



PALMERSTON NORTH CITY COUNCIL

AGENDA COUNCIL

9AM, TUESDAY 24 OCTOBER 2017

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



MEMBERSHIP

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

Heather Shotter

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

24 October 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. Notice of Motion - Mayoral Travel to Australia

Page 7

4. Confirmation of Minutes

Page 9

"That the minutes of the ordinary meeting of 25 September 2017 Part I Public, the extraordinary meeting of 2 October 2017 Part I Public, the extraordinary meeting of 9 October 2017 Part I Public and the

extraordinary meeting of 16 October 2017 Part I Public be confirmed as a true and correct record."

REPORTS

- | | | |
|-----|--|---------|
| 5. | City Ambassadors - Proposed Trial | Page 37 |
| | Report, dated 20 October 2017 from the Manager - Community Engagement, Ian Littleworth and the Safe Communities Coordinator, Zoe Kavanagh. | |
| 6. | Additional Planning Fees and Charges | Page 43 |
| | Memorandum, dated 3 October 2017 from the Strategy Manager Finance, Steve Paterson. | |
| 7. | Elected Member Remuneration Report - Additional Distribution | Page 51 |
| | Memorandum, dated 26 September 2017 from the Governance & Support Team Leader, Kyle Whitfield. | |
| 8. | Council Controlled Organisations Trustee Meeting Fee Allowances | Page 67 |
| | Memorandum, dated 26 September 2017 from the Governance & Support Team Leader, Kyle Whitfield. | |
| 9. | Maori Ward Options | Page 69 |
| | Report, dated 4 October 2017 from the Legal Counsel, John Annabell. | |
| 10. | Work Schedule | Page 77 |
| 11. | Draft Palmerston North Animals and Bees Bylaw - Approval for Consultation | Page 79 |
| | Memorandum, dated 5 October 2017 from the Policy Analyst, Ann-Marie Mori. | |

RECOMMENDATIONS FROM COMMITTEE MEETINGS

- 12. Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 2 October 2017 Meeting** Page 107

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

- 13. Presentation of the Part I Public Economic Development Committee Recommendations from its 9 October 2017 Meeting** Page 109

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

- 14. Presentation of the Part I Public Finance and Performance Committee Recommendations from its 16 October 2017 Meeting** Page 111

“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 - 25 September 2017, the extraordinary meeting - Part II Confidential - 2 October 2017, the extraordinary meeting - Part II Confidential - 9 October	For the reasons setout in the ordinary minutes of 25 September 2017, the extraordinary minutes of 2 October 2017, the extraordinary minutes of 9 October 2017 and the extraordinary minutes of 16 October 2017, held in public present.	

	2017 and the extraordinary meeting - Part II Confidential - 16 October 2017		
17.	Presentation of the Part II Confidential Finance and Performance Committee Recommendations from its 16 October 2017 Meeting	Third Party Commercial, Commercial Activities and Negotiations	s7(2)(b)(ii), s7(2)(h) 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.

Chief Executive (Heather Shotter), 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 Communications and Marketing Manager (or their representative (name)) 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].

NOTICE OF MOTION

TO: Council

MEETING DATE: 24 October 2017

TITLE: Notice of Motion - Mayoral Travel to Australia

FROM: Tangi Utikere, Deputy Mayor, -



THAT THE COUNCIL RESOLVES:

That the Expenses Policy be amended so that Mayoral Travel to Australia on Official Council Business be subject to the same approval process as domestic travel.

NOTICE OF MOTION

As per attached

ATTACHMENTS

1. Notice of Motion  

12 September 2017

To the Chief Executive
Palmerston North City Council
PALMERSTON NORTH

I advise that, in accordance with standing order 3.10.1, I, Deputy Mayor Tangi Utikere, hereby give NOTICE OF MOTION that I will move at the Council meeting on 24 October 2017 the following:

THAT the Expenses Policy be amended so that Mayoral Travel to Australia on Official Council Business be subject to the same approval process as domestic travel.

AND I further give notice that, in compliance with Standing Order 3.10.2, the reasons for the notice include:

Often the Mayor is required to undertake travel to Australia as part of Official Council Business. Currently, such travel is subject to a full Officer's Report and subsequently requires the approval of the full Council. There is little distinction between the Mayor's travel to Australia and other domestic destinations, so a streamlined process, that would still require a level of approval is suggested.

Moved: Deputy Mayor Tangi Utikere

Seconded: Councillor Vaughan Dennison

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 25 September 2017, commencing at 9.00am

Members Present: Deputy Mayor (Tangi Utikere) (in the Chair) and Councillors Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

Apologies: The Mayor (Grant Smith) (on Council Business), Councillor Brent Barrett (on Council Business), Councillor Gabrielle Bundy-Cooke and Councillor Leonie Hapeta (on Council Business).

140-17 Apologies

Moved Tangi Utikere, seconded Rachel Bowen.

RESOLVED

1. That Council receive the apologies.

Clause 140-17 above was carried 12 votes to 0, the voting being as follows:

For:

Councillors Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

141-17 Confirmation of Minutes

Moved Tangi Utikere, seconded Vaughan Dennison.

RESOLVED

1. That the minutes of the ordinary meeting of 28 August 2017 Part I Public, the extraordinary meeting of 4 September 2017 Part I Public and the extraordinary meeting of 18 September 2017 Part I Public be confirmed as true and correct records.

Clause 141-17 above was carried 11 votes to 0, with 1 abstention, the voting being as follows:

For:

Councillors Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM,

Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Abstained:

Councillor Aleisha Rutherford.

REPORTS

142-17 Work Schedule

Moved Aleisha Rutherford, seconded Karen Naylor.

RESOLVED

1. That Council receive its Work Schedule dated September 2017.

Clause 142-17 above was carried 12 votes to 0, the voting being as follows:

For:

Councillors Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

RECOMMENDATIONS FROM COMMITTEE MEETINGS

143-17 Planning and Strategy Committee Part I Public - 4 September 2017

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

Moved Duncan McCann, seconded Aleisha Rutherford.

RESOLVED

1. That the Committee's recommendations be adopted.

Clause 143-17 above was carried 11 votes to 0, with 1 abstention, the voting being as follows:

For:

Councillors Susan Baty, Rachel Bowen, Adrian Broad, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Abstained:

Councillor Vaughan Dennison.

144-17 Sport and Recreation Committee Part I Public - 4 September 2017

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

Moved Duncan McCann, seconded Aleisha Rutherford.

RESOLVED

1. That the Committee's recommendations be adopted.

Clause 144-17 above was carried 11 votes to 0, with 1 abstention, the voting being as follows:

For:

Councillors Susan Baty, Rachel Bowen, Adrian Broad, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Abstained:

Councillor Vaughan Dennison.

145-17

Community Development Committee Part I Public - 11 September 2017

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

Moved Aleisha Rutherford, seconded Rachel Bowen.

RESOLVED

1. That Clause 29-17 of the Committee's recommendations be adopted.

Clause 145.1 above was carried 9 votes to 3, the voting being as follows:

For:

Councillors Susan Baty, Rachel Bowen, Adrian Broad, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Aleisha Rutherford and Tangi Utikere.

Against:

Councillors Vaughan Dennison, Lew Findlay QSM and Bruno Petrenas.

Moved Aleisha Rutherford, seconded Rachel Bowen.

2. That the remainder of the Committee's recommendations be adopted.

Clause 145.2 above was carried 12 votes to 0, the voting being as follows:

For:

Councillors Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

146-17

Finance and Performance Committee Part I Public - 18 September 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.

Clause 146-17 above was carried 12 votes to 0, the voting being as follows:

For:

Councillors Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Aleisha Rutherford and Tangi Utikere.

EXCLUSION OF PUBLIC

147-17 Recommendation to Exclude Public

Moved Tangi Utikere, seconded Duncan McCann.

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
10.	Minutes of the ordinary meeting - Part II Confidential - 28 August 2017 and the extraordinary meeting - Part II Confidential - 4 September 2017	For the reasons setout in the ordinary minutes of 28 August 2017 and the extraordinary minutes of 4 September 2017, held in public present.	
11.	Leave of Absence	Privacy	s7(2)(a)
12.	District Licensing Committee - Appointments	Privacy	s7(2)(a)
13.	Civic Honour Awards 2017	Privacy	s7(2)(a)
14.	Presentation of the Part II Confidential Sport and Recreation Committee Recommendations from its 4 September 2017 Meeting	Commercial Activities	s7(2)(h)
15.	Presentation of the Part II Confidential Finance and Performance Committee Recommendations from its	Commercial Activities and Negotiations	s7(2)(h) and s7(2)(i)

	18 September 2017 Meeting		
--	----------------------------------	--	--

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

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

Chief Executive (Heather Shotter), 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 Senior Communications Advisor (Sandra Crosbie) 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 147-17 above was carried 12 votes to 0, the voting being as follows:

For:

Councillors Susan Baty, Rachel Bowen, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

The public part of the meeting finished at 9.19am

Confirmed 24 October 2017

Mayor

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 25 September 2017

TITLE: Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 4 September 2017 Meeting

Set out below are the recommendations only from the Planning and Strategy Committee meeting Part I Public held on 4 September 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

56-17 Deputation - Te Aroha Noa Community Services

The **COMMITTEE RECOMMENDS**

1. That the Planning and Strategy Committee receive the deputation for information.
2. That the proposal from Te Aroha Noa Community Services be referred for consideration via the Long Term Plan process.
3. That the request for planning and assistance be referred to the Chief Executive for immediate consideration.

58-17 Annual Section 10A Dog Control Act 1996 Report to Secretary of Local Government

Memorandum, dated 11 August 2017 from the Head of Environmental Protection Services, Graeme Gillespie.

The **COMMITTEE RECOMMENDS**

1. That the report on the Dog Control Policy and Practices for Palmerston North City Council pursuant to Section 10A of the Dog Control Act 1996 for the period of 2016/17 be adopted.
2. That the Chief Executive report back to the Planning and Strategy Committee on opportunities to address the issue of unsecured roaming dogs.

59-17 Policy for considering applications for the short-term use of public space

Memorandum, dated 16 August 2017 from the Economic Policy Advisor, Peter Crawford.

The **COMMITTEE RECOMMENDS**

1. That the Policy (attached in Appendix One of the report titled “Policy for considering applications for the short-term use of public space” and dated 16 August 2017 from the Economic Policy Advisor, Peter Crawford) for considering applications for the short-term use of public space be approved.
2. That the Chairperson and Deputy Chairperson of the Planning and Strategy Committee be authorised to make minor amendments to the Policy.

60-17 Parking Trials 2017

Memorandum, dated 21 August 2017 from the Senior Transportation Engineer, Glenn Connelly.

The **COMMITTEE RECOMMENDS**

1. That the assessment of parking trials as outlined in the report titled “Parking Trials 2017” and dated 21 August 2017 from the Senior Transportation Engineer, Glenn Connelly, be received in response to Council’s parking resolutions of 27 June 2016.
2. That the time limits on metered parking spaces, which previously had two hour time limits, be removed.
3. That the first hour in King Street Car Park remain free and formally be adopted when fees and charges are next set.

