



PALMERSTON NORTH CITY COUNCIL

AGENDA COUNCIL

9AM, MONDAY 24 JUNE 2019

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



MEMBERSHIP

Grant Smith (Mayor)

Tangi Utikere (Deputy Mayor)

Brent Barrett

Susan Baty

Rachel Bowen

Adrian Broad

Gabrielle Bundy-Cooke

Vaughan Dennison

Lew Findlay QSM

Leonie Hapeta

Jim Jefferies

Lorna Johnson

Duncan McCann

Karen Naylor

Bruno Petrenas

Aleisha Rutherford

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

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

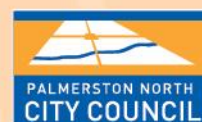
Heather Shotter

Chief Executive, Palmerston North City Council

Palmerston North City Council

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

Private Bag 11034, 32 The Square, Palmerston North



COUNCIL MEETING

24 June 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. Tribute - Waana Morrell Davis

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5. **Presentation - Queen's Birthday Honours** Page 11
6. **Confirmation of Minutes** Page 13
"That the minutes of the ordinary meeting of 27 May 2019 Part I Public be confirmed as a true and correct record."

REPORTS

7. **Setting Rates for 2019/20** Page 23
Memorandum, dated 11 June 2019 presented by the Strategy Manager Finance, Steve Paterson.
8. **Resolutions to Authorise Borrowing** Page 35
Memorandum, dated 11 June 2019 presented by the Strategy Manager Finance, Steve Paterson.
9. **District Plan Change C - Kikiwhenua Residential Area - Appointment of Commissioners** Page 39
Memorandum, dated 6 June 2019 presented by the Legal Counsel, John Annabell.
10. **Earthquake Prone Building Policy: For Council Owned Buildings** Page 43
Memorandum, dated 7 June 2019 presented by the City Planning Manager, David Murphy.
11. **Draft Venues Policy** Page 55
Memorandum, dated 12 June 2019 presented by the Strategy & Policy Manager, Julie Macdonald.
12. **Review of Operations of District Licensing Committee** Page 57
Memorandum, dated 16 May 2019 presented by the Legal Counsel, John Annabell.

- 13. Request to delegate approval to let Contract 3739 for Colquhoun Park Pavilion Upgrade** Page 61
Memorandum, dated 9 June 2019 presented by the Parks and Reserves Manager, Kathy Dever-Tod.
- 14. S17A Arts and Culture Review - Suggested Process** Page 65
Memorandum, dated 18 June 2019 presented by the Head of Community Planning, Andrew Boyle.
- 15. Council Work Schedule** Page 69

RECOMMENDATIONS FROM COMMITTEE MEETINGS

- 16. Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 5 June 2019 Meeting** Page 71
“That the Committees recommendations be adopted or otherwise dealt with.”
- 17. Presentation of the Part I Public Community Development Committee Recommendations from its 5 June 2019 Meeting** Page 75
“That the Committees recommendations be adopted or otherwise dealt with.”
- 18. Presentation of the Part I Public Sport and Recreation Committee Recommendations from its 10 June 2019 Meeting** Page 77
“That the Committees recommendations be adopted or otherwise dealt with.”
- 19. Presentation of the Part I Public Committee of Council Recommendations from its 10 June 2019 Meeting** Page 79
“That the Committees recommendations be adopted or otherwise dealt with.”

20. Presentation of the Part I Public Finance and Performance Committee Recommendations from its 17 June 2019 Meeting Page 81

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

21. Presentation of the Part I Public Arts, Culture and Heritage Committee Recommendations from its 17 June 2019 Meeting Page 85

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

22. 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
23.	Pioneer City West Private District Plan Change Request	Negotiations	s7(2)(i)
24.	Release of Part II Items	Legal Privilege	s7(2)(g)
25.	Rotation of Trustees on Council Controlled Organisations	Privacy	s7(2)(a)

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

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

Chief Executive (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.

Team Leader Governance and Legal (Charlotte Greig) and Committee Administrators (Penny Odell, Rachel Corser and Natalya Kushnirenko), because of their knowledge and ability to provide the meeting with procedural advice and record the proceedings of the meeting.

City Planning Manager (David Murphy) 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].

TRIBUTE

TO: Council

MEETING DATE: 24 June 2019

TITLE: Tribute - Waana Morrell Davis

ITEM 2

RECOMMENDATION(S) TO COUNCIL

1. That the Council notes, with respect, the passing of Waana Davis.

SUMMARY

The Deputy Mayor will pay tribute to Waana Davis, former Palmerston North City Councillor, who recently passed away.

ATTACHMENTS

NIL

PRESENTATION

TO: Council

MEETING DATE: 24 June 2019

TITLE: Presentation - Queen's Birthday Honours

RECOMMENDATION(S) TO COUNCIL

1. That Council note that congratulations will be conveyed on behalf of the Council to the local recipients of the Queen's Birthday Honours 2019.

SUMMARY

The Mayor will refer to the local recipients of the Queen's Birthday Honours.

ATTACHMENTS

NIL

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 27 May 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, Lorna Johnson, Duncan McCann, Karen Naylor and Bruno Petrenas.
- Apologies:** Councillors Jim Jefferies and Tangi Utikere (on Council Business).

Note:

At the commencement of the meeting the Mayor paid tribute to Town Crier Caroline Robinson, who had recently passed away.

A moments silence was observed.

48-19 Apologies

Moved Grant Smith, seconded Brent Barrett.

RESOLVED

1. That Council receive the apologies.

Clause 48-19 above was carried 13 votes to 0, the voting being as follows:

For:

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

49-19 Confirmation of Minutes

Moved Grant Smith, seconded Rachel Bowen.

RESOLVED

1. That the minutes of the ordinary meeting of 29 April 2019 Part I Public and Part II Confidential be confirmed as a true and correct record.

Clause 49-19 above was carried 12 votes to 0, with 1 abstention, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Gabrielle

Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Lorna Johnson, Duncan McCann, Karen Naylor and Bruno Petrenas.

Abstained:

Councillor Adrian Broad.

REPORTS

50-19 Options for Community Groups and Schools to promote events

Memorandum, dated 13 May 2019 presented by the Head of Brand and Marketing, Christy Dobbs and the General Manager - Marketing and Communications, Sacha Haskell.

Moved Grant Smith, seconded Karen Naylor.

RESOLVED

1. That Council receive the memorandum dated 13 May 2019 and titled "Options for Community Groups and Schools to promote events".

Clause 50-19 above was carried 13 votes to 0, the voting being as follows:

For:

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

51-19 Amendments to Delegations Manual and Terms of Reference of Committees

Memorandum, dated 10 May 2019 presented by the Legal Counsel, John Annabell.

Moved Grant Smith, seconded Vaughan Dennison.

RESOLVED

1. That the Delegations Manual and Terms of Reference of Committees be amended, the amendments being as set out in the attachment to the memorandum dated 10 May 2019 and titled "Amendments to Delegations Manual and Terms of Reference of Committees".

Clause 51-19 above was carried 13 votes to 0, the voting being as follows:

For:

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

52-19 Council Work Schedule

Moved Grant Smith, seconded Vaughan Dennison.

RESOLVED

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

Clause 52-19 above was carried 13 votes to 0, the voting being as follows:

For:

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

RECOMMENDATIONS FROM COMMITTEE MEETINGS

53-19 Planning and Strategy Committee Part I Public - 6 May 2019

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

Moved Duncan McCann, seconded Rachel Bowen.

RESOLVED

1. That the Committee's recommendations be adopted.

Clause 53-19 above was carried 13 votes to 0, the voting being as follows:

For:

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

54-19 Sport and Recreation Committee Part I Public - 13 May 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 54-19 above was carried 13 votes to 0, the voting being as follows:

For:

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

55-19

Economic Development Committee Part I Public - 13 May 2019

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

Moved Adrian Broad, seconded Leonie Hapeta.

RESOLVED

1. That the Committee's recommendations be adopted.

Clause 55-19 above was carried 13 votes to 0, the voting being as follows:

For:

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

The meeting finished at 10.05am

Confirmed 24 June 2019

Deputy Mayor

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 27 May 2019

TITLE: Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 6 May 2019 Meeting

Set out below are the recommendations only from the Planning and Strategy Committee meeting Part I Public held on 6 May 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

24-19 Petition - Dogwood Way, Milson

The COMMITTEE RECOMMENDS

1. That the Planning and Strategy Committee receive the petition for information.
2. That the Chief Executive be instructed to provide a report to the Planning and Strategy Committee on solutions with residents on the issues identified in the Dogwood Way petition.

7-19 Emissions Management and Reduction Plan

Memorandum, dated 15 March 2019 presented by the City Planning Manager, David Murphy.

The COMMITTEE RECOMMENDS

1. That the Palmerston North City Council's Emissions Management and Reduction Plan (2018/2019) is received.
2. That the preliminary results of the 2016/17 and 2017/18 Emissions Inventory as detailed in the "Emissions Management and Reduction Plan" report dated 15 March 2019 are noted.
3. That the Chief Executive be instructed to report annually on the Council's Emissions Reduction and Management Plan.

