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# **PALMERSTON NORTH CITY COUNCIL**

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## **AGENDA COUNCIL**

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**9AM, MONDAY 28 AUGUST 2017**

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

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## MEMBERSHIP

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**Grant Smith (Mayor)**

**Tangi Utikere (Deputy Mayor)**

**Brent Barrett**

**Susan Baty**

**Rachel Bowen**

**Adrian Broad**

**Gabrielle Bundy-Cooke**

**Vaughan Dennison**

**Lew Findlay QSM**

**Leonie Hapeta**

**Jim Jefferies**

**Lorna Johnson**

**Duncan McCann**

**Karen Naylor**

**Bruno Petrenas**

**Aleisha Rutherford**

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

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

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**David Wright**

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

**Palmerston North City Council**

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

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



## **COUNCIL MEETING**

28 August 2017

### **ORDER OF BUSINESS**

**1. Apologies**

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

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

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

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

**3. Confirmation of Minutes**

"That the minutes of the ordinary meeting of 26 June 2017 Part I Public and the extraordinary meeting of 7 August 2017 Part I Public be confirmed as a true and correct record."

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## **REPORTS**

- 4. Events Manawatu Trust Board - Exemption from being a Council-Controlled Organisation** Page 47

Memorandum, dated 16 August 2017 from the Strategy Manager Finance, Steve Paterson.
- 5. Caccia Birch Trust Board & Globe Theatre Trust - Exemption from being a Council-Controlled Organisation** Page 51

Memorandum, dated 21 August 2017 from the Strategy Manager Finance, Steve Paterson.
- 6. Support for Te Manawa** Page 55

Memorandum, dated 18 August 2017 from the General Manager - City Future, Sheryl Bryant and the Chief Financial Officer, Grant Elliott.
- 7. RMA Commissioner Schedule** Page 59

Memorandum, dated 4 July 2017 from the Governance & Support Team Leader, Kyle Whitfield and the Legal Counsel, John Annabell.
- 8. Changes to the Governance and Administration of the Manawatu-Wanganui Regional Disaster Relief Trust** Page 63

Memorandum, dated 20 July 2017 from the Governance & Support Team Leader, Kyle Whitfield.
- 9. Elected Member Remuneration from 1 July 2017** Page 65

Memorandum, dated 3 August 2017 from the Governance & Support Team Leader, Kyle Whitfield.
- 10. Conference Opportunity - Asia-Pacific Cycle Congress** Page 71

Memorandum, dated 16 August 2017 from the Committee Administrator, Penny Odell.

## **RECOMMENDATIONS FROM COMMITTEE MEETINGS**

- 11. Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 7 August 2017 Meeting** Page 75

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

- 12. Presentation of the Part I Public Arts, Culture and Heritage Committee Recommendations from its 14 August 2017 Meeting** Page 77

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

- 13. Presentation of the Part I Public Finance and Performance Committee Recommendations from its 21 August 2017 Meeting** Page 81

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

- 14. Presentation of the Part I Public Audit and Risk Committee Recommendations from its 21 August 2017 Meeting** Page 83

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

- 15. Exclusion of Public**

To be moved:

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

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

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
16.	Minutes of the ordinary meeting - Part II Confidential - 26 June 2017 and the extraordinary meeting - Part II Confidential - 7 August 2017	For the reasons setout in the ordinary minutes of 26 June 2017 and the extraordinary minutes of 7 August 2017, held in public present.	
17.	Director and Trustee Appointments	Privacy	s7(2)(a)
18.	Toyota Distribution Warehouse Extension - Development Contributions Payable	Negotiations	s7(2)(i)
19.	Presentation of the Part II Confidential Planning and Strategy Committee Recommendations from its 7 August 2017 Meeting	Legal Privilege	s7(2)(g)
20.	Presentation of the Part II Confidential Finance and Performance Committee Recommendations from its 21 August 2017 Meeting	Commercial Activities, Privacy and Negotiations	s7(2)(h), s7(2)(a) and s7(2)(i)

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), Acting General Manager, City Enterprises (John Lynch), General Manager, City Future (Sheryl Bryant), Acting General Manager, City Networks (Rob Green), General Manager, Customer Services (Peter Eathorne), General Manager, Libraries and Community Services (Debbie Duncan), Human Resources Manager (Wayne Wilson) and Acting Strategic Communications Manager (Jane McSweeney) 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].





## **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 26 June 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 and Bruno Petrenas.

**Apologies:** Councillor Tangi Utikere.

#### **89-17 Apologies**

Moved Grant Smith, seconded Vaughan Dennison.

#### **RESOLVED**

1. That Council receive the apologies.

#### **90-17 Petition - Street Lighting in Martin Street**

Ms Midge Janssen presented a petition signed by 42 people with the following prayer:

“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 the 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 in 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 the 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 properties 5, 13 and 21."

During discussion elected members noted that a report was coming to council regarding non-compliant lighting streets in Palmerston North and the issues with Martin Street would be included as part of that report. As an interim measure it was requested that the trees be trimmed in the street to let more light through.

Moved Rachel Bowen, seconded Brent Barrett.

#### **RESOLVED**

1. That the Chief Executive be directed to trim the trees, and explore increased illumination on Martin Street, noting that Martin Street is one of the non-compliant lighting streets that will be the subject of a report back to Council.
2. That the Council receive the Petition for information.

#### **91-17**

#### **Confirmation of Minutes**

Moved Grant Smith, seconded Vaughan Dennison.

#### **RESOLVED**

1. 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.

**92-17 Committee of Council Part I Public - 24 May 2017**

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

Moved Grant Smith, seconded Rachel Bowen.

**RESOLVED**

1. That the Committee's recommendations be adopted.

**93-17 Committee of Council Part I Public - 19 June 2017**

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

Moved Grant Smith, seconded Brent Barrett.