ATTACHMENTS

NIL

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 25 September 2017

TITLE: Presentation of the Part I Public Sport and Recreation Committee Recommendations from its 4 September 2017 Meeting

Set out below are the recommendations only from the Sport and Recreation Committee meeting Part I Public held on 4 September 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

26-17 Waitoetoe Park Reserve Development Plan

Report, dated 7 August 2017 from the Leisure Assets Planner, Jason Pilkington.

The **COMMITTEE RECOMMENDS**

1. That the Sport and Recreation Committee adopts the “Waitoetoe Park Reserve Development Plan”, attached to the 4 September Report titled “Waitoetoe Park Reserve Development Plan” as a final.
2. That the Council direct the Chief Executive Officer to complete the process required for renaming the park from Waitoetoe Park to Ahimate Park.
3. That the Chairperson and Deputy Chairperson of the Committee be authorised to make minor amendments to the Waitoetoe Park Reserve Development Plan.

ATTACHMENTS

NIL

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 25 September 2017

TITLE: Presentation of the Part I Public Community Development Committee Recommendations from its 11 September 2017 Meeting

Set out below are the recommendations only from the Community Development Committee meeting Part I Public held on 11 September 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

23-17 Capacity & Capability Building in the community sector

Memorandum, dated 23 August 2017 from the Community Liaison Team Leader, Peter Grey.

The COMMITTEE RECOMMENDS

1. That the Committee receives the memorandum dated 23 August 2017 and entitled "Capacity and Capability Building in the Community Sector" for information.
2. That the Chief Executive provide a response to the key concerns of the social Well Being Forum report including how the Council could support a more coordinated approach.

25-17 Disability Reference Group update

Memorandum, dated 8 September 2017 from the Community Liaison Team Leader, Peter Grey.

The COMMITTEE RECOMMENDS

1. That the Community Development Committee receives the memorandum dated 8 September 2017 and entitled "Disability Reference Group Update" for information.
2. That Officers report back to Council on the outcome of the investigation by Enable NZ into the development of a disability sector advisory group and identifies any potential opportunities for Council participation.

28-17 Implications of proposed changes to the Social Housing Strategy

Memorandum, dated 22 June 2017 from the Strategy & Policy Manager, Julie Macdonald.

The **COMMITTEE RECOMMENDS**

1. That the report attached as Appendix One entitled 'Implications of the proposed review of the Social Housing Strategy' be received.
2. That the options C and D outlined in the report titled "Implications of proposed changes to the Social Housing Strategy" be referred to the Long Term Plan.

29-17 Healthy Beverage Policy

Memorandum, dated 24 August 2017 from the Policy Analyst, Lili Kato.

The **COMMITTEE RECOMMENDS**

1. That Council adopt the Healthy Beverage Policy.
2. That the Chairperson and Deputy Chairperson of the Community Development be given delegated authority to approve minor amendments to the attached Healthy Beverage Policy prior to publication.

ATTACHMENTS

Nil

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 25 September 2017

TITLE: Presentation of the Part I Public Finance and Performance Committee Recommendations from its 18 September 2017 Meeting

Set out below are the recommendations only from the Finance and Performance Committee meeting Part I Public held on 18 September 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

57-17 Palmerston North Airport Ltd - Comment on Annual Report for 12 months ended 30 June 2017 & Instructions Relating to Annual Meeting

Memorandum, dated 31 August 2017 from the Strategy Manager Finance, Steve Paterson.

The **COMMITTEE RECOMMENDS**

1. That the Annual Report and Financial Statements of Palmerston North Airport Limited for the year ended 30 June 2017 be received.
2. That the Council shareholder representative be instructed to support the proposed resolutions to be considered at the Annual Meeting of Palmerston North Airport Limited to be conducted by way of resolution in writing.

58-17 Recommendation for Adoption 2016/17 Annual Report

Memorandum, dated 5 September 2017 from the Financial Accountant, Keith Allan.

The **COMMITTEE RECOMMENDS**

1. That the Committee recommend to Council that the 2016/17 Annual Report and 2016/17 Summary Annual Report be adopted.
2. That the Committee note that an Auditor's "opinion" from Audit New Zealand would be expected to be received immediately following recommended adoption by Council on 25 September 2017 and Council signing of the reports.

3. That delegated authority is given to the Chairperson and Deputy Chairperson of the Finance and Performance Committee to make minor amendments to the 2016/17 Annual Report and 2016/17 Summary Annual Report.
4. That the Committee note that recommendation 2 be varied in that the Statement of Compliance and Responsibility will also be signed by Grant Elliott, Chief Financial Officer.
5. That the Councillor Portfolios be included on page 9 of the “Year in Review”.

59-17

Capital New Programme Adjustments for 2017-18

Memorandum, dated 14 August 2017 from the Water & Waste Services Manager, Robert van Bentum.

The COMMITTEE RECOMMENDS

1. That a new 2017/18 Rubbish and Recycling Capital New Programme called “Awapuni Lease Property Improvements” with a budget of \$40,000 be created by utilising savings of \$40,000 from Water Capital New Programme 610 – “Turitea Valley Road / Pacific Drive New Water Supply Link.”
2. That a new 2017/18 Water Capital New Programme called “Turitea WTP Access Road Retaining Wall” with a budget of \$180,000 be created by utilising savings of \$180,000 from Water Capital New Programme 610 – “Turitea Valley Road / Pacific Drive New Water Supply Link”.
3. That the budget for the 2017/18 Wastewater Capital New Programme “1048 Totara Road WWTP – Construction of New Food Waste Facilities” be revised from \$101,000 to \$150,000 by utilising savings of \$49,000 from Water Capital New Programme 610 – “Turitea Valley Road / Pacific Drive New Water Supply Link.”
4. That the budget for the 2017/18 Wastewater Capital New Programme “570 Totara Road WWTP – Replacement of Inlet Screens (Growth)” be revised from \$385,000 to \$475,000 by utilising savings of \$90,000 from Water Capital New Programme 610 – “Turitea Valley Road / Pacific Drive New Water Supply Link”.
5. That the Chief Executive report back on a process for reallocation and prioritisation of underspending on programmes.

60-17 Victoria Esplanade Erosion

Report, dated 17 August 2017 from the Parks & Property Manager, John Brenkley.

The COMMITTEE RECOMMENDS

1. That Council contribute \$125,000 to Horizons RC to rock line the riverbank below the Victoria Esplanade to prevent further erosion occurring in this location as an accommodated operational cost within the City Reserves General Activity. Furthermore it be noted that this contribution is unbudgeted and that the activity will be monitored and any likely overspend be reported back.

ATTACHMENTS

Nil

PALMERSTON NORTH CITY COUNCIL

Minutes of the Extraordinary Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 02 October 2017, commencing at 2.00pm

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

Apologies: The Mayor (Grant Smith) (Council Business) and Councillor Gabrielle Bundy-Cooke.

148-17 Apologies

Moved Tangi Utikere, seconded Vaughan Dennison.

RESOLVED

1. That Council receive the apologies.

Clause 148-17 above was carried 14 votes to 0, the voting being as follows:

For:

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

149-17 Submissions from the Maori Ward Consultation

The following people appeared before Council and made oral statements in support of their submissions and replied to questions from Elected Members.

Ruth Jackson (5)

Ms Jackson spoke to her submission and made no additional comments.

Palmerston North Women's Health Collective (28)

Representing the Palmerston North Women's Health Collective, Ms Jean Hera and Ms Georgia Crawford spoke and made the following additional comments:

- Having Maori ward/s is a very important development for Council.
- They are confused as to why the city does not already have Maori representation, especially since we have it in national politics.

- People on the Maori role should also be able to vote for people in the general ward/s.

Martin Sullivan (30)

Mr Sullivan spoke to his submission and made the following additional comments:

- The City Council should be bound the same way as the government.
- Maori should be involved in the governance of the city.
- Maori need to take part in decision making.

Mr Peter Wheeler (38)

Mr Wheeler spoke to his submission and made the following additional comments:

- The electoral system is designed to ensure that the minority are not able to win.
- Majority of people who are opposed have not come to speak on behalf of their submissions.

Mr Joe Erkens (50)

Mr Erkens spoke to his submission and made the following additional comment:

- Anyone can be elected to Council or stand for Council, this is the correct way.

Dr Fred Hirst (53)

Dr Hirst spoke to his submission with a PowerPoint presentation and made no additional comments.

Mr Don Esslemont (58)

Mr Esslemont spoke to his submission and also represented Hobson's Pledge and made the following additional comments:

- This is not a moral position, it is not moral to treat people differently.
- This is not a practical way of involving Maori.
- This approach is similar to Nazi Germany and apartheid South Africa .

Ms Tina Smith (65)

Ms Smith spoke to her submission and made the following additional comments:

- Believes that the Treaty of Waitangi needs to be honoured. It is a contract and you need to value contracts.
- Maori agreed to share New Zealand, this meant that they did not agree to be cut out of decision making.
- It's all about participation. Maori need to sit at the table where decisions are made. Maori have a right to be fairly represented.

Mrs Steph Hirst (66)

Mrs Hirst spoke to her submission and made the following additional comments:

- Maori has lost a lot since colonisation.
- A lot of New Zealanders are unaware of New Zealand history.
- This consultation is about addressing unfairness and inequality.

Rangitane o Manawatu (67)

Representing Rangitane o Manawatu, Mr Wiremu Kingi Te Awe Awe spoke and made the following additional comments:

- Encouraged by the amount of support for Maori ward/s from non-Maori.
- Still need to have an arrangement with Rangitane. There is a difference between iwi and Maori representation.
- Council could still look at a standing committee for Maori representation.

Public Service Association (69)

Representing the Public Service Association, Mr Kevin Bunker and Mr John Sheenan spoke and made the following additional comments:

- Commend the Council for starting this conversation.

PALMERSTON NORTH CITY COUNCIL

- A large amount of the opposed submissions are from individuals, however a large number who support the proposal are from organisations.
- Achieving this broad outcome will strengthen Maori participation and not lessen it.
- The Public Service Association does not seem that having a Maori ward/s would bring out special privileges to Maori. One person, one vote.

Mr Selwyn Brown (47)

Mr Brown spoke to his submission and made the following additional comments:

- Pointed out that the small number of verbal presentations against the introduction of Maori wards could be attributed to the meeting being held during work hours as a lot of people against the proposal were working.
- There was a very small percentage of submission from an electoral population which shows that the majority of citizens were not aware of the proposal.
- It is important to have a Maori voice on the Council, but they should stand for election under the existing system.

Moved Tangi Utikere, seconded Aleisha Rutherford.

RESOLVED

1. That the oral and written submissions on the Māori Ward Consultation be received.
2. That the Procedures for Hearing of Submissions, as described in the Procedure Sheet as attached be noted.

Clause 149-17 above was carried 14 votes to 0, the voting being as follows:

For:

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

EXCLUSION OF PUBLIC

150-17 Recommendation to Exclude Public

Moved Tangi Utikere, seconded Rachel Bowen.

RESOLVED

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

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

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

Chief Executive (Heather Shotter), 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 Communications and Marketing Manager (or their representative (name)) 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.

PALMERSTON NORTH CITY COUNCIL

Clause 150-17 above was carried 14 votes to 0, the voting being as follows:

For:

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

The public part of the meeting finished at 4.06pm

Confirmed 24 October 2017

Mayor

PALMERSTON NORTH CITY COUNCIL

Minutes of the Extraordinary Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 09 October 2017, commencing at 9.00am

Members Present: The Mayor (Grant Smith) (in the Chair) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Lew Findlay QSM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Apologies: Councillors Gabrielle Bundy-Cooke, Jim Jefferies and Duncan McCann.

