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# **PALMERSTON NORTH CITY COUNCIL**

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## **AGENDA COUNCIL**

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**9AM, MONDAY 29 APRIL 2019**

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

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## MEMBERSHIP

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**Grant Smith (Mayor)**

**Tangi Utikere (Deputy Mayor)**

**Brent Barrett**

**Susan Baty**

**Rachel Bowen**

**Adrian Broad**

**Gabrielle Bundy-Cooke**

**Vaughan Dennison**

**Lew Findlay QSM**

**Leonie Hapeta**

**Jim Jefferies**

**Lorna Johnson**

**Duncan McCann**

**Karen Naylor**

**Bruno Petrenas**

**Aleisha Rutherford**

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

[pncc.govt.nz](http://pncc.govt.nz) | Civic Administration Building, 32 The Square  
City Library | Ashhurst Community Library | Linton Library

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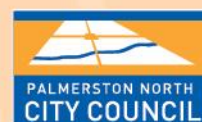
**Heather Shotter**

**Chief Executive, Palmerston North City Council**

**Palmerston North City Council**

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

Private Bag 11034, 32 The Square, Palmerston North



## **COUNCIL MEETING**

29 April 2019

### **ORDER OF BUSINESS**

**1. Apologies**

**2. Notification of Additional Items**

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

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

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

**3. Declarations of Interest (if any)**

Members are reminded of their duty to give a general notice of any interest of items to be considered on this agenda and the need to declare these interests.

4. **Confirmation of Minutes** Page 7  
“That the minutes of the ordinary meeting of 25 March 2019 Part I Public be confirmed as a true and correct record.”

## **REPORTS**

5. **Review of Representation Arrangements** Page 19  
Memorandum, dated 5 April 2019 presented by the Legal Counsel, John Annabell.
6. **Funding - Palmerston North Public Sculpture Trust** Page 29  
Memorandum, dated 4 April 2019 presented by the General Manager - Community, Debbie Duncan.
7. **Approval of international travel for Deputy Mayor, May 2019** Page 49  
Memorandum, dated 9 April 2019 presented by the International Relations Manager, Toni Grace.
8. **Review of Mayoral Travel Grant for Guiyang** Page 53  
Memorandum, dated 9 April 2019 presented by the International Relations Manager, Toni Grace.
9. **Sectional District Plan Review: Final Approval of Plan Change 22A-G** Page 57  
Memorandum, dated 11 April 2019 presented by the City Planning Manager, David Murphy.
10. **Council Work Schedule** Page 61

## **RECOMMENDATIONS FROM COMMITTEE MEETINGS**

11. **Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 1 April 2019 Meeting** Page 63

“That the Committees recommendations be adopted or otherwise dealt with.”

**12. Presentation of the Part I Public Sport and Recreation Committee Recommendations from its 8 April 2019 Meeting** Page 65

“That the Committees recommendations be adopted or otherwise dealt with.”

**13. Presentation of the Part I Public Finance and Performance Committee Recommendations from its 15 April 2019 Meeting** Page 67

“That the Committees recommendations be adopted or otherwise dealt with.”

**14. Presentation of the Part I Public Arts, Culture and Heritage Committee Recommendations from its 15 April 2019 Meeting** Page 71

“That the Committees 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 March 2019	For the reasons setout in the ordinary minutes of 25 March 2019, held in public present.	
17.	Presentation of the Part II Confidential Finance and Performance Committee	For the reasons setout in the agenda of 15 April 2019, held in public present.	

	<b>Recommendations from its 15 April 2019 Meeting</b>	
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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), Chief Infrastructure Officer (Tom Williams), General Manager – Strategy and Planning (Sheryl Bryant), General Manager - Community (Debbie Duncan), Chief Customer and Operating Officer (Chris Dyhrberg), General Manager - Marketing and Communications (Sacha Haskell), Sandra King (Executive Officer) 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 Executive Leadership 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.

Committee Administrators (Penny Odell, Rachel Corser and Courtney Kibby), because of their knowledge and ability to provide the meeting with procedural advice and record the proceedings of the meeting.

*[Add Council Officers]*, because of their knowledge and ability to assist the meeting in speaking to their report and answering questions, noting that such officer will be present at the meeting only for the item that relate to their respective report.

*[Add Third Parties]*, because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].

## **PALMERSTON NORTH CITY COUNCIL**

### **Minutes of the Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 25 March 2019, commencing at 9.00am**

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

#### **22-19 Petition - There is no Planet B. Lets Take Action.**

Miss Hannah Spillane and Miss Fia Ryan presented a petition signed by 522 people with the following prayer:

“The Transport sector makes up 20% of our total greenhouse gas emissions in New Zealand each year. We request action to be taken by the Palmerston North City Council and the Horizons Council to switch its vehicles (e.g. buses, rubbish trucks) to electrical or hybrid vehicles. While a lot is being done to reduce plastic, further action could be taken by making bans on other products in and around the city. We would also like the Council to create better forums for meaningful engagement with young people, so we can be involved in the future of our city. Do you agree?”

The School Strike for Climate that was a call for action and for leaders to do more to reduce global warming. As not all students were able to attend Miss Spillane and Ryan decided to create a petition so that the students could still be involved and be heard.

It was felt that Council was doing a lot of good work but that information was not being shared to youth in a meaningful way. It was suggested that the use of social media platforms, such as Instagram, could be more widely used for sharing information but also to seek feedback and run polls.

Moved Grant Smith, seconded Tangi Utikere.

#### **RESOLVED**

1. That the Council receive the petition for information.

Clause 22.1 above was carried 15 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 and Tangi Utikere.

Moved Brent Barrett, seconded Duncan McCann.

2. That the Chief Executive be instructed to report on Council's environmental sustainability plans and progress including reducing transport emissions and plastic waste.

Clause 22.2 above was carried 15 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 and Tangi Utikere.

Moved Rachel Bowen, seconded Tangi Utikere.

3. That the Chief Executive be instructed to review the effectiveness of Palmerston North City Council's Youth Engagement and report back to Council with recommendations.

Clause 22.3 above was carried 15 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 and Tangi Utikere.

**23-19**

**Confirmation of Minutes**

Moved Grant Smith, seconded Tangi Utikere.

**RESOLVED**

1. That the minutes of the ordinary meeting of 18 March 2019 Part I Public be confirmed as a true and correct record.

Clause 23-19 above was carried 15 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 and Tangi Utikere.

**REPORTS**

**24-19**

**City Wide Street Lighting Upgrade to Current LEDs - Progress Update and Budget Adjustment**

Memorandum, dated 19 February 2019 presented by the Transport & Infrastructure Manager, Robert van Bentum.



Moved Grant Smith, seconded Vaughan Dennison.

**RESOLVED**

1. That the total approved budget for Capital New Programme 1086 – City Wide Street Lighting Upgrade to Current LEDs be increased by \$889,204 from \$6,090,869 to \$6,980,073, on the basis that Council's contribution will actually reduce by \$311,009 from \$2,113,786 to \$1,802,780
2. That Council note the commitment by Officers to seek an increase in the level of NZTA funding contribution of \$750,000 to further reduce Council's contribution to Programme 1086 by \$750,000 to \$1,052,780.

Clause 24-19 above was carried 15 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 and Tangi Utikere.

**25-19**

**Order of Candidates' Names on Voting Documents**

Report, dated 8 March 2019 presented by the Legal Counsel, John Annabell.

Moved Grant Smith, seconded Tangi Utikere.

**RESOLVED**

1. That, pursuant to Regulation 31 of the Local Electoral Regulations 2001, random order will be used for arranging the names of candidates on voting documents for the 2019 elections for Mayor and Councillors of Palmerston North City Council.

Clause 25-19 above was carried 14 votes to 0, with 1 abstention, 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, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

**Abstained:**

Councillor Gabrielle Bundy-Cooke.

**26-19**

**Register of Part II (Public Excluded) Information for This Term of Council (2016 - 2019)**

Memorandum, dated 10 March 2019 presented by the General Manager - Strategy & Planning, Sheryl Bryant.

During discussion Elected Members noted that there were some items in Part II that could be released into Part I reasonably quickly by the Chief Executive.

Moved Grant Smith, seconded Karen Naylor.

**RESOLVED**

1. That the report dated 10 March 2019 and titled "Register of Part II (Public Excluded) Information for This Term of Council (2016-2019)" by the General Manager, Strategy and Planning be received.

Clause 26.1 above was carried 15 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 and Tangi Utikere.

Moved Grant Smith, seconded Karen Naylor.

2. That retrospective Part II items that can be released progressively occur as soon as possible through the Chief Executive's office.

Clause 26.2 above was carried 15 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 and Tangi Utikere.

**27-19**

**Work Schedule**

Moved Grant Smith, seconded Tangi Utikere.

**RESOLVED**

1. That the Council receive its Work Schedule dated March 2019.

Clause 27-19 above was carried 15 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 and Tangi Utikere.

**RECOMMENDATIONS FROM COMMITTEE MEETINGS**

**28-19**

**Planning and Strategy Committee Part I Public - 4 March 2019**

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

Clause 28-19 above was carried 15 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 and Tangi Utikere.

Moved Duncan McCann, seconded Rachel Bowen.

**RESOLVED**

1. That the Committee's recommendations be adopted.

**29-19 Sport and Recreation Committee Part I Public - 11 March 2019**

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

Moved Leonie Hapeta, seconded Duncan McCann.

**RESOLVED**

1. That the Committee's recommendations be adopted.

Clause 29-19 above was carried 15 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 and Tangi Utikere.

**30-19 Finance and Performance Committee Part I Public - 18 March 2019**

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

Moved Susan Baty, seconded Jim Jefferies.

**RESOLVED**

1. That clauses 14-19 and 15-19 of the Committee's recommendations be adopted.

Clause 30.1 above was carried 15 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 and Tangi Utikere.

Moved Susan Baty, seconded Jim Jefferies.

2. That clauses 16-19 and 17-19 of the Committee's recommendations be adopted.

Clause 30.2 above was carried 14 votes to 0, with 1 abstention, the voting being as follows:

**For:**

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

**Abstained:**

Councillor Leonie Hapeta.

**EXCLUSION OF PUBLIC**

**31-19 Recommendation to Exclude Public**

Moved Grant Smith, seconded Tangi Utikere.

## RESOLVED

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

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

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
14.	Presentation of the Part II Confidential Sport and Recreation Committee Recommendations from its 11 March 2019 Meeting	s7(2)(i) Negotiations	

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), Chief Infrastructure Officer (Tom Williams), General Manager – Strategy and Planning (Sheryl Bryant), General Manager - Community (Debbie Duncan), Chief Customer and Operating Officer (Chris Dyhrberg), General Manager - Marketing and Communications (Sacha Haskell), Sandra King (Executive Officer) 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 Executive Leadership 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.

Committee Administrators (Penny Odell, Rachel Corser and Courtney Kibby), because of their knowledge and ability to provide the meeting with procedural advice and record the proceedings of the meeting.

Clause 31-19 above was carried 15 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 and Tangi Utikere.

