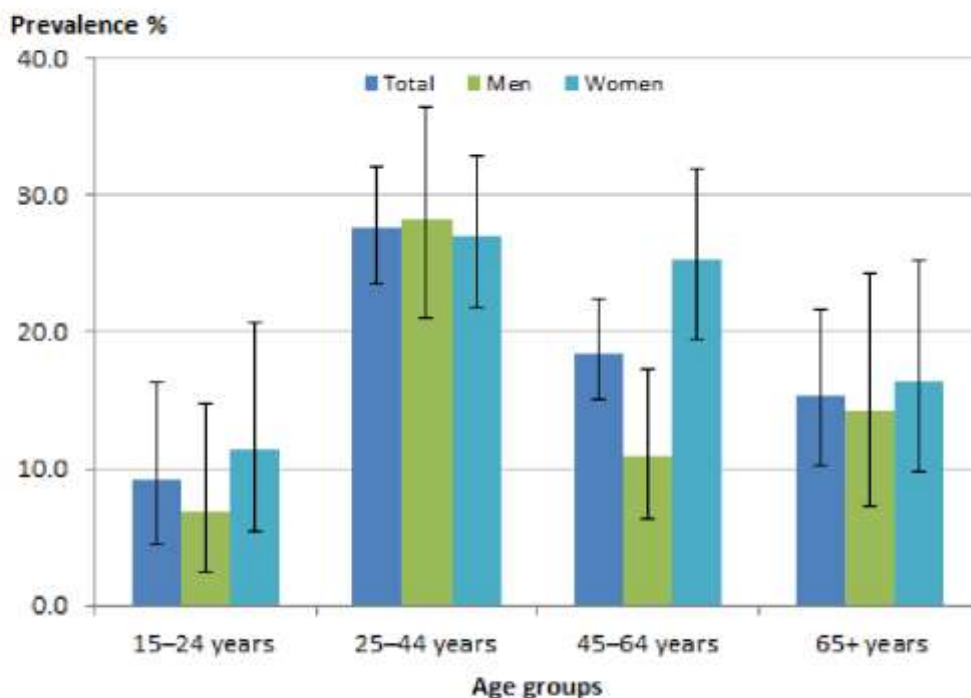


Figure 18 - Age-standardised prevalence of diagnosed common mental disorder in adults aged 15 years and over in MidCentral DHB area, 2011-2013 - MidCentral DHB Needs Assessment 2015

### Deprivation

The New Zealand index of deprivation (NZDep) is a method developed to measure the socioeconomic deprivation by area in New Zealand. The index gives defined areas in New Zealand a score between one and ten. Areas that score one are the least deprived, and those that score 10 are the most deprived areas. The calculation of deprivation is based on the following census variables:

- People aged under 65 with no access to the Internet at home
- People aged 18-64 received a means-tested benefit
- People living in equivalised households with income below an income threshold
- People aged 16 – 64 years who are unemployed
- People aged 18 – 64 years without any qualifications
- People not living in their own home
- People aged under 65 years living in a single-parent family
- People living in equivalised households below a bedroom occupancy threshold
- People with no access to a car

Note: Equivalisation is a method used to control for household composition.

Nationally equal proportions of the population (about 10%) live in each decile. Table 8 shows that in 2013, 18% of the City's population lived in the most deprived areas (decile 9

and 10), and the majority of residents (56%) were living in the upper scale of deprivation (decile 6 to 10).

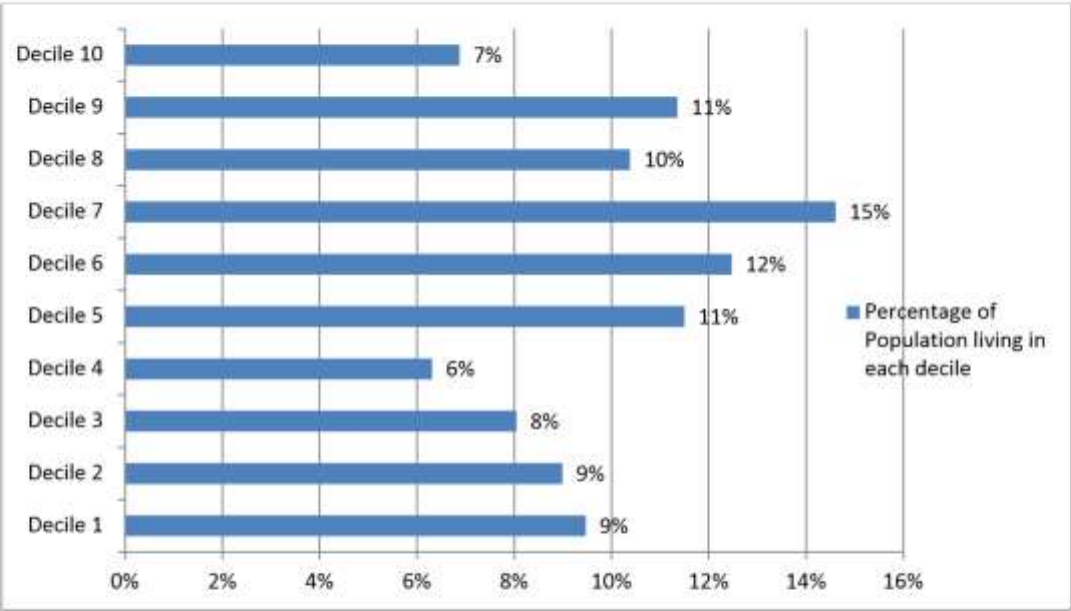


Figure 19 - Percentage of population in Palmerston North living in each NZ Deprivation Index (NZDep2013) decile

2013 Socio-economic Deprivation Index by Decile (%)		
Least Deprived (1+2)	Most Deprived (9+10)	Decile 6 to 10
18%	18%	56%

Table 8 - Percentage of residents living in most and least deprived areas by NZ Deprivation (NZDep2013) decile score

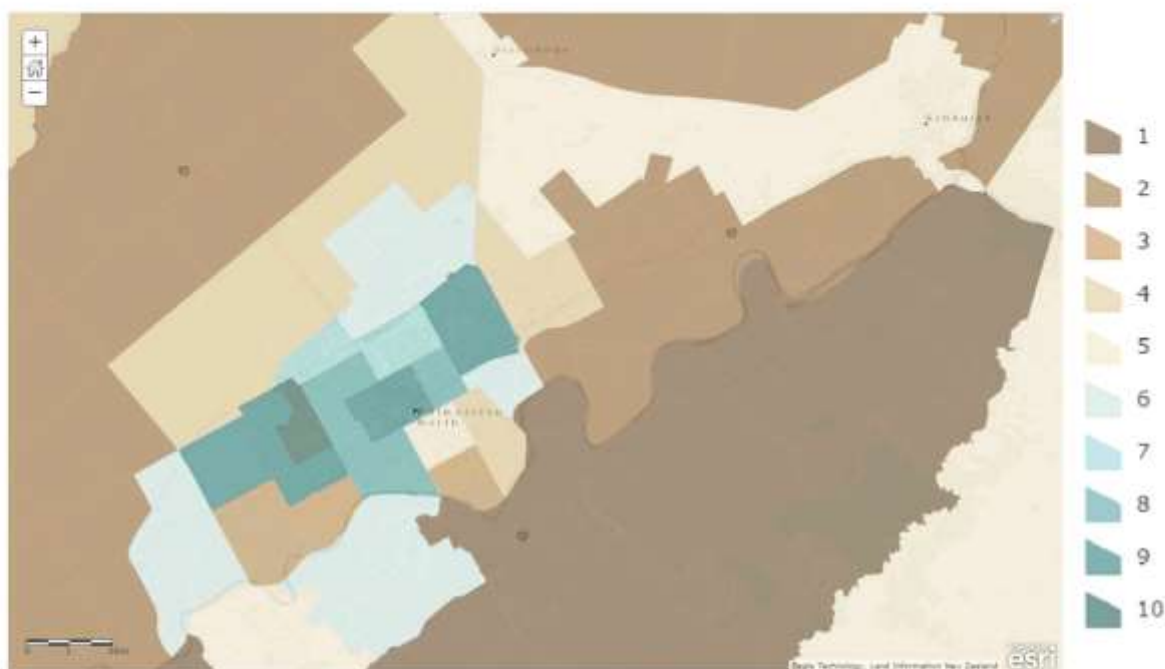


Figure 20 - Map of Deprivation Index decile scores (NZDep2013) for Palmerston North Census Area Units

Deprivation Index	Census Area Units			
Decile 1	Aokautere	Turitea		
Decile 2	Whakarongo			
Decile 3	Awapuni South	Awapuni West	Hokowhitu Lagoon	
Decile 4	Hokowhitu East	Kairanga	Kelvin Grove	
Decile 5	Ashhurst	Hokowhitu West	Linton Military Camp	Stoney Creek
Decile 6	Longburn	Massey University	Milson	Terrace End
Decile 7	Cloverlea	Palmerston North Hospital		
Decile 8	Papaeoia	Takaro	West End	
Decile 9	Awapuni North	Palmerston North Central	Roslyn	Westbrook
Decile 10	Highbury			

Table 9 - List of census area units in Palmerston North by decile (NZDep2013) score

## Nature and severity of alcohol-related harm

### Alcohol Outlet Density and Alcohol Related Harm

International and national research addressing alcohol outlet density and alcohol related harm shows there is generally an association between these two factors. However, the associations vary according to a number of factors, including the alcohol outlet, the setting (rural versus urban) and proximity to alcohol outlets. Consistent findings in research carried out nationally shows a positive association between alcohol outlet density and social deprivation, in that more outlets tend to occur in socially deprived areas<sup>12</sup> in New Zealand.

Results from *The Locally Specific Impacts of Alcohol Outlet Density in the North Island of New Zealand, 2006 – 2011*<sup>13</sup>, included a specific extract for the Palmerston North City territorial authority. The report assessed the association between alcohol outlet density (by type) and police events (by type) using data at the Census Area Unit level between 2006 and 2011. For Palmerston North City positive associations between bar and night club (on-licence) density and violence throughout the City were reported as being statistically significant. Although the association across all the Census Area Units (CAUs) in the City are reasonably consistent, the effect size in the north and south of the City are marginally larger. At the lower end of the spectrum, Ashhurst CAU shows 4.1 additional violence events per bar or night club per year, and at the higher end of the spectrum Milson CAU had 5.4 additional violence events per bar or night club per year. In comparison, an additional bar or night club in Palmerston North Central CAU is associated with 4.7 additional violence events per year. The only CAU where the size of the relationship exceeds 5.0 was Milson.

Positive associations between alcohol outlet density and alcohol-related harm were also found for 'Other on-licence' (predominantly restaurants and cafes), and were statistically significant in all CAUs with the exception of Milson CAU. However the effect sizes were markedly smaller in comparison to bars and night clubs. The association range was between 1.2 and 1.6 additional violence events per other on-licence per year. The report also concluded that other outlet density types were either insignificant across the whole City (for example licensed clubs, and supermarkets), or negative (for example other off-licence outlets).