Councillor Vaughan Dennison entered the meeting at 10.49am when the meeting resumed. He was not present for clause 152.

152-17 Apologies

Moved Grant Smith, seconded Tangi Utikere.

RESOLVED

1. That Council receive the apologies.

Clause 152-17 above was carried 12 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Lew Findlay QSM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

The meeting adjourned at 9.03am

The meeting resumed at 10.49am

When the meeting resumed Councillor Vaughan Dennison was present.

EXCLUSION OF PUBLIC

153-17 Recommendation to Exclude Public

Moved Grant Smith, seconded Lew Findlay QSM.

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
4.	Request for Further Funding	Negotiations	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.

Chief Executive (Heather Shotter), Chief Financial Officer (Grant Elliott), General Manager, City Enterprises (Ray McIndoe), General Manager, City Future (Sheryl Bryant), Acting General Manager, City Networks (Robert van Bentum), General Manager, Customer Services (Peter Eathorne), General Manager, Libraries and Community Services (Debbie Duncan), Human Resources Manager (Wayne Wilson) and Senior Communications Advisor (Sandra Crosbie) 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 153-17 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, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

The public part of the meeting finished at 10.51am

Confirmed 24 October 2017

Mayor

PALMERSTON NORTH CITY COUNCIL

Minutes of the Extraordinary Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 16 October 2017, commencing at 12.30pm

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

EXCLUSION OF PUBLIC

151-17 Recommendation to Exclude Public

Moved Grant Smith, seconded Aleisha Rutherford.

RESOLVED

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

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

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
4.	Review of Capital Programmes	Negotiations	s7(2)(i)
5.	Library of the Future and Refurbishment Project - Update	Commercial Activities	s7(2)(h)
6.	He Ara Kotahi Pathway Project Revised Construction Estimates & Manawatu River Cycle/Pedestrian Bridge Tender Report	Negotiations and Gain Advantage	s7(2)(i) and s7(2)(j)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or

interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

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

Chief Executive (Heather Shotter), 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 Senior Communications Advisor (Sandra Crosbie) 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.

Manager – Living Room of the City (Linda Moore), Parks and Property Manager (John Brenkley), Roading Manager (Jon Schwass) and Water and Waste Manager (Robert van Bentum) 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.

Rob Green, Green Infrastructure Services because of his knowledge and ability to assist the meeting in speaking to his reports and answering questions, noting that such person will be present at the meeting only for the items that relate to his respective reports.

Clause 151-17 above was carried 16 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, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

The public part of the meeting finished at 12.31pm

Confirmed 24 October 2017

Mayor

REPORT

TO: Council

MEETING DATE: 24 October 2017

TITLE: City Ambassadors - Proposed Trial

DATE: 20 October 2017

AUTHOR/S: Ian Littleworth, Manager - Community Engagement, Libraries and Community Services
Zoe Kavanagh, Safe Communities Coordinator, Libraries and Community Services

RECOMMENDATION(S) TO COUNCIL

1. That the report City Ambassadors – Proposed Trial be received
2. That approval is given to undertake a 3 month City Ambassadors trial
3. That funding support of \$32,200 toward the City Ambassadors trial will be sourced from within existing Libraries & Community Services Unit budget

SUMMARY OF OPTIONS ANALYSIS FOR

ITEM 5

Problem or Opportunity	The city and in particular the CBD has experienced an increase in antisocial behaviour from a small but determined group of youth. In exploring options to address this there is a very clear opportunity to provide a solution that not only assists with the youth behaviour issues but adds significantly to the city's promotional opportunities, vibrancy of the CBD and will increase the reputation of the city
OPTION 1:	City Ambassadors trial
Community Views	Not sought
Benefits	Provides a proactive response that is not solely based on addressing anti-social behaviour but adds value to the city and enhances our reputation with visitors and residents
Risks	The use of ambassadors doesn't add significantly to the vibrancy of the CBD nor assists with addressing anti-social behaviour to justify the resources involved.
Financial	\$32,200 Sourced from within existing Libraries & Community Services Unit budget
OPTION 2:	Status Quo
Community Views	Not sought
Benefits	Current levels of service are still maintained
Risks	Diminishes the proactive approach that Ambassadors would provide to promoting the city, supporting visitors and assisting with addressing youth anti-social behaviour.
Financial	No financial implication
Contribution of Recommended Option to Council's Strategic Direction	This option is in line with priorities in the draft Creative and Liveable, and Connected Community strategies working towards a vibrant, liveable, connected, and safe city.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 The city and in particular the CBD has experienced an increase in anti-social behaviour from a small but determined group of youth; and has been a subject of discussion at the Safety Advisory Board (SAB).
- 1.2 In exploring the option suggested by the SAB and in response to a request by Mayor Smith, there is a very clear opportunity to provide a solution that not only assists with addressing the youth behaviour issue; but proactively adds significantly to the city's promotional opportunities, vibrancy of the CBD and will increase the reputation of the city.
- 1.3 This report seeks approval for a 3 month trial City Ambassador program wherein City Ambassadors would circulate within the CBD area within Palmerston North.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 Following a discussion on the growing youth behaviour issues at the August meeting of the SAB, where Mayor Smith was in attendance, the SAB proposed that a daytime presence be established to curb antisocial behaviour in the CBD.
- 2.2 Mayor Smith and Councillor Dennison asked Council Officers to present a report to Council outlining a proposal for a trial to be run over the summer holiday period using this model.
- 2.3 Further discussion with Council Officers, SAB members and Police recognised that this presented a wider opportunity to evolve the concept from one of focusing purely on CBD safety, to that of city ambassadors focusing on adding significantly to the vibrancy of the CBD and increasing the reputation of the city.

3. DESCRIPTION OF OPTIONS

OPTION ONE: City Ambassadors Trial

- 3.1 It is proposed to run a City Ambassadors trial for 3 months over the summer holiday period of December to February. This period coincides with school holidays and increased tourist visitations.
- 3.2 Similar City Ambassadors programmes are run successfully in other centres:

Place	Description
Hamilton	- Employs a City Safe Operations Team who patrol at both CBD and suburb levels in both day and night operations, as well as operate the CCTV cameras and encourage by-law compliance.

ITEM 5

	- This service was recently brought in-house after formerly being a contracted service.
Hastings	<ul style="list-style-type: none"> - Directly employs City Assist Ambassadors who operate 7 days a week patrolling the CBD to provide safer environments. - The programme has recently expanded to include a Flaxmere Community Assist team.
Wellington	<ul style="list-style-type: none"> - Wellington City Ambassadors are a team of volunteers whose mission is to provide a friendly and informative welcome to all visitors to Wellington by providing information, directions and general assistance. - The focus for these Wellington City Ambassadors is primarily cruise passengers.

3.3 The objectives of the Palmerston North City Ambassadors will be to help increase visitor satisfaction, promote the CBD and city, and assist with community safety in the CBD. This option is in line with priorities in the draft Creative and Liveable, and Connected Community strategies working towards a vibrant, liveable, connected, and safe city.

3.4 Their ambassadorial role would include:

- Providing general and promotional information, and directional assistance to visitors around the CBD
- Providing direction and resources to City events and City facilities and amenities
- Liaising regularly with I-Site
- Making people feel more comfortable when they are out enjoying the CBD
- Act as 'eyes and ears' for antisocial activity and reporting it to the Police for action
- Reporting any damage to property to Council

It is important to note that purpose of the role is not to act as a security presence in the CBD, instead the strong emphasis is on being a host and ambassador for Palmerston North.

3.5 Two City Ambassadors would be circulating throughout the CBD area 6 days a week at peak day and early evening times with flexibility in hours, and would be in constant contact with each other and with the NZ Police headquarters as required.

3.6 To support the ambassadorial nature of the roles the visual image portrayed through clothing, branding and so forth is very important. A funding allowance has been included in the cost summary to ensure that this is managed correctly and appropriate to the intended message.

- 3.7 Whilst the emphasis is on the promotional and hosting roles there are efficiency benefits in utilising the pre-existing channel of the Safe City Trust host providers who have skills and experience relevant to this ambassador role.

This would enable the trial to be quickly and effectively implemented. There are already existing communication channels with Police for any city safety instances, and reporting mechanisms are established.

Safe City Trust has indicated that they are available to facilitate the trial and to provide suitably skilled and experience personnel. This will be carried in close collaboration with Council Officers.

Safe City Trust and Council Officers will require a month lead in time to prepare for the trial.

- 3.8 This proposal is an additional and unplanned level of service with no funding allocated in the Annual Plan but the trial can be delivered from within existing Libraries & Community Services Unit budgets.

Safe City Trust contract	\$ 28,000.00 (3 months)
Administration and resources	\$ 4,200.00 (Promotion and branding, clothing)
TOTAL COST	\$ 32,200.00

OPTION TWO: Status Quo

- 3.9 The second option is to not undertake this trial and to continue the current status quo.
- 3.10 Whilst some the outputs of the Ambassadors can be achieved through the I-Site and Police, this option will diminish the proactive approach that Ambassadors provide to promoting the city, supporting visitors and assisting with addressing youth anti-social behaviour.

4. CONCLUSION

The request to provide a solution to the escalation of anti-social behaviour has provided an opportunity to explore an option that not only assists with addressing the youth behaviour issue, but adds significantly to the city's promotional opportunities, vibrancy of the CBD and will increase the reputation of the city.

5. NEXT ACTIONS

If the trial is approved, then Council Officers will work with Safe City Trust to:

- Determine outcomes, brand messaging and operational objectives, procedures and protocols
- Establish Reporting and Monitoring protocols
- Determine appropriate uniforms and branding for City Ambassadors

5.1 At the completion of the trial the review will be reported to Council for further consideration.

6. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

6.1 No community engagement process has been undertaken

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

ATTACHMENTS

Nil

Ian Littleworth
**Manager - Community
Engagement**

Zoe Kavanagh
**Safe Communities
Coordinator**

MEMORANDUM

TO: Council

MEETING DATE: 24 October 2017

TITLE: Additional Planning Fees and Charges

DATE: 3 October 2017

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

RECOMMENDATION(S) TO COUNCIL

1. That the Statement of Proposal and associated Summary of Information(attached) to approve fees and charges for additional functions under an amendment to the Resource Management Act 1991 be adopted for public consultation and the Chief Executive be authorised to undertake the necessary consultative procedure under section 83 of the Local Government Act 2002.

1. ISSUE

Recent amendments to the Resource Management Act (RMA) 1991 have created additional activities to be undertaken by the Council. Consistent with the Council's Revenue & Financing Policy the cost of undertaking this work needs to be recovered from those making the applications. New fees and charges need to be established to enable this to happen.

2. BACKGROUND

Recent amendments to the RMA have created the following additional activities:

- Boundary activities (under section 87BA) – Council must exempt 'boundary activities' from needing a resource consent if neighbour approval is provided.
- Marginal/temporary breaches (under section 87BB) – Council may exempt 'marginal or temporary breaches' activities from needing resource consent.

In addition the RMA has been amended to insert section 357AB, which enables resource consent applicants or consent holders to request their application against a decision be heard by an independent commissioner, if that objection relates to an application or review described in section 357A(2)-(5).