The public part of the meeting finished at 10.32am

Confirmed 29 April 2019

**Mayor**

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 25 March 2019

**TITLE:** Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 4 March 2019 Meeting

Set out below are the recommendations only from the Planning and Strategy Committee meeting Part I Public held on 4 March 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 8-19 LGNZ metro sector remit proposals

Memorandum, dated 4 February 2019 presented by the Strategy & Policy Manager, Julie Macdonald.

#### The COMMITTEE RECOMMENDS

1. That the Council proposes the following remit at the LGNZ metro sector meeting in May 2019: "LGNZ to advocate to the Government for it to provide financial support for the local government online voting trial".
2. That the Council proposes the following remit at the LGNZ metro sector meeting in May 2019: "LGNZ to advocate to the Government to phase out single use polystyrene".
3. That the Council proposes the following remit at the LGNZ metro sector meeting in May 2019: "LGNZ to advocate to the Government to introduce a mandatory product stewardship programme for e-waste".

### 7-19 Intersection Improvements Monrad/Pencarrow/Ronberg

Report, dated 4 February 2019 presented by the Transport & Infrastructure Manager, Robert van Bentum.

#### The COMMITTEE RECOMMENDS

1. That Council approve implementation of the option 3 safety improvements at the Monrad, Pencarrow and Ronberg intersection, detailed in clause 6.3 of the report titled 'Intersection Improvements Monrad/Pencarrow/Ronberg' dated 4 February 2019.
2. That Council approve investigation of options for installation of active warning signage to address speeding on Monrad Street, for implementation during the 2019/20 financial year as part of the Council's

Programme 279 Minor Road Projects.

3. That \$200,000 from programme 829 and 713 be used to fund undergrounding of power cables at Monrad/Pencarrow/Ronberg intersection.
4. That the Committee requests a further report to the Planning and Strategy Committee outlining priority intersections across the city and what safety treatments are planned.

### **ATTACHMENTS**

Nil

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 25 March 2019

**TITLE:** Presentation of the Part I Public Sport and Recreation Committee Recommendations from its 11 March 2019 Meeting

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Set out below are the recommendations only from the Sport and Recreation Committee meeting Part I Public held on 11 March 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

**4-19 Ashhurst Domain - Function Venue Proposal**

Memorandum, dated 18 February 2019 presented by Parks and Reserves Manager, Kathy Dever-Tod

The **COMMITTEE RECOMMENDS**

1. That Council agree to progress to the assessment stage under the Reserves and Resource Management Acts for Ashhurst Domain function venue proposal.

**5-19 Palmerston North City Council Co-Management Committee Establishment**

Report, dated 22 February 2019 presented by the Parks and Reserves Manager, Kathy Dever-Tod and the Principal Maori Advisor, Todd Taiepa.

The **COMMITTEE RECOMMENDS**

1. That the Council adopt the *Kawenata in Relation to Te Motu o Poutoa*, as attached to the report titled *Palmerston North City Council Co-Management Committee Establishment* and dated 22 February 2019, as the foundational partnership document that underpins the relationship and describes the arrangements for establishing a co-management Committee.
2. That the Chairperson and Deputy Chairperson be given delegated authority to make minor amendments to the Kawenata.

## **ATTACHMENTS**

Nil



## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 25 March 2019

**TITLE:** Presentation of the Part I Public Finance and Performance Committee Recommendations from its 18 March 2019 Meeting

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Set out below are the recommendations only from the Finance and Performance Committee meeting Part I Public held on 18 March 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

**14-19 Palmerston North Airport Ltd - Interim Report for 6 months to 31 December 2018**

Memorandum, dated 28 February 2019 presented by the Strategy Manager Finance, Steve Paterson.

The **COMMITTEE RECOMMENDS**

1. That the Interim Report and Financial Statements of Palmerston North Airport Ltd for the period ended 31 December 2018 be received.

**15-19 Palmerston North Airport Ltd - Draft Statement of Intent for 2019/20**

Memorandum, dated 28 February 2019 presented by the Strategy Manager Finance, Steve Paterson.

The **COMMITTEE RECOMMENDS**

1. That the Palmerston North Airport Ltd draft Statement of Intent for 2019/20 be received and its assumptions endorsed.

**16-19 Additional Capital Renewal Funding for CAB Works**

Memorandum, dated 16 January 2019 presented by the Property Manager, Bryce Hosking.

The **COMMITTEE RECOMMENDS**

1. That Council approve an additional \$145,000 of capital renewal funding for the 2018/19 year to complete stage 2 of the CAB fire upgrade work.
2. That Council approve an additional \$35,000 of capital renewal funding for the 2018/19 year for the designing/ consenting work for stage 3 of the CAB fire upgrade work.
3. That Council approve an additional \$30,000 of capital renewal funding for the 2018/19 year for the construction of a kitchenette on the 5<sup>th</sup> floor of the CAB.
4. That Council approve an additional \$50,000 of capital renewal funding for the 2018/19 year for the replacement of the carpet in the ground floor office of the CAB.

**17-19 Whakarongo Residential Development**

Memorandum, dated 26 February 2019 presented by the Property Manager, Bryce Hosking.

The **COMMITTEE RECOMMENDS**

1. That Council approves the sale of the Council-owned land within the Whakarongo residential growth area as residential sections and delegates to the Chief Executive the authority to negotiate the terms and conditions of sale.

**ATTACHMENTS**

Nil

## MEMORANDUM

**TO:** Council

**MEETING DATE:** 29 April 2019

**TITLE:** Review of Representation Arrangements

**DATE:** 5 April 2019

**PRESENTED BY:** John Annabell, Legal Counsel, Strategy and Planning

**APPROVED BY:** Sheryl Bryant, General Manager - Strategy & Planning

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### RECOMMENDATION(S) TO COUNCIL

1. That the Determination of the Local Government Commission relating to representation arrangements to apply for the election of Palmerston North City Council to be held on 12 October 2019 be received.

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### 1. BACKGROUND

On 5 April 2019, the Local Government Commission announced its Determination of representation arrangements to apply for election of the Palmerston North City Council to be held on 12 October 2019. The Commission's Determination was that:

1. That Palmerston North City, as delineated on Plan LG-040-2013-W-1 deposited with the Local Government Commission, will not be divided into wards
2. The Council will comprise the mayor and 15 councillors elected by the electors of the city as a whole.

A copy of the Determination is attached to this memorandum.

The Commission's decision is final, but subject to the outcome of any appeal decisions in the High Court. Any appeal can be initiated by the Council or other parties, but would need to be based on a point of law or seek variation of the decision by way of judicial review. The closing date for appeals is 6 May 2019.

One of the four appeals considered by the Commission suggested that a Bunnythorpe Community Board be established. While the Commission agreed that no community boards be established at this stage, the Commission did comment that a more appropriate process

## PALMERSTON NORTH CITY COUNCIL

for a proposed board would be for the community to petition the Council for its establishment as a standalone process.

## 2. NEXT STEPS

The Council's next elections will be held on 12 October 2019 with no change to the current representation arrangements.

## 3. 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
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the outcomes of the Connected Community Strategy	
The recommendations contribute to the achievement of action/actions in the Active Citizenship Plan	
The action is: Encourage people to vote in local body elections.	
Contribution to strategic direction	By providing appropriate representation arrangements for local body elections.

## ATTACHMENTS

1. Local Government Commission Determination Palmerston North City Council [!\[\]\(e6ddc77b791299d975007937cebef274\_img.jpg\)](#) 



Local Government Commission  
Mana Kāwanatanga ā Rohe

## Determination

of representation arrangements to apply for  
the election of Palmerston North City Council  
to be held on 12 October 2019

### Background

1. All territorial authorities are required under sections 19H and 19J of the Local Electoral Act 2001 (the Act) to review their representation arrangements at least every six years. These reviews are to determine the number of councillors to be elected, the basis of election for councillors and, if this includes wards, the boundaries and names of those wards. Reviews also include whether there are to be community boards and, if so, membership arrangements for those boards. Representation arrangements are to be determined so as to provide fair and effective representation for individuals and communities.
2. Palmerston North City Council (the council) last reviewed its representation arrangements prior to the 2013 local authority elections. Therefore, it was required to undertake a review prior to the next elections in October 2019.
3. At the time of the last review, the council's initial proposal was to move to an at large system of representation, while retaining the existing 15 councillors, and with no community boards. This followed the decision of the council to move to the STV electoral system for the 2013 elections. However, in light of submissions received on its initial proposal, the council resolved to retain the existing ward system of representation for 15 councillors, again with no community boards, as its final proposal. Eleven appeals were received against the council's final proposal with eight seeking an at large system and three seeking different ward arrangements.
4. After considering the appeals, the Commission determined that for the 2013 elections, the at large system of representation would be used to elect 15 councillors, and with no community boards. This basis of election was used again for the 2016 elections.
5. For its current review, the council undertook one month's preliminary consultation in July 2018, on representation arrangements for Palmerston North City. This was carried out by way of the release of a discussion document on the representation issues to be addressed, an invitation for submissions and the opportunity for submitters to speak to their submissions at a council meeting.
6. The council received 30 submissions in response to the discussion document. It analysed the responses as follows:

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- *basis of election*: 53.3% supported at large, 26.7% supported wards, 13.3% supported a mixed system, 6.7% were unclear
  - *number of councillors*: 50.0% supported the current 15 councillors, 6.7% supported an increase, 36.7% supported a decrease, 6.7% made no response
  - *community boards*: 26.7% supported boards, 20.0% gave qualified support for boards, 36.7% gave no support for boards, 3.3% were unclear, 13.3% made no response.
7. At a meeting on 27 August 2018, the council adopted its initial representation proposal. This proposal was for the council to continue to comprise the mayor and 15 councillors elected at large and for no community boards to be established.
  8. In notifying its proposal, the council commented it was proposing no change to present arrangements for the election of councillors as:
    - it considers Palmerston North City comprises a single community of interest which covers the whole city
    - the city also comprises many secondary communities of interest based on individual suburbs and villages but it would not be practicable for each community to be represented by an individual councillor
    - the proposed number of councillors will enable the workload to be shared and will promote diversity.
  9. In relation to community boards, the council commented it was proposing no change to present arrangements as it is satisfied the city does not include any communities that are sufficiently distinct or isolated to require representation of this nature.
  10. The council notified its initial proposal on 1 September 2018 and invited submissions by 8 October 2018. The council received 20 submissions and analysed these as follows (one late submission was also received):
    - *basis of election*: 11 (55%) supported at large and 9 (45%) supported wards
    - *number of councillors*: 17 (85%) supported the present 15 councillors and 3 (15%) supported a reduction
    - *community boards*: 8 (40%) supported community boards and 11 (55%) supported no community boards, with 1 (5%) making no response.
  11. At a meeting on 24 October 2018, the council, after considering the submissions, resolved to adopt its initial proposal as its final representation proposal.
  12. The council notified its final proposal and called for appeals by 13 December 2018.
  13. Four appeals against the council's final proposal were received from:
    - Marilyn and Bruce Bulloch: seeking reinstatement of a ward system of election for councillors and supporting community boards in such places as Ashhurst
    - Iola Haggarty: seeking reinstatement of a ward system for election of councillors
    - Malcolm Frith: proposing establishment of a combination of wards and boards
    - Dale O'Reilly: seeking establishment of a Bunnythorpe community board.