The main report demonstrates that understanding the relationship between alcohol outlets of different types and measures of alcohol-related harm requires knowledge of the context in which it is being analysed. This is because the association is dependent on a range of factors that "are not easily accounted for in the quantitative evaluations". Factors like locally specific differences in drinking patterns and preferences, demographic and structural variance in the population distributions, differences in access to transport networks, and differences in the amenity or character of difference areas, can all affect the observed associations differently.<sup>14</sup>

<sup>12</sup> Cameron, M.P., Cochrane, W., Gordon, C., & Livingston, M. (2013). *The locally-specific impacts of alcohol outlet density in the North Island of New Zealand, 2006-2011. Research report commissioned by the Health Promotion Agency*. Wellington: Health Promotion Agency.

<sup>13</sup> *ibid*

<sup>14</sup> *ibid*

### Alcohol consumption

The Ministry of Health compiled results from the 2011 -2014 New Zealand Health Surveys to produce a set of comparable health indicators across all 20 district health boards. This dataset found that the age-standardised prevalence rate for hazardous drinking in the MidCentral District Health Board area for adults aged 15 years and over was 17.8%, compared to a 17.4% prevalence rate for New Zealand. Hazardous drinking refers to an established drinking pattern that carries a risk of harming physical or mental health, or having harmful social effects to the drinker or others. The 15-24 year old age group had the highest prevalence of hazardous drinking at 27.4% followed by the 25-44 year old age group at 19.1%.<sup>15</sup>

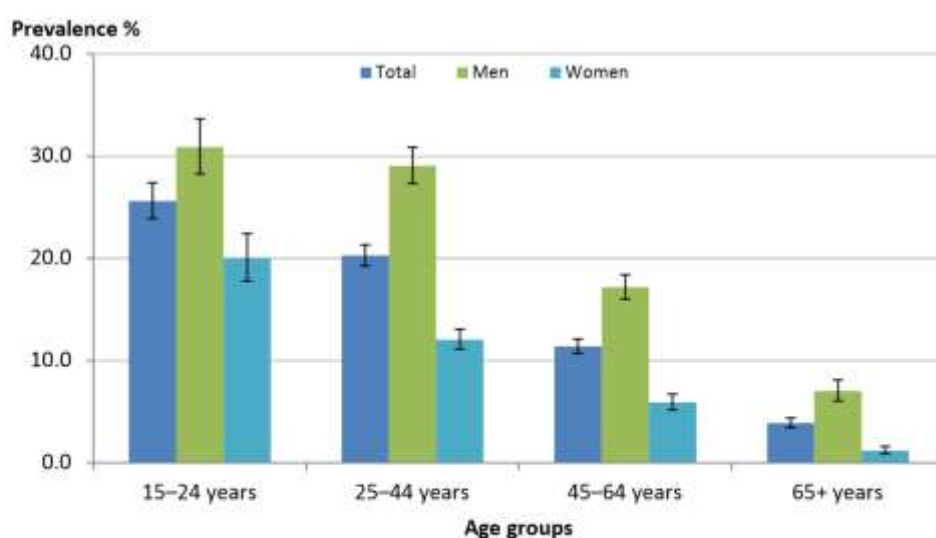


Figure 21 - Age-standardised prevalence rates of hazardous drinking by age group in MidCentral DHB area - New Zealand Health Survey 2011-2014

### Alcohol-related traffic offending

Police data shows that alcohol-related driving offences have been trending downwards for the central districts from 2011 to 2014. The increase in 2015 is attributable to the legislative changes to lower the blood alcohol concentration limits that came into force on 01 December 2014.<sup>16</sup>

<sup>15</sup> "Regional Results From The 2011-2014 New Zealand Health Survey", <http://www.health.govt.nz/publication/regional-results-2011-2014-new-zealand-health-survey>

<sup>16</sup> "Alcohol and Violence Knowledge Profile", NZ Police, 27 January 2016, pp. 24-25.

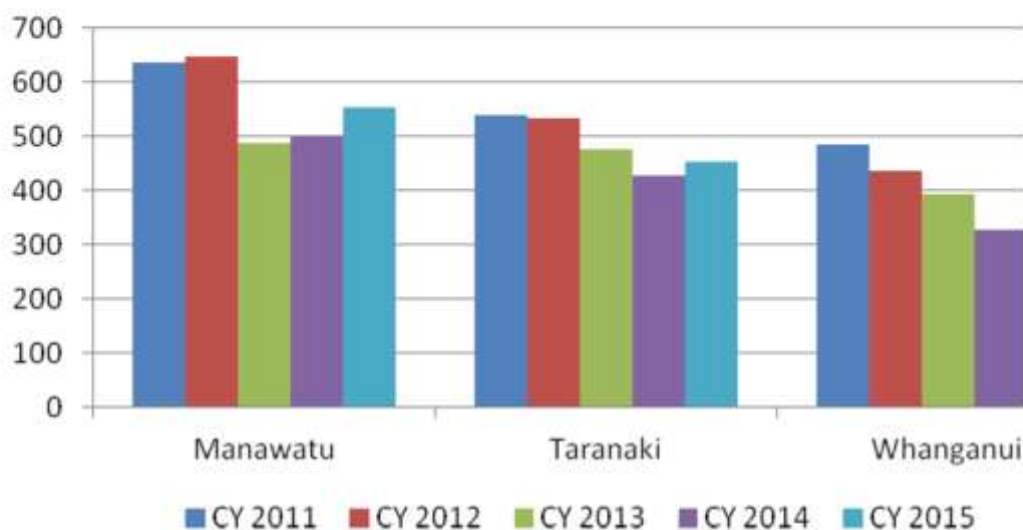


Figure 22 – Number of traffic offences in Central District areas for calendar year (CY) 2011-2015 - NZ Police Alcohol and Violence Report 2016

#### Alcohol-related violence and harm

NZ Police produced a "knowledge profile" document titled "Alcohol and Violence" for the Central Districts region. This report collates a range of datasets relating to alcohol and violence to inform decision-making about alcohol-related harm interventions. The report concludes that:

*"...the significant efforts of the Police, Council and Government to minimise public place alcohol fuelled offending have positively impacted upon drinking behaviour in terms of public place offending. The unintended consequence is that changed drinking habits have resulted in a higher level of alcohol consumption in the dwelling place. Without capable guardians in the home environment there is an increased risk of violence and of more serious violence.*

*This assessment is supported by:*

- *an increase in the percentage of offenders who indicated that their Place of Last Drink (PoLD) was a Dwelling prior to offending;*
- *incidence of Dwelling Place, non family violence offending is increasing year on year from CY 2011 to CY 2015;*
- *alcohol is consumed by offenders in CY2015 at a significantly higher rate for Serious and Grievous (Series 1400 and 1500) Assault types. (International research indicates that alcohol is an aggravating factor in the level of resultant violence); and*
- *reduction in 17-20 year olds drinking at Licensed Premises as PoLD while at the same time being 10% more likely to have consumed alcohol prior to their violence offending when comparing 2011 and 2015 calendar years."*<sup>17</sup>

<sup>17</sup> "Alcohol and Violence Knowledge Profile", NZ Police, 27 January 2016, p. 3.

The report shows that public place assaults are trending downwards, whereas dwelling place assaults are trending upwards. The report posits the hypothesis that these trends reflect changes in drink driving laws, increased liquor enforcement on licensed premises, and a preference towards pre-loading due to price factors; that there is a risk of increased levels and seriousness of violence in dwelling places where there are no "capable guardians."<sup>18</sup>



Figure 23 - Number of public and dwelling place assaults in Central District Area by month, Nov 2013 to Nov 2015 - NZ Police Alcohol and Violence Report 2016

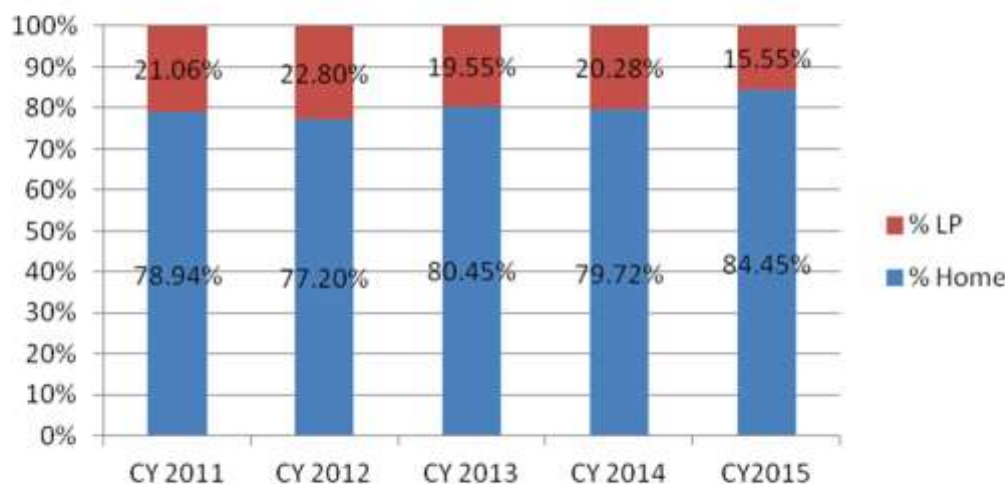


Figure 24 - Percentage of people who identified place of last drink as Licensed Premises (LP) or Dwelling Place (Home) in Manawatu area for calendar year (CY) 2011-2015, NZ Police Alcohol and Violence Report 2016

<sup>18</sup> Ibid, p. 13.

This data correlates with additional data supplied by Police on the “place of last drink.” In Manawatū, between 2011 and 2015, the proportion of people who identified a home or dwelling place as their place of last drink rose from 79% to 84%, with a corresponding decrease in those who identified a licensed premise as the place of last drink.<sup>19</sup>

Related to place of last drink, Police also supplied data which showed 213 recorded breaches (alcohol infringement offence notices) of the Alcohol Control Bylaw during the 2014/15 and 2015/16 financial years. These are offences for consuming, possessing, or bringing alcohol into an alcohol ban area.