The amendments come into effect on 18 October 2017.

Section 36 of the RMA enables the Council to fix fees and charges to cover the reasonable costs of the above activities, including the applicant paying for the costs of the independent commissioner. Such fees and charges must be set using the Special Consultative Procedure (SCP) under section 83 of the Local Government Act 2002.

Consistent with the Council's Revenue & Financing Policy it is considered appropriate that fees and charges be determined at a level which covers the cost of processing the applications and/or considering/hearing objections to decisions.

It is proposed that the fees and charges for the additional activities take the form of fixed fees paid as a deposit at the time of lodgement as follows:

- Boundary Activities – a fixed fee and deposit of \$270
- Marginal or Temporary Activities – a fixed fee and deposit of \$270

These proposed fees/deposits are at levels below the existing non notified application fees recognising the reduced time anticipated to process these types of applications. They are based on an estimate of 1.25 hours of Planning Officer time (at @ \$173 per hour = \$216) and 30 minutes of Administration Officer time (at \$108 per hour = \$54).

It is also proposed that the charge for hearing commissioners appointed at the request of applicant to hear objections be at cost plus disbursements of the independent commissioner.

The proposed consultation period will start 30 October 2017 and end on 27 November 2017 with any oral hearings at a time and date to be determined in early December so that a final decision can be made as soon as practicable before Christmas.

It is recognised there will be a period from 18 October until the fees are finally approved that the Council may be required to process applications for the additional activities and that such applications will be processed free of charge.

3. NEXT STEPS

Assuming the recommendation is adopted public consultation will be carried out in accordance with the requirements of the SCP. Submissions will be heard (if requested) and considered. A final report will be presented to the Council for consideration and adoption.

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?	Yes
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

1. Draft Summary of Information and Statement of Proposal [↓](#) 

Steve Paterson
Strategy Manager Finance

Notice of Special Consultation

Proposed Additional Fees and Charges for Planning Services

Summary of Information & Statement of Proposal



Consultation Period:

Monday 30 October to Monday 27 November 2017

PROPOSED ADDITIONAL FEES AND CHARGES FOR PLANNING SERVICES

SUMMARY OF INFORMATION

Pursuant to Sections 83 of the Local Government Act 2002, the Palmerston North City Council gives notice that it is commencing the Special Consultative Procedure to obtain community feedback on proposed additional fees and charges for Planning Services.

As a result of recent changes to the Resource Management Act 1991 the Council is able to consider applications for boundary activities and for marginal/temporary breaches and exempt them from needing resource consent. The changes also enable an applicant or consent holder to request objections for certain decisions being considered by an independent commissioner.

The Council proposes to set fees and charges to cover the cost of processing applications and/or reviewing decisions using commissioners.

A copy of the Statement of Proposal including the schedule of proposed fees and charges can be inspected and/or obtained as follows:

- Through the Council's website pncc.govt.nz
- At the Customer Services Centre, Civic Administration Building or the City Library (both in the Square)
- By telephoning 356 8199.

Enquiries relating to these proposed fees may also be directed to Simon Mori, Head of Planning Services on telephone 356 8199.

Submissions on the proposal are invited and must be received by the Council during the submission period which opens on Monday 30 October 2017 and closes at 5.00 pm on Monday 27 November 2017. Submissions must be in writing and may be delivered, posted or emailed to:

The Governance and Support Team Leader
City Corporate Unit
Palmerston North City Council
Private Bag 11-034
Palmerston North 4442
Email submission@pncc.govt.nz

All submissions received will be considered. Submissions should include the name and address of the person making the submission, including a daytime telephone contact number, and also advise if they wish to speak about their submission to a meeting of Councillors.

Heather Shotter
CHIEF EXECUTIVE

ID: 9608090

Page 2

PROPOSED ADDITIONAL FEES AND CHARGES FOR PLANNING SERVICES

STATEMENT OF PROPOSAL

1. INTRODUCTION

The Council proposes to set some new fees for additional Planning services and prior to doing so the Council is required under section 36 of the Resource Management Act 1991 to consult on the proposed fees using the Special Consultative Procedure under section 83 of the Local Government Act 2002.

2. BACKGROUND

Recent amendments to the Resource Management Act 1991 have created the following additional activities:

- Boundary activities (under section 87BA) – Council must exempt ‘boundary activities’ from needing a resource consent if neighbour approval is provided.
- Marginal/temporary breaches (under section 87BB) – Council may exempt ‘marginal or temporary breaches’ activities from needing resource consent.

In addition the RMA has been amended to insert section 357AB, which enables resource consent applicants or consent holders to request their application against a decision be heard by an independent commissioner, if that objection relates to an application or review described in section 357A(2)-(5).

The amendments come into effect on 18 October 2017.

Section 36 of the RMA enables the Council to fix fees and charges to cover the reasonable costs of the above activities, including the applicant paying for the costs of the independent commissioner. Such fees and charges must be set using the Special Consultative Procedure (SCP) under section 83 of the Local Government Act 2002.

3. PROPOSAL

Consistent with the Council’s Revenue & Financing Policy it is considered appropriate that fees and charges be determined at a level which covers the cost of processing the applications and/or considering/hearing objections to decisions.

It is proposed that the fees and charges for the additional activities take the form of fixed fees paid as a deposit at the time of lodgement as follows:

- Boundary Activities – a fixed fee and deposit of \$270
- Marginal or Temporary Activities – a fixed fee and deposit of \$270

These proposed fees/deposits are at levels below the existing non notified application fees recognising the reduced time anticipated to process these types of applications. They are based on an estimate of 1.25 hours of Planning Officer time (at @ \$173 per hour = \$216) and 30 minutes of Administration Officer time (at \$108 per hour = \$54).

It is also proposed that the charge for hearing commissioners appointed at the request of applicant to hear objections be at cost plus disbursements of the independent commissioner.

4. MAKING A SUBMISSION

Enquiries relating to these proposed fees may be directed to Simon Mori, Head of Planning Services on telephone 356 8199.

Submissions on the proposal are invited and must be received by the Council during the submission period which opens on Monday 30 October 2017 and closes at 5.00 pm on Monday 27 November 2017. Submissions must be in writing and may be delivered, posted or emailed to:

Submissions must be in writing and may be delivered, posted or emailed to:

The Governance and Support Team Leader
City Corporate Unit
Palmerston North City Council
Private Bag 11-034
Palmerston North 4442

Email submission@pncc.govt.nz

All submissions received will be considered. Submissions should include the name and address of the person making the submission, including a daytime telephone contact number, and also advise if they wish to speak about their submission to a meeting of Councillors. The Council will contact all submitters wishing to be heard to advise the confirmed time, date and venue of the meeting to hear submissions.

Submitters should note that submissions will be copied and made available to the public after the submission period closes.

Heather Shotter
Chief Executive

MEMORANDUM

TO: Council

MEETING DATE: 24 October 2017

TITLE: Elected Member Remuneration Report - Additional Distribution

DATE: 26 September 2017

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

RECOMMENDATION(S) TO COUNCIL

1. That the report entitled: "Elected Member Remuneration from 1 July 2017" and dated 3 August 2017 be lifted off the table.
2. That Council note the determination by the Remuneration Authority which is effective as at 1 July 2017
3. That the additional unallocated amount of \$88,588 be amalgamated as stated in table 1 of this report entitled 'Elected Remuneration Report – Additional Distribution' and sent to the Remuneration Authority for their approval.
4. That the amendments to the "Elected Member Expenses Policy" be approved which includes the changes to vehicle mileage, travel time and communications allowance as determined by the Remuneration Authority and the Mayoral Travel to Australia (if approved).

1. ISSUE

At the August 2017 Council meeting the memo entitled: "Elected Member Remuneration from 1 July 2017" was to lie on the table until further information has been obtained around the redistribution of allocated funds.

This information has been reviewed, and has been recalculated. This is and presented in table 1 and 2 below.

An updated 'Elected Member Expense Policy' has also been updated and included as a draft for consideration. This includes new determination made by the Remuneration Authority (highlighted in the draft document), and also includes a provision around Mayoral travel to Australia being able to be approved by the Chief Executive instead of having to seek full Council approval.

2. BACKGROUND

The Remuneration Authority allows Council up to two times the base Councillor Salary figure (\$44,294*2 = \$88,588) to fund Councillors who have areas of additional responsibility.

Table 1

Position	Extra Pay	Percentage of Base Pay	Previous Percentage	No.	Total Extra Pay
Deputy Mayor	\$17,718	40%	30%	1	\$17,718
Chair Planning and Strategy, Economic Development and Finance and Performance or equivalent Committees	\$8,416	19%	15%	3	\$25,248
Deputy Chair Planning and Strategy, Economic Development and Finance and Performance or equivalent Committees	\$3,322	7.5%	NC	3	\$9,966
Chair, Audit and Risk, Arts, Culture and Heritage, Community Development and Sport and Recreation or equivalent Committees	\$4,429	10%	7.5%	4	\$17,718
Deputy Chair, Audit and Risk, Arts, Culture and Heritage, Community Development and Sport and Recreation or equivalent Committees	\$1,329	3%	NC	4	\$5,316
Chair, Hearings Committee	\$4,429	10%	7.5%	1	\$4,429

Deputy Chair, Hearings Committee	\$1,329	3%	NC	1	\$1,329
Chair, CEO Review Panel	\$4,429	10%	7.5%	1	\$4,429
Deputy Chair, CEO Review Panel	\$1,329	3%	NC	1	\$1,329
Total Allocated	\$87,481				
Total	\$88,588				

ITEM 7

Table 2 – Actual Position Remuneration

Position	2017/18
Mayor	\$134,271
Deputy Mayor, Chair of Hearings Committee and Chair of CEO Performance Panel	\$70,870
Chair of Finance and Performance Committee and Deputy Chair Hearings Committee	\$54,039
Chair of Planning and Strategy Committee and Deputy Chair of Sport and Recreation and Deputy Chair of CEO Performance Panel	\$55,368
Chair of Economic Development	\$52,710
Chair of Arts, Culture and Heritage and Deputy Chair of Community Development	\$50,052
Chair Audit and Risk Committee	\$48,723
Chair Community Development and Deputy Chair Planning and Strategy	\$52,045
Chair Sport and Recreation and Deputy Chair Economic Development Committee	\$52,045
Deputy Chair Audit and Risk Committee	\$45,623
Deputy Chair of Finance and Performance and Deputy Chair Arts, Culture and Heritage	\$48,945
Councillor x 5 (\$44,294)	\$221,470
Total	\$886,162

Changes to the Elected Member Expense policy is outlined in Attachment 2 and takes into account the changes from the Remuneration Authority as outlined in the memo entitled “Elected Member Remuneration from 1 July 2017”.

3. NEXT STEPS



Send the proposed new remuneration structure to the Remuneration Authority for their approval. Once approval has been obtained, forward to payroll for action. All amounts will be backdated to the 1 July 2017.

Update the Elected Member Expense Policy as per attached.

4. COMPLIANCE AND ADMINISTRATION

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

ATTACHMENTS

1. Elected Member Remuneration from 1 July 2017 [↓](#) 
2. Amended Elected Member Expenses Policy [↓](#) 

Kyle Whitfield
Governance & Support
Team Leader

MEMORANDUM

TO: Council

MEETING DATE: 28 August 2017

TITLE: Elected Member Remuneration from 1 July 2017

DATE: 3 August 2017

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

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.