### Matters for determination by the Commission

14. Section 19R of the Act makes it clear that the Commission, in addition to consideration of the appeals and objections against a council's final representation proposal, is required to determine, in the case of a territorial authority, all the matters set out in sections 19H and 19J which relate to the representation arrangements for territorial authorities. This interpretation was reinforced by a 2004 High Court decision which found that the Commission's role is not merely supervisory of a local authority's representation arrangements decision. The Commission is required to form its own view on all the matters which are in scope of the review.
15. Given this requirement, any concerns expressed by appellants/objectors relating to the council's review process are not matters that the Commission needs to address.
16. The matters in scope of the review are:
  - whether the council is to be elected from wards, the district as a whole, or a mix of the two
  - the number of councillors
  - if there are to be wards, the area, boundaries and names of wards and the number of councillors to be elected from each ward
  - whether there are to be community boards
  - if there are to be community boards, the area, boundaries and names of their communities, and the membership arrangements for each board.
17. For the purpose of making a determination, the Commission may make such enquiries as it considers appropriate and may hold meetings with the interested parties. There is no obligation on the Commission to hold a hearing and the decision on whether to hold a hearing is based on the information provided by the parties and as a result of any further enquiries the Commission may make.
18. In the case of Palmerston North City Council's proposal, we considered there was sufficient information in the documentation provided by the council on the process it had followed in making its decision and also in the appeals for us to proceed to a determination. Accordingly, we decided no hearing was required.

### Procedural issue

19. Two of the four appeals (from Marilyn and Bruce Bulloch, and from Lola Haggarty) were based on submissions made on the council's informal preliminary consultation rather than on its initial representation proposal. Accordingly, technically they could be considered not to be appeals for the purpose of section 19O of the Act.
20. In raising this matter with the Commission, the council officer concerned noted the two consultation exercises were held reasonably close together and one of the people concerned claimed she did not receive the council letter acknowledging receipt of the preliminary submission and inviting further submissions on the council's formal initial proposal. Commission officers also note the similarity of the documentation relating to both consultation exercises which may have caused some confusion.
21. In these circumstances, and the fact a third appeal (from Malcolm Frith) also raises the same issue of the basis of election, we decided to accept the two 'appeals' concerned.

### Key considerations

22. Based on legislative requirements, the Commission's *Guidelines for local authorities undertaking representation reviews* identify the following three key factors when considering representation proposals:
- communities of interest
  - effective representation of communities of interest
  - fair representation for electors.

### Communities of interest

23. The Guidelines identify three dimensions for recognising communities of interest:
- *perceptual*: a sense of identity and belonging to a defined area or locality as a result of factors such as distinctive geographical features, local history, demographics, economic and social activities
  - *functional*: ability of the area to meet the needs of communities for services such as local schools, shopping areas, community and recreational facilities, employment, transport and communication links
  - *political*: ability to represent the interests of local communities which includes non-council structures such as for local iwi and hapū, residents and ratepayer associations and the range of special interest groups.
24. We note that in many cases councils, communities and individuals tend to focus on the perceptual dimension of communities of interest. That is, they focus on what intuitively they 'feel' are existing communities of interest. While this is a legitimate view, more evidence may be required to back this up. It needs to be appreciated that the other dimensions, particularly the functional one, are important and that they can also reinforce the 'sense' of identity with an area. In other words, all three dimensions are important but should not be seen as independent of each other.
25. In addition to evidence demonstrating existing communities of interest, evidence also needs to be provided of *differences* between neighbouring communities i.e. that they may have "few commonalities". This could include the demographic characteristics of an area (e.g. age, ethnicity, deprivation profiles) and how these differ between areas, and evidence of how different communities rely on different services and facilities.
26. In the case of Palmerston North City, the council describes the city as geographically compact and relatively small with one major business district. While the council does also refer to secondary communities of interest based on individual suburbs and villages with small shopping centres, it notes people typically reside in one part of the city but work in another.
27. In 2012 there were a number of small boundary alterations between Palmerston North City and Manawatu District resulting in additional areas being transferred to the city including the Bunnythorpe area. The motivation for these changes was to assist the councils to address growth pressures on the then boundary in a coordinated way for the benefit of the greater Manawatu area. The desired coordination included planning, implementation and funding for infrastructure and particularly the strategic roading network. The boundary alterations were also seen to better reflect communities of interest in particular areas with more than half of the affected residents working in the city while 95 per cent saw the city as their principal shopping destination.



### *Effective representation of communities of interest*

28. Section 19T of the Act requires the Commission to ensure that:
  - a) the election of members of the council, in one of the ways specified in section 19H (i.e. at large, wards, or a mix of both) will provide effective representation of communities of interest within the city
  - b) ward boundaries coincide with the boundaries of the current statistical meshblock areas determined by Statistics New Zealand and used for parliamentary electoral purposes
  - c) so far as is practicable, ward boundaries coincide with community boundaries (where they exist).
29. 'Effective representation' is not defined in the Act, but the Commission sees this as requiring consideration of factors including the appropriate total number of elected members and the appropriate basis of election of members for the district concerned (at large, wards, or a mix of both).
30. The Commission's Guidelines note the following factors need to be considered when determining effective representation:
  - avoiding arrangements that may create barriers to participation, such as at elections by not recognising residents' familiarity and identity with an area
  - not splitting recognised communities of interest between electoral subdivisions
  - not grouping together two or more communities of interest that share few commonalities of interest
  - accessibility, size and configuration of an area including access to elected members and vice versa.
31. Palmerston North City was divided into six wards from its constitution in 1989 until the 2007 elections. Four of these wards were wholly urban in nature with two a mix of urban and rural areas. In 2007 the two mixed wards were combined by the Commission to ensure compliance with the '+/-10% rule'. In 2007 the council had proposed an at large system of representation but the Commission did not uphold this after considering appeals, determining that a modified ward system be retained.
32. In the 2013 review, the council initially proposed an at large system but following its consideration of submissions, it resolved to retain the existing five-ward system with a series of boundary alterations to ensure compliance with the '+/-10% rule'. Eleven appeals against the council's proposal were received.
33. In considering the appeals, the Commission found that after excluding small urban areas on the fringe of the main urban area, the remaining area would be long and elongated wrapping around the edge of the main urban area and lacking any cohesiveness. It concluded that the establishment of purely rural wards in Palmerston North City was not feasible.
34. While it did consider other variations of a ward system, the Commission finally determined to uphold those appeals seeking an at large system. This was based on factors including a poll conducted in conjunction with the 2010 elections in which 53 per cent favoured an at large system, the compactness of the city and its dynamics,

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and the opportunity that STV provided for people to represent non-geographically based communities of interest.

35. In its current review for the 2019 elections, the council raised the issue of the basis of election, and the options available, in both its preliminary consultation and in its consultation on its initial proposal. As noted, there was majority support for an at large system in both exercises. The council's final proposal reflects this level of support.
36. Three of the four appeals sought reinstatement of the ward system. We note firstly, there are pros and cons to each of the options for the basis of election. Secondly, a council is generally in the best position to assess these pros and cons in relation to its own city/district, as it will know the area better than the Commission. This view, however, is subject to the council going through a good process in assessing the pros and cons, and carefully considering community views throughout the process. In such a case, it is appropriate for the Commission to endorse a council's decision on the choice of options such as the basis of election.
37. In the case of Palmerston North City Council, we believe the council has gone through a reasonable process in considering the options available to it for the basis of election. We have also reached our view on this matter based on the city's experience of both wards and at large elections, and on the current level of support for an at large system. We note some of this support for an at large system over recent reviews has related directly to the fact that the council has adopted the STV electoral system. This is on the basis that at large systems (or at least arrangements consisting of only a few large wards) are likely to achieve proportional representation of non-geographically based communities of interest, under the STV electoral system. We assume this was an objective of the council in adopting the STV electoral system for Palmerston North.
38. Accordingly, we have determined to endorse the council's decision to retain the at large system of representation for the city and to reject the three appeals relating to this matter.

#### *Fair representation for electors*

39. For the purposes of fair representation for the electors of a district, section 19V(2) of the Act requires that the population of each ward divided by the number of members to be elected by that ward must produce a figure no more than 10 per cent greater or smaller than the population of the district divided by the total number of members (the '+/-10% rule').
40. As no wards are proposed for the city, this requirement does not apply.

#### *Communities and community boards*

41. Section 19J of the Act requires every territorial authority, as part of its review of representation arrangements, to determine whether there should be community boards in the district and, if so, the nature of those communities and the structure of the community boards. The territorial authority must make this determination in light of the principle in section 4 of the Act relating to fair and effective representation for individuals and communities.
42. The particular matters the territorial authority, and where appropriate the Commission, must determine include the number of boards to be constituted, their names and boundaries, the number of elected and appointed members, and whether the boards are to be subdivided for electoral purposes. Section 19W also requires

regard to be given to such of the criteria as apply to reorganisation proposals under the Local Government Act 2002 as is considered appropriate. The Commission sees two of these criteria as particularly relevant for the consideration of proposals relating to community boards as part of a representation review:

- Will a community board have an area that is appropriate for the efficient and effective performance of its role?
  - Will the community contain a sufficiently distinct community or communities of interest?
43. An Ashhurst Community Board was established at the time of the constitution of Palmerston North City in 1989 but was disbanded within the first term of the new council. There have been no other community boards established in the city although the council did propose a community board for Ashhurst again in 2007 when its final proposal was to move to an at large system. When the Commission decided to retain wards in the city, it also decided an Ashurst community board was not required.
  44. Two appeals in the current review indicated support for community boards, in one case reflecting a suggested ward structure and in the other “in places such as Ashhurst”, while a third appeal specifically sought establishment of a community board for Bunnythorpe.
  45. In the case of this last appeal, we subsequently received a further email with a petition attached (signed by 56 people) providing further evidence of support for the establishment of a community board for Bunnythorpe.
  46. In relation to the establishment of community boards, as with the option on the basis of election, we believe it is generally appropriate for the Commission to endorse a council’s decision on this matter subject to the council going through an appropriate process. This process involves identifying the option of community boards, seeking community views on the option and giving serious consideration to these views.
  47. In this case, the council did raise the issue of the establishment of community boards in the city as part of both its preliminary consultation and its consultation on its initial proposal. As noted above, there was some support for community boards during the preliminary consultation, but this was not strong. The majority of submissions on the council’s initial proposal did not support community boards.
  48. Therefore, in relation to the council’s decision about the establishment of community boards in Palmerston North generally, we are satisfied in regard to the process followed and resulting decision. We note further that community boards work best when there is a good working relationship between the council and the boards. In this case, it appears to us that the council at this time would be unlikely to be strongly supportive of community boards which brings into question their likely effectiveness.
  49. Having said this, we acknowledge the support subsequently provided by way of petition for the establishment of a Bunnythorpe community board specifically. We believe, however, more detailed consideration of such a board is required than is available to us at this stage of the representation review process, including among other things the appropriate area for such a board.
  50. In these circumstances, we believe a more appropriate process to consider possible establishment of a Bunnythorpe community board is the one set out in Schedule 6 of the Local Government Act 2002. This allows for a community to petition their council

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at any time for the establishment of a community board in a standalone process and for detailed consideration by both the council and the community concerned of the merits and likely costs of such a proposal. In the event such an application is declined by the council, there is an appeal process to the Local Government Commission.