**RESOLVED**

1. That clause 9-17 of the Committee's recommendations be amended to read "That Standing Order 3.19.2 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."
2. That clause 10.7 of the Committees recommendation be amended to read "That Council increase the event support budget by \$180,000 by budget adjustments without impacting total rates".
3. That the balance of the Committee's recommendations be adopted.

**REPORTS**

**94-17 Setting of Rates for 2017/18**

Memorandum, dated 20 June 2017 from the Strategy Manager Finance, Steve Paterson.

Moved Grant Smith, seconded Duncan McCann.

**RESOLVED**

1. That the resolution to set the rates for the 2017/18 year, attached as

Appendix One to the report titled "Setting of Rates for 2017/18 and dated 20 June 2017, and appended to these minutes, 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.

**95-17**

**Resolutions to Authorise Borrowing**

Memorandum, dated 20 June 2017 from the Strategy Manager Finance, Steve Paterson.

Moved Grant Smith, seconded Leonie Hapeta.

**RESOLVED**

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.

**96-17**

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

Report, dated 23 May 2017 from the Policy Analyst, Peter Ridge.

Moved Grant Smith, seconded Vaughan Dennison.

**RESOLVED**

1. That the Statement of Proposal, including the draft Palmerston North Local Alcohol Policy, attached as attachment two 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.

On clause 96-17 above a division was called, the clause was carried 7 votes to 5, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Rachel Bowen, Gabrielle Bundy-Cooke, Vaughan Dennison, Jim Jefferies, Duncan McCann and Bruno Petrenas.

**Against:**

Councillors Brent Barrett, Adrian Broad, Lew Findlay QSM, Lorna Johnson and Karen Naylor.

**Note:**

Councillors Susan Baty and Leonie Hapeta declared a conflict of interest and withdrew from discussion and voting on clause 96-17 above.

**97-17**

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

Memorandum, dated 14 June 2017 from the Head of Planning Services, Simon Mori.

Moved Grant Smith, seconded Leonie Hapeta.

**RESOLVED**

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.

**98-17**

**Appointments to the Hearings Committee**

Memorandum, dated 26 May 2017 from the Governance & Support Team

Leader, Kyle Whitfield.

Moved Grant Smith, seconded Susan Baty.

**RESOLVED**

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

**Note:**

Councillor Duncan McCann declared a conflict of interest and withdrew from discussion and voting on clause 98-17 above.

**99-17**

**Discussion Document and Submission form for Maori Ward Options**

Memorandum, dated 10 May 2017 from the Legal Counsel, John Annabell.

Moved Grant Smith, seconded Leonie Hapeta.

**RESOLVED**

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.

On a motion:

- “1. That the attached discussion paper about the Māori ward representation options be approved for consultation, subject to amendments to broaden the discussion to models to achieve improved participation of Maori in council decision making (such as Maori Standing committees and Iwi Partnership models) 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 representation options, as detailed in this memorandum, be approved”,

a division was called and the motion was lost 6 votes to 8, the voting being as follows:

**For:**

Councillors Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Karen Naylor and Bruno Petrenas.

**Against:**

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Gabrielle Bundy-Cooke, Leonie Hapeta, Jim Jefferies, Lorna Johnson and Duncan McCann.

**100-17**

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

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

Chang.

Moved Grant Smith, seconded Vaughan Dennison.

**RESOLVED**

1. That the Committee approve the attendance of up to two elected members to attend, with expenses paid, the Climate Change & Business Conference being held in Auckland on 10 and 11 October 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 Friday 30 June 2017.

**RECOMMENDATIONS FROM COMMITTEE MEETINGS**

**101-17 Planning and Strategy Committee Part I Public - 7 June 2017**

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

Moved Duncan McCann, seconded Jim Jefferies.

**RESOLVED**

1. That the Committee's recommendations be adopted.

**102-17 Sport and Recreation Committee Part I Public - 7 June 2017**

Consideration was given to Sport and Recreation Committee recommendations as appended to these minutes.

Moved Leonie Hapeta, seconded Duncan McCann.

**RESOLVED**

1. That the Committee's recommendations be adopted.

**Note:**

Councillor Bruno Petrenas declared a conflict of interest and withdrew from discussion and voting on clause 102-17 above.

**103-17 Community Development Committee Part I Public - 12 June 2017**

Consideration was given to Community Development Committee recommendations as appended to these minutes.

Moved Rachel Bowen, seconded Leonie Hapeta.

## RESOLVED

1. That the Committee's recommendations be adopted.

### 104-17 Finance and Performance Committee Part I Public - 19 June 2017

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

Moved Susan Baty, seconded Jim Jefferies.

## RESOLVED

1. That the Committee's recommendations be adopted.

## EXCLUSION OF PUBLIC

### 105-17 Recommendation to Exclude Public

Moved Grant Smith, seconded Jim Jefferies.

## 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
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	Commercial Activities	s7(2)(h)



	7 June 2017 Meeting		
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.

Head of Building Services (Leigh Sage), because of his knowledge and ability to assist the meeting in speaking to his 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 11.35am

Confirmed 28 August 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

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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

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

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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

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

## 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

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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.

**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

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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.

**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

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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.

#### **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

## 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

PALMERSTON NORTH CITY COUNCIL

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> </ul>

		<ul style="list-style-type: none"> <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> <li>• Property over two hectare in area where residential use is a permitted activity under the City's District Plan</li> </ul> </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</li> </ul>

		<p>the sewage disposal system</p> <ul style="list-style-type: none"> <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> <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





## 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 August 2017, commencing at 9.03am

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

**Apologies:** Councillor Leonie Hapeta.

Councillor Vaughan Dennison entered the meeting at 2.18pm during consideration of clause 112. He was not present for clause 111.

Councillor Susan Baty entered the meeting at 2.28pm during consideration of clause 112. She was not present for clause 111.

#### **111-17 Apologies**

Moved Grant Smith, seconded Tangi Utikere.

#### **RESOLVED**

1. That Council receive the apologies.

Clause 111-17 above was carried 13 votes to 0, the voting being as follows:

#### **For:**

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

The meeting adjourned at 9.04am.