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
Total	\$1,050.00	\$1,190.00

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 Chair Arts, Culture and Heritage Committee	\$48,946
Chair Planning and Strategy Committee and Deputy Chair Sport and Recreation Committee and CEO Performance Panel	\$53,597



PALMERSTON NORTH CITY COUNCIL

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?	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

Elected Members' Expenses Policy - Commencing 1 July 2017

Introduction

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

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

Authentication of Expense Reimbursements and Allowances

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

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

The process for reimbursement of claims includes the following principles:

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

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

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

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

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

DEFINITIONS

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

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

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

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

Allowances and Expenses by Elected Members

All Elected Members

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

Expense/Allowance	Description
	other than for the Mayor's spouse or partner attending a conference in association with the Mayor.
Air travel	All elected members are entitled to utilise domestic air travel for Council related travel, where travel by air is the most cost effective travel option. Travel will be by economy class except where exceptional circumstances arise.
Private accommodation provided by friends/relatives	Payment of \$75.00 per night when staying in private accommodation, to cover accommodation and breakfast. It is intended that at least a portion of this allowance is paid to the accommodation provider.
Parking expenses	The Council provides elected members with car parking exemption cards. The expectation is that these will be used only for council business.
Subscriptions	Expenses in respect of subscriptions to organisations will be reimbursed to or paid on behalf of an elected member where, in the opinion of the Chief Executive, membership would assist the elected member in carrying out their duties.

Mayor

Expense/Allowance	Description
Car	The Mayor will be provided with a vehicle that will also be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.
Car parking	Use of an assigned car park in the Civic Administration Building in addition to a car parking exemption card.
Travel and conferences, courses and seminars	<p>The prior approval of the Chief Executive is required for travel within New Zealand or Australia for: Council business; attendance at conferences/courses/training events/ seminars; other purposes associated with the position of Mayor.</p> <p>Expenses relating to the Mayors partner/spouse attending functions with the Mayor on official invitations are covered under this policy.</p> <p>The prior approval of the Council is required for all international travel (with the exception of Australia), where costs or partial costs are paid for by Council funds.</p>
Airline club	Given frequent travel requirements for the role, payment of an Air New Zealand Koru Club subscription.
Entertainment and hospitality	The Mayor holds a credit card to pay directly for any entertainment or hospitality expenses incurred while carrying out council business. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.

Expense/Allowance	Description
	All expenditure on this card is approved by the Chief Executive.
Provision of Equipment/Services	<p>The Provision of:</p> <ul style="list-style-type: none"> - Mobile Phone; - Computer and/or tablet; and - An internet connection. <p>In addition, the Council pays in full the Mayor's:</p> <ul style="list-style-type: none"> - Home telephone rental, and associated toll charges; and - Monthly cellphone based rental, and all associated call charges.

Councillors

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

Expense/Allowance	Description														
	<p>The vehicle mileage allowance payable to a member is:</p> <ul style="list-style-type: none"> • 73 cents per kilometre for the first 10,000 kilometres for which the allowance is payable; and • 81 cents per kilometre for electric vehicles; and • 37 cents for any distance over 10,000 kilometres for which the allowance is payable. <p>Any vehicle mileage allowance paid to elected members residing outside Palmerston North City will be paid only if the Council has given its prior approval, either generally or for specific activities.</p>														
Communications Allowance	<p>For landline and broadband connection: \$250.00 per annum.</p> <p>For mobile phones: \$400.00 per annum to cover council generated calls, texts and data.</p> <p>For equipment:</p> <ul style="list-style-type: none"> • \$150.00 for the use of a personal computer or laptop • \$150.00 for the use of an private electronic tablet or the Council provides an electronic device with full technical support. • \$40.00 where the elected member provides their own printer/scanner • \$60.00 where the elected member provides their own telephone (mobile or handset) <table border="1"> <thead> <tr> <th>Particular</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Internet</td><td>\$400.00</td></tr> <tr> <td>Personal Computer, laptop or tablet (if not council supplied)</td><td>\$200.00</td></tr> <tr> <td>Multi-functional printer</td><td>\$40.00</td></tr> <tr> <td>Mobile Phone</td><td>\$150.00</td></tr> <tr> <td>Mobile Phone Allowance (if not council supplied)</td><td>\$400.00</td></tr> <tr> <td>Total Allowable Allowance</td><td>\$1,190.00</td></tr> </tbody> </table>	Particular	Amount	Internet	\$400.00	Personal Computer, laptop or tablet (if not council supplied)	\$200.00	Multi-functional printer	\$40.00	Mobile Phone	\$150.00	Mobile Phone Allowance (if not council supplied)	\$400.00	Total Allowable Allowance	\$1,190.00
Particular	Amount														
Internet	\$400.00														
Personal Computer, laptop or tablet (if not council supplied)	\$200.00														
Multi-functional printer	\$40.00														
Mobile Phone	\$150.00														
Mobile Phone Allowance (if not council supplied)	\$400.00														
Total Allowable Allowance	\$1,190.00														
Travel Time Allowance	A travel time allowance is not payable to elected members.														
Other	Other expenses will be reimbursed to or paid on behalf of elected members where in the opinion of the Chief Executive such expenses are justified.														

GENERAL



PALMERSTON NORTH CITY COUNCIL

This policy will apply from 1 July 2017.

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

MEMORANDUM

TO: Council

MEETING DATE: 24 October 2017

TITLE: Council Controlled Organisations Trustee Meeting Fee Allowances

DATE: 26 September 2017

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

RECOMMENDATION(S) TO COUNCIL

1. That Council approve the Regent Theatre Trust Board, Caccia Birch Trust Board and Globe Theatre Trust Board to pay a per meeting fee of \$85.00 for all of their trustees commencing 1 July 2018.
-

1. ISSUE

At the August 2017 Council meeting the Chief Executive was instructed to report back on meeting fees or remuneration and associated policies for Council Controlled Organisations (CCO) Boards/Trusts.

2. BACKGROUND

We conducted a search of other Local Authorities and did not receive any information back on what other Local Authorities pay their CCO trustees.

We asked the Institute of Directors around what the remuneration was for Director fees relating to similar sized organisations as the CCOs. They reported that the average annual Director fee for a similar sized organisation was around \$19,383.

Having looked at what the Remuneration Authority sets for Community Boards, the average per annum fee is \$13,032 for Chairs and \$7,537 for members.

Te Manawa and CCNZ do pay their trustees a meeting attendance fee of \$85.00. This is stated in the trust deed for Te Manawa and comes from their existing budget. The amount paid to CCNZ members was approved by Council.

As we are having problems recruiting adequate people onto our CCO Boards, if we offer some financial incentive then this might entice a wider range of applicants with the right skills and experience.

Based on the same meeting fees paid to Te Manawa and CCNZ the maximum per annum amount for the three CCOs would be as outlined below:

Organisation	Number of Trustees	Maximum Amount p/a
Regent Theatre Trust Board	6	\$6,120
Caccia Birch Trust Board	6	\$6,120
Globe Theatre Trust Board	5	\$5,100
Total		\$17,340

3. NEXT STEPS

Write to the Regent Theatre Trust Board, Caccia Birch Trust Board and the Globe Theatre Trust Board with the outcome of this report. This will then allow the CCOs to adequately account for the meeting fee allowance in their 2018/19 budgets.

4. COMPLIANCE AND ADMINISTRATION

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

ATTACHMENTS

Nil

Kyle Whitfield
Governance & Support
Team Leader

REPORT

TO: Council

MEETING DATE: 24 October 2017

TITLE: Maori Ward Options

DATE: 4 October 2017

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

ITEM 9

RECOMMENDATION(S) TO COUNCIL

1. That EITHER:
 - a. The Council does not establish a Māori ward or wards for the 2019 elections OR
 - b. A Māori ward or wards be established for the 2019 and 2022 elections OR
 - c. A poll of electors be undertaken to determine whether a Māori ward or wards should be established for the 2019 and 2022 elections.

SUMMARY OF OPTIONS ANALYSIS FOR

Opportunity	The Council has the opportunity to establish a Māori ward or wards for 2019 and 2022 elections if it wishes. Alternatively, the Council could conduct a binding poll or decide to retain the status quo.
OPTION 1:	The Council does not establish a Māori ward or wards for the 2019 elections.
Community Views	Consultation was undertaken in which 60 of 93 submissions received opposed the establishment of a Māori ward or wards.
Benefits	All councillor candidates are treated equally with no special preference being given to any sub-group of electors.
Risks	A Māori candidate may not be elected to the Council.
Financial	Costs can be met within current budgets.
OPTION 2:	The Council establishes a Māori ward or wards for the 2019 and 2022 elections.
Community Views	Consultation was undertaken in which 32 of 93 submitters supported the introduction of a Māori ward or wards.

ITEM 9

Benefits	The principal benefit to provide a direct Māori community voice on the Council.
Risks	A perception of those on the Māori electoral roll that they will have less influence in the Council elections because they may be able to vote for only one or two councillors.
Financial	Costs can be met within current budgets.
OPTION 3:	A poll of electors to be undertaken to determine whether a Māori ward or wards should be established for the 2019 and 2022 elections.
Community Views	In the consultation carried out for the possible establishment of a Māori ward or wards, seven submitters specifically suggested that the Council consider or hold a poll on the matter.
Benefits	All participants in the poll would have a say in whether or not a Māori ward or wards should be established.
Risks	There are no identifiable risks with regard to the poll process.
Financial	The cost of a poll is likely to exceed \$100,000 for which there is no provision in the Council's current budget.
Contribution of Recommended Option to Council's Strategic Direction	Broadly speaking, all three options contribute to the Council's strategic direction, although Option 2 is best reflected in the Māori Community Strategy which endeavours to ensure greater participation and influence of Maori in shaping the city, partly through engagement in governance, democracy and leadership and in engagement in local decision-making.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE OPPORTUNITY

- 1.1 As part of the process of reviewing its political arrangements for the Local Government Elections to be held in October 2019, Council has the opportunity to decide whether or not a Māori ward or wards should be established, or to hold a poll to determine the matter.
- 1.2 The Council has already consulted with the community regarding the possible establishment of a Māori ward or wards, the results of which are outlined in this report.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 Earlier this year, the Council decided to consult with the community about whether or not a Māori ward or wards should be established. At the time that decision was originally made, the Council also decided to retain the Single Transferable Voting (STV) Electoral System for the next elections.