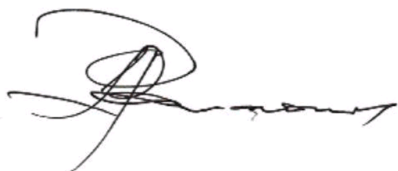
51. In light of the existence of this process, we endorse the council's proposal not to establish any community boards in the city at this time.

#### **Commission's determination**

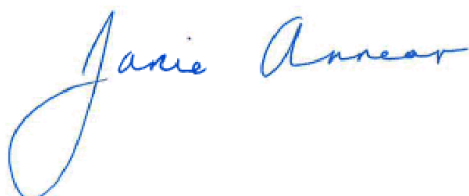
52. Under section 19R of the Local Electoral Act 2001, the Commission determines that for the general election of Palmerston North City Council to be held on 12 October 2019, the following representation arrangements will apply:

1. Palmerston North City, as delineated on Plan LG-040-2013-W-1 deposited with the Local Government Commission, will not be divided into wards.
2. The Council will comprise the mayor and 15 councillors elected by the electors of the city as a whole.

#### **LOCAL GOVERNMENT COMMISSION**



Commissioner Pita Paraone (Chairperson)



Commissioner Janie Annear



Commissioner Brendan Duffy

5 April 2019

## MEMORANDUM

**TO:** Council

**MEETING DATE:** 29 April 2019

**TITLE:** Funding - Palmerston North Public Sculpture Trust

**DATE:** 4 April 2019

**PRESENTED BY:** Debbie Duncan, General Manager - Community, Community

**APPROVED BY:** Heather Shotter, Chief Executive

### RECOMMENDATION(S) TO COUNCIL

1. That the report dated 17 January 2019 and titled "Funding agreement between Palmerston North City Council and Palmerston North Public Sculpture Trust" be uplifted from the table.
2. That the information contained in the report dated 17 January 2019, 'Funding agreement between Palmerston North City Council and Palmerston North Public Sculpture Trust' as attached to the memorandum titled "Funding – Palmerston North Public Sculpture Trust" dated 29 April 2019 be received, noting that the Funding Agreement has been withdrawn.
3. That Council approves an increase in operating budget in 2018/19 of \$50,000. This will be offset by removing the capital new budget in programme 367 (Public Sculptures/Arts Funding) of \$50,000 in 2018/19.
4. That payment of the grant be subject to the Palmerston North Public Sculpture Trust presenting an annual report back to council.

### 1. ISSUE

Council included \$50,000 per annum as a capital new budget for five years in the 2018-2028 Ten-Year Plan to support the Sculpture Trust's programme to acquire and install small-scale, high quality sculptures in public areas focussing on central Palmerston North.

Following this decision Council officers began discussion with the Palmerston North Public Sculpture Trust (PNPST) on a new funding agreement for a five-year term from 2018-2023. The primary catalyst for a revision of the agreement was to provide greater clarity of the

funding processes, as independent legal advice received had confirmed that the previous agreement was contradictory and wouldn't have been enforceable in the event of disagreement by either party.

The revised draft agreement was brought to the Arts, Culture and Heritage Committee on 11 February 2019 for consideration, following a presentation by the PNPST Chair. Elected Members were of the view that the report had been presented to the Committee too soon and further information was required before making a decision. This led to the following resolution:

*That the item be left to lie on the table until the Council meeting on 25 February 2019.*

However as sufficient progress had not been made by that date, Council resolved:

*That the report dated 17 January 2019 and titled "Funding agreement between Palmerston North City Council and Palmerston North Public Sculpture Trust" lie on the table until the funding agreement is ready for approval.*

Despite extensive discussions, it has now become apparent that a formal agreement will not meet the needs of either Council or the Trust, as it can't reflect the longstanding high trust relationship between the parties; nor can it provide for the level of creativity and flexibility that is required by the Trust. The prescriptive nature of the funding processes required in a formal agreement actively hinder the ability of PNPST to commission and fundraise for further works.

## 2. DISCUSSION

The PNPST is a voluntary organisation that has worked tirelessly to provide the city with significant pieces of sculpture over the last 10 years. All have been commissioned by the Trust utilising their extensive experience and contacts in the art world, and through the support of their many funding relationships.

It is also important to note that the success of the sculpture programme to date has been the result of the high level of trust between Council and PNPST. This is evidenced by the fact that it has only recently come to light that the previous agreement was inadequate. In practice, the Trust and Council have long worked collaboratively on each project, with each party actively acknowledging the contribution and needs of the other.

With these considerations in mind, it has now been concluded that an appropriate way to move forward is to give PNPST an annual \$50,000 grant, instead of an amended funding agreement. The grant would come with the following conditions:

- that the sculpture is gifted to Council following its installation; and
- PNPST report back annually at the end of each financial year on the use of the funding.

By providing an annual grant to PNPST, Council not only secures ownership of unique sculptural artworks, but also:

- Actively supports the Trust's need for agility and creativity in the commissioning and purchase of assets; and in return:
  - Gets a good return of tangible investment, on behalf of its ratepayers;
  - Continues its close working relationship with PNPST in making the arts more visible throughout the city, thus, contributing to Palmerston North becoming an arts powerhouse.

The provision of the annual grant will also provide the Trust with tangible evidence of Council's support to assist in their fundraising endeavours, whilst not diminishing the need to meet Council's regulatory, compliance and strategic processes.

If Council supports the proposal for an annual grant a budget change for 2018/19 financial year will need to be made, as the current budget sits as a capital new programme. Recommendation three above seeks an additional operating budget of \$50,000 with which to pay a grant to the PNPST in 2018/19. This will be offset by no longer requiring the current \$50,000 capital new budget in programme 367 (Public Sculptures/Arts Funding).

### 3. NEXT STEPS




If the recommendations are approved, this year's grant will be released to PNPST with an expectation that the Trust will provide a report back on this year's activities to the 17 June 2019 Arts, Culture and Heritage Committee. This will be accompanied by a brief covering memo from Officers.

### 4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>Yes</b>
If Yes quote relevant clause(s) from Delegations Manual <Enter clause>	
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 2: A Creative and Exciting City	

The recommendations contribute to the outcomes of the Creative and Liveable Strategy	
The recommendations contribute to the achievement of action/actions in the Arts Plan <ul style="list-style-type: none"> <li>• The action is: Administer arts funding for the sector: - Public Sculpture Trust</li> <li>• Strategic Partnerships: Work with community groups and charitable trusts e.g. S+ART, Public Sculpture Trust, and Creative Journeys to foster activities.</li> <li>• Encourage and foster experimentation and arts activities that cross boundaries, increase cultural diversity, and make the arts more visible throughout the city area (Toi Māori, Pacific, Asian, people with disability, LGBTQI, and other cultural and community groups).</li> <li>• Create and foster existing and new pathways that nurture new, developing and emerging artists and art forms and promote opportunities for people to participate in the arts and cultural experiences in Palmerston North.</li> </ul>	
Contribution to strategic direction	By adding vitality to the city centre, increasing public access to high quality art, and raising the profile of the arts in the City, the PNPST sculpture programme makes Palmerston North a creative and interesting place to be, supporting Priority 3 of the Creative and Liveable Strategy to develop the city into an arts powerhouse with a national reputation for creativity and the arts.

### ATTACHMENTS

1. Report - Funding Agreement [!\[\]\(448bd415caa8b52d2aeb4d58499267b2\_img.jpg\)](#) 
2. PNCC\_PNPST Funding Agreement 2008 [!\[\]\(5dc449795a3a9c8d29c257423584cf78\_img.jpg\)](#) 
3. PNCC\_PNPST Funding Agreement 2019 [!\[\]\(348b5f08c0a9aee916460ca5f8ad2999\_img.jpg\)](#) 





PALMERSTON NORTH CITY COUNCIL

## MEMORANDUM

**TO:** Arts, Culture and Heritage Committee

**MEETING DATE:** 11 February 2019

**TITLE:** Funding agreement between Palmerston North City Council and Palmerston North Public Sculpture Trust

**DATE:** 17 January 2019

**PRESENTED BY:** Debbie Duncan, General Manager - Community

**APPROVED BY:** Heather Shotter, Chief Executive

### RECOMMENDATION(S) TO COUNCIL

1. That the memorandum titled "Funding agreement between Palmerston North City Council and Palmerston North Public Sculpture Trust" and dated 17 January 2019 be received for information.
2. That Council approves the amended funding agreement between Palmerston North City Council and the Palmerston North Public Sculpture Trust.
3. That Council approves an increase in operating budget in 2018/19 of \$50,000. This will be offset by removing the capital new budget in programme 367 (Public Sculptures/Arts Funding) of \$50,000 in 2018/19.

### 1. ISSUE

This memorandum supports the deputation made by Palmerston North Public Sculpture Trust (PNPST) Chairman Simon Barnett.

Council included \$50,000 per annum as a capital new budget for five years in the 2018-2028 Ten-Year Plan to support the Sculpture Trust's programme to acquire and install small-scale, high quality sculptures in public areas focussing on central Palmerston North.

Following this decision Council officers began discussion with PNPST on a new funding agreement for a five-year term from 2018-2023. Amendments have been made to the agreement reflecting the new strategic direction of Palmerston North City Council, legislative changes, and clarification of the funding process to ensure transparency around Council support for PNPST.




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The new agreement will result in Council making an operating grant to PNPST for its contribution, rather than a capital purchase as is currently budgeted. Future funding for this programme of work will be budgeted as an annual operating grant of \$50,000.

## 2. BACKGROUND

The Palmerston North Public Sculpture Trust was formed in 2006 by members of the local arts and business community who saw an opportunity to enrich the central area of the city. Key outcomes sought by the Trust were to:

- a. increase public access to sculpture;
- b. raise the profile of the arts; and
- c. add to the vitality of our city centre.

Funds for the sculptures were raised by donations along with a contribution of up to \$50,000 per year from the Council. Assistance in lighting of each work was provided by Central Energy Trust. On completion, each sculpture has been gifted to the City of Palmerston North to be maintained by the Council.

As noted in the Palmerston North Arts Plan 2018-2021, Council's approach to public art is to support projects that help emerging and established artists develop and promote their creative skills, culture and stories, and to work with charitable trusts such as PNPST to make the arts more visible throughout the city. Council working closely with PNPST has created opportunities for coordinating public sculpture commissions with streetscape upgrades and renewals. This integrated approach to public art contributes directly to Palmerston North becoming an arts powerhouse with a national reputation for creativity and the arts.

The original funding agreement from 2008 (Attachment 1) requires updating to reflect the new strategic direction of Council, legislative changes, and to clarify the funding provided by Palmerston North City Council and the amount contributed by PNPST. This ensures that all parties are clear on the funding process, creating transparency for the community, and any new Trustees or Council officers who may become involved.