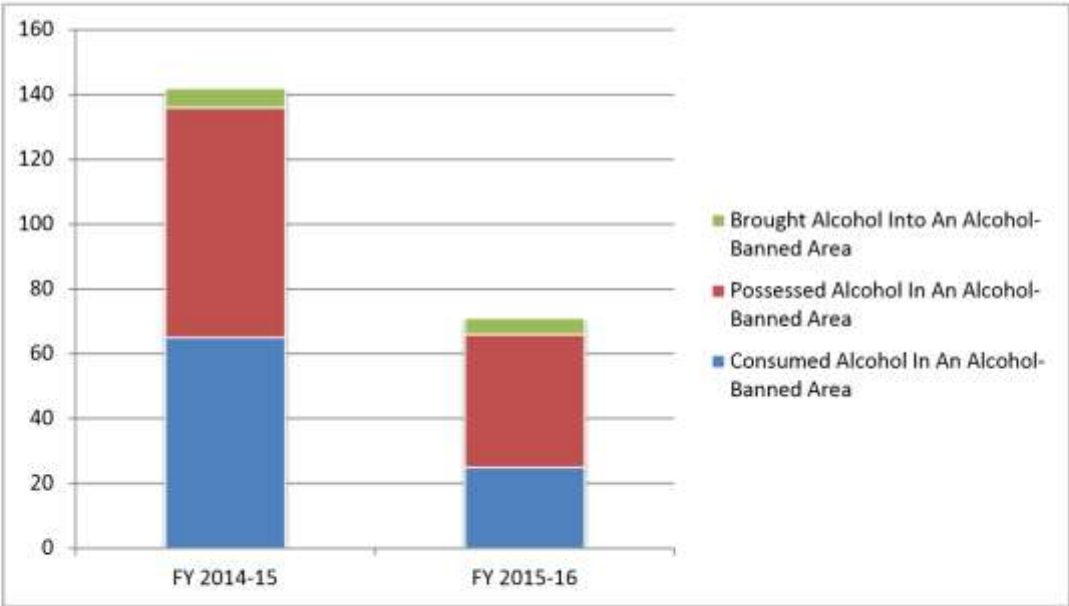


Figure 25 - number of alcohol infringement notices for breach of the Alcohol Control Bylaw in Palmerston North by type of offence, fiscal Yea (FY) 2014-2016 - NZ Police

<sup>19</sup> Ibid, pp. 17-18

Figure 26 shows the day and time for all offending where alcohol was consumed for the Central District during calendar years 2011 – 2015. The dominant days were Saturday and Sunday, and the period between 10pm and 2am was the dominant time on all days.<sup>20</sup>

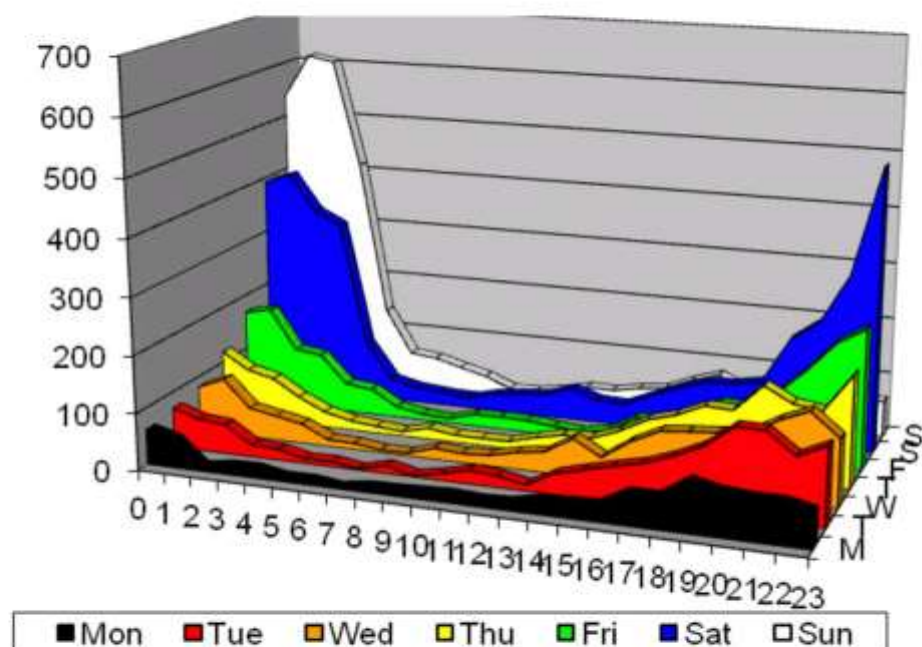


Figure 26 - day and time of offence where alcohol was consumed by offender in Central Districts area for calendar year (CY) 2011-2015, NZ Police Alcohol and Violence Report 2016

### **Pre-loading**

In 2013 a study of the impact and prevalence of pre-loading across Palmerston North residents was commissioned by ACC on behalf of the Palmerston North Safety Advisory Board. Support for the research came about because concerns were being raised about pre-loading and particularly its assumed correlation to anti-social behaviour. International research suggests that there is an association between pre-loading and increased levels of alcohol-related harm.<sup>21</sup> Pre-loading is usually described as drinking at home or other dwelling with the intention of going to town (usually a bar or nightclub) afterwards. Overall, 69% of respondents reported that they drank before going out on a typical night, and pre-loading was more standard amongst 22 to 25 year olds (83%). Pre-loaders reported that they were most likely to have been drinking at home or at a friend's house prior to going out..

<sup>20</sup> Ibid, p. 33.

<sup>21</sup> "Pre-loading of alcohol and associated harm in Palmerston North: A quantitative and qualitative study of the general public.", UMR Research on behalf of ACC, May 2013, p.9.

PRE LOADING LOCATION	
<i>Where do you usually drink, before going out (on a typical [X] night)?</i>	
	All %
At home	63
At a friend's house	60
Club bar (e.g. Sports club/ RSA/ Con club)	4
At work	2
In a car	1
In a public or outdoor space e.g. park, while walking into town	-
Other	1

Base: All pre-loaders; n=139; Multiple response

Table 10 - responses to survey question "Where do you usually drink before going out?" - Preloading Survey by ACC 2013

The most common reason pre-loaders gave for drinking before going out was to socialise with friends (59%), especially with those friends who were not heading to town afterwards. The second most common reason was that it was cheaper, with 57% of pre-loaders giving this reason. Those more likely than any other sub-group to mention cost were 26-29 year olds (73%). Seventy-nine percent of respondents who pre-load purchased the alcohol they drank before going out from a liquor store<sup>22</sup>.

PRE LOADING PURCHASES	
<i>Where do you usually get the alcohol you drink, before going out (on a typical [X] night)?</i>	
	All %
Off-license/ Liquor Store	79
Supermarket	35
Varies; depends where it is the cheapest	1
Someone else buys the alcohol	1
Dairy	-
Other	3

Base: All pre-loaders; n=139; Multiple response

Table 11 - responses to survey question "Where do you usually get the alcohol you drink before going out?" - Preloading Survey by ACC 2013

Table 12 shows the usual times pre-loading respondents begin drinking at the pre-loading location, and the time they finish to go to town. The most popular time for respondents to start pre-loading was around 7pm to 9pm, and the most popular time to finish pre-loading and head to town was between 11pm and midnight.

<sup>22</sup> "Pre-loading of alcohol and associated harm in Palmerston North: A quantitative and qualitative study of the general public.", UMR Research on behalf of ACC, May 2013.

HOURS OF ACTIVITY		
<i>What time do you usually start drinking, before going out (on a typical [X] night)?/ What time do you usually finish drinking and head into town?</i>		
	PRE LOADING	
	Start %	Finish %
Before noon	2	-
12 noon - 3.00 p.m.	3	-
3.00 - 6.00 p.m.	4	-
6.00 - 7.00 p.m.	29	1
7.00 - 9.00 p.m.	42	6
9.00 - 11.00 p.m.	13	28
11.00 p.m- midnight	2	44
Midnight - 2 .00 am	-	16
2.00 am - 4.00 am	-	-
Unsure	5	5

Base: All pre-loaders; n=139 Multiple response

Table 12 - responses to survey question "What time do you usually start/stop drinking before going out?" - Preloading Survey by ACC 2013

Table 13 shows the times participants in the pre-loading survey claimed to usually arrive in town and the time they usually leave town on a night out. Forty percent of respondents arrived in town between 11pm and midnight, and 52% would leave town between 2am and 4am.

HOURS OF ACTIVITY		
<i>What time do you usually arrive in town?/ What time do you usually leave town to go home?</i>		
	LICENSED PREMISES	
	Start %	Finish %
Before noon	-	-
12 noon - 3.00 p.m.	-	-
3.00 - 6.00 p.m.	2	-
6.00 - 7.00 p.m.	4	-
7.00 - 9.00 p.m.	13	2
9.00 - 11.00 p.m.	19	6
11.00 p.m - midnight	40	7
Midnight - 2 .00 am	20	22
2.00 am - 4.00 am	-	52
After 4.00 am		10

Base: All respondents n=201

Table 13 - responses to survey question "What time do you usually arrive in/leave town?" - Preloading Survey by ACC 2013

A report by police which analysed calls to police for events occurring in Palmerston North that were typically related to alcohol between January 2008 to December 2012, identified similar themes in timing and consumption behaviour to those noted above. The analysis was carried out on 23,774 calls to police. The majority of those calls to police were reporting activity in Palmerston North City CBD, particularly The Square end of Fitzherbert Avenue and Main Street between The Square and Princess Street. The calls to Police for alcohol related events were typically higher between 10pm and 4am Thursday night to Sunday morning. These calls peak on Saturday night and Sunday morning. The report commented on the lack of alignment of closing times, which exacerbated problems as patrons would travel to the open premises to continue drinking. It also noted that only certain premises operated a one way door policy.<sup>23</sup>

#### **Ambulance callouts**

ACC conducted a snapshot survey of St John's ambulance callouts between December 2014 and February 2015. The graph below shows the total number of callouts received, and the proportion of those callouts which were for people who were sober, affected by alcohol, or intoxicated. Those intoxicated or affected by alcohol accounted for nearly two-thirds of these callouts, with men represented more than women amongst all these figures.

<sup>23</sup> "Calls to Police Related to Alcohol: Palmerston North City", NZ Police, 16 October 2013.

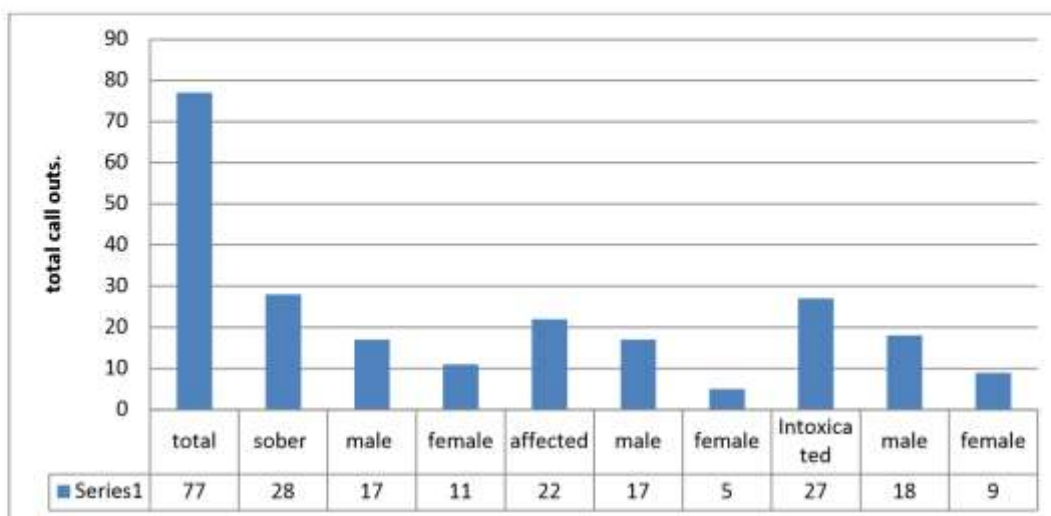


Figure 27 - Number of St John's ambulance call-outs by level of sobriety and sex, from December 2014-February 2015 - ACC St John's Snapshot

The data can also be broken down by place of the callout. Forty-three percent of these callouts were to a home address, where 55% of those requiring assistance were intoxicated or affected by alcohol. While a similar proportion of callouts were to a public place or road (45%), a higher proportion of those needing assistance were intoxicated or affected by alcohol (69%). Callouts between midnight and 6am accounted for 42% of the total, while 16% of callouts were for people aged 15-17 years.