28-19 Housing Steering Group: Terms of Reference

Memorandum, dated 9 April 2019 presented by the City Planning Manager, David Murphy.

The **COMMITTEE RESOLVED**

1. That the memorandum dated 20 February 2019 and titled "Housing Steering Group: Scope of the Terms of Reference" be uplifted from the table.

The **COMMITTEE RECOMMENDS**

2. That the information contained in the memorandum dated 20 February 2019 and titled "Housing Steering Group: Scope of the Terms of Reference" as attached to the memorandum dated 9 April 2019 and titled "Housing Steering Group: Terms of Reference" be received.
3. That a Housing Steering Group is formed.
4. That the Housing Steering Group Terms of Reference attached to the memorandum dated 9 April 2019 and titled "Housing Steering Group: Terms of Reference" be adopted.

26-19 Cost Benefit Assessment of Council Ownership of On-Property Pressure Sewer Equipment

Memorandum, dated 11 February 2019 presented by the Transport & Infrastructure Manager, Robert van Bentum.

The **COMMITTEE RECOMMENDS**

1. That Council endorses the current pressure sewer policy adopted by Council at its December 2018 meeting, which provides for Council ownership of on property pressure sewer assets only where there is a significant wider community benefit.
2. That, in the context of the pressure sewer policy, Council accepts that wider community benefit be interpreted as only where there is a significant cost benefit to Council associated with deferred or avoided capital investment in network infrastructure.

32-19 Rural School Bus Safety

Report, dated 14 March 2019 presented by the Transport & Infrastructure Manager, Robert van Bentum.

The COMMITTEE RECOMMENDS

1. That Council receive the report titled "Rural School Bus Safety" dated 14 March 2019.
2. That Council confirm Option 2 comprising improvement and enhancement of current practice and focussing on implementing low cost interventions within current budget limits, as the appropriate approach for ensuring safety issues on school bus routes are addressed, subject to Annual Budget consideration process in regard to recommendation 4.
3. That the Chief Executive be instructed to provide a report on the ability of the District Plan to require developers to consider at the planning stage how children might get to school from a new development; and to enable safe connection to the active and public transport network (including the MoE School bus service in the definition of public transport) once the development is complete. Such a report is also to identify steps that can be taken to progress this issue if the District Plan currently lacks the ability to provide for such action.
4. That \$50,000 for staff time and non-engineering related infrastructure investment be referred to the annual budget consideration process.

33-19 Late item – City's Masterplans

The COMMITTEE RECOMMENDS

1. That the Chief Executive be instructed to provide a report on the status of the City's Masterplans (currently Arena Masterplan, Streets for People/Central City Masterplan, Reserves Masterplans, with the Civic and Cultural Masterplan and Urban Cycle Network Masterplan in progress) in each triennium, to the Planning and Strategy Committee by September 2019.

ATTACHMENTS

Nil

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 27 May 2019

TITLE: Presentation of the Part I Public Sport and Recreation Committee Recommendations from its 13 May 2019 Meeting

Set out below are the recommendations only from the Sport and Recreation Committee meeting Part I Public held on 13 May 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

27-19 New Deed of Lease for 113 Hillcrest Drive

Memorandum, dated 5 April 2019 from the Property Financial Officer, Sharron Bergerson and the Property Manager, Bryce Hosking.

The **COMMITTEE RECOMMENDS**

1. That Council as the administering body under the Reserves Act 1977, on behalf of the Minister of Conservation, approves the lease of land at 113 Hillcrest Drive, Palmerston North, to Ruahine Kindergarten Association Incorporated.
2. The Council agree to execute a new ten (10) year lease between Palmerston North City Council and Ruahine Kindergarten Association Incorporated for 113 Hillcrest Drive, Palmerston North.

ATTACHMENTS

Nil

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 27 May 2019

TITLE: Presentation of the Part I Public Economic Development Committee Recommendations from its 13 May 2019 Meeting

Set out below are the recommendations only from the Economic Development Committee meeting Part I Public held on 13 May 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

19-19 Request for support - Ruapehu District Council LGNZ remit

Memorandum dated 10 May 2019 from the Strategy & Policy Manager, Julie Macdonald.

The **COMMITTEE RECOMMENDS**

1. That the Council support the following remit at the LGNZ AGM in July 2019: "That LGNZ actively support the Tourism Industry Aotearoa Local Government Funding Model to Support Regional Tourism Growth."

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 24 June 2019

TITLE: Setting Rates for 2019/20

DATE: 11 June 2019

PRESENTED BY: Steve Paterson, Strategy Manager Finance, Finance

APPROVED BY: Grant Elliott, Chief Financial Officer

RECOMMENDATION(S) TO COUNCIL

1. That the resolution to set the rates for the 2019/20 year (attached as Appendix One) be adopted.
2. That it be noted that the setting of rates is a significant decision within the parameters of the Local Government Act 2002 and that it is satisfied there has been compliance with the decision-making and consultation requirements of the Act.

1. ISSUE

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

Rates are the Council's principal source of revenue. It is important that rates be set in the timeframes outlined so that Council will have the ability to fund its approved budget. The rates outlined in the attached resolution are calculated to generate the rates revenue for 2019/20 as outlined in the Council's Annual Budget/Plan to be formally adopted on 24 June 2019.

The recommendations assume the Council will have adopted the 2019/20 Annual Budget/ Plan earlier in the meeting.

2. BACKGROUND

On 10 June the Committee of Council recommended the adoption of the 2019/20 Annual Budget. The Budget determines the net revenue to be sought from ratepayers to fund operations and new programmes for the 2019/20 year.

The rates to be set are designed to cover a net sum of external income for the City Council of \$98.9 million (plus GST) plus a sum to cover rates for Council owned properties as approved by the adoption of the Budget.

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

The following table demonstrates the changes for the Uniform Annual General Charge (UAGC) and the fixed amounts for services:

	2018/19 GST incl.	2019/20 GST incl.
Uniform Annual General Charge	\$690	\$500
Water Supply	\$256	\$257
Kerbside Recycling	\$126	\$127
Rubbish & Public Recycling	\$69	\$72
Wastewater disposal	\$256	\$252
Wastewater pan charge	\$256	\$252
Metered water charge (p cu metre)	\$1.1845	\$1.2075

The budgeted revenue from the UAGC plus the Rubbish & Recycling fixed charges represents 19.8% of total rates revenue (including metered water charges) compared with a band of 25 to 26% over the last five years and the legislative maxima of 30%. The significant percentage change is due to the reduction in the UAGC.

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

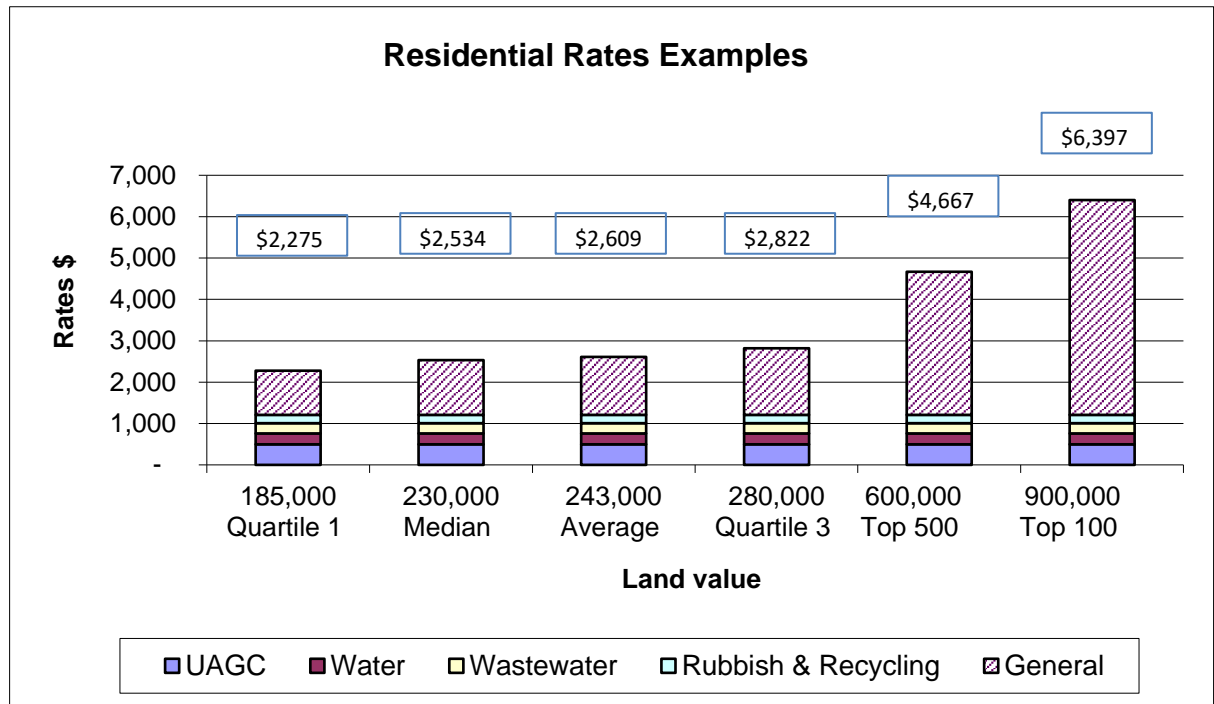
Appendix three shows graphically by broad differential grouping the land values and the impact on the distribution of the general rate and total rate for 2019/20 compared with 2018/19.