## 3. DISCUSSION

An amended funding agreement (Attachment 2) has been developed with the assistance of PNPST and Council's legal advisors. This includes removal of reference to funding from Council to match funds raised by the PNPST towards the costs of each sculpture of up to a maximum of \$50,000 per annum. Independent legal advice indicated that the clauses in the original 2008 agreement (e.g. clauses 1.1, 1.2, 2.2 and 12) relating to matched funding were unclear.

Over the last ten years PNPST has often contributed more than the \$50,000 plus GST towards funding costs for each sculpture provided by Council. For example, in the case of



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*Who's Afraid* by Paul Dibble, PNPST raised \$73,000 in public donations in addition to the \$50,000 PNCC grant towards the total cost of \$123,000 for the sculpture plus installation. As PNPST moves into a new programme to install smaller works, there may be occasions when less than \$50,000 plus GST is required from Council. In this case Council would fund the lesser of \$50,000 plus GST, or 50 percent of the GST inclusive price of the sculpture.

It is proposed that payment of the Council's grant be made to PNPST on completion of the commissioning agreement or contract to purchase between PNPST and the sculptor. This supports PNPST to pay any deposit required by the artist and assists PNPST with further fundraising.

If this agreement is approved a budget change for 2018/19 financial year will need to be made as the current budget sits as a capital new programme. Recommendation three above seeks an additional operating budget of \$50,000 with which to pay a grant to the PNPST in 2018/19. This will be offset by no longer requiring the current \$50,000 capital new budget in programme 367 (Public Sculptures/Arts Funding).

#### 4. NEXT STEPS

If the recommendations are approved then officers will complete the signing of the funding agreement and commence progressing the new programme of works with the PNPST.

#### 5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>No</b>
If Yes quote relevant clause(s) from Delegations Manual <Enter clause>	
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the outcomes of the Creative and Liveable Strategy	
The recommendations contribute to the achievement of action/actions in the Arts Plan	
The action is:	



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<ul style="list-style-type: none"> <li>• Administer arts funding for the sector: - Public Sculpture Trust</li> <li>• Strategic Partnerships: Work with community groups and charitable trusts e.g. S+ART, Public Sculpture Trust, and Creative Journeys to foster activities.</li> <li>• Encourage and foster experimentation and arts activities that cross boundaries, increase cultural diversity, and make the arts more visible throughout the city area (Toi Māori, Pacific, Asian, people with disability, LGBTQI, and other cultural and community groups).</li> <li>• Create and foster existing and new pathways that nurture new, developing and emerging artists and art forms and promote opportunities for people to participate in the arts and cultural experiences in Palmerston North.</li> </ul>	
Contribution to strategic direction	By adding vitality to the city centre, increasing public access to high quality art, and raising the profile of the arts in the City, the PNPST sculpture programme makes Palmerston North a creative and interesting place to be, supporting Priority 3 of the Creative and Liveable Strategy to develop the city into an arts powerhouse with a national reputation for creativity and the arts.

#### ATTACHMENTS

1. PNCC\_PNPST Funding Agreement 2008
2. PNCC\_PNPST Funding Agreement 2019

## FUNDING AGREEMENT

### PARTIES:

1. THE PALMERSTON NORTH CITY COUNCIL (PNCC)
2. THE PALMERSTON NORTH PUBLIC SCULPTURE TRUST (PNPST)

### BACKGROUND

This Funding Contract Agreement formalises the relationship and contractual requirements between the Palmerston North City Council and the Palmerston North Public Sculpture Trust.

#### 1.0 FUNDING

##### 1.1 PNCC

PNCC agrees to provide funding to PNPST to match funds raised by the PNPST towards the costs of each sculpture up to a maximum of \$50,000 per annum for a period of ten years. This funding is subject to review within the LTCCP process.

##### 1.2 PNPST

PNPST agrees to provide a maximum of \$50,000 match funding towards the costs of each sculpture.

#### 2.0 PALMERSTON NORTH CITY COUNCIL EXPECTATIONS OF THE PNPST

The parties hereby agree that:

##### PNPST

- 2.1 PNPST will use the grant only for the purpose outlined in Section 1 above.
- 2.2 Provide up to \$50,000 per annum.
- 2.3 The PNPST will use a professional process to select sculptors and to commission or purchase Works.
- 2.4 The PNPST will select suitable sites and gain approval from the PNCC.
- 2.5 The PNPST will provide lighting for the works and consult with the PNCC to determine the appropriate lighting plan.

- 2.6 Will comply with regulatory requirements such as resource consents or/and traffic management consents.
- 2.7 The PNPST will transfer ownership of the Works to the PNCC on completion of installation by means of a sale and purchase agreement that will include an obligation for the PNCC to maintain the Work in an appropriate manner.
- 2.8 Will take the lead in introducing pieces to the community
- 2.9 Promote new pieces of art as they are installed
- 2.10 Will be the spokesperson to media as and when necessary

### 3.0 PALMERSTON NORTH PUBLIC SCULPTURE TRUST EXPECTATIONS OF THE PALMERSTON NORTH CITY COUNCIL

#### PNCC

- 3.1 Confirm suitability of site, including identification of in-ground infrastructure.
- 3.2 Assist with regulator compliance as in 2.6 above provided this does not require additional PNCC funding.
- 3.3 Identify other issues, eg lighting.
- 3.4 Work with the artist and PNPST for best placement.
- 3.5 Work with installer to ensure all necessary systems (eg health & safety) are adhered to.
- 3.6 Will take full responsibility for the Work on notification that the installation is complete and a sale and purchase agreement has been signed.
- 3.7 Will maintain the sculpture
- 3.8 Will insure the sculptures

### 4.0 ACCOUNTABILITIES

The Palmerston North City Council expects **PNPST** to be accountable for its activities. The Council's accountabilities cover three main areas. These accountabilities are:

#### 4.1 Reporting

- a A brief report on the completion of each work to be submitted to the Council which will cover the expectations outlined in Section 2.
- b A budget analysis of the costs to the programme, highlighting Palmerston North City Council's contribution.
- c Means by which the programme has positively acknowledged the Palmerston North City Council's support.

- 4.2 PNCC will promptly perform the obligations set out in section 3.

- 4.3** PNCC & PNPST will positively support the public sculpture programme and acknowledge the contributions and support of both parties.

## **5.0 OPERATIONAL PROCEDURES**

**PNPST** will operate in an open and publicly transparent manner and will manage all administrative matters associated with its operations.

## **6.0 HEALTH AND SAFETY IN EMPLOYMENT**

- 6.1** **PNPST** acknowledges to the Palmerston North City Council that it is familiar with the provisions of the Health and Safety in Employment Act 1992 its amendments, regulations and codes of practice; and
- 6.2** Failure to comply with the provisions of this subclause shall entitle PNCC to immediately terminate the contract.

## **7.0 PERIOD OF AGREEMENT**

This agreement will cover the period from the date of signing to when the final sculpture is transferred.

## **8.0 PERFORMANCE ASSESSMENT**

The Palmerston North City Council will assess the annual progress of the **PNPST** programmes against the expectations outlined in Sections 2, 3 and 4 above. Representatives of both parties to this agreement will discuss any issues relating to the achievement or non-achievement of the expectations. Such discussions will take place as soon as practical if any issues to be addressed have been identified.

## **9.0 TERMINATION**

- 9.1** The Palmerston North City Council may terminate this agreement, with two months written notice, where it considers there are serious performance problems against the expectations outlined in this agreement.

9.2 In the event of termination, any funding, which has been released to match funds raised by the PNPST and has not been spent or committed to as part of the agreed purpose, will be returned by **PNPST** to the Palmerston North City Council.

**10. PALMERSTON NORTH CITY COUNCIL WILL NOT BE LIABLE FOR LOSS OR DAMAGE**

Notwithstanding section 3.8, Palmerston North City Council shall not be liable for any loss or damage whatsoever incurred or sustained by or any employee, agent, contractor, customer or volunteer.

**11. ALTERATIONS AND VARIATIONS**

No alteration to, deletion from or amendment to any of the provisions of this Contract shall be binding on the parties unless it is agreed to by the parties and recorded in writing.

**12. PAYMENT**

Palmerston North City Council will pay **PNPST** a sum not exceeding \$50,000 per annum upon receiving an appropriately worded invoice billed to PNCC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2008

Signed

Signed

Signed by authorised signatories of )  
**PALMERSTON NORTH PUBLIC** )  
**SCULPTURE TRUST INCORPORATED** )  
And by affixing the common seal of the trust )  
In the presence of: )

.....

Witness name:.....  
Occupation:.....  
Address:.....



Signed by authorised signatories of )  
**PALMERSTON NORTH CITY COUNCIL** )  
in the presence of:- )

.....

## FUNDING AGREEMENT

### FUNDING AGREEMENT:

**BETWEEN** PALMERSTON NORTH CITY COUNCIL  
("PNCC")

**AND** PALMERSTON NORTH PUBLIC SCULPTURE TRUST  
INCORPORATED ("PNPST")

### BACKGROUND

This Funding Agreement formalises the relationship and contractual requirements between Palmerston North City Council and Palmerston North Public Sculpture Trust.

### 1. DEFINITIONS

- (a) "Approved Sculpture" means a sculpture approved by PNCC pursuant to clause 3.1 below.
- (b) "Grant" means the sum that PNCC agrees to pay towards an Approved Sculpture.
- (c) "Installation" means the erection and placement of an Approved Sculpture including all associated support structures and lighting at its permanent location.
- (d) "Purchase Price" means the price to acquire an Approved Sculpture including uplift from the Sculptor's studio and all costs of Installation.
- (e) "Sculptor" means the sculptor of the Approved Sculpture.
- (f) "the Parties" means the parties to this Agreement
- (g) "this Agreement" means the within Funding Agreement.
- (h) "Transfer" means the transfer of ownership of an Approved Sculpture in accordance with clause 5.11 herein.
- (i) "Working Day" means any day when registered banks in New Zealand are open for business however does not include Saturday or Sunday.

### 2. SCOPE

PNCC and PNPST will work collaboratively to develop a collection of high quality, small-scale sculptures over a period of five years from the

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date of this Agreement, focussed on but not limited to the Palmerston North City, CBD area.

### **3. APPROVAL PROCESS**

- 3.1 Once a sculpture has been selected by PNPST it shall be notified in writing to PNCC for approval by PNCC. PNCC shall provide advice to PNPST as to whether approval is given or not within forty (40) Working Days of receiving such notice. For the purpose of clarification, "approval" by PNCC pursuant to this clause 3.1 shall not relate to the artistic merit or design of a proposed sculpture but, rather, shall relate only to regulatory matters and matters of cultural appropriateness.
- 3.2 On a sculpture being approved pursuant to clause 3.1 above, it shall be categorised as an Approved Sculpture. On a sculpture becoming an Approved Sculpture PNPST shall enter into an appropriate commissioning agreement in relation to the Approved Sculpture or contract to purchase the Approved Sculpture as provided for within this Agreement.