The meeting resumed at 2.14pm

When the meeting resumed Councillors Susan Baty, Vaughan Dennison and Tangi Utikere were not present.

### **REPORTS**

**112-17 Council submission on Geographical Areas: Review of Area Unit Names**  
Memorandum, dated 12 July 2017 from the Economic Policy Advisor, Peter Crawford.

Councillor Vaughan Dennison entered the meeting at 2.18pm  
Councillor Susan Baty entered the meeting at 2.28pm

Moved Vaughan Dennison, seconded Karen Naylor.

**RESOLVED**

1. That the draft submission to Statistics New Zealand on Geographical Areas: Review of Area Unit Names be approved.
2. That the Mayor and Deputy Mayor be authorised to make minor amendments to the draft submission.

Clause 112-17 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**113-17**

**Section 17A Reviews**

Memorandum, dated 13 July 2017 from the Head of Community Planning, Andrew Boyle.

Moved Grant Smith, seconded Vaughan Dennison.

**RESOLVED**

1. That Parks, Recreation and Sportsfields be governed, funded and delivered by the Council.
2. That Libraries and Community Development be governed, funded and delivered by the Council.
3. That Roading be governed and funded by the Council (and NZTA funding contributions), with service delivery by a mix of private sector and Council.
4. That Refuse and Recycling be governed, funded and delivered by the Council.
5. That the Crematorium be governed, funded and delivered by the Council.
6. That a stage 2 review be carried out into the best governance, funding and service delivery model for Arts and Culture.

Clause 113-17 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**114-17 Inquiry into the 2016 Local Authority Elections**

Memorandum, dated 24 July 2017 from the Legal Counsel, John Annabell.

Moved Vaughan Dennison, seconded Lorna Johnson.

**RESOLVED**

1. That Council does make a submission to the Justice and Electoral Select Committee concerning the Inquiry into the 2016 Local Authority Elections regarding online voting in 2019 and harmonisation of local government electoral systems to STV.

Clause 114.1 above was carried 11 votes to 2, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson and Karen Naylor.

**Against:**

Councillors Duncan McCann and Bruno Petrenas.

Moved Vaughan Dennison, seconded Susan Baty.

2. That the Mayor and Deputy Mayor be authorised to approve the content of the submission on behalf of the Council.

Clause 114.2 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

Moved Grant Smith, seconded Lew Findlay QSM.

**Note:**

On a motion "That Council do not make a submission to the Justice and Electoral Select Committee concerning the Inquiry into the 2016 Local Authority Elections", the motion was lost 4 votes to 9, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Adrian Broad, Lew Findlay QSM and Bruno Petrenas.

**Against:**

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Gabrielle Bundy-Cooke, Vaughan Dennison, Jim Jefferies, Lorna Johnson, Duncan McCann and Karen Naylor.

**EXCLUSION OF PUBLIC**

**115-17 Recommendation to Exclude Public**

Moved Grant Smith, seconded Adrian Broad.

**RESOLVED**

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

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

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
7.	Appointment of Commissioners - Te Rere Hau Windfarms - Revocation of Previous Decision	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.

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), Acting General Manager, Libraries and Community Services (Ian Littleworth), Human Resources Manager (Wayne Wilson) and Acting Strategic Communications Manager (Jane McSweeney) 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.

Clause 115-17 above was carried 13 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna

Johnson, Duncan McCann, Karen Naylor and Bruno Petrenas.

The public part of the meeting finished at 2.50pm

Confirmed 28 August 2017

**Mayor**



## MEMORANDUM

**TO:** Council

**MEETING DATE:** 28 August 2017

**TITLE:** Events Manawatu Trust Board - Exemption from being a Council-Controlled Organisation

**DATE:** 16 August 2017

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

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### RECOMMENDATION(S) TO COUNCIL

1. That the Events Manawatu Trust Board be exempted from being a Council-Controlled Organisation effective from 16 August 2016 pursuant to section 7(3) Local Government Act 2002.

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#### 1. ISSUE

The Events Manawatu Trust Board (the Trust) was established by deed dated 17 September 2011. As from 16 August 2016 the power to appoint and remove trustees was transferred from Destination Manawatu Inc to Central Economic Development Agency Ltd (CEDA).

It has recently been realised that this transfer means the Trust is deemed to be a council-controlled organisation (CCO) – due to the CEDA's ownership by the City and Manawatu District Councils.

The CCO status of the Trust brings with it accountability requirements which are onerous and until the future role and form of the Trust is determined the pragmatic short term solution is to exempt the Trust from being a CCO. To be effective this resolution needs to be passed by both the City and Manawatu District Councils before 30 September 2017.

#### 2. BACKGROUND

The Trust was originally formed as a potential vehicle through which significant funding for events could be channelled. Since being transferred to CEDA the Trust has not been utilised and it has incurred no transactions. It has funds amounting to less than \$500. There has been discussion about the possibility of making changes to the Trust Deed designed to make the Trust no longer a CCO. The way forward has yet to be finally determined.

As a CCO the Office of the Auditor General is required to appoint an auditor for the Trust and the Trust has requirements to prepare statements of intent and half year and annual reports. Unless the Trust is exempted from being a CCO before 30 September 2017 these requirements will need to be attended to.

The Councils have the ability to exempt an organisation from being a CCO having considered:

- The nature and scope of the activities provided by the organisation; and
- The costs and benefits, if an exemption is granted, to the local authority, the CCO and the community.

Given the Trust is currently not active every effort should be made to minimise the costs of administering it.

An exemption will last for three years before it is required to be reviewed but it can be reviewed sooner than this if circumstances change.

### 3. NEXT STEPS

Assuming the recommendation is adopted by both the City and Manawatu District Councils before 30 September 2017 the Trust will be exempted from being a CCO and the need to comply with the onerous accountability requirements.