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

	Old Land Value	Actual Rates 2018/19	New Land Value	Proposed Rates 2019/20
Single unit residential				
Average	143,000	2,510	243,000	2,609
Median	125,000	2,370	230,000	2,534
Quartile 1	96,000	2,144	185,000	2,275
Quartile 3	170,000	2,720	280,000	2,822
Two unit residential				
Average	157,000	3,973	273,000	4,230
Median	136,000	3,723	255,000	4,077
Quartile 1	112,000	3,437	220,000	3,781
Quartile 3	185,000	4,306	300,000	4,459
Non-residential				
Average	533,000	14,232	708,000	14,652
Median	295,000	8,330	400,000	8,636
Quartile 1	160,000	4,983	230,000	5,316
Quartile 3	615,000	16,266	790,000	16,253
Rural & semi-serviced (5ha or more)				
Average	649,000	1,725	829,000	1,794
Median	345,000	1,272	475,000	1,272
Quartile 1	230,000	1,101	320,000	1,044
Quartile 3	650,000	1,726	840,000	1,810
Rural & semi-serviced (between 0.2 & 5ha)				
Average	222,000	1,552	316,000	1,620
Median	220,000	1,545	315,000	1,617
Quartile 1	180,000	1,402	250,000	1,401
Quartile 3	260,000	1,687	365,000	1,783
Miscellaneous				
Average	433,000	5,054	594,000	4,950
Median	225,000	2,991	315,000	2,894
Quartile 1	89,000	1,642	145,000	1,641
Quartile 3	465,000	5,371	630,000	5,215

PALMERSTON NORTH CITY COUNCIL

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



The City was revalued for rating purposes in September 2018 and these new values will be the base for setting and assessing general rates for 2019/20.

The Government's rates rebates scheme for residential home owners on lower incomes has provided much needed assistance. 2,106 city ratepayers have received a total of \$1.251 million from the scheme during 2018/19 to date. Each year the Government updates the qualifying criteria for the scheme by a CPI adjustment.

3. NEXT STEPS

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


Once adopted Council staff will complete the administrative actions necessary to assess rates on individual properties then deliver rates assessments and invoices for the first instalment on 1 August 2019.

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

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	Yes
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 5: A Driven and Enabling Council	
The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy	
The recommendations contribute to the achievement of action/actions in Not Applicable	
The action is: Setting the rates for the year is an administrative pre-requisite to being able to fund the delivery of all of the actions in Council plans.	
Contribution to strategic direction	Setting the rates for the year is an administrative pre-requisite to being able to fund the delivery of all of the actions in Council plans that contribute to the strategic direction.

ATTACHMENTS

- Appendix One - Rates Resolution 2019/20
Appendix Two - Structure of Rates Revenue
Appendix Three - Comparisons by Differential Category [↓](#) 

Palmerston North City Council

Resolution to Set Rates for the 2019/2020 year

The Palmerston North City Council resolves to set rates for the financial year commencing on 1 July 2019 and ending on 30 June 2020 in accordance with the Rating Policies and Funding Impact Statement contained in its Annual Budget (Plan) 2019/20 as follows:

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

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

1.1 Uniform Annual General Charge

A Uniform Annual General Charge of \$500 on each rating unit pursuant to section 15 of the Act.

1.2 Water Supply Rates

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

- \$257 per separately used or inhabited part of a residential rating unit which is connected to a Council operated waterworks system. This charge is not made where water supply is invoiced on the basis of water consumed.
- \$257 per rating unit for all other rating units which are connected to a Council operated waterworks system. This charge is not made where water supply is invoiced on the basis of water consumed.
- \$128.50 per rating unit which is not connected to a Council operated waterworks system but which is serviceable (i.e. within 100 metres of such waterworks system) and the Council would allow a connection.

Instead of the above targeted rates for metered water supply, targeted rates set under sections 16 and 19 of the Act, of \$1.2075 per cubic metre of water supplied to any rating unit that is invoiced on the basis of water consumed plus a fixed amount of \$212.75 per metered connection.

1.3 Wastewater Disposal Rates

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

- \$252 per separately used or inhabited part of a residential rating unit which is connected to a public wastewater drain.
- \$252 per rating unit for all other rating units which are connected to a public wastewater drain.
- \$252 per pan (i.e. water closet or urinal) for all pans in excess of three for non-residential rating units connected to a public wastewater drain.
- \$126 per separately used or inhabited part of a residential rating unit which is not connected to a public wastewater drain but which is serviceable (i.e. within 30 metres of such a drain) and the Council would allow the connection.
- \$126 per rating unit for all other rating units which are not connected to a public wastewater drain but which is serviceable (i.e. within 30 metres of such a drain) and the Council would allow the connection.

1.4 Rubbish and Recycling Rates

1.4.1 Kerbside Recycling

A targeted rate for kerbside recycling set under section 16 of the Act of:

- \$127 per separately used or inhabited part of a rating unit for residential properties receiving the Council's kerbside collection service.
- \$127 per rating unit for non-residential and rural/semi-serviced properties receiving the Council's kerbside collection service.

Where ratepayers elect, and the Council agrees, additional levels of service may be provided. These additional services could be by way of provision of more recycling bins or more frequent service. Each additional level of service will be charged a rate of \$127. This may include charges to non-rateable rating units where the service is provided.

1.4.2 Rubbish and Public Recycling

A targeted rate for rubbish and public recycling set under section 16 of the Act of \$72 per separately used or inhabited part of each residential rating unit and \$72 per rating unit for all other rating units. Rating units which are vacant land will not be liable for these rates.

1.5 Warm Palmerston North

A targeted rate set on all properties that have benefited from the installation of insulation through the Warm Up Palmy Home Insulation Scheme. The rate is calculated as a percentage of the service amount (the cost of the installation) until the service amount and the costs of servicing the serviced amount are recovered. For 2019/20 the rate will be 16%.

1.6 General Rate

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

Differential Group		Differential Factor (expressed as % of Group Code MS)	Rate (cents in \$ of LV)
Code	Brief Description		
R1	Single unit residential	Balance (approx. 78)	0.5765
R2	Two unit residential	115	0.8476
R3	Three unit residential	125	0.9213
R4	Four unit residential	135	0.9950
R5	Five unit residential	145	1.0687
R6	Six unit residential	155	1.1424
R7	Seven unit residential	165	1.2161
R8	Eight or more unit residential	175	1.2898
MS	Miscellaneous	100	0.7370
CI	Non-residential (Commercial/Industrial)	265	1.9531
FL	Rural & Semi-serviced (5 hectares or more)	20	0.1474
FS	Rural & Semi-serviced (0.2 hectares or less)	60	0.4422
FM	Rural & Semi-serviced (between 0.2 & 5 hectares)	45	0.3317

2. Due Dates for Payment of Rates

Rates (other than metered water targeted rates) will be payable at the offices or agencies of the Council in four quarterly instalments on 1 August 2019, 1 November 2019, 1 February 2020 and 1 May 2020.

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

Instalment One	30 August 2019
Instalment Two	29 November 2019
Instalment Three	28 February 2020
Instalment Four	29 May 2020

3. Due Dates for Payment of Metered Water Targeted Rates

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

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

Monthly invoicing					
Instalment	Date meter read & invoice issued	Due date	Instalment	Date meter read & invoice issued	Due date
1	June 2019	20 July 2019	7	December 2019	20 January 2020
2	July 2019	20 August 2019	8	January 2020	20 February 2020
3	August 2019	20 September 2019	9	February 2020	20 March 2020
4	September 2019	20 October 2019	10	March 2020	20 April 2020
5	October 2019	20 November 2019	11	April 2020	20 May 2020
6	November 2019	20 December 2019	12	May 2020	20 June 2020

Two monthly invoicing					
Linton, East & North Rounds			Ashhurst, South West, PNCC & Central Rounds		
Instalment	Date meter read & invoice issued	Due date	Instalment	Date meter read & invoice issued	Due date
1	June 2019	20 July 2019	1	July 2019	20 August 2019
2	August 2019	20 September 2019	2	September 2019	20 October 2019
3	October 2019	20 November 2019	3	November 2019	20 December 2019
4	December 2019	20 January 2020	4	January 2020	20 February 2020
5	February 2020	20 March 2020	5	March 2020	20 April 2020
6	April 2020	20 May 2020	6	May 2020	20 June 2020

4. Penalties on Unpaid Rates (excluding metered water)

A penalty charge of 10% will be added on the following dates to any portion of an instalment remaining unpaid after the due dates:

Instalment One	2 September 2019
Instalment Two	2 December 2019
Instalment Three	2 March 2020
Instalment Four	2 June 2020

Any penalty charge imposed on the outstanding first instalment will be automatically remitted provided payment of the full year's rates is made by 29 November 2019.