### **4. FUNDING**

#### **4.1 PNCC**

PNCC shall provide a Grant to PNPST towards the Purchase Price of each Approved Sculpture, such Grant to be the lesser of the following:

- (a) \$50,000.00 plus GST; and
- (b) 50% of the GST inclusive Purchase Price of the Approved Sculpture;

subject to PNCC not being required to make any payment pursuant to this clause 4.1 over \$50,000.00 plus GST per PNCC financial year.

- 4.2 Any Grant payable by PNCC to PNPST pursuant to clause 4.1 above shall be subject to funding being approved by PNCC through its 10 Year Plan process.

### **5. PNPST OBLIGATIONS**

PNPST agrees to:

- 5.1 Use any Grant only towards the Purchase Price.

- 5.2 Lead a professional process to select appropriate sculptors and to commission or purchase Approved Sculpture.
- 5.3 Work collaboratively with PNCC and Rangitāne o Manawatū to identify and select appropriate locations for placement of Approved Sculpture.
- 5.4 Work collaboratively with nominated PNCC officers on the planning and implementation of Installation of each Approved Sculpture.
- 5.5 Provide lighting for each Approved Sculpture and consult with PNCC to determine an appropriate lighting plan prior to Installation.
- 5.6 Arrange Installation in compliance with all legal requirements including territorial authority requirements in a safe and efficient manner.
- 5.7 Collaborate with the Sculptor and PNCC to prepare an appropriate maintenance plan for each Approved Sculpture.
- 5.8 Take the lead in introducing each Approved Sculpture to the community.
- 5.9 Collaborate with PNCC to organise the launch and promotion of each Approved Sculpture when Installation is completed.
- 5.10 Nominate a PNPST spokesperson to address the media as and when necessary.
- 5.11 Transfer ownership of each Approved Sculpture to PNCC on completion of Installation by signing any necessary transfer documentation as required by PNCC.
- 5.12 Positively acknowledge in relation to each Approved Sculpture, the contribution and support of PNCC.

## 6. PNCC OBLIGATIONS

PNCC agrees to:

- 6.1 Nominate PNCC officers to represent PNCC in relation to the matters referred to in clauses 5.3, 5.4, 5.6, 5.7 and 5.9.
- 6.2 Lead the liaison with Rangitāne o Manawatū to identify and select appropriate locations for placement of each Approved Sculpture.
- 6.3 Determine the location of placement of each Approved Sculpture in consultation with the Sculptor and PNPST.
- 6.4 Confirm the suitability of placement locations, including identification of in-ground infrastructure required as part of the Installation.
- 6.5 Identify infrastructure required in relation to Installation and compliance including with stakeholders and the community.

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- 6.6 Assist with compliance in relation to the obligation referred to in clause 5.6 above provided this does not require additional PNCC funding.
- 6.7 Work with contractors tasked with Installation to ensure all necessary legal requirements are satisfied.
- 6.8 On Transfer taking place, assume the risk of an Approved Sculpture and establish appropriate insurance cover as determined by PNCC.
- 6.9 Maintain each Approved Sculpture in accordance with the agreed maintenance plan referred to in clause 5.7 above.
- 6.10 Positively acknowledge in relation to each Approved Sculpture the contribution and support of PNPST.
- 6.11 Meet any ongoing electricity costs relating to lighting of an Approved Sculpture subsequent to Transfer taking place.

## **7. ACCOUNTABILITIES**

PNCC requires PNPST to be accountable for its activities by providing to PNCC, when reasonably required by PNCC the following:

### **7.1 Reporting**

- a Subsequent to Transfer, prepare a brief report relating to adherence by PNPST of its obligations as outlined in clause 5 above.
- b An analysis of the costs of acquiring and Installation each Approved Sculpture including the use of any Grant.
- c Subsequent to Transfer, provide all relevant information for insurance, maintenance and the curation of each Approved Sculpture.
- d Subsequent to Transfer, provide a report outlining how PNPST has positively acknowledged PNCC's support in relation to each Approved Sculpture.

## **8. OPERATIONAL PROCEDURES**

PNPST will operate in an open and publicly transparent manner and will manage all administrative matters associated with its operations.

## **9. HEALTH AND SAFETY IN EMPLOYMENT**

- 9.1 PNPST acknowledges to PNCC that it is familiar with the provisions of the Health and Safety at Work Act 2015 its amendments, regulations and codes of practice and will at all times, in relation to its functions and obligations under this Agreement, comply with the same; and

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- 9.2 The Parties agree that failure to comply with the provisions of clause 9.1 above shall entitle PNCC to immediately terminate this Agreement by giving notice in writing to PNPST.

## **10. TERM OF AGREEMENT**

This Agreement shall be deemed to have commenced on the 1st day of July 2018 and continue for a period of five (5) years however in the event, at the end of such five (5) year period, the Transfer of an Approved Sculpture has not been completed then this Agreement may continue at the discretion of PNCC, in relation to that particular Approved Sculpture until Transfer has taken place.

## **11. TERMINATION**

- 11.1 Subject to clause 9.2 above, if PNCC determines that PNPST is in breach of this Agreement then it may give ten (10) Working Days notice requiring the breach to be rectified and in the event the breach is not rectified within that time period then PNCC may terminate this Agreement immediately by given notice in writing to PNPST.

- 11.2 In the event this Agreement is terminated then:

- (a) PNCC shall not be required to provide any Grant to PNPST in relation to an Approved Sculpture.
- (b) Any Grant in relation to an Approved Sculpture that has not been transferred to PNCC within twenty (20) Working Days of termination (including this Agreement coming to an end by effluxion of time) shall be repaid forthwith to PNCC.

- 11.3 In the event any Grant relating to an Approved Sculpture has been paid by PNPST to the Sculptor then PNPST shall immediately complete Transfer of that Approved Sculpture to PNCC. In such case, risk in the Approved Sculpture shall pass to PNCC and PNCC shall assume all further obligations relating to the Approved Sculpture including, Installation.

## **12. PNCC NOT LIABLE**

PNCC shall not be liable whatsoever for any loss, damage or liability whatsoever incurred or sustained by PNPST or any employee, agent, contractor, customer or volunteer of PNPST in relation to PNPST undertaking any obligation or commitment as recorded within this Agreement.

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**13. ALTERATIONS AND VARIATIONS**

No alteration to, deletion from or amendment to any of the provisions of this Agreement shall be binding on the Parties unless it is agreed to by the Parties and recorded in writing.

**14. PAYMENT**

Any Grant payable by PNCC to PNPST pursuant to clause 4 above shall not be paid until:

- (a) A commissioning agreement in relation to the Approved Sculpture or contract to purchase the Approved Sculpture is entered into between the Sculptor and PNPST and a copy is provided to PNCC; and
- (b) An appropriate GST invoice acceptable to PNCC has been provided by PNPST.

**15. REPLACEMENT AGREEMENT**

This Agreement replaces any previous agreement or arrangement entered into between the Parties prior to the date of this Agreement and constitutes the entire arrangement between the Parties in relation to the subject matter contained within this Agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

Signed for and on behalf of )  
**PALMERSTON NORTH PUBLIC** )  
**SCULPTURE TRUST INCORPORATED** )  
 by the affixing )  
 of its seal in the presence of: )

.....  
 Witness name: .....

Occupation: .....

Address: .....

.....

.....

.....

THE COMMON SEAL of THE  
PALMERSTON NORTH CITY  
COUNCIL was hereto affixed in  
the presence of:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Legal Counsel

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## MEMORANDUM

**TO:** Council

**MEETING DATE:** 29 April 2019

**TITLE:** Approval of international travel for Deputy Mayor, May 2019

**DATE:** 9 April 2019

**PRESENTED BY:** Toni Grace, International Relations Manager, Strategy and Planning

**APPROVED BY:** Sheryl Bryant, General Manager - Strategy & Planning

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### RECOMMENDATION(S) TO COUNCIL

1. That the Deputy Mayor be granted approval to travel overseas to Sister City Guiyang in May 2019, and conduct any associated business.

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### 1. ISSUE

This memorandum seeks Council's approval for the Deputy Mayor to travel overseas in May 2019, to strengthen Palmerston North's cooperation with Sister City Guiyang, including attendance at the 2019 Big Data Expo and headlining a joint delegation of Palmerston North tertiary and secondary schools on an education marketing and recruitment visit.

In accordance with Council policy, approval is sought for the Deputy Mayor's leave to travel on this international visit, and associated business. The duration of the official visit is estimated to be around one week, plus travel time.

The cost for the Deputy Mayor's air travel is estimated to be approximately \$1500, which will be largely covered by the Air New Zealand Award voucher that PNCC won in May last year at the 2018 Sister Cities New Zealand annual awards for the "Best Commercial Project".

Other associated costs including accommodation, transfers and meals will be supported by the Big Data Expo Organising Committee (who issued the invitation), with any remaining costs to be covered by the existing operational budget of the International Relations Office. No additional funding is being sought from Council for this visit.

## 2. BACKGROUND

Guiyang and Palmerston North have been sister cities since 1992. In 2017 Mayor Grant Smith led a city business delegation to Guiyang to celebrate the 25th anniversary of the relationship, and to advance closer economic and education cooperation, including the signing of a new International Education Letter of Intent (LOI).

This LOI has since created a valuable platform for both individual and collective groupings of Palmerston North education providers to travel to Guiyang, meet with the Education Bureau, visit prospective partner schools, and form relationships with education recruitment agencies.

A collective group of tertiary and secondary providers, led by CEDA and supported by Education New Zealand, is visiting Guiyang again this year from 30 May-1 June to further this cooperation and hold a student and parent information fair. The Deputy Mayor's leadership of this delegation visit to Guiyang will help raise the status of the visit, gain official support and media attention, and further promote Palmerston North as a world-class education destination

That week, the Deputy Mayor has also been invited to attend the 2019 China International Big Data Expo from 26-29 May – one of the highest-profile national events held in our Sister City. Guiyang is fast becoming a leading hub for big data in China, attracting funding from central government for high-tech incubators and big data infrastructure. The Expo will be attended by world-renowned big data, internet and software enterprises such as Google, Qualcomm, Seagate, Alibaba, Tencent, Huawei, Unis and Inspur.

The Deputy Mayor's participation in this event will not only demonstrate our genuine interest and support for one of Guiyang's key sectors, but help identify any potential cooperation opportunities for Palmerston North's own priority sectors, including distribution, logistics and agritech.

The Deputy Mayor's international air travel is being paid for by the Air New Zealand Award voucher that PNCC won in May last year at the Sister Cities New Zealand annual awards for the "Best Commercial Project 2018", awarded for the "Manawatu Businesses in Asia" event that was delivered in 2017. The other delegation participants from CEDA and the education institutions are self-funded.

## 3. NEXT STEPS

CEDA will proceed with planning the IELG joint education mission to Guiyang, with support from the PNCC International Relations Office, and will also liaise with local technology enterprises about the opportunity to join the Deputy Mayor at the Big Data Expo.

Council's Economic Development Committee will receive a report on the outcomes of the visit and intended next steps as part of the 6-monthly international relations update, in August 2019.