### 4. COMPLIANCE AND ADMINISTRATION

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

### ATTACHMENTS

Nil

Steve Paterson  
Strategy Manager Finance







## MEMORANDUM

**TO:** Council

**MEETING DATE:** 28 August 2017

**TITLE:** Caccia Birch Trust Board & Globe Theatre Trust - Exemption from being a Council-Controlled Organisation

**DATE:** 21 August 2017

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

### RECOMMENDATION(S) TO COUNCIL

1. That the Caccia Birch Trust Board be exempted from being a Council-Controlled Organisation pursuant to section 7(3) Local Government Act 2002.
2. That, subject to receipt of a formal request to do so from the Globe Theatre Trust Board, the Globe Theatre Trust be exempted from being a Council-Controlled Organisation pursuant to section 7(3) Local Government Act 2002.

### 1. ISSUE

The Caccia Birch Trust Board (Caccia Birch) has been concerned about the cost of the annual audit and this matter was addressed in a report (presenting the final Statements of Intent for the year) to the 14 August meeting of the Arts, Culture and Heritage Committee.

The Committee has recommended to the Council that the process be initiated to exempt Caccia Birch from being a council-controlled organisation (CCO).

The Globe Theatre Trust (the Globe) is a similar entity in terms of relationship with the Council and size from a financial perspective. This report suggests the Globe also be exempted from being a CCO.

### 2. BACKGROUND

#### Caccia Birch

The Arts, Culture and Heritage Committee has recommended to the Council as follows:

*"That the Council authorise commencement of the process of exempting Caccia Birch as a reporting CCO under s 7 of the Local Government Act 2002 and Councillors confirm that the*

*ongoing reporting requirements are to be similar to current requirements, and Council does not require an audit of Caccia Birch and the budgets reduced accordingly, subject to Audit New Zealand agreement.”*

## ITEM 5

As a registered charity (under the Charities Act 2005) Caccia Birch is not required to be audited or reviewed unless its operating expenditure exceeds \$500,000. It is less than this. However the trustees may decide some level of review is still prudent, especially if it is seeking funding from grant agencies.

Whatever action is taken Caccia Birch remains a subsidiary and is therefore part of the Council’s group financial statements.

The Council wishes to maintain the present accountability requirements which involve inter alia:

- Preparing an annual statement of intent or similar, and
- Preparing six monthly and annual financial statements in the form and within the timeframes prescribed by the Council

The main aim of any change is to try to reduce the audit costs which apply as a CCO.

There are a number of steps required to achieve this including:

- Exempting Caccia Birch from being a CCO
- Changing the Trust Deed which currently requires an annual audit
- The Trustees deciding what level of assurance they wish to obtain for financial statements prepared for them – they may decide they prefer an annual review rather than an audit
- Liaising with Audit NZ and the Office of the Auditor-General regarding the appointment of auditor

Council has the ability to exempt an organisation from being a CCO having considered:

- The nature and scope of the activities provided by the organisation; and
- The costs and benefits, if an exemption is granted, to the local authority, the CCO and the community.

An exemption will last for three years before it is required to be reviewed but it can be reviewed sooner than this if circumstances change.

Exempting Caccia Birch from being a CCO will not by itself reduce the audit requirements or fees but gives options if the remaining steps are followed. The Council has the ability to

obtain whatever level of assurance it requires from the Trust as a condition of its grant funding.

## The Globe

The Globe is currently a CCO of a similar financial size to Caccia Birch. Its Trust Deed requires an annual audit by the Office of the Auditor-General.

The Council has not made any resolutions in relation to the future accountability requirements for the Globe but it has been assumed there would be no desire to reduce the present arrangements which are the same as described above for Caccia Birch.

If the Trustees wished to attempt to reduce the audit costs and were satisfied with something less onerous than a full audit then the same steps as mentioned above for Caccia Birch would need to be followed. Exempting the Globe from being a CCO provides this flexibility for the Council and the Trustees if this course were to be followed. At the date of this report the formal views of the Globe's Board are not known.

## 3. NEXT STEPS

Assuming the recommendations are adopted it is understood the organisations will immediately become exempt from being CCOs. Further discussions will be held with the respective Trust Boards, Audit NZ and the Office of the Auditor-General to progress the next phases including modification of the Trust Deeds and determining what audits or reviews are to be undertaken for 2017/18 and beyond.

## 4. COMPLIANCE AND ADMINISTRATION

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

## ATTACHMENTS

NIL

Steve Paterson  
Strategy Manager Finance

**ITEM 5**

## MEMORANDUM

**TO:** Council

**MEETING DATE:** 28 August 2017

**TITLE:** Support for Te Manawa

**DATE:** 18 August 2017

**AUTHOR/S:** Sheryl Bryant, General Manager - City Future, City Future  
Grant Elliott, Chief Financial Officer, City Corporate

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### RECOMMENDATIONS TO COUNCIL

1. That funding support of \$40,000 be provided to Te Manawa in order to progress high level planning and business case development for Options A (new build museum) and B (repurpose/ new build museum) to enable consideration of its proposals as part of the Long Term Plan process.
2. That the funding support referred in recommendation 1 be approved as an unbudgeted item.

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### 1. ISSUE

Te Manawa presented to the August 2017 Arts, Culture and Heritage Committee its proposal for a new museum.

The Committee recommended:

That the Concept Plan be developed further into a staged Master Plan with business case support for the Long Term Plan consideration.

That the Chief Executive be instructed to report back to the August Council meeting on how to best achieve the recommendation above.

### 2. BACKGROUND

Te Manawa presented 4 options to the Committee. Option A (\$45–58m capex) is a new purpose-built museum and Option B (\$30-35m capex) is a mix of repurposing and new build. Option C (\$11-14m capex) is a completion of the earthquake strengthening works and a

beef-up of exhibition space and storage along with digital enhancements. Option D (\$5–7m) is completion of the earthquake strengthening works.

The General Manager City Future and the Chief Financial Officer, along with the Acting General Manager Libraries and Community Services, have since met with Andy Lowe, Chief Executive of Te Manawa and Board Member, Tyson Schmidt.