- 2.2 In early 2018, the Council will review other representation arrangements, as it is required to do under the Local Electoral Act 2001. This review includes the following:
- The number of elected members (within the legal requirement have a minimum of 6 and a maximum of 30 members, including the Mayor).
 - Whether the elected members (other than the Mayor) should be elected city-wide, or whether the city will be divided into wards for electoral purposes, or whether there will be a mix of city-wide and ward representation. This decision will be subject to whether there is a requirement to establish a Māori ward or wards.
 - If election by ward is preferred, then the boundaries and names of those wards and the number of members that represent each ward.
 - Whether to have community boards and if so how many, their boundaries and membership and whether to subdivide any community for electoral purposes.
- 2.3 In 2005, 2008, and 2011, the Council decided not to establish a separate Māori ward or wards for forthcoming elections. However, the Council now, if it wishes, could resolve to introduce the Māori ward or wards for the 2019 and 2022 elections or to conduct a poll. Electors could also demand a poll, regardless of whether or not the Council has considered the matter.
- 2.4 A Council resolution to introduce a Māori ward or wards for the 2019 and 2022 elections would need to be passed by 23 November 2017 whilst a poll, if held, must take place not later than 21 May 2018. A Council resolution to hold such a poll would need to be passed by 21 February 2018. Unless a poll is held, a Council resolution may be made after these dates, but will have effect for the 2022 and 2025 elections instead.
- 3. DESCRIPTION OF OPTIONS**
- 3.1 The **first option** is for the Council to retain the status quo, so that no Māori ward or wards would be established in Palmerston North City for the 2019 Local Government Elections. Therefore, the next Council would comprise 15 councillors elected on a city-wide basis, unless, as part of the forthcoming representation review, existing arrangements change.
- 3.2 If the first option is chosen, there is nothing to prevent the Council, at a later date, from resolving to establish a Māori ward or wards for the 2022 and 2025 elections, unless a poll has been held in the interim.

ITEM 9

- 3.3 The **second option** is for the Council to resolve to establish a Māori ward or wards for the 2019 and 2022 elections. If made, such a resolution will have effect for these two elections unless a poll is held in the interim.
- 3.4 If the second option is adopted, the number of Māori members to be elected to the Council depends on a mathematical formula based on the Māori and general electoral populations of the city, related to the total number of councillors. This formula is set out in the Local Electoral Act 2001. For Palmerston North City, the effect of applying this formula is:

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

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

- 3.5 If a Māori ward or wards were established, the remaining Councillors would be elected by either a single ward for general electors or a number of wards, which might be along the lines of a previous ward system that applied to the Council before the 2013 elections or by some other arrangement. However, the Council could instead establish a mixed representation system in which some councillors are elected by voters of the city as a whole (Māori and general) and the remaining councillors from specific wards (Māori and general). In this instance, voters on the Māori roll could vote for one Māori ward councillor in the ward election and for a number of councillors in the city as a whole or city-wide election.
- 3.6 It is important to note if the Council wishes to establish Māori ward or wards, that is the decision that is made at this time, with detailed arrangements for numbers of councillors and other ward arrangements to be determined as part of the representation review next year.
- 3.7 The **third option** is for the Council to hold a poll on whether or not a Māori ward or wards should be established for the 2019 and 2022 elections. The Council could specify the date for holding a poll, which would need to be not later than 21 May 2018 if the outcome was to have effect for the 2019 and 2022 elections. A poll initiated by the Council could also be held in conjunction with the 2019 elections, but obviously would not have effect until the 2022 and 2025 elections. The cost of

holding a separate poll is approximately \$100,000, which is not accommodated within Council budgets.

4. ANALYSIS OF OPTIONS

- 4.1 The table below presents information on the support for a Māori ward (or wards) in terms of the numbers and percentages of submissions received. The table has been updated slightly from that presented to the Council meeting held on 2 October 2017:

Responses	Number	Percentage
Submissions supporting a Māori ward	32	34.4
Submissions opposing a Māori ward	60	64.5
No response	1	1.1
Total	93	100.0

Of the submissions received, 73 indicated that they were on the General Electoral Roll and nine indicated that they were on the Māori Roll.

- 4.2 An analysis of submissions was previously reported to the Council meeting held on 2 October 2017. That meeting also received the submissions, together with oral statements made by some of the submitters at that meeting.
- 4.3 The Treaty of Waitangi was acknowledged in many of the submissions supporting a Māori ward or wards. For supporters, a Māori ward was seen as a meaningful reflection of the Treaty and/or its principles. Closely related to the Treaty theme was the right for Māori to have their views represented distinctively in terms of representation at a local level, along the lines of Māori seats for national parliamentary elections.
- 4.4 The fact that a Māori ward option provided a dedicated seat on the Council was seen as a significant reason to support the proposal. Some submitters went on to say that guaranteed representation on local government was essential and that any steps to foster Māori contributions to local government should be supported. Having Māori representation assured would strengthen the profile of the Council with the community and improve wider engagement.
- 4.5 Submissions in opposition to the establishment of the Māori ward or wards, in many cases, saw Māori as one of a number of ethnicities, surmising that if there was a specific structural response to Māori participation, then logic would follow that other ethnic groups might also be considered to address their participation.
- 4.6 For some submitters, the view was expressed that Māori should be treated the same as everyone else. New Zealanders were one people, who should all be treated the

ITEM 9

same. Māori had the same opportunity to vote, stand and be elected as anyone else.

4.7 Although submitters were not asked to specifically comment on the possibility of a poll being held to determine the matter, seven submitters did suggest that the Council consider holding a poll. The results of a poll, if held, would be binding on the Council representation arrangements for the next two elections.

4.8 Several submitters commented on mana whenua relationships, stating that they saw a need to distinguish between representatives elected by voters registered on the Māori Roll, and the importance of distinct relationships with mana whenua. The view was expressed that these relationships were separate yet complimentary, so that any elected Māori councillor should not be seen as replacing a current or future relationships that might be established or developed with mana whenua.

5. CONCLUSION

5.1 The Council has three options regarding the Māori ward or wards option – retain the status quo, agree to the establishment of a Māori ward or wards, or hold a poll on the matter. Valid arguments can be raised in support of any of those options. The first two options are accommodated within the Council existing budgets, but the third option of a poll is not.

5.2 It is important to note that a decision to establish a Māori ward or wards is just that at this stage; decisions on the final number of Māori ward councillors will be made when the Council reviews its representation arrangements next year.

6. NEXT ACTIONS

6.1 If the Council decides not to establish a Māori ward or wards, no further actions with regard to the Māori ward option will be required of the Council unless a poll is demanded by the community.

6.2 If the Council does decide to establish a Māori ward or wards, this will be advertised by public notice which will also state that voters may petition the Council to hold a poll on the matter. Such a petition can be lodged with the Council at any time, but if it was to have effect for the next elections, this would need to be lodged with the Council not later than 21 February 2018. At least 5% of the city's electors would need to sign the petition.

6.3 If the Council decides to hold a poll, the Chief Executive will advise the Council's Electoral Officer accordingly, and a poll will be held on the matter not later than 21 May 2018. The May date is specified in Local Electoral Act 2001 so as to allow local authorities time to prepare their representation proposals later in 2018, as also required by the Local Electoral Act.

7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 7.1 The Council has already consulted with the community. A discussion document was prepared in both English and Te Reo and made available on the Council's website and usual display cases for a period of about six weeks. Notices and media statements were published in the printed media, together with a limited amount of radio advertising in both English and Te Reo.
- 7.2 In addition to the above, two consultative meetings were held attended by approximately 30 people each time. The purpose of the meetings was to present the options to the community to answer any questions that may be raised. Further, networks that have been spoken to and information shared with include:
- Te Tihi Whānau Ora Alliance, Māori and iwi health providers in the region.
 - Rangitāne o Manawatū via bimonthly meetings (and they had a representative at the two public forums).
 - Palmerston North Community Services Council.
- 7.3 I also had a number of conversations with members of the public, including one person who on a number of occasions expressed views opposing the introduction of a Māori ward but did not want to make a formal submission.

8. COMPLIANCE AND ADMINISTRATION

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

ATTACHMENTS

Nil

John Annabell
Legal Counsel

COMMITTEE WORK SCHEDULE

TO: Council

MEETING DATE: 24 October 2017

TITLE: Work Schedule

RECOMMENDATION(S) TO COUNCIL

1. That the Council receive its Work Schedule dated October 2017.

ATTACHMENTS

1. Work Schedule  

COUNCIL

WORK SCHEDULE – OCTOBER 2017

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1	TBA	That the Chief Executive explore other options to record and make available the content of the public council meetings	Chief Financial Officer		27 February 2017 Clause 9-17
2	September 2017	Award of Contract 3458 - Road Maintenance, Resurfacing and Rehabilitation 2017-2021	General Manager City Networks		29 May 2017 Clause 81-17 part II
3	September 2017	Elected Member Remuneration	Chief Financial Officer		28 August 2017 Clause 125-17
4	November 2017	Director and Trustee Appointments	Chief Financial Officer		28 August 2017 part II Clause 133-17
5	TBA	Memorandum of Understanding – Development	Chief Financial Officer		28 August 2017 part II Clause 137-17
6	TBA	Review of Capital Programmes	Chief Financial Officer		16 October 2017 part II Clause 152-17
7	TBA	Library of the Future and Refurbishment Project – Update	General Manager Libraries and Community Services		16 October 2017 Part II Clause 153-17
8	December 2017	He Ara Kotahi Pathway Project update	General Manager City Networks		16 October 2017 Part II Clause 154-17

MEMORANDUM

TO: Council

MEETING DATE: 24 October 2017

TITLE: Draft Palmerston North Animals and Bees Bylaw - Approval for Consultation

DATE: 5 October 2017

AUTHOR/S: Ann-Marie Mori, Policy Analyst, City Future

RECOMMENDATION(S) TO COUNCIL

1. That recommendation 68-17.3 be replaced by the following:

“That the Consultation Document (including the draft Animals and Bees Bylaw 2017 and Administration manual, attached as Appendix 1 to this memo and incorporating the amendments recommended by the Planning and Strategy Committee) be approved for consultation.”

1. ISSUE

At the 2 October 2017 meeting of the Planning and Strategy Committee a number of amendments to the draft Palmerston North Animals and Bees Bylaw and the associated Consultation Document were recommended.

A revised draft Animals and Bees Bylaw, and the associated Consultation Document, is attached for approval to consult. If the Committee’s changes are adopted, this document will replace the Consultation Document presented to Committee.

2. BACKGROUND

In discussion on the draft bylaw the Committee noted that they wished to receive public comment through the consultation stage of the Bylaw review on the following matters:

- Microchipping and desexing cats.
- Not allowing roosters in the urban area (defined in the bylaw as areas zoned residential in the District Plan) but excluding the village areas of Ashhurst, Longburn, Linton and Bunnythorpe from this restriction.

The Consultation Document, including the draft Bylaw, has been amended to reflect these changes.


3. NEXT STEPS

The next step is to proceed to the consultation phase of the review. The dates for consultation have also been revised.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
If Yes quote relevant clause(s) from Delegations Manual <Enter clause>	
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

- Appendix 1 - Consultation Document - Draft Palmerston North Animals and Bees Bylaw [!\[\]\(0f48f43ebd21f231a458c96216dbf4d1_img.jpg\)](#) 

Ann-Marie Mori
Policy Analyst



APPENDIX 1 – CONSULTATION DOCUMENT

Palmerston North City Council
Draft Palmerston North Animals and Bees Bylaw 2017

Consultation Document

Introduction

This consultation document proposes the replacement of the current Animals and Bees Bylaw 2011 (as amended in 2013) with the Animals and Bees Bylaw 2017, which is attached in draft. The current Bylaw was adopted in 2011 and amended in 2013. The purpose of this consultation document is to describe the details of the new Animals and Bees Bylaw (especially where it differs from the current Bylaw) and to explain the reasons for those differences.