#### 4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual <Enter clause>	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
The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the outcomes of the Economic Development Strategy	
The recommendations contribute to the achievement of action/actions in the International Relations Plan The action is: - Develop agreements with existing international partner cities, and support their implementation. -Work closely with the Central Economic Development Agency (CEDA) to market our region and attract international talent, investment, businesses, visitors and students to our city. -Coordinate with community partners (e.g. Massey, UCOL, IPU, business networks, firms and community groups) to organize international activities and visits, and to identify ways for PNCC to add value to local efforts.	
Contribution to strategic direction	Many of the priority sectors have a strong international correlation, and Council's goal is to refocus and strengthen the city's international partnerships, including Sister Cities, to support these emerging sectors and encourage investment, students, and visitors to the city.

#### ATTACHMENTS

Nil



## MEMORANDUM

**TO:** Council

**MEETING DATE:** 29 April 2019

**TITLE:** Review of Mayoral Travel Grant for Guiyang

**DATE:** 9 April 2019

**PRESENTED BY:** Toni Grace, International Relations Manager, Strategy and Planning

**APPROVED BY:** Sheryl Bryant, General Manager - Strategy & Planning

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### RECOMMENDATION(S) TO COUNCIL

1. That the conditions attached to the Palmerston North Mayoral Travel Grant (as adopted by Council on 24 August 2015, resolution 95-15) stipulating age and study timeframe conditions be rescinded.
2. That the Council note the intention of the Palmerston North Mayoral Travel Grant to be offered to a student from Guiyang for the 2019 Palmerston North City Short Term Study Programme.
3. That Council note that any future conditions attached to the Mayoral Travel Grant will be determined by the International Relations Office, in conjunction with the International Education Leadership Group (or similar) to ensure that the Grant meets the needs of the sector.

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### 1. ISSUE

In August 2015, the Council approved the establishment of a Mayoral Travel Grant for a maximum of \$2500 for a student under the age of 25 years from Guiyang, China, to come to Palmerston North to study for a period of no less than 6 months.

Due to various external factors however, the travel grant was not able to be awarded following the visit, and was effectively put on hold. The travel grant was due for a review after three years, which is now overdue. This review amends the travel grant so that it supports existing efforts of the International Education Leadership Group (IELG).

Specifically, it is proposed that the new conditions of the travel grant remove the age limit and 6-month minimum study stipulation so that it can be awarded in conjunction with the

launch of the new Palmerston North City Short Term Study Programme, supporting the marketing and recruitment efforts of local providers.

The Mayoral Travel Grant is provided from the existing operational international education budget, managed by the international relations office. No additional funding is sought from Council.

## **2. BACKGROUND**

The 2015 Mayoral Travel Grant was established as a goodwill gesture to our Sister City, marking the Mayor's 2015 visit to Guiyang in the margins of the inaugural New Zealand China Mayoral Forum, and promoting education exchange.

However, at the time there was not an agreed education cooperation framework in place between the cities, nor sufficient market awareness or education agency partnerships to provide a ready pool of candidates and pathways. As a result, the Guiyang Education Bureau was unable to easily identify a student to award the travel grant to, so the process stalled.

On the establishment of the International Relations Office in 2016, priority was instead placed on the establishment of a Letter of Intent (LOI) between the two cities to cooperate on Education, Academic Research, Expert Consultancy and Vocational Training Initiatives, intended to guide the further development of the education relationship between the cities.

This LOI was signed between the Mayors of Palmerston North and Guiyang in 2017. It recognised the need for greater education market awareness, relationships, and pathways between the two cities.

This LOI has since created a valuable platform for both individual and collective groupings of Palmerston North education providers to travel to Guiyang. This has allowed them to meet with the Education Bureau, visit prospective partner schools, and form relationships with education recruitment agencies.

The IELG collective of tertiary and secondary providers is visiting Guiyang again this year in May-June to further these partnerships and pathways. The IELG recognises that by working together, the providers can have a stronger impact jointly promoting the benefits of our city and region, alongside their own institutions' offerings.

As part of the 2019 visit, there will be a Palmerston North Education Fair for prospective students and parents. This will be hosted by Guiyang education agency Liuxue 360, which visited Palmerston North last year as part of a market familiarisation tour organised by CEDA. The Education Fair will promote Palmerston North as a great place to study and live, while also allowing individual schools to pitch their own unique characteristics and offerings.

At the event, the education delegation will be launching a new Short-Term Study Programme for Palmerston North, which will provide prospective students, families and agents the chance to experience our city and education providers first-hand, before making the significant investment in a long-term education. The package was created to coincide with the high-profile 2019 China New Zealand Year of Tourism. The Mayoral Travel Grant will be awarded as part of this study programme launch process.

Compared to the last travel grant, this rescoping provides a more concrete opportunity for it to be operationalised. It also helps amplify the promotion and recruitment efforts of the local tertiary and secondary school providers, who are making a significant investment in the IELG and our Sister City relationship.

### 3. NEXT STEPS

PNCC and CEDA will work with the education agent and Guiyang City government to promote the Mayoral Travel Grant in conjunction with the Palmerston North student fair.

The outcome of the student fair and IELG visit will be reported to Council's Economic Development Committee as part of the 6-monthly international relations update in August this year.

### 4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>Yes</b>
If Yes quote relevant clause(s) from Delegations Manual <Enter clause>	
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the outcomes of the Economic Development Strategy	
The recommendations contribute to the achievement of action/actions in the International Relations Plan	
The action is:	
-Sponsor scholarships to help local education providers to attract international students and	

encourage exchange

-Work closely with the Central Economic Development Agency (CEDA) to market our region and attract international talent, investment, businesses, visitors and students to our city.

-Coordinate with community partners (e.g. Massey, UCOL, IPU, business networks, firms and community groups) to organize international activities and visits, and to identify ways for PNCC to add value to local efforts.

Contribution to  
strategic direction

Many of the priority sectors have a strong international correlation, and Council's goal is to refocus and strengthen the city's international partnerships, including Sister Cities, to support these emerging sectors and encourage investment, students, and visitors to the city.

### **ATTACHMENTS**

Nil



## MEMORANDUM

**TO:** Council

**MEETING DATE:** 29 April 2019

**TITLE:** Sectional District Plan Review: Final Approval of Plan Change 22A-G

**DATE:** 11 April 2019

**PRESENTED BY:** David Murphy, City Planning Manager, Strategy and Planning

**APPROVED BY:** Sheryl Bryant, General Manager - Strategy & Planning

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### RECOMMENDATION(S) TO COUNCIL

1. That Sectional District Plan Review Proposed Plan Change 22A-G is approved pursuant to Clause 17 of the First Schedule of the Resource Management Act 1991.
2. That the approval of Sectional District Plan Review Proposed Plan Change 22A-G is authorised by affixing the Common Seal of the Palmerston North City Council to the Plan Change.
3. That Sectional District Plan Review Proposed Plan Change 22A-G becomes operative on 13 May 2019 pursuant to Clause 20 of the First Schedule of the Resource Management Act 1991.
4. That the resolution to make Sectional District Plan Review Proposed Plan Changes 22A-G operative is publicly notified in accordance with Clause 20 of the First Schedule of the Resource Management Act 1991.
5. That the minor amendment to policy 1.5 of the subdivision section as detailed in the memorandum dated 11 April 2019 and titled "Sectional District Plan Review: Final Approval of Plan Change 22A-G" is approved under clause 16(2) of the Resource Management Act 1991.

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### 1. ISSUE

A decision has been issued on Sectional District Plan Review Proposed Plan Change 22A-G (Plan Change 22A-G) and no Environment Court appeals were received. Final approval is required under clause 17 of the first schedule of the RMA 1991.

### 2. BACKGROUND

Plan Change 22A-G was the final Plan Change of the Sectional District Plan Review.

Plan Change 22A-G reviewed the following parts of the District Plan:

- A. Introduction, Information Requirements and Monitoring
- B. Signs
- C. Noise
- D. Subdivision
- E. Transport
- F. Natural Hazards
- G. Miscellaneous (Cultural and Natural Heritage and Local Business Zone)

The following minor amendment is recommended to policy 1.5 of the subdivision section:

*1.5 To enable the subdivision of residential land into allotments of less than 350m<sup>2</sup> in the Palmerston North residential areas, and less than 500m<sup>2</sup> in the Ashhurst, Bunnythorpe and Longburn residential areas in the following situations:*

- *Around existing medium density or multi-unit housing development; or*
- *In conjunction with a consented multi-unit housing development (R10.6.3.3 or R10.6.4.3); ~~and~~ or*
- *Where it can be demonstrated that a dwelling can be contained within the site having regard to relevant permitted activity performance standards.*

Policy 1.5 of the subdivision section was the subject of submissions on Plan Change 22A-G. The Plan Change 22A-G chairperson has confirmed that changing the second 'or' to an 'and' was not a deliberate amendment and that it should be an 'or', as per the notified version of Plan Change 22A-G.

If this minor amendment is not made there would be no policy support for new residential lots below 350m<sup>2</sup> that are intended to provide for a standalone dwelling, an increasingly common development assessed by the planning team as it provides for smaller dwellings.

### 3. NEXT STEPS

Publicly notify the final approval and update the District Plan.

### 4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>Yes</b>
If Yes quote relevant clause(s) from Delegations Manual	
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>

Does this decision require consultation through the Special Consultative procedure?		<b>No</b>
Is there funding in the current Annual Plan for these actions?		<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?		<b>No</b>
The recommendations contribute to Goal 1: An Innovative and Growing City		
The recommendations contribute to the outcomes of the City Development Strategy		
The recommendations contribute to the achievement of action/actions in the Housing and Future Development Plan		
The action is: Review and update the District Plan in a proactive manner.		
Contribution to strategic direction	Gives effect to the City Development Strategy which records that there needs to be a clear planning framework to promote growth and urban development by providing certainty for public and private investment.	

### **ATTACHMENTS**

Nil



## COMMITTEE WORK SCHEDULE

**TO:** Council

**MEETING DATE:** 29 April 2019

**TITLE:** Council Work Schedule

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### RECOMMENDATION(S) TO COUNCIL

1. That the Council receive its Work Schedule dated April 2019.

### ATTACHMENTS

1. Work Schedule  

## COUNCIL

## WORK SCHEDULE – APRIL 2019

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1	<del>June 2018</del> June 2019	Award of Contract 3458 - Road Maintenance, Resurfacing and Rehabilitation 2017-2021	General Manager Infrastructure		29 May 2017 Clause 81-17 part II
2	<del>TBA November 2018</del> May 2019	Options for Community Groups and Schools to promote events	General Manager Community / General Manager Marketing & Comms		24 September 2018 Clause 135-18
3	TBA June 2019	Options to enhance community access and input to Council via the portfolio system	General Manager Strategy and Planning		24 October 2018 Clause 161.3
4	<del>March 2019</del>	<del>Housing Steering Group</del>	<del>General Manager Strategy and Planning</del>	<del>Left to lie on the table at Planning and Strategy Committee on 4 March 2019</del>	<del>10 December 2018 Clause 187-18</del>
5	<del>February 2019</del>	<del>Report on Part II matters that have been transferred to Part I (last 12 months)</del>	<del>General Manager – Strategy and Planning</del>		<del>18 February 2019 Clause 8-2 (Audit and Risk)</del>
6	<del>February 2019</del> TBA	Funding agreement between PNCC and Palmerston North Public Sculpture Trust	General Manager – Community	Left to lie on the table at Arts, Culture and Heritage	Arts Culture and Heritage Committee 11 February 2019 clause 4.1
7	June 2019	Report on Part II matters	General Manager – Strategy and Planning		25 March 2019 Clause 26-19
8	TBA	PN City Council Co-Management Committee Establishment	General Manager – Strategy and Planning	Transferred from Sport and Recreation Committee	11 March 2019

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 29 April 2019

**TITLE:** Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 1 April 2019 Meeting

Set out below are the recommendations only from the Planning and Strategy Committee meeting Part I Public held on 1 April 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 16-19 Palmerston North Civic and Cultural Precinct Master Plan

Memorandum, dated 11 March 2019 presented by the City Planning Manager, David Murphy.