Attached is an outline of the next steps and timeframe for progressing Options A and B. To enable any consideration of Te Manawa’s proposals in the Long Term Plan, the master plan and business case information will be required by late October/ early November. Te Manawa has advised that work can be progressed to provide a high level plan and business case to meet this timeframe. The total cost for this work is \$65,000. Te Manawa has been working with consultants so the support being sought from the Council is a contribution of \$40,000 toward this amount.

### 3. NEXT STEPS

If the Council approves funding support, Te Manawa will progress the high level planning and business case development for Options A and B to enable consideration as part of the Long Term Plan process.

### 4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	<b>Yes</b>
If Yes quote relevant clause(s) from Delegations Manual	
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	
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>No</b>
Is there funding in the current Annual Plan for these actions?	<b>No</b>
Are the recommendations inconsistent with any of Council’s policies or plans?	<b>No</b>

### ATTACHMENTS

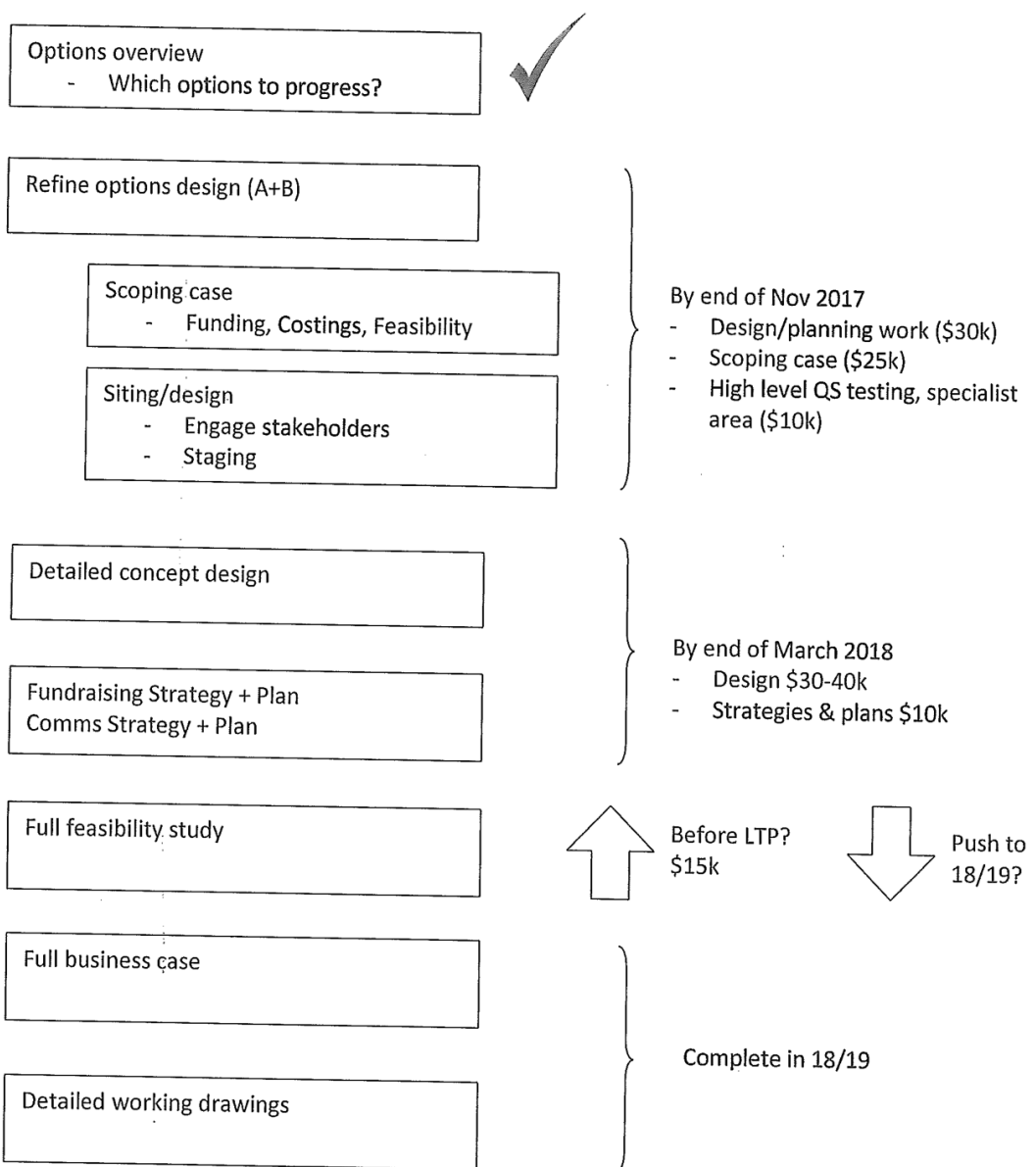
1. Te Manawa Proposal - Outline of Steps and Timeframe  

Sheryl Bryant  
General Manager - City  
Future

Grant Elliott  
Chief Financial Officer







## MEMORANDUM

**TO:** Council

**MEETING DATE:** 28 August 2017

**TITLE:** RMA Commissioner Schedule

**DATE:** 4 July 2017

**AUTHOR/S:** Kyle Whitfield, Governance & Support Team Leader, City Corporate  
John Annabell, Legal Counsel, City Corporate

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### RECOMMENDATION(S) TO COUNCIL

1. That the Resource Management Act 1991 Commissioner Schedule be reviewed in the manner indicated in this memorandum.

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#### 1. ISSUE

The RMA Commissioner Schedule is in need of review. At the Council meeting of 15 December 2014 it was resolved that the "RMA Commissioner Schedule be extended to 31 December 2017 or until their appointments are further reviewed, whichever came first". To meet that deadline a process is required to be set in train.

#### 2. BACKGROUND

Commissioners are engaged to hear matters and/or make decisions when the Council itself is an applicant or the application is one in which the Council has a significant and/or pecuniary interest. Commissioners may also be engaged to consider matters which are highly complex or technical, or if parties involved request hearings to be run by Commissioners.