**Palmerston North City Council  
Draft Local Alcohol Policy 2017**

**Statement of Proposal**



## Introduction

This Statement of Proposal proposes the adoption of a Local Alcohol Policy (LAP) for Palmerston North. The draft LAP is included in this Statement of Proposal. The purpose of this Statement of Proposal is to provide an outline of the details of the draft Local Alcohol Policy and provide information on the community engagement process.

## The Proposal

This proposal is to adopt a LAP for Palmerston North. The Council is empowered by the Sale and Supply of Alcohol Act 2012 (the Act) to adopt such a policy. Under section 77 of the Act, the Council may have a policy on a specific set of matters relating to licensing, but no others. These matters are:

- Whether further licences (or licences of a particular kind or kinds) should be issued for premises in the district concerned, or any stated part of the district
- Maximum trading hours
- Location of licensed premises by reference to broad areas, by reference to proximity to premises of a particular kind or kinds, or by reference to facilities of a particular kind or kinds
- One-way door restrictions
- The issue of licences, or licences of a particular kind or kinds, subject to discretionary conditions.

The Council is proposing to adopt a LAP that restricts maximum trading hours for on-licensed premises (e.g. bars, pubs, cafes, restaurants, etc) to 8am – 2am the following day; for off-licensed premises (e.g. supermarkets, bottle stores, grocery stores etc) to 7am – 10pm; and for club licensed premises to 8am – 12 midnight. These hours are further restricted for on-licensed and club licensed premises in some zones and for some days of the week; the draft LAP provides more detail on the specific restrictions on trading hours in those circumstances.

The Council is not proposing any other restrictions in the draft LAP. Consideration was given to location restrictions for some off-licensed premises however there was insufficient evidence to support a recommendation to introduce such restrictions at this point.

In developing the draft LAP, Council officers have prepared a research report which collates information relevant to the issues being considered. The purpose of this research report is to provide information and evidence to support analysis of the issues, and to provide a justification for the proposed elements of the draft LAP. For reasons of space the research report is not included in full in this document. However, a copy is available on the Council's website [www.pncc.govt.nz](http://www.pncc.govt.nz) and is also available on request.

## Consultation Process

Anyone can make a submission about the draft LAP. We encourage anyone with an interest in the issues raised in this proposal to make a submission.

### NOTE

Following the conclusion of the public consultation process (the special consultative procedure), the Council is required to give public notice of its decision and the opportunity to appeal the Council's decision. The right of appeal is provided by section 81 of the Act, and extends to any person who makes a submission as part of the special consultative procedure. The Council strongly encourages all people or organisations with an interest in this draft LAP to make a submission to the Council – whether in favour or opposed – so as to secure their right of appeal under section 81 of the Act.

This Statement of Proposal, a Summary of Information, and the submission form can be found at:

- Palmerston North City Council website  
<http://www.pncc.govt.nz/yourcouncil/consultations-initiatives-and-projects/consultations/>
- Customer Service Centre, Palmerston North City Council, The Square, Palmerston North;
- City Library, The Square, Palmerston North, and the libraries at Ashhurst, Awapuni, Roslyn, Linton and Te Pātikitiki/Highbury; and
- Ashhurst Services Delivery Centre, 122 Cambridge Avenue, Ashhurst.

You are also entitled to appear before the Council and speak to your submission. Please indicate on your submission form whether you wish to do this. The Council intends to hear submissions on this proposal at the Community Development Committee meeting, scheduled for September 2017. The date and time for hearings will be confirmed in the letter acknowledging your submission, and will also be advertised in the Tribune newspaper.

To get your submission to us, either:

**Mail to:** Draft Local Alcohol Policy 2017 Submissions, Governance and Support Team Leader, Palmerston North City Council, Private Bag 11034, Palmerston North 4442

**Deliver to:** Palmerston North City Council Customer Service Centre, 32 The Square, Palmerston North

Email to: [submission@pncc.govt.nz](mailto:submission@pncc.govt.nz) (write Draft Local Alcohol Policy 2017 Submissions in the subject)

Phone: 06 356 8199

Fax: 06 355 4115

**The submission period runs from 8 July 2017  
until 4pm on Friday 18 August 2017**

Please note that all written submissions, including the contact details on the submission, will be made available to the public and media and on the Council's website, unless you specifically request that your contact details are kept private. For further information on this consultation please phone the Council on 06 356 8199 or email us at [info@pncc.govt.nz](mailto:info@pncc.govt.nz).



PALMERSTON NORTH  
LOCAL ALCOHOL POLICY  
2017

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### Introduction

The Sale and Supply of Alcohol Act 2012 gives local authorities the power to make local alcohol policies. These policies are intended to guide and direct the decisions of the District Licensing Committee with regards to applications for alcohol licences in Palmerston North.

A key feature of these local alcohol policies is the requirement to engage and consult with the community during the development of the policy. This ensures that the views of the community are considered and that the policy reflects the aspirations of the community with regards to how alcohol is sold and consumed in the district.

Section 77 of the Sale and Supply of Alcohol Act 2012 identifies the specific areas that a local alcohol policy can address:

- a) location of licensed premises by reference to broad areas;
- b) location of licensed premises by reference to proximity to premises of a particular kind or kinds;
- c) location of licensed premises by reference to proximity to facilities of a particular kind or kinds;
- d) whether further licences (or licences of a particular kind or kinds) should be issued for premises in the district concerned, or any stated part of the district;
- e) maximum trading hours;
- f) the issue of licences, or licences of a particular kind or kinds, subject to discretionary conditions;
- g) one-way door restrictions.

A summary of the key elements of the policy is presented as a single page in appendix one.

## Objectives of the Policy

This policy has three key objectives:

### To minimise the harm caused by excessive or inappropriate consumption of alcohol

This objective aligns with the object of the Sale and Supply of Alcohol Act 2012, which is "the harm caused by the excessive or inappropriate consumption of alcohol should be minimised." In this context, "harm" has a broad meaning that includes:

- a) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and
- b) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a).

### To provide clear and transparent guidance for licensing decisions

This policy will be used most directly by the District Licensing Committee when making decisions on applications for alcohol licences. Based on the workload of the Committee since its inception in 2013, this will involve decisions every week on applications for new and renewed alcohol licences. It is important, therefore, that the policy provides clear and unambiguous guidance for the Committee, so that there is no confusion about how it should apply the policy to licensing decisions.

It is also important that the policy is transparent and that the rationale for setting specific policy directions is clear to all parties concerned. To that end, the policy has been kept concise and simple, focussing on those aspects likely to have the greatest impact on reducing the alcohol-related harm that Palmerston North experiences.

### To reflect the views of the community with regard to the sale and supply of alcohol

A key feature of the local alcohol policy provisions in the Sale and Supply of Alcohol Act 2012 is the requirement to engage and consult with the community. Prior to the new legislation, local authorities could develop licensing policies but there was no formal process around community engagement, and those policies had no official legal standing when it came to making licensing decisions. A local alcohol policy developed under the Sale and Supply of Alcohol Act 2012 must include consultation with the Police, Medical Officer of Health, licensing inspectors, and must include community consultation and engagement. Through this process, the views of the community can be incorporated into an alcohol policy which will directly influence decisions on applications for alcohol licences.

### Strategic alignment

The Council's current Vision statement is "*Palmerston North is recognised as a vibrant, caring, innovative, sustainable and prosperous city.*" One of the strategies that contributes to the Council's Vision is the Safe City Strategy, which identifies "Reducing and preventing crime", "Improving perceptions of safety", and "Creating safe environments" as key drivers for that strategy. The draft LAP, in reducing maximum trading hours in an effort to minimise alcohol-related harm arising, contributes to this strategic direction.

It should be noted that at the time of developing this draft policy the Council signalled its intent to review its strategic direction and had not yet formally adopted a new vision or strategic direction.

## Terms used in this Policy

Act	Means the Sale and Supply of Alcohol Act 2012.
Bar	In relation to a hotel or tavern, means a part of the hotel or tavern used principally or exclusively for the sale or consumption of alcohol (refer section 5(1) of the Act).
Bottle store	Means retail premises where (generally speaking) at least 85% of the annual sale revenue is expected to be earned from the sale of alcohol for consumption somewhere else (refer section 32(1) of the Act).
Café	Has the same meaning as "restaurant" in terms of any licence.
Club	Means a body that – <ul style="list-style-type: none"> <li>(a) is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or</li> <li>(b) is a body corporate whose object is not (or none of whose objects is) gain; or</li> <li>(c) holds a permanent club charter (refer section 5(1) of the Act).</li> </ul>
Club licence	Means a licence issued under the Act for the sale and supply of alcohol for consumption on the club premises by authorised customers (refer section 21 of the Act).
Hotel	Means premises used or intended to be used in the course of business principally for providing to the public – <ul style="list-style-type: none"> <li>(a) Lodging and</li> <li>(b) Alcohol, meals, and refreshments for consumption on the premises (refer section 5(1) of the Act).</li> </ul>
Off-licence	Means a licence issued under the Act for the sale and supply of alcohol from a premises for consumption somewhere else (refer section 17 of the Act).
On-licence	Means a licence issued under the Act for the sale and supply of alcohol for consumption on the premises (refer section 14 of the Act).
Restaurant	Means premises that – <ul style="list-style-type: none"> <li>(a) Are not a conveyance; and</li> <li>(b) Are used or intended to be used in the course of business principally for supplying meals to the public for eating on the premises (refer section 5(1) of the Act).</li> </ul>
Special licence	Means a licence issued under the Act for the sale and supply of alcohol for consumption on the premises (for an on-site special

licence) or consumption somewhere else (for an off-site special licence) by people attending the event described in the licence (refer section 22 of the Act).

Tavern

Means –

- (a) Premises used or intended to be used in the course of business principally for providing alcohol and other refreshments to the public; but
- (b) Does not include an airport bar (refer section 5(1) of the Act).

## On-licences

### Hours

The following maximum trading hours apply to all on-licensed premises in the Palmerston North City territorial area:

Location	Applicable Days	Maximum Hours
Where the premises is on a site in the inner, outer or fringe business zone or industrial zone that fronts or adjoins a site in the Residential Zone	Sunday to Thursday	8am to 12am the following day
	Friday and Saturday	8am to 2am the following day
Where the premises is on a site in the inner, outer or fringe business zone or industrial that does not front or adjoin a site in the Residential Zone	Monday to Sunday	8am to 2am the following day
Where the premises is on a site in any other zone	Sunday to Thursday	8am to 10.30pm
	Friday and Saturday	8am to 12.30am the following day

The restriction on trading hours for on-licences does not apply to sales of alcohol in hotels via mini-bars (refer to section 46 of the Act).