#### The COMMITTEE RECOMMENDS

1. That the Palmerston North Civic and Cultural Precinct Masterplan is endorsed to inform future Council decision making, in particular the 2021 Long Term Plan process; subject to a further report back to the Planning and Strategy Committee including the library options and a high level timeline and estimated costings.
2. That it be noted that an addendum or further testing of the Palmerston North Civic and Cultural Precinct Masterplan may be required in the event that:
  - a) The Council determines that alternative locations for the Palmerston North Central Library building should be assessed as part of the options analysis for addressing the seismic performance of the building.
  - b) A spatial needs analysis of the Te Manawa 2025 project identifies the need for a larger building than that assumed within the Masterplan.
3. That it be noted that future decision making processes, including the 2021 Long Term Plan, will enable further public consultation and direct engagement with key stakeholders on the Palmerston North Civic and Cultural Precinct Masterplan.
4. That the Chairperson of the Planning and Strategy Committee and Deputy Mayor be authorised to make minor amendments to the Palmerston North Civic and Cultural Precinct Masterplan.

**ATTACHMENTS**

Nil



## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 29 April 2019

**TITLE:** Presentation of the Part I Public Sport and Recreation Committee Recommendations from its 8 April 2019 Meeting

Set out below are the recommendations only from the Sport and Recreation Committee meeting Part I Public held on 8 April 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### **15-19 Menzshed Manawatu request to expand the Rangitāne Park pavilion and secure a long-term lease**

Memorandum, dated 24 March 2019 from the Parks and Reserves Manager, Kathy Dever-Tod and the Senior Property & Parks Planner, Aaron Phillips.

#### The **COMMITTEE RECOMMENDS**

1. That Council approve, in principle, the proposed extensions to the Rangitāne Park pavilion.
2. That Council notes that officers will work with Menzshed Manawatu to prepare a draft lease document, for consideration by the Council.

### **16-19 Sportsfields Fees and Charges**

Memorandum, dated 25 March 2019 from the Parks and Reserves Manager, Kathy Dever-Tod.

#### The **COMMITTEE RECOMMENDS**

1. That Council continue with its current funding model of charging sportsfield users a percentage of the costs of sportsfield provision.
2. That Council continues to levy sportsfield user fees at the current level of approximately 5% cost recovery.
3. That Council continues the policy of not charging for sportsfields used exclusively by junior players.

**17-19 Hokowhitu Lagoon as a Sportsfield**

Report, dated 18 March 2019 from the Parks and Reserves Manager, Kathy Dever-Tod.

**The COMMITTEE RECOMMENDS**

1. That Council adopts Option 1: “Do not classify the Hokowhitu Lagoon” and “Retain the status quo”, as described in the report dated 18 March 2019 and titled “Hokowhitu Lagoon as a Sports Field”.
2. That Council directs the Chief Executive to ensure that the contribution made by user groups to the upkeep of the Hokowhitu Lagoon is made more explicit throughout all user fees and charges documentation.

**18-19 Update on Equestrian Access within the Ashhurst Village**

Memorandum, dated 22 March 2019 from the Parks and Reserves Manager, Kathy Dever-Tod.

**The COMMITTEE RECOMMENDS**

1. That Council notes the actions undertaken to improve access for horse riders in Ashhurst
2. That Council incorporates the needs of horse riders into a wider planning process to identify active transport routes from the realignment of State Highway 3, through the Ashhurst village and towards the Saddle Road.

**ATTACHMENTS**

Nil

## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 29 April 2019

**TITLE:** Presentation of the Part I Public Finance and Performance Committee Recommendations from its 15 April 2019 Meeting

Set out below are the recommendations only from the Finance and Performance Committee meeting Part I Public held on 15 April 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 24-19 Huia Street Reserve

Memorandum, dated 29 March 2019 presented by the City Planning Manager, David Murphy and the Property Manager, Bryce Hosking.

#### The COMMITTEE RECOMMENDS

1. That the Chief Executive be authorised to prepare a consultation document and undertake a consultation process under the Local Government Act 2002 prior to the Council making a decision about engaging with Parliament to initiate an amendment to the Palmerston North Reserves Act 1922 and / or the Palmerston North Reserve Empowering Act 1966 to enable the disposal or development of Huia Street Reserve (Lots 3 4 Pt Lots 1 2 DP 545) for an alternative use.
2. That it be noted that should an amendment to the Palmerston North Reserves Act 1922 and / or the Palmerston North Reserve Empowering Act 1966 be enacted or made by Parliament that the disposal or development of Huia Street Reserve (Lots 3 4 Pt Lots 1 2 DP 545) may be subject to further consultation by the Council under the Local Government Act 2002 and / or Reserves Act 1977 and Resource Management Act 1991.
3. That the Council receive the residential development scenarios prepared for the Huia Street Reserve report dated 29 March 2019 that demonstrate one option (residential development) for how the Huia Street Reserve could be used in the future, noting that any final decision on the future use of the reserve is subject to an amendment to the Palmerston North Reserves Act 1922 and / or the Palmerston North Reserve Empowering Act 1966 and the results of public consultation under the Local Government Act 2002 and / or Reserves Act 1977 and Resource Management Act 1991.

## 25-19

**Fees and Charges Review**

Report, dated 29 March 2019 presented by the Chief Financial Officer, Grant Elliott.

**The COMMITTEE RECOMMENDS**

1. That the report titled 'Fees and Charges Review' dated 29 March 2019 be received and the current status of fees and charges be noted.

Trade waste

2. That the proposal to adopt updated fees and charges for Trade Waste services effective from 1 July 2019 as attached in Appendix 2 of the report titled 'Fees and Charges Review' dated 29 March 2019, be approved for public consultation and the Chief Executive be authorised to undertake the necessary consultative process under sections 82 and 150 of the Local Government Act 2002.

Planning & Miscellaneous

3. That the Statement of Proposal (and the associated summary) to adopt updated fees and charges for Planning Services and Miscellaneous Services effective from 1 July 2019 as attached in Appendix 3 of the report titled 'Fees and Charges Review' dated 29 March 2019, be approved for public consultation and the Chief Executive be authorised to undertake the necessary consultative process under sections 83 and 150 of the Local Government Act 2002.

Building

4. That the fees and charges for Building Services, as proposed in Appendix 4 of the report titled 'Fees and Charges Review' dated 29 March 2019 be adopted and following public notification take effect from 1 July 2019.

Environmental Health

5. That the fees and charges for Environmental Health Services (in terms of regulation 7 of the Health (Registration of Premises) Regulations 1966) as proposed in Appendix 5 of the report titled 'Fees and Charges Review' dated 29 March 2019, be adopted and following public notification, take effect from 1 July 2019.

Animal Control

6. That the fees and charges for the Impounding of Animals (in terms of section 14 of the Impounding Act 1955) and for Dog Registration and Dog Impounding (in terms of sections 37 and 68 of the Dog Control Act 1996) as proposed in Appendix 6 of the report titled 'Fees and Charges Review' dated 29 March 2019 be adopted, and once following public notification,

take effect from 1 July 2019.

Burial & Cremation

7. That the fees and charges for Burial and Cremation, as proposed in Appendix 7 of the report titled 'Fees and Charges Review' dated 29 March 2019 be adopted and following public notification take effect from 1 July 2019.

Service Connections

8. That the fees and charges for Service Connections, as proposed in Appendix 8 of the report titled 'Fees and Charges Review' dated 29 March 2019 be adopted and take effect from 1 July 2019.

Recycling Charges

9. That the fees and charges for Recycling as proposed in Appendix 9 of the report titled 'Fees and Charges Review' dated 29 March 2019 be adopted and take effect from 1 May 2019.
10. That a review of the charging structure for animal control fees be undertaken to explore a mechanism to shift the fee burden to non-compliant dog owners and reported back to the Finance and Performance Committee.

**ATTACHMENTS**

Nil



## RECOMMENDATIONS FROM COMMITTEE

**TO:** Council

**MEETING DATE:** 29 April 2019

**TITLE:** Presentation of the Part I Public Arts, Culture and Heritage Committee Recommendations from its 15 April 2019 Meeting

Set out below are the recommendations only from the Arts, Culture and Heritage Committee meeting Part I Public held on 15 April 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

### 8-19 Presentation - Val Burr

#### The COMMITTEE RECOMMENDS

1. That the Arts, Culture and Heritage Committee receive the presentation for information.
2. That the Chief Executive be instructed to consider what support Council can provide to the Palmerston North Electric Power Station Society.

### 10-19 Cultural CCOs Six Month Reports to December 2018 and Draft Statements of Intent 2019-2022

Memorandum, dated 13 March 2019 presented by the Community Development Manager, Joann Ransom.

#### The COMMITTEE RECOMMENDS

1. That Council receive the six-month reports to December 2018 submitted by Globe Theatre Trust Board, Te Manawa Museums Trust, Caccia Birch Trust Board and Regent Theatre Trust (the cultural CCOs).
2. That Council receive the draft Statements of Intent 2019–2022 submitted by the cultural CCOs subject to the below comments (clauses 10.3-10.6) for consideration by the Boards.
3. The Globe to clarify strategic Priority 2 in the Statement of Intent to include 'represent the diversity of the Palmerston North Community' as referenced on page 6 of the Draft Statement of Intent.
4. The Regent to modify strategic objective 3 under Migrant and Cultural Communities to 'To assist with 2 additional culturally diverse events' and the word 'additional' to be added in each year.

5. That the Te Manawa Trust Board consider increasing the KPI for visitor numbers in the Statement of Intent.
6. That the CCOs consider their role in Eco-City Strategy Priority 2 (Work With the Community to Reduce Carbon Emissions) in their statements of intent.
7. That the Chief Executive be instructed to review the asset renewal process for the Regent Theatre Trust with particular reference to the Sound System and report back to the Arts, Culture and Heritage Committee in June 2019.
8. That the Chief Executive go back to Caccia Birch Trust Board to address the unsustainable financial issue as presented in their Statement of Intent.

**ATTACHMENTS**

Nil