At the Planning and Policy Committee meeting of 2 August 2010 it was decided that the RMA Commissioner Schedule would be reviewed every three years, after each Local Authority election. At the Council meeting of 15 December 2014 the current RMA Commissioner Schedule was approved.

It is proposed that the RMA Commissioner Schedule be reviewed.

The proposed review will involve:

- Canvassing all current external appointees to see if they wish to remain on the RMA Commissioner Schedule.
- Advertising for new registrations of interest.
- Actively approaching people officers identify as may be interested.
- Checking the current accreditation status of all appointees.
- Ensuring persons recommended for appointment are agreeable to the Council's payment and taxation procedures.
- Consideration of applications by a selection panel consisting of Chairperson of the Hearings Committee, the Chairperson Planning and Strategy Committee, Legal Counsel, City Planner Manager and Head of Planning Services.
- Report back with recommendations to Council for the appointment of individuals to the schedule, to be appointed until 31 December 2020, or to an earlier date in 2020 if a review is completed earlier that year.

### 3. NEXT STEPS

A review of the Resource Management Act Commissioner Schedule be required to be undertaken and to be completed by 31 December 2017 at the latest.

The recommended process is very similar to that used for the appointment of external commissioners just over three years ago.

### 4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	<b>Yes</b>
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>No</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

Nil

Kyle Whitfield  
Governance & Support  
Team Leader

John Annabell  
Legal Counsel





## MEMORANDUM

**TO:** Council

**MEETING DATE:** 28 August 2017

**TITLE:** Changes to the Governance and Administration of the Manawatu-Wanganui Regional Disaster Relief Trust

**DATE:** 20 July 2017

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

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### RECOMMENDATION(S) TO COUNCIL

1. To confirm the appointment of Cr Vaughan Dennison as the Palmerston North City Council representative on the Manawatu-Wanganui Regional Disaster Relief Trust Board.

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#### 1. ISSUE

The purpose of this report is to discuss to confirm Palmerston North City Council's representative under those proposed changes.

#### 2. BACKGROUND

The Disaster Trust was first set up in March 2004 as a response to the February 2004 flood event. The purpose of the Disaster Trust is as follows:

- To provide financial and any other relief or assistance to meet the welfare and other needs of people who have suffered any damage or loss following a significant natural or man-made disaster in the Manawatu-Wanganui Region or elsewhere in New Zealand.
- To seek public donations and raise funds.

It was acknowledged that the Disaster Trust has the ability to form a critical function attracting donations and assistance in the event of a disaster and it would be beneficial to have Elected members represented in the event of a major disaster.

As a result of this discussion it was formally resolved that the Mayors/Chair, or their elected representative be appointed as a Trustee to the Disaster Trust.

It should be noted that the Regional Chair's resolved to appoint Mayors/Chairs or their delegates. However, the constitution requires respective councils to appoint their own trustee.

At the Inaugural Council meeting on the 26 October 2016 Council appointed Cr Vaughan Dennison as our representative.

### 3. NEXT STEPS

Note the recommendations and re-confirm Cr Vaughan Dennison as the Palmerston North City Council representative.

### 4. COMPLIANCE AND ADMINISTRATION

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

### ATTACHMENTS

Nil

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



## MEMORANDUM

**TO:** Council

**MEETING DATE:** 28 August 2017

**TITLE:** Elected Member Remuneration from 1 July 2017

**DATE:** 8 March 2017

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

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### RECOMMENDATION(S) TO COUNCIL

1. That Council note the determination by the Remuneration Authority which is effective as at 1 July 2017.
2. That Council do not utilise the additional distribution of the \$17,198;  
or  
That Council utilise the additional distribution of the \$17,198 and make a recommendation to the Authority accordingly.

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### 1. ISSUE

The Remuneration Authority (Authority) has now informed us of their new determination for local government elected members which is effective from 1 July 2017.

The determination has already been gazetted as of the 31 July 2017 and is available on their website.

The Authority has increased remuneration for all Elected Members by 1.7%, which reflects the increase in the Labour Market Statistics for the public sector in the year ending March 2017.

### 2. BACKGROUND

Other than differences in remuneration as listed in table 2 below, the authority has made some other changes to:

- Hearing Fees
- Acting Mayor

- Vehicle Mileage and travel time
- Communication allowance

### Hearing Fees

The first significant change is that hearing fees for district and regional plans and regional policy statements will be treated the same way as fees for resource consent hearings. This removes the necessity for councils to have to apply to the Authority to be able to put aside a budget for plan hearing fees and then to have no ability to change that budget should requirements change over the year in question.

The reasoning is that Elected Members are now having to be accredited commissioners and are increasingly working alongside external commissioners in this work. You will see that rather than a flat fee, the Authority has allowed fees up to \$100.00 an hour for Chairs of hearings and up to \$80.00 for other Members.

### Acting Mayor

Another change that the authority felt needed to be formally clarified is the situation of a member acting in the position of Mayor as a result of a vacancy or temporary absence of the incumbent.

If the incumbent is not being paid (either as a result of resignation or through having been granted formal unpaid leave by the council) then the person acting in the role must be paid the full remuneration and allowances attached to the role for the period of their tenure. This package would replace that member's normal remuneration package.

### Vehicle mileage and travel time

The Authority has removed the "30 km" rule which required that distance to be deducted from a mileage claim to and from the council office – 30 km being a proxy for a normal commuting distance by any worker.

The mileage allowance for Elected Members using their own vehicles is now set at 73 cents (down from 74 cents) per kilometre for the first 10,000 km (up from 5,000 km) and 37 cents per km for distances over that. For electric vehicles the first 10,000 km rate will be 81 cents. These are the current IRD rates.

### Communication Allowances

The Authority has now altered the amount which can be claimed as part of the communication allowance.