### Explanatory notes

In determining what the maximum trading hours should be for on-licensed premises in Palmerston North, the Council had regard to the following factors:

- The usual trading hours of existing on-licensed premises. A survey of current licensed premises was carried out in 2016. Despite some shortcomings with the results of that survey (principally, the response rate and the complexity of the data presented), it provided an indication of how licensed premises varied their trading hours from their licensed hours, and how these hours varied between "peak" and "usual" hours, and whether it was a "high" or "low" season. It indicated that most respondents to the survey held licences for longer hours than they usually traded. Despite approximately a third of respondents stating they held a licence to trade until 3am, only approximately 20% of respondents actually traded until 3am on Saturday nights during their "high" season.
- The objectives of the District Plan and how these objectives impact on the operation of licensed premises. These objectives attempt to balance the

contribution to the city of activities involving the sale of alcohol, including both social and economic contributions, with the incompatible effects that this activity can sometimes generate. The District Plan objectives reflect the resource management issues for the city and represent the broad outcomes the plan seeks to achieve, in particular "A wide range of business and economic activities are provided for", "the City Centre remains the primary focus for retail, office, commercial and cultural activities within the City. Other commercial centres will be planned to ensure that they support the primary role and function of the City Centre", "a broad range of recreation and leisure opportunities are provided for in the City which contribute towards an enhanced quality of life", and "appropriate noise standards are in place to protect noise sensitive activities".

- The current maximum trading hours permitted by the District Plan. These are zone-based, and this approach has been replicated here to avoid potentially confusing or conflicting rules. When the District Plan is next reviewed, the Council may elect to remove the rules from the District Plan, and this would enable the Council to consider an alternative method of applying maximum trading hours in future revisions of the Local Alcohol Policy. The framework for hours set by the District Plan is largely unchanged – for instance, the difference in hours between different zones has been retained – but the specific hours have been revised downward based on the outcome of other work described elsewhere in these notes. For instance, where the Council has identified a maximum trading closing hour of 2am, other shorter hours have been similarly reduced to maintain the distinction between the effects of these activities in different parts of the City.
- The likely impact of on-licensed activity on alcohol-related harm, especially that reported by Police. An alcohol and violence report for central districts produced by police shows that public place assaults are trending downwards, whereas dwelling place assaults are trending upwards. An analysis of these assaults reveals that alcohol is a recurring factor. The results reflect the change in drinking habits, such as engaging in preloading. They also suggest that the effort in regulating alcohol consumption in public places is making a positive impact. Consideration was also given to data on the day and time of offending where alcohol was consumed. This data for 2011-2015 showed significant spikes in the number of offences recorded between 10pm and 2am on Friday/Saturday and Saturday/Sunday. This data supports reports from Police that place significant burdens on police resources during these times, largely as a result of offending where alcohol is consumed.

### Location

Applications for an on-licence are permitted anywhere in the Palmerston North City territorial area, subject to also complying with any restrictions in the Palmerston North District Plan on the location of activities involving the sale of alcohol.

### Explanatory notes

In determining whether to place restrictions on the location of on-licensed premises, the Council had regard to the following factors:

- The District Plan already restricts the location of commercial activity in certain zones, and licensed premises may be required to gain consent under the District Plan depending on the zone in which they are to be located.
- The current location of on-licensed premises in Palmerston North. While on-licensed premises are found throughout the City, the majority of these types of licences are already concentrated within the CBD, representing a *de facto* entertainment district. Aside from the CBD, no other part of the City functions as a specific focal point for on-licensed premises.
- The compact geography of the city, including drive and walk-time zones based on locations of current on-licensed premises. The majority of the city is within 15 minutes walking distance or 5 minutes driving distance of an existing on-licensed premise. This illustrates both the preponderance of on-licensed premises (as at September 2016, two-thirds of all licensed premises were on-licensed premises) and the compact nature of Palmerston North's geography.

### One-way door restrictions

A one-way door restriction is not required to be applied to on-licensed premises in Palmerston North.

### Explanatory notes

In determining whether to apply a one-way door restriction for on-licensed premises, the Council had regard to the following factors:

- The operation of a one-way door restriction is more likely to be appropriate where there is a large number of premises operating in close proximity to each other, and operating for similar trading hours. Police have advised that, at the time of the preparation of this policy, the number

of on-licensed premises in Palmerston North to which a one-way door restriction might apply is small, and therefore a mandatory one-way door restriction is unlikely to be particularly useful in addressing alcohol-related harm.

- Additionally, it is noted that a voluntary one-way door restriction has operated in Palmerston North amongst a network of bars within the inner CBD. A key result of this approach has been the development of a cooperative atmosphere between licensees and Police, with a goal to minimise the impact of alcohol-fuelled violence within the CBD. This suggests that the hospitality sector in the City has the ability to recognise the merits of one-way door restrictions and coordinate such a restriction without resorting to a regulatory approach.
- The District Licensing Committee retains the discretion to impose a one-way door restriction on a licence application if it deems that it is an appropriate condition to minimise the potential for alcohol-related harm.

**Discretionary conditions**

No discretionary conditions have been identified.

Explanatory notes

In determining whether to identify discretionary conditions for on-licensed premises, the Council had regard to the fact that discretionary conditions, by their very nature, cannot be made mandatory. The identification of any such conditions, therefore, serves only as advice rather than direction to the District Licensing Committee. Omitting discretionary conditions from this policy does not limit the ability of the Committee to impose any such condition it thinks appropriate to apply to a licence application.

## Off-licences

### Hours

The following maximum trading hours apply to all off-licensed premises in the Palmerston North City territorial area:

Location	Applicable Days	Maximum Hours
All zones	Monday to Sunday	7am to 10pm

### Explanatory notes

In determining what the maximum trading hours should be for off-licensed premises in Palmerston North, the Council had regard to the following factors:

- The usual trading hours of existing off-licensed premises. A survey of current licensed premises was carried out in 2016. Despite some shortcomings with the results of that survey (principally, the response rate and the complexity of the data presented), it provided an indication of how licensed premises varied their trading hours from their licensed hours, and how these hours varied between "peak" and "usual" hours, and whether it was a "high" or "low" season. It indicated that most respondents to the survey held licences for longer hours than they usually traded. Fewer than 30% of respondents indicated they held a licence to trade until 11pm, however only approximately 20% indicated they would usually trade that late on Saturday's during their "high season." In practice, only two off-licensed premises (both supermarkets) currently hold licences to trade until 11pm.
- The objectives of the District Plan and how these objectives impact on the operation of licensed premises. These objectives attempt to balance the contribution to the city of activities involving the sale of alcohol, including both social and economic contributions, with the incompatible effects that this activity can sometimes generate. The District Plan objectives reflect the resource management issues for the city and represent the broad outcomes the plan seeks to achieve, in particular "A wide range of business and economic activities are provided for", "the City Centre remains the primary focus for retail, office, commercial and cultural activities within the City. Other commercial centres will be planned to ensure that they support the primary role and function of the City Centre", "a broad range of recreation and leisure opportunities are provided for in the City which contribute towards an enhanced quality of life", and "appropriate noise standards are in place to protect noise sensitive activities".

- The current maximum trading hours permitted by the District Plan. These are zone-based, and this approach has been replicated here to avoid potentially confusing conflicting rules. When the District Plan is next reviewed, the Council may elect to remove the rules from the District Plan, and this would enable the Council to consider an alternative method of applying maximum trading hours in future revisions of the Local Alcohol Policy. The maximum trading hours of 7am – 10pm are less than that provided for in the District Plan in any zone, therefore a single set of hours for off-licences in all zones is provided.
- The likely impact of off-licensed activity on alcohol-related harm, especially that reported by Police. An alcohol and violence report for central districts produced by police shows that public place assaults are trending downwards, whereas dwelling place assaults are trending upwards. An analysis of these assaults reveals that alcohol is a recurring factor. The results reflect the change in drinking habits such as engaging in preloading. It also suggests that the effort in regulating alcohol consumption in public places is making a positive impact. Consideration was also given to research conducted on preloading activity. This research concluded that most people started pre-loading between 6 and 9pm, and stopped pre-loading between 9pm and midnight. This correlates with other data on when people say they usually arrive in town, with nearly 60% arriving between 9pm and midnight.

### Location

Applications for an off-licence are permitted anywhere in the Palmerston North City territorial area, subject to also complying with any restrictions in the Palmerston North District Plan on the location of activities involving the sale of alcohol

### Explanatory notes

In determining whether to place restrictions on the location of off-licensed premises, the Council has had regard to the following factors:

- The District Plan already restricts the location of commercial activity in certain zones, and licensed premises may be required to gain consent under the District Plan depending on the zone in which they are to be located.
- The current location of off-licensed premises in Palmerston North. While off-licensed premises within Palmerston North are more likely to "cluster" throughout the City compared to on-licensed premises which were predominantly located in the CBD (understandably so, given its centrality as a *de facto* entertainment precinct), there is no particular evidence of harm caused by the location of off-licensed premises. Similarly, although clustering of off-licensed premises presents a potential risk of price competition and undesirable profile given to the availability of alcohol, no evidence was identified that showed such harm was currently being caused.
- Consideration was also given to the location of off-licensed premises, particularly bottle stores, in high deprivation areas (a NZDep2013 score of 8, 9, or 10), compared to other licensed business types. For example, while 9% of restaurants and cafes, and 25% of bars and taverns are located in high deprivation areas, 75% of bottle stores were located in high deprivation areas.<sup>1</sup> The concentration of bottle stores and the potential for increased risk of alcohol-related harm in those high deprivation areas could be a concern; however there is no particular evidence that suggests that bottle stores in high deprivation areas are more likely to cause alcohol-related harm than bottle stores in any other deprivation area.

<sup>1</sup> This assessment excluded the PN Central census area unit (CAU) from the assessment. Although PN Central CAU is a high deprivation area, business districts by their nature make for a poor comparison with other parts of the city which usually have a more balanced mix of residential and commercial activity.

**Discretionary conditions**

No discretionary conditions have been identified.

Explanatory notes

In determining whether to identify discretionary conditions for off-licensed premises, the Council had regard to the fact that discretionary conditions, by their very nature, cannot be made mandatory. The identification of any such conditions, therefore, serves only as advice rather than direction to the District Licensing Committee. Omitting discretionary conditions from this policy does not limit the ability of the Committee to impose any such condition it thinks appropriate to apply to a licence application.

## Club licences

### Hours

The following maximum trading hours apply to all club licensed premises in the Palmerston North City territorial area:

Location	Applicable Days	Maximum Hours
Where the premises is on a site in the inner, outer or fringe business zone or industrial zone that fronts or adjoins a site in the Residential Zone	Monday to Sunday	8am to 12am the following day
Where the premises is on a site in the inner, outer or fringe business zone or industrial zone that does not front or adjoin a site in the Residential Zone		
Where the premises is on a site in any other zone	Sunday to Thursday	8am to 10.30pm
	Friday and Saturday	8am to 12am the following day

### Explanatory notes

In determining what the maximum trading hours should be for club licensed premises in Palmerston North, the Council had regard to the following factors:

- The usual trading hours of existing club licensed premises. A survey of current licensed premises was carried out in 2016. Despite some shortcomings with the results of that survey (principally, the response rate and the complexity of the data presented), it provided an indication of how licensed premises varied their trading hours from their licensed hours, and how these hours varied between "peak" and "usual" hours, and whether it was a "high" or "low" season. It indicated that most respondents to the survey held licences for longer hours than they usually traded. More than 80% of respondents indicated they held a licence to trade until midnight, however only about half of those traded as late as midnight on Saturdays during their "high" season, with most closing by 10pm or earlier.
- The current maximum trading hours permitted by the District Plan. These are zone-based, and this approach has been replicated here to avoid potentially confusing conflicting rules. When the District Plan is next reviewed, the Council may elect to remove the rules from the District Plan,

and this would enable the Council to consider an alternative method of applying maximum trading hours in future revisions of the Local Alcohol Policy. The maximum trading hours of 8am – 12am the following are less than that provided for in the District Plan in all but one location (Sunday – Thursday, in zones other than the Inner, Outer or Fringe Business Zones or the Industrial Zone); in that situation, maximum trading hours of 8am – 10.30pm have been allowed. This aligns with the hours provided for on-licensed premises in the same zones on Sunday – Thursday, fitting within the framework provided by the District Plan.