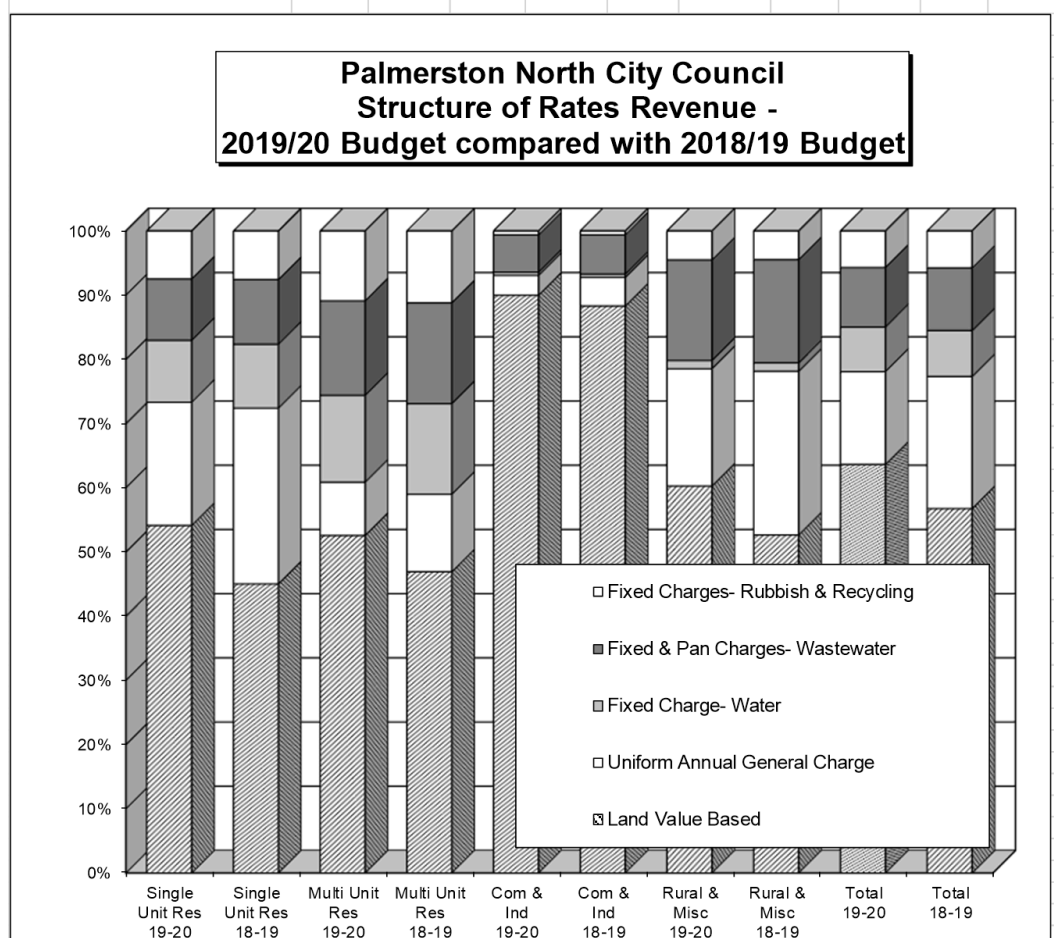
A penalty charge of 10% will be added to any outstanding rates (including penalties) assessed in previous years and remaining outstanding at 2 July 2019 (penalty applied on 3 July 2019) and again on 3 January 2020.

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

24 June 2019

Appendix Two

Palmerston North City Council										
Analysis of Structure of Rates Revenue - 2019/20 Budget										
	Single Unit		Multi Unit		Non Residential		Rural & Misc.		Total	
	\$ooo	% of Total	\$ooo	% of Total	\$ooo	% of Total	\$ooo	% of Total	\$ooo	% of Total
Land Value Based	37,853	54.1	3,038	52.6	25,764	90.0	4,479	60.3	71,134	63.6
Uniform Annual General Charge	13,424	19.2	480	8.3	890	3.1	1,357	18.3	16,151	14.4
Fixed Charge- Water	6,742	9.6	782	13.5	142	0.5	96	1.3	7,762	6.9
Fixed & Pan Charges- Wastewater	6,692	9.6	851	14.7	1,661	5.8	1,163	15.7	10,367	9.3
Fixed Charges- Rubbish & Recycling	5,223	7.5	629	10.9	175	0.6	336	4.5	6,363	5.7
	69,934	100.0	5,780	100.0	28,632	100.0	7,431	100.0	111,777	100.0

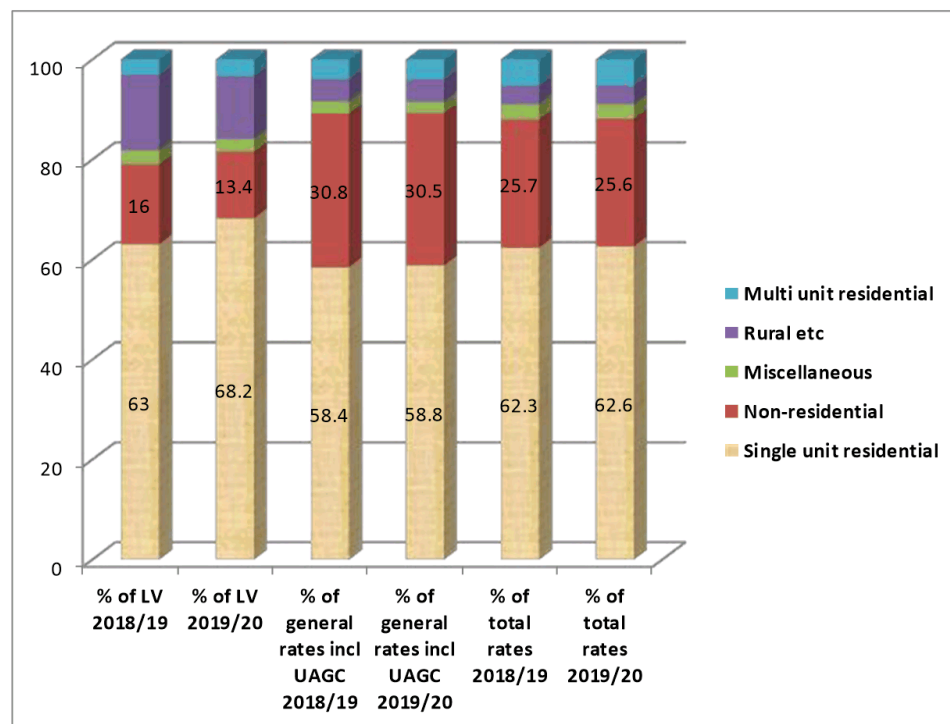


Note – this analysis of the rates revenue structure excludes budgeted revenue from metered water (\$2.5m plus GST and \$2.08m plus GST for 2019/20 and 2018/19 respectively)

Appendix Three

Palmerston North City Council

Comparison by Differential Category of Land Values, General Rates (incl. UAGC) & Total Rates for 2019/20 with 2018/19



MEMORANDUM

TO: Council

MEETING DATE: 24 June 2019

TITLE: Resolutions to Authorise Borrowing

DATE: 11 June 2019

PRESENTED BY: Steve Paterson, Strategy Manager Finance, Finance

APPROVED BY: Grant Elliott, Chief Financial Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council authorises the Chief Executive to borrow, in accordance with delegated authority, up to \$45 million ("the Borrowing") of additional term debt by way of bank loan or loans or credit facilities or other facilities or the issue of stock for the Borrowing secured by the Debenture Trust Deed.
2. The purpose of the Borrowing is the carrying out or continuing of programmes identified in the Annual Budget for the 2019/20 year.
3. The security for the Borrowing may be the charge over rates under the Debenture Trust Deed if the Chief Executive considers appropriate.
4. The benefits of the Borrowing are that it will enable the Council to carry out the programmes identified in the Annual Budget while spreading the costs for those programmes over time to recognise future benefits. The risk is that interest rates may vary in the future resulting in higher debt servicing costs to the Council.
5. For the reasons set out in this report the Council has determined, that, having regard to the Council's financial strategy, in the particular circumstances it is prudent and reasonable to enter into the proposed borrowing.
6. The raising of the Borrowing will comply with the Council's Liability Management Policy.
7. The Council note that the decision to borrow up to \$45 million is a significant decision within the parameters of the Local Government Act 2002 and is satisfied that there has been compliance with the decision-making and consultation requirements of the Act.

1. ISSUE

The Council's Annual budget for 2019/20 incorporates provision for raising \$44.79m of additional debt during the 2019/20 year based on an assumption that the total debt outstanding as at 1 July 2019 will be \$122m and that there will be capital expenditure (new) of \$53.5m undertaken during 2019/20. It assumes existing and new debt will be serviced at an average of 5.2% per annum and that new borrowings will be raised progressively during the year.