**Table 1 – Communication Allowance**

Particular	Current	New
Internet	\$250.00	\$400.00
Personal Computer or Laptop	\$150.00	-
Electronic Tablet	\$150.00	-
Personal computer, laptop or tablet (if not council supplied)	-	\$200.00
Multi-functional printer	\$40.00	\$40.00
Mobile Phone	\$60.00	\$150.00
Mobile Phone Allowance (if not council supplied)	\$400.00	\$400.00
<b>Total</b>	<b>\$1,050.00</b>	<b>\$1,190.00</b>

**Table 2 – Annual Remuneration**

Position	Approved - Annual Remuneration
Mayor	\$134,271
Deputy Mayor and Chair Hearings Committee and Chair CEO Performance Panel	\$64,228
Chair Finance and Performance Committee and Deputy Chair Hearings Committee	\$52,268
Chair Arts, Culture and Heritage Committee and Deputy Chair Community Development	\$48,946
Chair Economic Development Committee	\$50,938
Chair Audit and Risk Committee	\$47,617
Chair Sport and Recreation Committee and Deputy Chair Economic Development Committee	\$50,939
Deputy Chair Finance and Performance Committee and Deputy	\$48,946

## ITEM 9

Chair Arts, Culture and Heritage Committee	
Chair Planning and Strategy Committee and Deputy Chair Sport and Recreation Committee and CEO Performance Panel	\$53,597
Deputy Chair Audit and Risk Committee	\$45,624
Chair Community Development Committee and Deputy Chair Planning and Strategy Committee	\$50,939
Councillor	\$44,294

### Additional Fund

With the Authority now removing the need to have a specific amount for 'District Plan Review Meeting Fees' this has left an additional \$17,198 which has now not been utilised. If Council decide to redistribute this amount, then approval would need to be obtained by the authority.

Council is allowed to distribute two times the Councillor salary to fund for things like additional duties etc. In the past this has been divided between paying the Deputy Mayor, Chairs and Deputy Chairs additional remuneration for their roles.

With Council's agreement, the redistribution of this could be utilised to provide extra remuneration to Councillors due to the increase in workshops, some or all portfolio holders for the extra duties, or distributed as a percentage to the Deputy Mayor, Chairs and Deputy Chairs as is the current practice for utilising this additional funding.

### 3. NEXT STEPS

Decide on the appropriate distribution or not, and inform the Authority of the Council's decision and request approval if need be.

Inform payroll of the new amounts.

Changes to the 'Elected Member Expense Policy' will also need to be actioned to take into account the new approved expenses from the Authority.

### 4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>Yes</b>
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>No</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**

Nil

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



## MEMORANDUM

**TO:** Council

**MEETING DATE:** 28 August 2017

**TITLE:** Conference Opportunity - Asia-Pacific Cycle Congress

**DATE:** 16 August 2017

**AUTHOR/S:** Penny Odell, Committee Administrator, City Corporate

ITEM 10

### RECOMMENDATION(S) TO COMMITTEE

1. That the Committee approve the attendance of up to XX elected member(s) to attend, with expenses paid, to Asia-Pacific Cycle Congress being held in Christchurch on Wednesday 18 to Friday 20 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 Advisor, Penny Odell, by 12 noon Thursday 31 August 2017.

### 1. ISSUE

The elected members' budget for conference attendance and training opportunities is \$72,336. As at 24 July 2017 there remains \$72,336 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	\$1,050.00 incl GST (early bird)
Day Registration	\$450.00 per day
Transport	\$440.00
Accommodation	\$210.00 per day

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 Asia-Pacific Cycle Congress brings together world renowned speakers to consider how to harness new technology and innovation in delivering the benefits of cycle networks to communities.

There are a number of sessions relevant to PNCC including “Understanding the value of Bikes in Schools: Preliminary results from a three-year evaluation” and “He Ara Kotahi – the 'Karakā tree bridge'”.

Further details regarding the conference, including the programme, can be found at <http://www.apcc2017.com/apcc17/home>

## 3. NEXT STEPS

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

If Council 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 Thursday 31 August 2017), the Committee Administrator will advise the Mayor and Deputy Mayor of the interest received, for them to make a decision on the successful registrant(s).

Once the Mayor and Deputy Mayor 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

Penny Odell  
**Committee Administrator**







## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 28 August 2017

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

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

### **1-17 Events Waste Management & Minimisation**

Memorandum, dated 25 July 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.

Moved Vaughan Dennison, seconded Bruno Petrenas.

#### The **COMMITTEE RECOMMENDS**

1. That Committee receive this memo on Events Waste Management & Minimisation.
2. That the Committee endorse the proposed adoption of a zero waste approach to events by mandating the use of 100% compostable food containers and utensils for all Council funded or significant events held on Council land, where an Event Waste Management and Minimisation Plan is required.
3. That the Committee approve additional new unbudgeted capital expenditure of \$35,000 for Events Waste Management Infrastructure.

## **ATTACHMENTS**

Nil



## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 28 August 2017

**TITLE:** Presentation of the Part I Public Arts, Culture and Heritage Committee Recommendations from its 14 August 2017 Meeting

ITEM 12

Set out below are the recommendations only from the Arts, Culture and Heritage Committee meeting Part I Public held on 14 August 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 19-17 Deputation - Te Manawa

#### The COMMITTEE RECOMMENDS

1. That the Arts, Culture and Heritage Committee receive the deputation for information.
2. That the presentation be referred to the Long Term Plan process.
3. That the Concept Plan be developed further into a staged Master Plan with business case support for the Long Term Plan consideration.
4. That the Chief Executive be instructed to report back to the August Council meeting on how to best achieve recommendation 3.

### 20-17 Deputation - Palmerston North History Project

#### The COMMITTEE RECOMMENDS

1. That the Arts, Culture and Heritage Committee receive the deputation for information.
2. That the request for financial support be referred to the Chief Executive.

### 18-17 Asset Management of Palmerston North Public Art and Register of Council Owned Artwork

Memorandum, dated 21 July 2017 from the Arts Coordinator, Gillian Tasker.