- The objectives of the District Plan and how these objectives impact on the operation of licensed premises. These objectives attempt to balance the contribution to the city of activities involving the sale of alcohol, including both social and economic contributions, with the incompatible effects that this activity can sometimes generate. The District Plan objectives reflect the resource management issues for the city and represent the broad outcomes the plan seeks to achieve, in particular "A wide range of business and economic activities are provided for", "the City Centre remains the primary focus for retail, office, commercial and cultural activities within the City. Other commercial centres will be planned to ensure that they support the primary role and function of the City Centre", "a broad range of recreation and leisure opportunities are provided for in the City which contribute towards an enhanced quality of life", and "appropriate noise standards are in place to protect noise sensitive activities".
- The likely impact of on-licensed activity on alcohol-related harm, especially that reported by Police. An alcohol and violence report for central districts produced by police shows that public place assaults are trending downwards, whereas dwelling place assaults are trending upwards. An analysis of these assaults reveals that alcohol is a recurring factor. The results reflect the change in drinking habits such as engaging in preloading. It also suggests that the effort in regulating alcohol consumption in public places is making a positive impact. Police report very few concerns arising from alcohol consumed at club licensed premises.

### Location

Applications for club licences are permitted anywhere in the Palmerston North City territorial area, subject to also complying with any restrictions in the Palmerston North District Plan on the location of activities involving the sale of alcohol.

### Explanatory notes

In determining whether to place restrictions on the location of club licensed premises, the Council had regard to the following factors:

- The District Plan already restricts the location of commercial activity in certain zones, and licensed premises may be required to gain consent under the District Plan depending on the zone in which they are to be located.
- The current location of club licensed premises in Palmerston North. Notably, the location of current club licensed premises does not conform to any easily identifiable external factor (for instance, geographic boundaries). This is likely due to the driving factor for the location of clubs being the nature of the club and its intended membership. This strongly suggests that restricting the location of clubs in Palmerston North is unlikely to have any impact on alcohol-related harm.

### Discretionary conditions

No discretionary conditions have been identified.

### Explanatory notes

In determining whether to identify discretionary conditions for club-licensed premises, the Council had regard to the fact that discretionary conditions, by their very nature, cannot be made mandatory. The identification of any such conditions, therefore, serves only as advice rather than direction to the District Licensing Committee. Omitting discretionary conditions from this policy does not limit the ability of the Committee to impose any such condition it thinks appropriate to apply to a licence application.

## Special licences

### Hours

The trading hours for a special licence are to be set at the discretion of the District Licensing Committee, and can be up to 24 hours a day having regard to the nature and duration of the event.

### Explanatory notes

In determining what the maximum trading hours should be for special licences in Palmerston North, or whether there should be location restrictions, the Council had regard to the particular need that special licences meet, namely providing for exceptions to ordinary licensing provisions for events. For this reason, special licences may be granted with trading hours up to 24 hours a day, dependent on the nature and duration of the event.

### Discretionary conditions

No discretionary conditions have been identified.

### Explanatory notes

In determining whether to identify discretionary conditions for special licences, the Council had regard to the fact that discretionary conditions, by their very nature, cannot be made mandatory. The identification of any such conditions, therefore, serves only as advice rather than direction to the District Licensing Committee. Omitting discretionary conditions from this policy does not limit the ability of the Committee to impose any such condition it thinks appropriate to apply to a licence application.

### Review

Section 97 of the Act requires that the Council review this policy within six years of it coming into force, and thereafter within six years of the most recent review. In recognition of the newness of this policy, the Council will undertake the first review of this policy two years after it comes into effect.

# Palmerston North Local Alcohol Policy

This is a summary of the Palmerston North Local Alcohol Policy. For more detail, and for explanatory notes relating to each of the policy areas, please refer to the full document.

- OBJECTIVES:**
- To minimise the harm caused by excessive or inappropriate consumption of alcohol
  - To provide clear and transparent guidance for licensing decisions
  - To reflect the views of the community with regard to the sale and supply of alcohol

## ON-LICENCES

**Hours**  
The following maximum trading hours apply to all on-licensed premises in the Palmerston North City territorial area:

Location	Applicable Days	Maximum Hours
Where the premises is on a site in the inner, outer or fringe business zone or industrial zone that fronts or adjoins a site in the Residential Zone	Sunday to Thursday	8am to 12am the following day
	Friday and Saturday	8am to 2am the following day
Where the premises is on a site in the inner, outer or fringe business zone or industrial zone that does not front or adjoin a site in the Residential Zone	Monday to Sunday	8am to 2am the following day
Where the premises is on a site in any other zone	Sunday to Thursday	8am to 10.30pm
	Friday and Saturday	8am to 12.30am the following day

The restriction on trading hours for on-licences does not apply to sales of alcohol in hotels via mini-bars (refer to section 46 of the Act).

**Location**  
Applications for an on-licence are permitted anywhere in the Palmerston North City territorial area, subject to also complying with any restrictions in the Palmerston North District Plan on the location of activities involving the sale of alcohol.

**One-way door restrictions**  
A one-way door restriction is not required to be applied to on-licensed premises in Palmerston North.

**Discretionary conditions**  
No discretionary conditions have been identified.



## OFF-LICENCES

**Hours**  
The following maximum trading hours apply to all off-licensed premises in the Palmerston North City territorial area:

Location	Applicable Days	Maximum Hours
All zones	Monday to Sunday	7am to 10pm

**Location**  
Applications for an off-licence are permitted anywhere in the Palmerston North City territorial area, subject to also complying with any restrictions in the Palmerston North District Plan on the location of activities involving the sale of alcohol.

**Discretionary conditions**  
No discretionary conditions have been identified.



## CLUB-LICENCES

**Hours**  
The following maximum trading hours apply to all club licensed premises in the Palmerston North City territorial area:

Location	Applicable Days	Maximum Hours
Where the premises is on a site in the inner, outer or fringe business zone or industrial zone that fronts or adjoins a site in the Residential Zone	Monday to Sunday	8am to 12am the following day
Where the premises is on a site in the inner, outer or fringe business zone or industrial zone that does not front or adjoin a site in the Residential Zone		
Where the premises is on a site in any other zone	Sunday to Thursday	8am to 10.30pm
	Friday and Saturday	8am to 12.30am the following day

**Location**  
Applications for club licences are permitted anywhere in the Palmerston North City territorial area, subject to also complying with any restrictions in the Palmerston North District Plan on the location of activities involving the sale of alcohol.

**Discretionary conditions**  
No discretionary conditions have been identified.



**REVIEW:** The Council will review this policy two years after it comes into effect.





## MEMORANDUM

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Appointment of Commissioners - Te Rere Hau Windfarms

**DATE:** 14 June 2017

**AUTHOR/S:** Simon Mori, Head of Planning Services, Customer Services

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### RECOMMENDATION(S) TO COUNCIL

1. That two independent Commissioners that are not on the Palmerston North City Council approved commissioners list be appointed to hear the review of the Te Rere Hau Windfarm Resource Consent conditions hearing.
2. The Chair of the panel would be either Shonagh Kenderdine or Gordon Whiting. The other being independent acoustic expert Dr Kym Burgemeister.
3. That Mr Tangi Utikere is also appointed to the panel as an independent Commissioner.

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### 1. ISSUE

Palmerston North City Council (PNCC) is undertaking a review of the conditions of the existing resource consent for the Te Rere Hau windfarm.

The need for the review has resulted from inaccuracies in the original resource consent application that have been discovered as a result of many neighbours' complaints about noise from the windfarm.

Submissions have closed and a hearing is required.

The issues to be heard in reviewing the resource consent conditions involve highly technical and complex acoustic and legal issues.

Consequently, permission is sought for independent Commissioners who are not on the PNCC approved commissioners list to be part of the hearings panel.

The Chair of the panel would be either former Environment Court Judges, Shonagh Kenderdine or Gordon Whiting (dependent on their availability).

The other Commissioner would be Dr Kym Burgemeister, an independent acoustic expert from Australia. The reason we need an Australian expert is because all of the other appropriately qualified and experienced noise experts in New Zealand have already been used by either PNCC or New Zealand Windfarm Limited through the previous Court and Resource Consent review processes.

The third commissioner would be Mr Tangi Utikere who in addition to being the Chair of PNCC Hearings Committee, also sat on PC15B (Wind Farms) and holds RMA Accreditation with Chairing Endorsement. Mr Utikere would also be able to provide a local perspective.

## **2. NEXT STEPS**

To contact and appoint two commissioners that are not on the approved PNCC hearings committee list and to appoint Mr Tangi Utikere to the Te Rere Hau Windfarm Resource Consent Hearing Panel.

## **ATTACHMENTS**

Nil

Simon Mori  
**Head of Planning Services**

## MEMORANDUM

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Appointments to the Hearings Committee

**DATE:** 26 May 2017

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

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### RECOMMENDATION(S) TO COUNCIL

1. That Councillor Duncan McCann be appointed to the Hearings Committee.

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#### 1. ISSUE

Councillor Duncan McCann has completed the necessary training to achieve the Resource Management Act (RMA) accreditation status.

#### 2. BACKGROUND

Council are required to approve the appointment of membership to Council Committees. Councillor Duncan McCann has now gained RMA accreditation and therefore is suitable for potential appointment to the Hearings Committee.

#### 3. NEXT STEPS

If approved, Councillor Duncan McCann will be appointed as a member of the Hearings Committee, effective 27 June 2017.

### ATTACHMENTS

NIL

Kyle Whitfield  
Governance & Support  
Team Leader

**ITEM 11**

## MEMORANDUM

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Discussion Document and Submission form for Māori Ward Options

**DATE:** 10 May 2017

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

ITEM 12

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### RECOMMENDATION(S) TO COUNCIL

1. That the attached discussion paper about the Māori ward options be approved for consultation, noted that this discussion paper replaces the discussion paper referred to in the Council resolution number 43.17.1 made at the Council meeting of 24 April 2017.
2. That the proposed consultation initiatives for the Māori ward options, as detailed in this memorandum, be approved.

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### 1. ISSUE

At the April 2017 meeting, the Council approved a discussion paper about the Māori ward options but approval is now sought for an amended document.

### 2. BACKGROUND

At the 26 April 2017 Council meeting, the Council decided as follows:

1. That the attached discussion paper about the Māori ward options be approved for consultation.
2. That the Mayor and Deputy Mayor be authorised to approve minor changes to the discussion paper and information to be included about consultation meetings.
3. That submissions be considered by the Council at an Extraordinary meeting to be held at 2.00 pm on Monday 2 October 2017, with submitters to be provided with an opportunity to speak to their submissions if they wish.