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

2. BACKGROUND

In preparing the Council's 10 Year Plan, the Council's long and short term expenditure and funding requirements have been considered and the Council has adopted a Financial Strategy and a Liability Management Policy with regard to borrowing to meet its funding requirements. These considerations are retained in the 2018-28 10 Year Plan.

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

The Council's Annual Budget 2019/20 provides for the following:

- Forecast term liabilities of \$122m as at 1 July 2019
- Additional debt of \$44.8m being raised during 2019/20
- Forecast total term liabilities of \$166.8m as at 30 June 2020
- Total capital expenditure of \$81.8m during 2019/20 (\$53.5m of which is new capital work).

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

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

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

- Net debt as a percentage of total assets not exceeding 20%.
- Net debt as a percentage of total revenue not exceeding 200%
- Net interest as a percentage of total revenue not exceeding 15%
- Net interest as a percentage of annual rates income not exceeding 20%.

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

The proposed borrowing, if obtained within the range of rates currently available to the Council, will be within the target limits contained within the Financial Strategy. After raising the Borrowing, and assuming an average interest rate of 5.2% for additional borrowing is achieved, the following estimates of borrowing ratios will apply for the 2019/20 year:

	Limits	Projection for 2019/20
Net Debt: Total Assets	< 20%	9.8%
Net Debt: Total Revenue	< 200%	126.6%
Net Interest: Total Revenue	< 15%	5.8%
Net Interest: Annual Rates Income	< 20%	7.7%

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

Provision is made for a total interest expense of \$7.6m during 2019/20 approximately \$1.16m of which relates to the additional debt. The full year servicing cost of the additional debt (at 5.2% pa) would be \$2.33m.

3. NEXT STEPS

After considering the issue it is recommended the Council formally approve the borrowings to enable the capital expenditure plans approved for 2019/20 in the Annual Budget to be funded. The recommendation is to approve additional borrowings of up to \$45m (i.e. \$44.79m rounded upward) to accommodate any possible variations in the expenditure for the 2018/19 year and therefore the levels of capital expenditure carry forward.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	Yes
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 5: A Driven and Enabling Council	
The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy	
The recommendations contribute to the achievement of action/actions in Not Applicable	
The action is: The recommendations are a procedural pre-requisite to enable all capital development plans to be undertaken.	
Contribution to strategic direction	The recommendations are a procedural pre-requisite to enable all capital development plans to be undertaken.

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 24 June 2019

TITLE: District Plan Change C - Kikiwhenua Residential Area - Appointment of Commissioners

DATE: 6 June 2019

PRESENTED BY: John Annabell, Legal Counsel, Strategy & Planning

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

RECOMMENDATION(S) TO COUNCIL

1. That Mr Chris Mitchell (Chairperson), Councillor Rachel Bowen, Councillor Lorna Johnson and Mr Reginald Proffit be appointed as Commissioners to consider submissions relating to District Plan Change C – Kikiwhenua Residential Area and be given such powers and responsibilities as delegated to Commissioners, including making decisions on submissions.
2. That if the hearing and/or completion of the Commissioners' decision is not finalised by the date of the 2019 Local Government Elections, this appointment and delegation of powers and responsibilities remain in place until the hearing and decision have been completed.

1. ISSUE

There is a need for Council to appoint Commissioners to consider District Plan Change C and to ensure that the panel appointed can complete the hearing and decision-making process in a timely manner, taking into account the approaching Local Government Elections.

2. BACKGROUND

Proposed Plan Change 3 of the District Plan involves:

- The rezoning of approximately 24ha of Race Training Zone land to Residential Zone to establish the Kikiwhenua Residential Area. This area forms part of the wider Kakatangiata Growth Area (formerly City West) identified in the Palmerston North City Development Strategy (2017) as a preferred residential growth area.

- The repurposing of District Plan Section 7A Whakarongo Residential Area to be the framework for all new greenfield areas including the proposed Kikiwhenua Residential Area.

While this District Plan Change could be considered by the Council's Hearings Committee, it is thought desirable that the matter be considered on a Commissioner basis so that the input and expertise of two external commissioners can be involved.

In this regard, Chris Mitchell has chaired all previous hearings associated with the District Plan review and has taken the lead role in writing the required decisions. Reginald Proffit is included because of his understanding of tikanga Māori and the perspectives of local iwi. Rangitāne have requested that a Commissioner with this understanding be part of any panel appointed by the Council. Both persons recommended as extremal Commissioners for this hearing have previously been appointed to the Council's list of Commissioners.

The Councillors recommended for appointment have previously expressed their interest in being members of such a panel and are qualified as Commissioners, but their term will automatically cease on the date the newly elected Council comes into office, as the Hearings Committee is dissolved as of that date.

3. NEXT STEPS

If the recommendations are adopted, the Commissioners will be formally advised of the appointment and will consider the matter at a hearing to be held in late August. Approximately 17 submitters have indicated a wish to be heard in support of their submissions.

4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven and Enabling Council	
The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy	

The recommendations contribute to the achievement of action/actions in a plan under the Driven and Enabling Council Strategy	
Contribution to strategic direction	Efficient decision making.

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 24 June 2019

TITLE: Earthquake Prone Building Policy: For Council Owned Buildings

DATE: 7 June 2019

PRESENTED BY: David Murphy, City Planning Manager, Strategy & Planning

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

RECOMMENDATION(S) TO COUNCIL

1. That the Earthquake Prone Buildings Policy – For Palmerston North City Council Owned Property is approved.

1. ISSUE

The Council owns, maintains, and manages a range of property around the City. As at May 2019, the following Council owned buildings were identified as earthquake prone:

- Civic Administration Building – Council Chamber and Central Core
- Te Manawa Science Centre, Museum and Art Gallery
- The Central Library
- Square Edge – Front building and rear workshop
- Crematorium
- Keith Street Power Station

There may be other Council owned buildings that are yet to be identified as earthquake prone. At present there is no policy to provide direction to the way in which Council will address the earthquake prone buildings that it owns.

2. BACKGROUND

Following the Christchurch earthquakes, new earthquake prone provisions were introduced into the Building Act 2004. The Building (Earthquake-prone Buildings) Amendment Act 2016 introduced major changes to the way earthquake-prone buildings are identified and managed under the Building Act. It uses knowledge learned from past earthquakes in New Zealand and overseas. The Amendment Act came into force on the 1 of July 2017.

The system is consistent across the country and focuses on the most vulnerable buildings in terms of people's safety. It categorises New Zealand into three seismic risk areas, with associated timeframes for identifying and acting to strengthen or remove earthquake prone buildings. Palmerston North is classified as a 'High Seismic Risk' area, meaning it has the shortest timeframes in the country to address earthquake prone buildings.

As well as being a landowner, Council is responsible for the administration of these earthquake prone building provisions of the Building Act 2004. It is therefore important the Council shows leadership in addressing earthquake prone buildings that it owns.

Much of Council's activity and decision making in this area will be directed by the requirements of the Building Act 2004, the Resource Management Act 1991 and the Palmerston North City District Plan, but there is some scope in the way in which Council seeks to comply with the legislation. This policy provides guidance on the way in which Council will meet its statutory obligations as a property owner.

Policy guidelines 6, 7 and 8 are important parts of the Policy. Policy guideline 6 is *where a Council owned building is identified as earthquake prone, there is no minimum percentage of NBS required for occupancy of the building. Occupancy of Council owned buildings will be informed by the requirements of the Building Act 2004.* Some organisations have made a policy decision to not occupy buildings below a particular percentage of NBS, despite the Building Act 2004 allowing occupancy of an earthquake prone building. The risk with setting a minimum percentage of NBS for occupancy of a building is the Council may be seen as sending a signal that is inconsistent with the requirements of the Building Act 2004 and create uncertainty in the market.

Policy guideline 7 is *where strengthening of a Council owned building classified as earthquake prone is undertaken, there is no minimum percentage of NBS required to be achieved, other than the minimum requirements detailed in the Building Act 2004.* The risk with setting a minimum percentage of NBS for strengthening projects is that it may impact on a balanced assessment of the criteria in policy guideline 5.

Policy guideline 8 is *where strengthening of a Council owned building classified as earthquake prone is undertaken, the Council will seek to maximise the percentage of NBS achieved taking into account the objectives of this policy and criteria in policy 5 above.* This is important as despite policy guideline 6 and 7, Council will seek to maximise the percentage of NBS when undertaking strengthening works.

Because the policy has an operational component and affects Council owned property, it is not recommended that the policy be subject to consultation.

The policy is included as Attachment 1 to this memorandum.


3. NEXT STEPS

Apply the policy to Council decision making.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	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 City Development Strategy	
The recommendations contribute to the achievement of action/actions in the Heritage Management Plan	
The action is: Proactively work with owners and investors of earthquake-prone buildings through the upgrade process.	
Contribution to strategic direction	The policy has a section on strategic alignment. A number of Council owned earthquake prone buildings are located in the city centre. Investment in these buildings will assist with providing confidence in the city centre and enhance vibrancy.