#### The COMMITTEE RECOMMENDS

1. That Council receive the report titled "Asset Management of Palmerston North Public Arts and Register of Council Owned Artwork" and dated 21

July 2017, from the Arts Coordinator, Gillian Tasker, and that it be referred to the Long Term Plan process.

2. That the Chief Executive is instructed to maintain a register of public artworks, including significant works, subject to recommendation 1.

## 22-17 **Military History Exhibition Facility Feasibility Study - extension of scope**

Memorandum, dated 28 July 2017 from the Manager - Community Engagement, Ian Littleworth.

### The **COMMITTEE RECOMMENDS**

1. That the memorandum titled "Military History Exhibition Facility Feasibility Study – extension of scope" and dated 28 July 2017 from the Manager – Community Engagement, Ian Littleworth, be received.
2. That the scope of the feasibility study be extended to also include wider museum/heritage issues and opportunities as well as a military history exhibition facility.
3. That the feasibility study be renamed "Military History/Heritage issues and options" to reflect the broader scope of the programme and report back to the November Arts, Culture and Heritage Committee meeting.

## 24-17 **Funding for the Arts**

Memorandum, dated 28 July 2017 from the Community Funding Coordinator, Rebecca Hofmann.

### The **COMMITTEE RECOMMENDS**

1. That the memorandum titled "Funding for the Arts" and dated 28 July 2017 from the Community Funding Coordinator, Rebecca Hofmann be received as information.
2. That the Appendix information is referred to the planned review of the Community Funding Policy.
3. That the Chief Executive develop a policy to direct the PNCC contribution to the Creative Communities New Zealand scheme.

## 23-17 **Presentation of Finalised Statements of Intent 2017-2020 for Council-Controlled Organisations (Cultural)**

Report, dated 28 July 2017 from the Community Funding Coordinator,

Rebecca Hofmann and the Management Accountant, Matt Duxfield.

The **COMMITTEE RECOMMENDS**

1. That the Statement of Intent 2017-2020 submitted by Caccia Birch Trust Board be approved and Council authorises an increase of \$4,431 in Council budget for 2017/18.
2. That the Statement of Intent 2017-2020 submitted by Regent Theatre Trust be approved.
3. That the Statement of Intent 2017-2020 submitted by Globe Theatre Trust Board be approved.
4. That the Statement of Intent 2017-2020 submitted by Te Manawa Museums Trust be approved.
5. That Council authorise commencement of the process of exempting Caccia Birch as a reporting CCO under s 7 of the Local Government Act 2002 and Councillors confirm that the ongoing reporting requirements are to be similar to current requirements, and Council does not require an audit of Caccia Birch and the budgets reduced accordingly, subject to Audit New Zealand agreement.

ITEM 12

**ATTACHMENTS**

Nil





## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 28 August 2017

**TITLE:** Presentation of the Part I Public Finance and Performance Committee Recommendations from its 21 August 2017 Meeting

ITEM 13

Set out below are the recommendations only from the Finance and Performance Committee meeting Part I Public held on 21 August 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 58-17 Section 17A Review Venues & Events Palmerston North

#### The COMMITTEE RECOMMENDS

1. That given the information within the report entitled: Section 17A Review Venues and Events Palmerston North dated 25 July 2017 on the considerable advancement and achievements in relation to previously highlighted areas for improvement and recommendations from the independent reviews undertaken by Horwarth HTL and Freeman Associates it is recommended:
  1. That the Palmerston North Conference & Function Centre continues to be run in house under joint management alongside Central Energy Trust Arena.
  2. Confirm the June 2015 resolution 87.1 that the Palmerston North Conference & Function Centre continue to be delivered internally.
  3. That the Central Energy Trust Arena continues to be run in house under joint management alongside Palmerston North Conference & Function Centre.
  4. That the ongoing management and delivery of both venues be continually reviewed in the best interests of Palmerston North.
  5. That Council agrees that the independent reviews of the Palmerston North Conference & Function Centre and the Central Energy Trust Arena met the intent of the Local

Government Act s17A for the first round of s17A reviews

ITEM 13

59-17

**Ashhurst Domain - River Protection Works**

1. That the information about the proposed works to provide protection to the Ashhurst Domain from further damage by the Manawatu River be received.
2. That Council formally contact NZTA to seek confirmation of their contribution of \$500,000 or third contribution.
3. That Horizons Regional Council again be contacted for their \$500,000 or third contribution and on completion of Rockwall bank, that this assets be part of the lower Manawatu Scheme.
4. That further reports be presented to the Committee confirming outcomes of recommendation 2 and 3.

**ATTACHMENTS**

Nil

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 28 August 2017

**TITLE:** Presentation of the Part I Public Audit and Risk Committee Recommendations from its 21 August 2017 Meeting

ITEM 14

Set out below are the recommendations only from the Audit and Risk Committee meeting Part I Public held on 21 August 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 21-17 Internal Audit 2016/17 Annual Report

Memorandum, dated 10 July 2017 from the Senior Internal Auditor, Vivian Watene.

#### The COMMITTEE RECOMMENDS

1. That the satisfactory completion of the 2016/17 Internal Audit Plan, on time and within budget be noted.
2. That the Chief Executive review the risks around having to implement Business Continuity Planning and the measure in place to protect Council from these risks.
3. That this be reported to the Audit and Risk Committee by the end of this year.
4. That the Chief Executive be instructed to develop a draft policy on appropriate use of closed circuit television and other remote means of monitoring, and report back to Council.

### 25-17 Auditor Engagement

Memorandum, dated 27 July 2017 from the Financial Accountant, Keith Allan.

#### The COMMITTEE RECOMMENDS

1. That Council receive the Audit Proposal and Engagement letters for the years ending 30 June 2017, 2018 and 2019 and that Council note the appointment of Audit New Zealand as Auditors and approve acceptance of the letters by the Mayor, except for the audit fee which is to be subject to further negotiation by the Chief Executive and report back to Council.

**ATTACHMENTS**

Nil

**ITEM 14**