4. That a decision on the Māori ward options be made by the Council at its ordinary meeting to be held on Tuesday 24 October 2017.

Arising from the discussion held at that meeting, I think it desirable that the Council adopt an amended discussion document (as attached), but with the intention that the other decisions of the Council (resolution 23-17.2 to .4) remain unchanged.

In the following paragraphs, further information is set out regarding community engagement initiatives that are proposed to ensure that Māori and the wider community are able to consider the opportunities and challenges posed by the Māori ward option.

To facilitate effective consultation, it is important that the key messages contained in the discussion document are disseminated into the community of interest. So to this end, as well as using conventional methods of engagement, it is proposed to include a targeted approach to ensure that the Māori community in particular have a good understanding of the Māori ward option.

It is important for mana whenua to be involved early, so in mid-May there was to be a meeting with representatives of Rangitāne o Manawatū to brief them on the Māori ward option and to identify how they would like to engage in the process later in 2017.

Another key partner in Māori development in the city is the Te Tihi Whānau Ora Alliance, which encompasses iwi and Māori health providers from the City and wider region. This cluster is a critical network in that not only do they maintain strong relationships and communication lines with the Māori community, but also the Palmerston North Māori population includes many whānau who have close ties with iwi from the wider region. The iwi leadership network therefore is more likely to be able to both ensure that whānau are aware of the Māori ward options being proposed, as well as to potentially facilitate discussion on how their interests may be affected by this.

Another sector in the city that have strong Māori community ties are the performing arts, with the regional Tangata Rau committee who are a key coordinator of local and regional traditional Māori performance, being an example. There are also institutions like Te Manawa who host kaupapa Māori events, and have Māori representative groups that could facilitate dissemination of the Discussion Document.

There are also important representative groups in the education sector, Māori medium, bilingual and mainstream who have regular meetings and we would look to opportunities to present to these groups and provide them with materials they can convey to the whānau they work alongside. In the tertiary sector, there is expertise on Māori representation and there may be some opportunities for these experts to

either work with Council or develop their own strategies for getting messages to the community

There are also some unique 'programme' and 'project' groups such as the Ora Connect initiative, that cross between all of the sectors mentioned previously, and have a strong geographical basis in the city, which in this case is the south-western suburbs where most Māori residents live. City Council Staff are already engaged in these project teams so it will be relatively easy to convey the issues to that initiative and potentially that is a network that can better reach these communities.

The Council will also consider the venues that are used for meetings. If appropriate, some of these will be held on marae or in the venues that the community are familiar with. Staff will seek to appropriately manaaki the attendees and ensure that tikanga is appropriately utilised with regard to the venue, the community who is present, and the issues being considered.

Finally, as well as the standard notices in local newspapers and the *Square Circular*, it is also proposed that two forums be held that are advertised to the wider community. Māori wards as proposed are part of a comprehensive electoral system and the views of the wider community are important.

### 3. NEXT STEPS

Approval of the revised consultation document will enable consultation to be commenced on the Māori ward options. As previously decided, decisions will be made by the Council in October 2017 so any change to the present representation arrangements can be implemented for the 2019 local government elections.

### ATTACHMENTS

1. Discussion Document Maori Ward Option May 2017 [↓](#) 

John Annabell  
**Legal Counsel**



## DISCUSSION DOCUMENT AND SUBMISSION FORM FOR MĀORI WARD OPTIONS

### Introduction

As part of a process of reviewing its political arrangements for the local government elections to be held in October 2019, the Council has decided to consult with the community about whether or not a Māori ward or wards should be established.

The Council now invites you to have your say. The choices and issues are outlined in this paper. A submission form is also attached.

### Background

The option of having Māori wards has been developed by Parliament as a way to enhance the role of Māori in local government decision-making. Māori wards are intended to substantially represent the importance of the Māori community voice, to provide assurance that issues of priority to Māori can be more directly brought to Council, and to promote confidence in local government decision-making processes, knowing that where there is a distinctive Māori perspective related to a matter, someone will be able to interpret and weigh up the associated issues. Importantly Māori wards are intended to address a concern that local government does not at present represent Māori issues, or wider issues with real implications for the Māori community, in ways that are compelling to, and engaging of, the Māori community.

Māori wards are a way of ensuring Māori voices in the community are heard where otherwise representation would be hard to achieve. Essentially, Māori direct the same single transferable vote, that all other electors have, towards those candidates standing in a Māori ward and promoting the issues of concern for those Māori voters. A Māori ward is intended to strengthen democratic participation by giving voice to a group who, historically and currently, are under-represented and have a low level of participation in local government.

In 2005, 2008, and in 2011, the Council decided not to establish a separate Māori ward or wards for those elections. However, the Council now, if it wishes, could resolve to introduce a Māori ward or wards for the 2019 and 2022 elections or to conduct a poll. Electors could also demand a poll, regardless of whether or not the Council has considered the matter. A Council resolution to introduce a Māori ward or wards for the 2019 elections would need to be passed by 23 November 2017 whilst a poll, if held, must take place not later than 21 May 2018.

### Māori Ward Options

Since the passage of the Local Electoral Amendment Act 2002, all Councils have had the option of establishing Māori constituencies or wards by resolution of Council and challengeable by a poll of all voters. The Palmerston North City Council accordingly has

Oasis: 8797156

the option of establishing a Māori ward or wards for the 2019 and 2022 elections. The number of Māori members to be elected to the Council depends on a mathematical formula based on the Māori and general electoral populations of the city, related to the total number of councillors. For Palmerston North City, the effect of applying this formula is:

Number of Māori Councillors	1	2	3
Total Number of Councillors	5-14	15-24	25-29

Therefore, for a Council comprising 14 Councillors, the total number of Māori Councillors is one, based on rounding the formula figure of 1.43 to the nearest whole number. Similarly, for 15 Councillors, the number is 1.53, rounded to the nearest whole number, being two. It should also be noted that if there were to be one or two Māori Councillors, there would be a corresponding reduction in the number of other Councillors, unless the Council decides to increase the overall number of Councillors as a result of the representation review which is to be carried out by the Council in 2018 (see below).

For Palmerston North, the likely scenarios for a Māori ward system would be:

- (a) One ward comprising electors on the Māori roll covering the whole of the city, electing one or two Councillors. Whether one or two Councillors are elected depends on the total number of Councillors, as shown on the table above, or
- (b) Two wards comprising electors on the Māori roll covering different parts of the city, each Māori ward electing one Councillor each. This option would only be possible if the Council is to comprise 15 or more Councillors.

If a Māori ward or wards were established, the remaining Councillors would be elected by either a single ward for non-Māori electors or a number of wards, which might be along the lines of a previous ward system that applied to the Council before the 2013 elections or some other arrangement.

While the current Council comprises 15 Councillors elected on a city-wide basis, that number could change as a result of the representation review (see below). That review will also determine the number of Māori Councillors should the Council decide to establish a Māori ward or wards, and if appropriate, decide on the boundary for the Māori wards should more than one be established.

### Opportunities and Challenges

The principal advantage for establishing a Māori ward or wards is to provide a direct Māori voice on the Council. As with Māori representation at a national level, Māori representation in local government would affirm rights guaranteed to Māori as tangata whenua under the Treaty of Waitangi.

As at 30 June 2016, the overall electoral population for Palmerston North City was 86,200. Of that number, the general electoral population is 77,400 and the Māori electoral population 8,800. This represents a significant community of interest within the city. This information will be updated to 30 June 2017 early in 2018.

In terms of the actual mechanisms of the option, a significant consideration could be that those on the Māori electoral roll will only get to vote for one or two Councillors, whereas those on the general roll are likely to be able to participate in voting for a greater number of Councillors, depending on the representation arrangements (see below) that are finally approved for the city. However, as long as the affected electors are made aware of this, they are in the best position to weigh up this matter. It is likely that in choosing to be registered on the Māori roll for national elections in the first place that their priority is having a Māori voice on issues of priority for them, and in doing so have foregone voting for general candidates.

### **Consultation Meetings**

Several meetings will be held for the general public during or just before the consultation period commences on 1 August 2017. These include:

*[Information about these meetings to be added when known]*

In addition, the Council will be consulting with groups representing the Māori community.

### **Submissions and Hearing**

Submissions are invited from Tuesday 1 August 2017 through to Friday 15 September 2017. Persons wishing to speak in support of their submission will have an opportunity to do so at a Council meeting to be held at 2pm on Monday 2 October 2017.

### **Council Decision and Possible Poll**

The Council is expected to make a decision on the Māori ward option at its meeting to be held at 9am on Tuesday 24 October 2017. The Council has the choices of retaining the present position, or establish a Māori ward or wards, or alternatively could decide to conduct a poll.

If the Council decides to establish a Māori ward or wards, the number of Māori Councillors and ward boundaries will be finalised as part to the Representation Review which will be carried out in 2018 (see below).

Electors could also demand a poll if they are not happy with the Council decision. A successful poll demand must be signed by 5 percent of city electors and be lodged with the City Council by 21 February 2018.

### Representation Review

In 2018, the Council will carry out a representation review, through which the Council will address these questions:

- Whether voting for the Council will be city wide, or by wards, or a mixture of both systems, subject to any requirement to establish a Māori ward or wards.
- The number of Councillors, including the number of Councillors per ward and ward boundaries, and wards to be used for electing Councillors, including any Māori ward or wards, if appropriate.
- Whether any community boards should be established.

Once the Council has decided on its proposal for these matters, there will be an opportunity for people to make submissions and/or appeals.

### Submission Form and Further Information

A submission form covering both matters is attached. For further information please contact:

John Annabell  
Legal Counsel/Electoral Officer  
City Corporate  
Palmerston North City Council

Phone: (06) 356 8199  
Email: [john.annabell@pncc.govt.nz](mailto:john.annabell@pncc.govt.nz)

Or

Kyle Whitfield  
Governance and Support Team Leader/Deputy Electoral Officer  
City Corporate  
Palmerston North City Council

Phone: (06) 356 8199  
Email: [kyle.whitfield@pncc.govt.nz](mailto:kyle.whitfield@pncc.govt.nz)

Information is also included on the Council's website, [www.pncc.govt.nz](http://www.pncc.govt.nz)



## SUBMISSION ON MĀORI WARD OPTIONS

Please forward or post your  
submission by  
**Friday 15 September 2017** to:

**Governance Team Leader  
Palmerston North City Council  
Private Bag 11-034  
PALMERSTON NORTH 4442**

Email:  
[submission@pncc.govt.nz](mailto:submission@pncc.govt.nz)

Preferred Title: Mr / Mrs / Miss / Ms / Other .....

Name: .....

Organisation: .....

Address: .....

.....

.....

.....

Phone:

(Home) .....

(Work) .....

(Mobile) .....

Email: .....

Signature: .....