ATTACHMENTS

1. Earthquake Prone Building Policy - For Palmerston North City Council Owned Property [↓](#) 

**Earthquake Prone Buildings Policy – For Palmerston North City
Council Owned Property**

Introduction

Building (Earthquake-prone Buildings) Amendment Act 2016

Following the Christchurch earthquakes, new earthquake prone provisions were introduced into the Building Act 2004. The Building (Earthquake-prone Buildings) Amendment Act 2016 introduced major changes to the way earthquake-prone buildings are identified and managed under the Building Act. It uses knowledge learned from past earthquakes in New Zealand and overseas. The Amendment Act came into force on the 1 of July 2017.

The system is consistent across the country and focuses on the most vulnerable buildings in terms of people's safety. It categorises New Zealand into three seismic risk areas, with associated timeframes for identifying and acting to strengthen or remove earthquake prone buildings. Palmerston North is classified as a 'High Seismic Risk' area, meaning it has the shortest timeframes in the country to address earthquake prone buildings.

As well as being a landowner, Council is responsible for the administration of these earthquake prone building provisions of the Building Act 2004. It is therefore important the Council shows leadership in addressing earthquake prone buildings that it owns.

Much of Council's activity and decision making in this area will be directed by the requirements of the Building Act 2004, the Resource Management Act 1991 and the Palmerston North City District Plan, but there is some scope in the way in which Council seeks to comply with the legislation. This policy provides guidance on the way in which Council will meet its statutory obligations as a property owner.

Council Property

The Council owns, maintains, and manages a range of property around the City. Council owned property has a range of purposes including:

- Meeting accommodation needs of Council activities.
- Providing for cultural events.
- Encouraging visitors and business to the city.
- Providing housing options for low and limited income residents.
- Maintaining strategic options available to the Council.

Critical properties owned by the Council include:

- Civic Administration Building
- The Conference and Function Centre
- Regent Theatre
- Te Manawa Science Centre, Museum and Art Gallery
- The Central Library
- Globe Theatre

- Caccia Birch
- Square Edge

As at May 2019, the following Council owned buildings were identified as earthquake prone:

- Civic Administration Building – Council Chamber and Central Core
- Te Manawa Science Centre, Museum and Art Gallery
- The Central Library
- Square Edge – Front building and rear workshop
- Crematorium
- Keith Street Power Station

There may be other Council owned buildings that are yet to be identified as earthquake prone.

The Challenge with Earthquake Prone Buildings

Usually with earthquake prone building strengthening projects there is a trade-off between costs and the percentage of new building standard (NBS) that is achieved as a result of the strengthening works. There is also an expectation that buildings with high occupancy or buildings that provide an important public function should have a higher percentage of NBS.

Many buildings that are earthquake prone are also scheduled heritage buildings in the District Plan. This creates a strong policy tension because alterations and additions completed as part of strengthening works need to be sympathetic to the heritage values of the building and demolition of heritage buildings is discouraged within the District Plan. The protection of historic heritage is also a matter of national importance in the RMA 1991.

It is important Council shows leadership in how it addresses this policy tension as many landowners in the city are facing similar issues and the Council is responsible for administering both the Building Act 2004 and RMA 1991.

Heritage buildings have an important role in preserving the character and history of the City and can offer unique economic development opportunities that assist with city centre revitalisation.

Strategic Alignment

Council's strategic direction includes a series of statements and actions regarding earthquake prone buildings, particularly as they relate to heritage.

While a lot of this direction relates to privately owned buildings, the Council needs to be conscious of the outcomes it is seeking from the private sector with respect to earthquake prone buildings and heritage when making decisions regarding its own assets.

City Development Strategy 2018

The City Development Strategy provides the following direction:

The city centre needs to be seen as an attractive place to invest to provide an incentive to strengthen and retain important heritage buildings. The risks and costs of strengthening the privately owned earthquake-prone heritage buildings concentrated in the city centre is a major heritage issue. Because Palmerston North is in the high-risk earthquake zone, it has the tightest timeframes for earthquake-prone buildings to be strengthened or demolished. Unlike other buildings, heritage buildings cannot be demolished if a landowner considers the cost of strengthening is not economically viable.

Done well, earthquake strengthening work offers a unique opportunity to modernise and repurpose heritage buildings and help revitalise the city centre.

Creative and Liveable City Strategy 2018

The Creative and Liveable City Strategy provides the following direction:

The city needs a plan for making the city centre a vibrant place that locals are proud of and that leaves a lasting positive impression on visitors. Council has consistently considered a lack of vibrancy in the city centre as a major strategic risk, with the Regional Growth Study identifying the need for the city to act as the heart of the region. Challenges include fewer pedestrians, earthquake-prone buildings, and the impact of the Plaza mall, internet shopping, and large-format retailing, on traditional pedestrian-based retail areas.

Heritage Management Plan 2018 and Culture & Heritage Plan 2018

The Heritage Management Plan and Culture and Heritage Plan 2018 promote the value of heritage buildings and seek the retention of earthquake prone heritage buildings. Key actions include:

- *Support third party owners of scheduled heritage features via provision of the Natural and Cultural Heritage Incentive fund for maintenance and conservation of heritage buildings and sites, and notable tree works.*
- *Proactively work with owners and investors of earthquake-prone buildings through the upgrade process.*
- *Promote the success stories where heritage buildings have been upgraded and share information about building upgrades.*
- *Develop a dedicated earthquake-prone heritage building support plan, including the provision of a fund to support seismic strengthening of heritage buildings, and character building facades and parapets in the central city.*
- *Front-foot redevelopment of earthquake-prone heritage buildings by reviewing and updating heritage and structural information.*
- *Investigate opportunities for sharing information and best practice guidelines.*
- *Investigate whether strategic partners wish to invest in City Centre via re-use of heritage buildings.*
- *Heritage forms part of the multi-disciplinary approach to working on Council projects.*
- *Investigate opportunities to develop and add value to Council heritage buildings and sites.*
- *Experiment with ways to express cultural heritage in city development.*
- *Include heritage conservation principles in Council Asset Management decisions.*

Infrastructure Strategy 2018

The Infrastructure Strategy provides the following direction:

Increasing resilience of infrastructure

One of the outcomes of the Christchurch earthquakes is an increasing focus on understanding and improving the resilience of local authority infrastructure, particularly those assets that are critical to delivering core services.

Te Manawa

Te Manawa Museum of Art, Science and History are located in a series of aged Council buildings which are not fit-for purpose and contain some earthquake prone buildings. Te-Manawa has developed an ambitious concept plan for a complete redevelopment which could cost up to \$58 million (\$69 million with inflation).

The classification of the Central Library as an earthquake prone building was confirmed after the approval of the Infrastructure Strategy 2018.

Palmerston North City District Plan: Section 17 - Cultural and Natural Heritage

Section 17 of the District Plan provides the following direction:

The City's cultural and natural heritage is a limited resource with distinct values. Council recognizes the importance of ensuring that these qualities continue to be retained and reinforced. The identification and conservation of these identifiable elements of the City's cultural and natural heritage therefore is a primary means by which their distinct values can be safeguarded from either disturbance, unsympathetic use or development, or outright destruction.

Safeguarding historic heritage is a role for everyone in the City – including iwi, land and building owners, community groups, and citizens. The Council strongly supports the active protection and/or conservation, and adaptive reuse of places of cultural and natural heritage value within the City.

To ensure our heritage is safeguarded, the Council will:

- *continue to identify buildings, objects and sites of cultural and natural heritage value;*
- *promote the sustainable adaptive use of buildings of cultural and natural heritage value;*
- *impose restrictions on the demolition, alteration or disturbance of those deemed to be of significance;*
- *ensure that adaptation or alteration does not detract from the cultural and natural heritage value of the building or object.*

Policy Objectives and Goals

The objective of the policy is to provide guidance on identifying and remediating Council owned earthquake prone buildings, so that:

1. Council takes a proactive approach to assessing the earthquake prone status of its property portfolio.

2. There is a clear differentiation between Council's regulatory function with respect to earthquake prone buildings and its asset management function as a property owner.
3. Plans and budgets are in place to address Council owned buildings that have been identified as earthquake prone.
4. Council complies with the earthquake prone buildings requirements of the Building Act 2004.
5. Council is proactive and shows leadership in the way in which it complies with the earthquake prone buildings requirements of the Building Act 2004.
6. Where Council undertakes strengthening of an earthquake prone building it seeks to maximise the percentage of NBS achieved taking into account:
 - a. Occupancy level.
 - b. Function.
 - c. Business continuity.
 - d. Cost.
 - e. Heritage values.
 - f. Priority routes.
7. Council considers the impact of the decision it makes regarding earthquake prone buildings on the way in which the private sector is expected to respond.
8. Council gives effect to the City Development Strategy, Creative and Liveable Strategy, Heritage Management Plan and Culture and Heritage Plan.
9. Council gives effect to the objectives and policies of the Cultural and Natural Heritage section of the District Plan.

Guidelines

Identification of Earthquake Prone Buildings

1. It is the primary responsibility of the Customer Unit within Council to identify potentially earthquake prone buildings, including Council owned buildings.
2. Despite policy guideline 1, the Infrastructure Unit within Council will take a proactive approach to identifying the earthquake prone status of Council owned buildings.
3. A peer review of any engineering assessment will be undertaken where the conclusion of any assessment results in the need for significant Council expenditure to address the earthquake prone status of a building.