The Proposal

This proposal is to adopt a new Palmerston North Animals and Bees Bylaw 2017. ~~The proposed Bylaw is substantially unaltered, except for some minor amendments.~~

The key changes to the Bylaw that are proposed include:

- A new definition of 'Animal'.
- Removal of area size in clause 8.1 relating to keeping more than three cats in the urban area.
- Addition of clause 8.7 relating to microchipping and desexing cats with a related insertion to clause 3.1 delaying the commencement of clause 8.7.
- Addition of clause 11A not allowing roosters to be kept in the urban area (of Palmerston North City) but excluding the villages of Ashhurst, Longburn, Linton and Bunnythorpe from this restriction.
- Inclusion of an administration manual that would include permitting guidance for more than three cats, more beehives than authorised by the Bylaw and other Bylaw contraventions.

With regards to the proposed mandatory microchipping and desexing of cats, the Council is proposing to delay commencement of that requirement until 2 July 2019. This is intended to give cat owners 12 months from the commencement of the Bylaw to ensure that their cats are desexed and microchipped to comply with the Bylaw. Cat owners would be responsible for meeting the costs of these procedures, estimated to be between \$45-80 for microchipping and \$45-100 for desexing. Cat owners who do not desex and/or microchip their cats could be liable to prosecution. Any conviction under this Bylaw could result in a fine of up to \$20,000. The same penalty already applies to other breaches of the Bylaw under clause 16.

Alongside the bylaw review the Council is also proposing to develop a public campaign promoting desexing and microchipping of all cats, and advocating best practice animal care. This could include, for example, improving information on Council's website or offering a subsidised desexing or microchipping programme. Carrying out these activities would require the Council to agree to fund these types of initiatives through the 2018-28 10 Year Plan process. Council will be consulting on the proposal to develop a desexing/microchip campaign in March/April 2018.

Reason for the Proposal

The reason for the proposal is that the Council is obliged to review the Bylaw. Under 146(a)(v) of the Local Government Act 2002 the Council has specific bylaw-making powers for the purposes of keeping of animals, bees, and poultry. The Palmerston North Animals and Bees Bylaw 2011, is made under these powers and the Health Act 1956. The review allows an opportunity for the Bylaw to be examined and any changes recommended that better respond to the current issues relating to the range of animals it covers. If the current bylaw is not reviewed it will expire in October 2018. This would potentially place the community at increased risk from any nuisances caused by keeping animals and bees, as well as any resultant health and safety concerns.

Section 155 Determination

When making a bylaw under the Local Government Act 2002 the Council must comply with the matters in section 155 of that Act. This section requires that the Council must determine whether a bylaw is the most appropriate way of addressing the perceived problem. The Council must then determine whether the bylaw is in the most appropriate form, and that it does not give rise to any implications under the New Zealand Bill of Rights Act 1990.

In order for the Council to determine whether the draft Bylaw is the best way of addressing the perceived problem, the Council considered the options for addressing the perceived problems. A Section 155 report was considered at the 7 June 2017 Planning and Strategy Committee. The report concluded that a bylaw is the most appropriate way of addressing the range of public health and safety, and nuisance problems, caused by the keeping of animals (other than dogs) within Palmerston North.

The keeping of animals, including stock, pigs, cats, poultry and bees can give rise to a number of concerns regarding health and general nuisance impacts. It is accepted, however that animals provide many benefits to their human owners such as companionship, and can contribute to lifestyle choices by helping people to be more self-sufficient or know where their food is coming from.

In an urban context, in particular, the appropriateness of keeping stock in urban or residential areas (vs. in rural areas), where intensification brings people closer together, may cause nuisance effects such as noise, smell/odours from manure and droppings, potential for animals to escape and present a danger to traffic, cause damage or harm to people and property, and give rise to increased levels of flies and vermin.

The Council considered the following options for addressing these problems:

- Rely on existing regulatory tools
- Education
- Draft a replacement bylaw

Overall it is considered that a regulatory response, through the review of the existing bylaw, will be more effective than placing reliance on existing legislation or education. A bylaw is generally found to be more effective in situations where there are health risks and nuisance concerns, as it provides authoritative and clear local rules.

Consultation Process

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

This consultation document, and the submission form, can be found at:

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

You are also entitled to appear before the Council and speak to your submission. Please indicate on your submission form whether you wish to do this. The Council intends to hear submissions on this proposal at the Planning and Strategy Committee meeting, scheduled for March 2018. The date and time for hearings will be confirmed in the letter acknowledging your submission, and will also be advertised in the Manawātū Standard and Tribune newspaper.

To get your submission to us, either:

Mail to: Draft Animals and Bees Bylaw 2017 Submissions, Governance and Support Team Leader, Palmerston North City Council, Private Bag 11034, Palmerston North 4442

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

Email to: submission@pncc.govt.nz (write Draft Animals and Bees Bylaw 2017 Submissions in the subject)

Phone: 06 356 8199

Fax: 06 355 4115

**The submission period runs from Saturday 11 Friday 3
November 2017
until 4pm on Thursday 21 Friday 15 December 2017**

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



PALMERSTON NORTH CITY

**PALMERSTON NORTH
ANIMALS
AND BEES BYLAW 2017**

Contents

PART 1	9
INTRODUCTION	9
1. TITLE	9
2. PURPOSE	9
3. COMMENCEMENT	9
4. REPEAL	9
5. INTERPRETATION	9
PART 2	12
GENERAL	12
6. GENERAL	12
PART 3	12
STOCK	12
7. KEEPING STOCK IN URBAN AREAS	12
PART 4	13
CATS	13
8. CATS ON PREMISES	13
PART 5	14
PIGS	14
9. PIG KEEPING	14
10. MAINTENANCE OF PIGSTIES	14
PART 6	15
POULTRY	15
11. KEEPING OF POULTRY	15
12. POULTRY HOUSE AND RUN	15
PART 7	16
BEES	16
13. BEE KEEPING	16
PART 8	17
ADMINISTRATION	17
14. PERMITS	17
15. FEES FOR PERMITS	17
16. OFFENCES AND PENALTIES	18

PALMERSTON NORTH ANIMALS AND BEES BYLAW 2017

PART 1 INTRODUCTION

1. TITLE

- 1.1 The title of this bylaw is the Palmerston North Animals and Bees Bylaw 2017.

2. PURPOSE

- 2.1 This Palmerston North Animals and Bees Bylaw 2017 (the Bylaw) is made pursuant to the Local Government Act 2002 and the Health Act 1956.
- 2.2 The purpose of this Bylaw is to specify requirements for the keeping of animals, including stock, pigs, cats, poultry and bees, in the Palmerston North district, to protect the general public, neighbours and property owners from health and general nuisances related to keeping animals.

3. COMMENCEMENT

- 3.1 This Bylaw comes into force on 2 July 2018, [except for clause 8.7, which comes into force on 1 July 2019.](#)

4. REPEAL

- 4.1 The Palmerston North Animals and Bees Bylaw 2011 is repealed with effect from midnight 2 July 2018.

5. INTERPRETATION

Animal

Means any poultry (as defined), stock (as defined), cat, or pig; but does not include dogs or any such animal that is living in a wild state, or any other animal not referred to in this definition notwithstanding that it may be living in a domestic state.

Authorised Officer	Means a person appointed by the Council and given powers to perform duties and functions under this Bylaw.
Bee Keeper	Means a person who is keeping bees or owns hives.
Council	Means the Palmerston North City Council and includes any person authorised to act on its behalf.
District	Means the area within the territorial boundary of the Palmerston North City Council.
District Plan	Means the operative Palmerston North City District Plan.
Dwelling House	Means a house that a person lives in.
Keep or Keeping	Means owning, looking after, being in charge of, a custodian, or in possession of any animal.
Keeper	Means a person who is keeping an animal.
Nuisance	Means, without limiting the meaning of the term "nuisance", any unreasonable interference with the peace, comfort or convenience of another person, whether by way of excessive noise or offensive odours, and includes a nuisance as defined in section 29 of the Health Act 1956.
<u>Palmerston North Villages</u>	<u>Means the urban areas of Ashhurst, Longburn, Linton and Bunnythorpe.</u>
Poultry	Means peacocks, doves, pheasants, swans, hens, roosters, geese, ducks, pigeons, turkeys, quails and any other bird that the Council by resolution from

time to time declares to be poultry for the purposes of this Bylaw.

Stock

Means alpacas, cattle, deer, donkeys, horses, sheep, goats and any other animal that the Council by resolution from time to time determines to be stock for the purposes of this Bylaw, but does not include pigs.

Urban Area

Means any land zoned residential in the District Plan.

PART 2

GENERAL

6. GENERAL

- 6.1 No person may keep animals in a way that, in the opinion of an authorised officer, causes or is likely to cause a nuisance or injury to the health or safety of any person.
- 6.2 If, in the opinion of an authorised officer, an animal kept on private land is causing or is likely to cause a nuisance the authorised officer may issue a notice requiring the person keeping the animal to take such action as the officer considers necessary within any time specified to abate or prevent the nuisance.
- 6.3 A person issued with such a notice under this Bylaw must comply with the notice.

PART 3

STOCK

7. KEEPING STOCK IN URBAN AREAS

- 7.1 A person may keep stock in the urban area provided they comply with the following conditions:
 - a) The stock are prevented from causing any nuisance or damage to the property of adjoining premises.
 - b) Manure and effluent is removed from the premises, or appropriately recycled or reused, before it creates a nuisance.

PART 4

CATS

8. CATS ON PREMISES

- 8.1 No person may keep more than three cats on any private land in the urban area without a permit issued under this Bylaw.
- 8.2 If the Council issues a permit to a person to keep more than three cats under clause 8.1 then the permit holder must comply with the conditions of that permit.
- 8.3 No cats kept for breeding purposes shall be housed within 1.8 metres of the boundary of any adjoining property in the urban area unless the housing is within a dwelling house.
- 8.4 The restrictions of clauses 8.1 and 8.3 shall not apply to kittens below the age of three months.
- 8.5 Nothing in clause 8.1 applies to the SPCA or other animal shelter or a lawfully established veterinary clinic or cattery.
- 8.6 Nothing in clause 8 precludes the need for a resource consent under the District Plan.

8.7 Every person who keeps cats must ensure:

- a. Cats are microchipped and registered with a recognised microchip registry.
- b. Cats over 4 months are desexed (unless kept for breeding purposes and are registered with New Zealand Cat Fancy Ltd.).

PART 5

PIGS

9. PIG KEEPING

- 9.1 No person may keep a pig or pigs in the urban area.
- 9.2 No person may keep a pig or pigs on land zoned rural in the District Plan except in accordance with the District Plan.
- 9.3 Where there is a discrepancy between this Bylaw and the District Plan regarding the keeping of pigs, the District Plan prevails.

10. MAINTENANCE OF PIGSTIES

- 10.1 The keeper of pigs must keep the pigsty and all drains, tanks, troughs and other areas associated with the pigsty in a clean condition.
- 10.2 All troughs from which pigs are fed must be watertight and properly constructed using concrete, sheet iron, hardwood or other material approved in writing by an authorised Officer.
- 10.3 Troughs, whether in feeding pens or elsewhere, must be placed on a smooth concrete slab with a raised nib wall around its edge and must be of sufficient size to prevent pollution of the area or ground surrounding the trough.
- 10.4 All manure and effluent must be removed from the premises, or appropriately recycled or reused, before it creates a nuisance.
- 10.5 All food intended for pigs shall be contained in an impervious container with a close fitting cover sufficient to prevent access by flies or the escape of offensive odours.