1. Please tick the box if you wish to speak to this submission before Council at a meeting to be held at 2pm on Monday 2 October 2017: ☐

2. Please indicate which electoral roll you are currently on (*this is optional*):

General Roll ☐

Māori Roll ☐

### For further information:

Visit our website: [pncc.govt.nz/consultation](http://pncc.govt.nz/consultation)

Email us: [john.annabell@pncc.govt.nz](mailto:john.annabell@pncc.govt.nz) or [kyle.whitfield@pncc.govt.nz](mailto:kyle.whitfield@pncc.govt.nz)

Telephone us: (06) 356 8199

### SUBMISSIONS CLOSE ON FRIDAY 15 SEPTEMBER 2017

#### PLEASE NOTE:

- Submissions will not be returned, so if you want a copy please keep one.
- As required by the Local Government Official Information and Meetings Act 1987, all submissions will be regarded as being publicly available, including their placement on the Council's website. You can request your contact details (but not your name) to be regarded as confidential by ticking the following box:

Withhold my contact details (but not my name) ☐

## ITEM 12 - ATTACHMENT 1

- Yes ☐ No ☐

[illegible]

- Please attach additional information if you wish.
- As stated on the front of this form, all submissions are made available to the public.



## MEMORANDUM

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Conference Opportunity - Climate Change & Business Conference

**DATE:** 20 June 2017

**AUTHOR/S:** Carly Chang, Committee Administrator, City Corporate

ITEM 13

### RECOMMENDATION(S) TO COUNCIL

1. That the Committee approve the attendance of up to XX elected member(s) to attend, with expenses paid, to Climate Change & Business Conference being held in Auckland on 10 and 11 October 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 Committee Administrator, Carly Chang, by 12 noon Friday 30 June 2017.

### 1. ISSUE

The elected members' budget for conference attendance and training opportunities is \$72,342. As at 20 June 2017 there remains \$72,342 available for the balance of the financial year ending 30 June 2018. 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	\$925.00
Transport	\$260.00
Accommodation	\$220.00

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

The programme includes:

- Hear from international expert speakers.
- An essential forum for policy-makers, local government and business addressing climate change.
- Focus on domestic and international policy, disruptive technologies, adaptation planning and litigation risks.

### 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 30 June 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

NIL

Carly Chang  
**Committee Administrator**

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 7 June 2017 Meeting

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Set out below are the recommendations only from the Planning and Strategy Committee meeting Part I Public held on 7 June 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

**35-17 Palmerston North Animals and Bees Bylaw 2011 Review - S155 Determination Report**  
Report, dated 16 May 2017 from the Policy Analyst, Ann-Marie Mori.

The **COMMITTEE RECOMMENDS**

1. That it be agreed that a bylaw is the most appropriate way of addressing the public health and safety, and nuisance problems, caused by the keeping of animals (other than dogs) within Palmerston North.

**36-17 Palmerston North Dog Control Policy 2011- Review**  
Report, dated 15 May 2017 from the Policy Analyst, Ann-Marie Mori.

The **COMMITTEE RECOMMENDS**

1. That the Committee agrees to a review of the Palmerston North Dog Control Policy 2011.

## ATTACHMENTS

Nil



## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Presentation of the Part I Public Sport and Recreation Committee Recommendations from its 7 June 2017 Meeting

ITEM 15

Set out below are the recommendations only from the Sport and Recreation Committee meeting Part I Public held on 7 June 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 16-17 Clearview Park Proposed Land Exchange

Report, dated 4 May 2017 from the Leisure Assets Planner, Jason Pilkington.

#### The COMMITTEE RECOMMENDS

1. That Palmerston North City Council, in the report *Clearview Park Proposed Land Exchange* on 7 June 2017 by Jason Pilkington, and as the administering body of Clearview Reserve, authorises the exchange of that part of the Clearview Reserve described in Appendix I (as part of Lot 1 DP 69185 & Lots 187 189 DP 67876) for the land described in Appendix II (as part of Lot 146 DP 372992) belonging to Fair Investments Ltd.
2. That Palmerston North City Council, in the report *Clearview Park Proposed Land Exchange* on 7 June 2017, by Jason Pilkington and in exercise of the powers conferred on it by delegation under the Reserves Act 1977, authorises the exchange of that part of the Clearview Reserve described in Appendix I (as part of Lot 1 DP 69185 & Lots 187 189 DP 67876) for the land described in Appendix II (as part of Lot 146 DP 372992) belonging to Fair Investments Ltd.
3. That Council note that the requirements of Section 4 of the Conservation Act 1987 have been satisfied in relation to consultation with Iwi over granting a land exchange at Clearview Reserve.
4. That Council note that the requirements of Sections 119 and 120 of the Reserves Act 1977 have been satisfied in relation to public notification prior to the resolution to enter into the land exchange at Clearview Reserve.
5. That the Chief Executive be instructed to work with the Developer to resolve the maintenance issues of the existing pathways within the

Clearview sub division.

Councillor Bruno Petrenas declared a conflict of interest and withdrew from voting and discussion on clause 16-17 above.

**ITEM 15**

**17-17 Campbell Street Campervan Carpark Trial**

Report, dated 18 May 2017 from the Leisure Assets Planner, Jason Pilkington.

The **COMMITTEE RECOMMENDS**

1. That Council continue the trial of the Campbell Street Campervan Carpark for another year to gain a better understanding of the dynamics of the site; and assess the Campbell Street Carpark within the wider context of Motorhome use in the City.
2. That Council install a security camera at the site up to the value of \$8,000.
3. That Officers report back on the Campbell Street Campervan Carpark trial in June of 2018.
4. That Officers report back to Council on a wider assessment of potential motor home sites, and with recommendations, prior to a final report on the trial of the Campbell Street Campervan Carpark.

**19-17 Memorial Park Draft Development Plan**

Report, dated 17 May 2017 from the Leisure Assets Planner, Jason Pilkington.

The **COMMITTEE RECOMMENDS**

1. That the Chief Executive be instructed to investigate options for memorial/remembrance to be included in the Memorial Park Development Plan and report back to the Committee at the September 2017 meeting.
2. That disability issues are fully reflected in the design of the park before consultation.

**ATTACHMENTS**

Nil

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Presentation of the Part I Public Community Development Committee Recommendations from its 12 June 2017 Meeting

ITEM 16

Set out below are the recommendations only from the Community Development Committee meeting Part I Public held on 12 June 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 15-17 Notice of Motion - Disability Reference Group

#### The COMMITTEE RECOMMENDS

1. That Council supports the formation of a Disability Reference Group to advise Council on disability issues noting that the Group's Terms of Reference will be subject to formal Council endorsement.
2. That the Chief Executive reports on community relationships and representations as it relates to portfolios.

### 17-17 Implications of the proposed review of the Social Housing Strategy

Memorandum, dated 19 May 2017 from the Strategy & Policy Manager, Julie Macdonald.

#### The COMMITTEE RECOMMENDS

1. That Appendix One attached to the memorandum titled "Implications of the proposed review of the Social Housing Strategy' from the Strategy and Policy Manager, Julie Macdonald, dated 19 May 2017 be received.
2. That the Council consider ceasing the conversion of bedsits to enable priority to be placed on increasing new social housing as part of the 10-year plan development and subsequent consultation.
3. That the Council is provided with further information about the implementation of Options 1C and 1D, in order to inform a

recommended change to be consulted on through the 10 Year Plan process.

**ITEM 16**

**18-17**

**Community Centres Review**

Memorandum, dated 25 May 2017 from the General Manager - Libraries and Community Services, Debbie Duncan.

The **COMMITTEE RECOMMENDS**

1. That Council reviews and approves the Action Points highlighted within this Memorandum in relation to the Community Centres workshop held 15 May 2017.
  - Organise a meeting with all lease holders / management committees with the Mayor and relevant Councillors to outline Council goals and expectations.
  - Review and update agreements, policies and charges to clearly outline responsibilities and expectations of both Council and the individual management committee on a Centre by Centre basis.
  - Asset Management Plans to be reviewed for inclusion within the 10 Year plan considerations.
  - Support individual management committees with their capacity and capability building.
  - Develop an annual satisfaction survey of users to be included as a KPI for each centre.
  - Investigate a centralised digital booking and information solution.

**ATTACHMENTS**

Nil

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 26 June 2017

**TITLE:** Presentation of the Part I Public Finance and Performance Committee Recommendations from its 19 June 2017 Meeting

ITEM 17

Set out below are the recommendations only from the Finance and Performance Committee meeting Part I Public held on 19 June 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### **44-17 Palmerston North Airport Ltd - Final Statement of Intent for 2017/18**

Memorandum, dated 1 June 2017 from the Strategy Manager Finance, Steve Paterson.

The **COMMITTEE RECOMMENDS**

1. That the Palmerston North Airport Ltd Statement of Intent for 2017/18 be endorsed.

### **45-17 Ashhurst Domain Riverbank Erosion - Update**

Memorandum, dated 8 June 2017 from the General Manager - City Networks, Ray Swadel.

The **COMMITTEE RECOMMENDS**

1. That the Committee notes:
  - a. Horizons Regional Council has committed to undertake immediate works to redirect the active river channel away from the Ashhurst Domain bank, subject to Palmerston North City Council confirming a contribution of up to \$70k for these works and applying for any associated consents.
  - b. The General Manager – City Networks provided confirmations referred to in recommendation (a) above, on a “Without Prejudice” basis.
  - c. Upon receipt of a response to Palmerston North City Council’s submission to the Horizons Proposed Annual Plan 2017/18, that further work be undertaken to prepare a tri-party

agreement between Horizons Regional Council, Palmerston North City Council and the New Zealand Transport Agency for permanent rock lining protection works along the Ashhurst Domain riverbank.

# ITEM 17

46-17

## Options for Enhanced Recycling and Waste Management Services

Memorandum, dated 2 June 2017 from the Water & Waste Services Manager, Robert van Bentum, the Rubbish and Recycling Engineer, Natasha Hickmott and the Behaviour Change & Education Co-ordinator, Samantha Battman.

### The COMMITTEE RECOMMENDS

1. That the Committee receive the report on Options for Enhanced Recycling and Waste Management Services
2. That the Committee note the range of initiatives already implemented and planned to be funded from the Waste Minimisation operational budget for 2017-18 to improve awareness, change behaviour and promote waste reduction.
3. That the range of Council approved official rubbish bags be extended to include a smaller 40 litre bag with a maximum retail price of \$1.80 including GST per bag.
4. That the Committee note that Officers will look for opportunities during 2017/18 where budget savings may allow to implement some or all of the initiatives in clauses 4.2, 4.3 and 4.6 of this report.
5. That the Committee confirms that Level 1 including removing more plastic from the waste stream, is the preferred package of enhanced services which Officers should develop further into costed proposals for consideration through the 2018-28 LTP prioritisation process.
6. That the option of kerb side green waste collection be included in costed proposals for consideration through the LTP process.
7. That the Chief Executive instruct officers to increase support for Charity Shop waste disposal to \$20,000 pa, but out of existing budgets.

49-17

## Programme 1086 LED street light upgrade

Report, dated 1 June 2017 from the Road Planning Team Leader, David Lane.

### The COMMITTEE RECOMMENDS

1. That Council authorise continuation of compliant LED street light upgrades envisaged under Programme 1086 and approve conversion of

- street lights in the phase two part of the programme in compliant streets;
2. That Council note that a further report will be presented discussing options for streets that are non-compliant, with recommendations for prioritised financial programmes to address that non-compliance.
  3. That the Chief Executive be instructed to deliver a scoping report on a) compliance standards relating to PNCC physical assets, and b) compliance status of our physical assets.

### **ATTACHMENTS**

Nil