Asset Planning & Funding

4. The Infrastructure Strategy and relevant Asset Management Plans shall include a specific section on identifying and addressing Council owned earthquake prone buildings to inform funding decisions made via the Long Term Plan.

Building Act 2004

5. The Council will take a proactive approach to addressing buildings it owns that are identified as earthquake prone and prioritise investment based on the following criteria:
 - a. Occupancy level.
 - b. Function.
 - c. Business continuity.
 - d. Cost.
 - e. Heritage values.
 - f. Priority buildings.

Percentage of New Building Standard (NBS)

6. Where a Council owned building is identified as earthquake prone, there is no minimum percentage of NBS required for occupancy of the building. Occupancy of Council owned buildings will be informed by the requirements of the Building Act 2004.
7. Where strengthening of a Council owned building classified as earthquake prone is undertaken, there is no minimum percentage of NBS required to be achieved, other than the minimum requirements detailed in the Building Act 2004.
8. Where strengthening of a Council owned building classified as earthquake prone is undertaken, the Council will seek to maximise the percentage of NBS achieved taking into account the objectives of this policy and criteria in policy 5 above.

Heritage Values, District Plan and RMA

9. The Council will give effect to the objectives and policies of the Cultural and Natural Heritage Section of the District Plan when addressing earthquake prone buildings that are also scheduled heritage buildings in the District Plan.
10. The Council will take a multi-disciplinary approach to the strengthening of earthquake prone heritage buildings, including appropriate input from the following disciplines:
 - a. structural engineering.
 - b. heritage architecture.
 - c. urban design.
 - d. planning.

Administration

The policy will be administered by the Infrastructure Unit who are responsible for the asset management of Council owned property. The Strategy and Planning and Customer Unit will provide support without compromising their functions under the Building Act 2004 and Resource Management Act 1991.

Review

The policy will be reviewed after five years, or earlier if requested by the Council.

MEMORANDUM

TO: Council

MEETING DATE: 24 June 2019

TITLE: Draft Venues Policy

DATE: 12 June 2019

PRESENTED BY: Julie Macdonald, Strategy & Policy Manager, Strategy & Planning

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

RECOMMENDATION(S) TO COUNCIL

1. That Council receive the information in the memorandum titled 'Draft Venues Policy' dated 12 June 2019.

1. ISSUE

At the June 2019 Planning and Strategy meeting the Committee resolved that the Draft Venues Policy is approved for consultation, subject to (among other things) the inclusion of 'sponsors' to Guidelines 1-3 of the draft.

Staff consider that the amended draft may not meet the requirements of the Human Rights Act, and have therefore paused the consultation process to allow this issue to be resolved. The clause in question is:

"Bookings will not be accepted where a purpose of **any sponsor** of an activity or event is religious worship, party political advocacy (for example, of a single political party), or the promotion of misinformation¹ **AND** the event or activity would be able to be overheard by members of general public (for example, in the Central Library's Event Central)."

Because the Committee had delegated authority to adopt the draft for consultation, this matter must be addressed by the Planning and Strategy Committee, rather than by Council.

2. NEXT STEPS

¹ 'Misinformation' is defined as false or inaccurate information, especially that which is deliberately intended to deceive.

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Staff will bring advice to the next Planning and Strategy meeting about the legal implications of the Policy, as drafted, and make recommendations as to how any issues could be resolved.

3. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?		Yes
If Yes quote relevant clause(s) from Delegations Manual <Enter clause>		
Are the decisions significant?		No
If they are significant do they affect land or a body of water?		No
Can this decision only be made through a 10 Year Plan?		No
Does this decision require consultation through the Special Consultative procedure?		No
Is there funding in the current Annual Plan for these actions?		Yes
Are the recommendations inconsistent with any of Council's policies or plans?		No
The recommendations contribute to Goal 5: A Driven and Enabling Council		
The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy		
The recommendations contribute to the achievement of action/actions in Not Applicable		
Contribution to strategic direction	Council is seeking to provide guidance for the operation of venues to ensure that they contribute to all of Council's goals. This advice is in keeping with Council's principle of Governorship (Goal 5: Driven and Enabling Council).	

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 24 June 2019

TITLE: Review of Operations of District Licensing Committee

DATE: 16 May 2019

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

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

RECOMMENDATION(S) TO COUNCIL

1. That the memorandum titled 'Review of Operations of District Licensing Committee' dated 16 May 2019 be received for information.
2. That the Council consider whether an annual report reviewing the operations of the District Licensing Committee is still necessary.

1. ISSUE

The Council has previously decided that a report on the operations of the District Licensing Committee should be presented to the Council annually.

2. BACKGROUND

This report covers operations of the District Licensing Committee for the years concluding 31 March 2018 and 31 March 2019.

Current members of the Committee include Councillor Susan Baty (Chairperson), Deputy Mayor Tangi Utikere (Deputy Chairperson), Vicki Beagley, Graham Rossiter and Rod Titcombe.

The Committee has usually met once each week with three members in attendance. Each committee meeting is set up so that the Committee on the day comprises only three persons, being the chair and two other members, as per the requirements of the Sale and Supply of Alcohol Act 2012.

During the period from 1 April 2017 to 31 March 2018, 47 meetings were held and during that time approximately 490 licences/certificates were approved and issued by the Committee. In addition, the Committee conducted two hearings.

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During the period from 1 April 2018 to 31 March 2019, 47 meetings have been held, and during that time approximately 485 licences/certificates have been approved and issued by the committee. In addition, the committee conducted two hearings.

The committee meets on a weekly basis with relatively short meetings and membership for that particular day is rotated, excluding the chair.

During the period reported no appeals have been received.

The term of appointment of current committee members concludes on 3 October 2019 for Graham Rossiter and Vicki Beagley, on 28 February 2020 for Councillors Susan Baty and Tangi Utikere, and on 30 November 2020 for Rod Titcombe.

A recommendation for Council to consider is whether an annual report of this nature is still necessary. The report was initiated at a time when the requirements of the Sale and of Supply of Alcohol Act were relatively new. With the passing of time, the work undertaken by the committee has become better organised and more predictable in terms of the committee's work-load.

3. NEXT STEPS

A report about the appointment process for new committee members will be presented to the Council in August 2019.

4. COMPLIANCE AND ADMINISTRATION

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

Contribution to strategic direction	Report on the actions of the District licensing Committee.
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ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 24 June 2019

TITLE: Request to delegate approval to let Contract 3739 for Colquhoun Park Pavilion Upgrade

DATE: 9 June 2019

PRESENTED BY: Kathy Dever-Tod, Parks and Reserves Manager, Infrastructure

APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council note that any delay in awarding Contract 3739 - Colquhoun Park Pavilion Upgrade, will impact on the timeline for the delivery of the pavilion in time for the Junior Men's U18 Softball World Cup
 2. That, due to the Council not meeting in July 2019, the Council delegates authority to the Chief Executive and the Chief Infrastructure Officer to award Contract 3739 - Colquhoun Park Pavilion Upgrade, within budget provisions.
-

1. ISSUE

- 1.1 The 7th World Baseball Softball Confederation Junior Men's U18 Softball World Cup, will be held in the City in February 2020. The upgrade of the Colquhoun Park pavilion is a major component of the preparations for this event.
- 1.2 The scope of works identified at the pavilion is extensive, and the timeframe to complete the works in time for the World Cup is extremely tight. Delays in finalising the building plans to bring the project within budget provisions, has caused the tender and construction phases to slip by two months. Physical work now needs to commence in August 2019, for construction to be completed by December 2019, when the grounds will be inspected by the representatives of the Confederation.
- 1.3 Ordinarily a tender report for Contract 3739, with the tender evaluation panel's recommendations, would come to Council for approval, as the tender value will exceed 50 % of the specified sum. As Council does not meet during the month of July 2019, there is no opportunity to report the results of the tender evaluation to Council and commence construction in August.

2. BACKGROUND

- 2.1 Council made provision within the 2018 Long Term Plan for the upgrade of the Colquhoun Park pavilion. This project was one of a series of projects identified in the Recreation and Community Facilities Asset Management Plan to address aging infrastructure at Council's sportsfields.
- 2.2 Upon the announcement of the hosting rights for the Junior Men's Softball World Cup 2020, a scoping assessment was completed to identify all the developments needed at Colquhoun Park to host the tournament. The pavilion upgrade was identified as one of the key projects.
- 2.3 The programme of projects, the Infrastructure Programme, is being managed through Council's recently established programme management office (PMO). The Colquhoun Park Project Steering Group meets every two weeks and includes representatives from the Colquhoun Park Sport Association, Softball Manawatu and Council. The Steering Group report to the Softball 2020 Board each month on the progress of each of the infrastructure projects.
- 2.4 In February 2019 a significant risk to the programme was identified; that the available funding of \$966K, plus an allowance of \$61K to upgrade the associated public toilet, would be insufficient to provide all the desired elements of the pavilion upgrade. The Steering Group revisited the building layout plans several times during March and April to reduce the project scope, however the quantity surveyors' estimates were still well above budget.
- 2.5 A large component of the additional cost is related to compliance; existing issues that needed to be addressed to bring the building up to code, including fire, building accessibility and asbestos removal. An additional amount of \$388K was requested as part of the 2019/2020 annual budget process to cover these compliance elements, bringing the total budget to \$1,415K.
- 2.6 The building plans have been further refined, and there is a growing level of confidence that all major components of the plans can now be delivered within the remaining budget, once project management and design costs have been accounted for.