PART 6

POULTRY

11. KEEPING OF POULTRY

- 11.1 Subject to clause 11.4 relating to roosters, No person may keep poultry in the urban area except in accordance with clause 12 of this Bylaw.
- 11.2 No person may keep poultry in the rural zone except in accordance with the District Plan.
- 11.3 Where there is a discrepancy between this Bylaw and the District Plan regarding the keeping of poultry, the District Plan shall prevail.
- 11.4 No person may keep roosters in the urban area except in Palmerston North villages.

12. POULTRY HOUSE AND RUN

- 12.1 Poultry must be provided with a poultry house with the following features:
- a) A rainproof roof;
 - b) A floor made of solid wood, concrete or other approved material surrounded by a raised nib to which a poultry run may be attached.
- 12.2 No poultry house or poultry run shall be placed so that any part of it is within 2 metres of any dwelling house, whether wholly or partially occupied, or the boundary of any adjoining premises, unless the properties are separated by a solid fence.
- 12.3 Every poultry house and poultry run shall be maintained in good repair, in a clean condition free from any offensive smell or overflow, and free from vermin.
- 12.4 Any property where poultry are not confined in a poultry house and run must have secure boundary fences to confine poultry to that property.

PART 7

BEES

13. BEE KEEPING

13.1 A person may keep bees in the urban area provided they comply with the following conditions:

- a) Hives are placed no closer than 1 metre to any boundary unless there is a solid fence 1.6 metres or taller on that boundary; and
- b) The property area is 500m² or greater; and
- c) The number of hives does not exceed that which is allowed for the area of the property as indicated in the following table:

Property area	Maximum number of hives
500m ² to 700m ²	2
701m ² to 1000m ²	4
1001m ² to 2000m ²	6
2001m ² or greater	8

- d) The apiary or the beekeeper must be registered under the Biosecurity Act 1993 and the Biosecurity (National American Foulbrood Pest Management Plan) Order 1998.
- 13.2 Notwithstanding clause 13.1, a person may apply for a permit under this Bylaw to keep bees if they are otherwise unable to comply with the conditions of clause 13.1.

PART 8

ADMINISTRATION

14. PERMITS

- 14.1 A permit to keep animals may be issued under this Bylaw if the Authorised Officer is satisfied that the granting of the permit would not create a nuisance or injury to the health or safety of any person.
- 14.2 For the avoidance of doubt, the Council may grant a permit for an activity that would otherwise contravene this Bylaw.
- 14.3 A permit may include conditions that the Council considers are reasonably necessary to manage the effects of the activity, achieve the objectives of this Bylaw, and minimise the risk of nuisance.
- 14.4 Any person seeking a permit must:
- a) Complete the required application form; and
 - b) Pay the applicable fee, if any; and
 - c) Comply with any requirements set as conditions of that permit.
- 14.5 A permit may be cancelled by the Council if:
- a) The Council receives separate complaints from three or more different properties and the Authorised Officer is satisfied that the complaints are reasonable and justified; or
 - b) The holder of the permit breaches the conditions of the permit.
- 14.6 The holder of the permit may apply to the General Manager of the Customer Services Unit for a review of any decision made under clause 14.5 within five working days of receiving notification of the decision.
- 14.7 A permit is personal to the applicant and is not transferable.

15. FEES FOR PERMITS

- 15.1 The Council may charge a fee for receiving and processing an application and issuing a permit.
- 15.2 The Council must prescribe a fee for any permit issued under this Bylaw using the Special Consultative Procedure in accordance with the Local Government Act 2002.

16. OFFENCES AND PENALTIES

- 16.1 Every person who commits a breach of any of the provisions of this Bylaw commits an offence and may be liable on summary conviction to a fine of up to \$20,000 as prescribed by section 242 of the Local Government Act 2002.



PALMERSTON NORTH CITY

PALMERSTON NORTH ANIMALS AND BEES BYLAW

2017

Administration Manual

CONTENTS

PART 1 – INTRODUCTION22
PART 2 - FORMS23

DRAFT

Document Control

Version No.	Reason for Amendment	Date

Authorisation

	Name	Signature	Date
Prepared By			
Reviewed By			
Authorised By			

PART 1 – INTRODUCTION

The purpose of this Administration Manual is to provide material complementary to the Animals and Bees Bylaw. It addresses aspects of how animals may be kept in urban areas that could be included in the Bylaw, but are of an administrative or operational nature. These aspects of animal control may be amended before the Bylaw is reviewed and this is appropriately achieved by Council resolution changing this Manual. This will simplify the administration of the Bylaw, allow for administrative and technical processes to be kept up to date, and assist in interpretation of the Bylaw.

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

This Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up-to-date and reflects current practice. Amendments to this document will be authorised by the General Manager for Customer Services Unit.

PART 2 - FORMS

This section includes the form to be used when applying for a permit under the Animals and Bees Bylaw. This form applies to the following activities controlled by the bylaw and for which a permit may be issued:

- Keep more than three cats on private land in the urban area
- Keep more beehives than authorised by the Bylaw
- Other activity that contravenes the Bylaw

Animals and Bees Bylaw Permit Application Form



APPLICANT DETAILS

Applicant Name: _____

Trading Name of Business (if applicable) : _____

Mailing Address: _____

Telephone: _____

Email: _____

After hours: _____

Mobile: _____

ACTIVITY TYPE

Please indicate the type of activity permit for which you are applying

☐ Keeping cats

☐ Keeping bees

☐ Other: _____

PERMIT REQUIREMENTS

I confirm that:

(a) I have included in this application the required information necessary to enable the Council to consider the application (see overleaf).

(b) I have paid the prescribed fee (if applicable)

(c) I agree to comply with the times, terms and conditions of the permit if a permit is issued.

Signature: _____ (applicant) Date: _____

OFFICE USE ONLY

Application received on: _____

Recommendation: Approved/Declined (circle one)

Permit number: _____

Applicant advised: Yes/No (circle one)

Date: _____

Notes: _____

PERMIT INFORMATION REQUIREMENTS

The following are the information requirements for each of the different permit activity types. Please ensure that you supply all the required information with your application to enable the Council to consider your application. A failure to supply the required information may delay your permit application.

Keeping cats (clause 8)

1. The purpose for which the cats are being kept (e.g. companionship, show, breeding).
2. Information showing the suitability of the property and housing arrangement in which the cats will be kept.
3. How you will manage the effect the additional cats may have on the surrounding neighbourhood, including management of any noise or nuisance effects.

Keeping bees (clause 13)

1. A sketch plan showing the number and location of hives, including their proposed placement in relation to other buildings or structures on the property or property boundaries.
2. The size of the property where the hives are to be located.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 24 October 2017

TITLE: Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 2 October 2017 Meeting

ITEM 12

Set out below are the recommendations only from the Planning and Strategy Committee meeting Part I Public held on 2 October 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

66-17 City Centre Streetscape - Square East Safety Audit

Memorandum, dated 14 September 2017 from the Roading Manager, Jon Schwass and the City Planning Manager, David Murphy.

Councillor Vaughan Dennison entered the meeting at 9.46am.

The COMMITTEE RECOMMENDS

1. That the Road Safety Audit of the Square East section of the City Centre Streetscape Plan be received.
2. That the findings of the Road Safety Audit inform the basis of the final design and targeted consultation on the Square East section of the City Centre Streetscape.
3. That the Square East section of the City Centre Streetscape Plan be designed to accommodate 60 degree parking in the interim but be easily converted to the original concept of 90 degree parking at a later date when through traffic volumes decrease.

68-17 Draft Palmerston North Animals and Bees Bylaw - Approval for Consultation

Report, dated 15 September 2017 from the Policy Analyst, Ann-Marie Mori.

The COMMITTEE RECOMMENDS

1. That the Council determines the form of the draft Animals and Bees Bylaw 2017 and Administration Manual (contained in Appendix 1) is, subject to the outcome of public consultation, considered to be the most appropriate form of bylaw.
2. That the Council confirms that it has considered the draft Animals and

ITEM 12

Bees Bylaw 2017 and determines that it does not give any rise to any implications under the New Zealand Bill of Rights Act 1990.

3. That the Consultation Document (including the draft Animals and Bees Bylaw 2017 and Administration Manual) (attached as Appendix 1) incorporating any amendments recommended by the Committee be approved for consultation.
4. That delegated authority is given to the Chairperson and the Deputy Chairperson of the Planning and Strategy Committee for the approval of any minor amendments to the Consultation Document.
5. Subject to confirmation through the 10 Year Plan, develop a public campaign (with input from key stakeholders) to:
 - a. Promote desexing and microchipping of all cats;
 - b. Educate cat owners and pet stores on best practice animal care, including improved information delivered through Council's website.
6. That the following clause is added to 'Part 4 – Cats' of the draft Animals and Bees Bylaw:

"8.7 Every person who keeps cats must ensure:

 - a. Cats are microchipped and registered with a recognized microchip registry.
 - b. Cats over 4 months old are desexed (unless kept for breeding purposes and are registered with New Zealand Cat Fancy Ltd.)."
 7. That clause 3.1 of the draft Animals and Bees Bylaw be amended to read:

"3.1 This Bylaw comes into force on 2 July 2018, except for clause 8.7, which comes into force on 1 July 2019."
 8. That roosters not be allowed in the urban area but excluding Palmerston North villages under clause 12 of the Poultry.

ATTACHMENTS

Nil

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 24 October 2017

TITLE: Presentation of the Part I Public Economic Development Committee Recommendations from its 9 October 2017 Meeting

Set out below are the recommendations only from the Economic Development Committee meeting Part I Public held on 9 October 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

43-17 Presentation - Mayors Taskforce for Jobs

Presentation, dated 28 September 2017, by Penny Odell.

The **COMMITTEE RECOMMENDS**

1. That the Economic Development Committee receive the presentation for information.
2. That Council commit to signing the Youth Employment Pledge.

ATTACHMENTS

Nil

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 24 October 2017

TITLE: Presentation of the Part I Public Finance and Performance Committee Recommendations from its 16 October 2017 Meeting

ITEM 14

Set out below are the recommendations only from the Finance and Performance Committee meeting Part I Public held on 16 October 2017. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

65-17 Forest Post Harvest Native Forest Revegetation

Memorandum, dated 8 September 2017 from the Water & Waste Services Manager, Robert van Bentum and the Water Asset Engineer, Dora Luo.

The COMMITTEE RECOMMENDS

1. That Council note that an additional operational budget of \$36,000 spread over 5 years starting from the 2018/19 year following completion of the planned pine forest harvest operations in the Turitea Water Supply Catchment, will be presented for funding consideration in the 2018-28 Long Term Plan.

66-17 Arena Masterplan Steering Group

Memorandum, dated 29 September 2017 from the Manager - Venues PN, John Lynch.

The COMMITTEE RECOMMENDS

1. That the Arena Masterplan Steering Group be formed to provide direction, advice, feedback and endorsement to Arena Masterplan projects.
2. That the Terms of Reference for the Arena Masterplan Steering Group be approved.
3. That the membership of Arena Masterplan Steering Group be reviewed at the beginning of each election cycle.
4. That Nominations be sought from 2 elected members to join the Mayor on the Arena Masterplan Steering Group.

ITEM 14

ATTACHMENTS

Nil