3. TENDER PROCESS

- 3.1 Council engaged with the contracting sector in May 2019, in the form of a registration of interest (ROI) process. The non-price attribute submission required tenderers to provide detailed information under the four headings of company profile, relevant experience, track record and health and safety. The specific issues included in the assessment for each heading are set out in more detail as follows.

- 3.2 In respect of the Company Profile, which was worth 20%, companies were asked to provide a brief description of how they will manage and resource the project. Critical to the success of the project is having the right team who can deliver the required quality on time.
- 3.3 In respect of Relevant Experience, which was worth 30%, companies were required to nominate projects which were comparable to this project, including project value, brief description and dates when constructed (must have been completed within the past three years)
- 3.4 In respect of Track Record, which was worth (20%), companies were asked to outline their track record of completing similar projects to the quality and standards required, on schedule and within budget. At least two of the Relevant Experience projects had to be included in the Track Record information. At least three client references were required. Referees must have been involved in the projects used to demonstrate the track record.
- 3.5 In respect of Health and Safety, which was worth (20%), Council required companies to have Health and Safety prequalification with PREQUAL or an equivalent authorising agency. Companies had to provide evident of their Health and Safety prequalification.
- 3.6 From the ROI process, Council has shortlisted six construction companies. All contractors are aware of the tight timeframes and the need to commence construction in August.
- 3.7 It is intended to release tender documents to the shortlisted contractors at the end of June, with tenders closing three weeks later.

4. NEXT STEPS

- 4.1 There is a concerted effort underway by officers to complete construction drawings, consent applications and tender documents by the end of June 2019. Considering some remaining concern over budget, the tender documents will reserve the right for Council to delete components of the scope of works, as part of the contract negotiation process, providing they have no material impact on other parts of the construction works.
- 4.2 The tender evaluation panel will meet within a few days of the tenders closing to evaluate the tenders. The tender panel will ascertain whether a contract can be let within the budget provisions based on the tendered price.
- 4.3 If all six companies submit tenders, the range of tendered prices is likely to reflect the current construction market. Therefore, if the tendered prices exceed the budget provision, retendering is not likely to bring in a lower price, and it would have serious consequences for the World Cup.

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- 4.4 In the event that the tendered amounts exceed budget, the panel will recommend within the tender report how the project scope can be altered, to bring the price of the preferred tenderer within the budget provisions.
- 4.5 The tender report will recommend that the Chief Infrastructure Officer and the Chief Financial Officer award the tender for Contract 3739 based on the recommendations of the tender evaluation panel.

41. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual – 174	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	
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 2: A Creative and Exciting City	
The recommendations contribute to the outcomes of the Creative and Liveable Strategy Create a city that has great places for all people, particularly families Have the most active community in New Zealand	
The recommendations contribute to the achievement of action/actions in the Active Community Plan The action is: Ensure that sport and active recreation projects benefit from a multi-disciplinary/ integrated approach Implement projects from approved Master Plans, Reserve Management Plans and Development Plans	
Contribution to strategic direction	

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 24 June 2019

TITLE: S17A Arts and Culture Review - Suggested Process

DATE: 18 June 2019

PRESENTED BY: Andrew Boyle, Head of Community Planning, Strategy & Planning

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

RECOMMENDATION(S) TO COUNCIL

1. That the Council approves the revised process for the s17A Arts and Culture Review as outlined in this memorandum entitled "S17A Arts and Culture Review – Suggested Process" and dated 24 June 2019.

1. ISSUE

The Council is conducting a s17A review (under the Local Government Act 2002) to ensure that the Arts and Culture Council Controlled Organisations (Te Manawa, the Regent Theatre, the Globe Theatre and Caccia Birch House) can fully contribute to Council's strategic direction.

This month's Arts, Culture and Heritage Committee considered a draft Consultation Document for the Review. Committee members raised concerns about the draft Consultation Document. Hence the Committee resolved:

"That the Chief Executive be instructed to report back to the Arts, Culture & Heritage Committee with a revised consultation document for the s17A review."

This memorandum recommends a process and timeline for preparing the revised consultation document and for carrying out the subsequent consultation.

2. BACKGROUND

The Committee members said that the Consultation Document presented to the meeting needed to cover a wider range of options and include more detailed discussion on the rationale for and pros and cons of each option.

To achieve this, it is recommended that the Council sets a revised process for the s17A Arts and Culture Review.

This would have four steps:

1. Officers hold discussions with the CCO Boards and arts, culture and heritage stakeholders to develop a full range of options. This would include identifying the pros and cons of each option.
2. Officers report on the outcomes of these discussions to the Arts, Culture and Heritage Committee in September with recommendations on preferred options to progress to a formal proposal.
3. In February next year the appropriate Council Committee adopts the formal proposal and Consultation Document for wider public consultation. The specific process for this public consultation would depend on the options – in particular whether or not they trigger the requirement to consult through an LTP or LTP amendment.
4. The Council then decides on the best way forward and implements any changes in 2020/21.

This process meets the concerns of the Arts, Culture and Heritage Committee and keeps the process moving, thereby keeping discussions with the CCOs open and reducing any period of uncertainty.

3. NEXT STEPS

Proceed with the review as outlined in steps 1-4 above.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?		Yes
If Yes quote relevant clause(s) from Delegations Manual <Enter clause>		
Are the decisions significant?		No
If they are significant do they affect land or a body of water?		No
Can this decision only be made through a 10 Year Plan?		No
Does this decision require consultation through the Special Consultative procedure?		No
Is there funding in the current Annual Plan for these actions?		No
Are the recommendations inconsistent with any of Council's policies or plans?		No
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: Support the CCOs to achieve the objectives of the Arts Plan		
Contribution to strategic direction	Part of Council's strategic direction is to transform Palmerston North into an arts powerhouse with a national reputation for creativity and the arts. Council also wants to celebrate the City's history and cultural diversity, and to ensure that Palmerston North is an exciting place with plenty to do on the weekends. The Arts and Cultural CCOs contribute in particular to these strategic objectives.	

ATTACHMENTS

Nil

COMMITTEE WORK SCHEDULE

TO: Council

MEETING DATE: 24 June 2019

TITLE: Council Work Schedule

RECOMMENDATION(S) TO COUNCIL

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

ATTACHMENTS

1. Work Schedule [↓](#) 

COUNCIL

WORK SCHEDULE – JUNE 2019

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1	June 2018 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	TBA November 2018 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 December 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	June 2019	Report on Part II matters	General Manager – Strategy and Planning		25 March 2019 Clause 26-19
5	TBA November 2019	PN City Council Co-Management Committee Establishment	General Manager – Strategy and Planning		11 March 2019
6	TBA	Outcome of consultation with business owners – Awapuni shopping area	Chief Infrastructure Officer		Finance and Performance 17 June 2019 clause 35.2

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 24 June 2019

TITLE: Presentation of the Part I Public Planning and Strategy Committee Recommendations from its 5 June 2019 Meeting

Set out below are the recommendations only from the Planning and Strategy Committee meeting Part I Public held on 5 June 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

40-19 Prioritising Pedestrian Safety in the Network

Memorandum, dated 21 May 2019 from the Transport & Infrastructure Manager, Robert van Bentum and the Road Planning Team Leader, David Lane.

The COMMITTEE RECOMMENDS

1. That Council receive the memorandum titled 'Prioritising Pedestrian Safety in the Network' dated 21 May 2019.
2. That Council endorses Officers' proposed action list as identified in Table 1 of the memorandum titled 'Prioritising Pedestrian Safety in the Network' dated 21 May 2019 to improve safety outcomes for pedestrians through enhancement of existing approaches and programmes implemented within existing approved budgets.
3. That a quarterly report on Pedestrian Safety Issues continue to be placed on the Committee's work schedule.

42-19 Palmerston North Housing and Business Development Capacity Assessment Report - May 2019

Memorandum, dated 15 April 2019 presented by the City Planning Manager, David Murphy.

The COMMITTEE RECOMMENDS

1. That the Palmerston North Housing and Business Development Capacity Assessment Report – May 2019 is received to inform future decision making, in particular changes to the Palmerston North City District Plan

and the 2021 Long Term Plan Process.

2. That the rationale sitting behind the ratings differential being applied to the first five hectares of residentially zoned land and the remaining balance is reviewed. The review should consider how the Ratings Policy can best support the release of residential zone land for development.
3. That a targeted review of the District Plan is undertaken that investigates the options to further refine the approach to managing retail and office activities across the Inner, Outer and Fringe Business Zones.
4. That the rationale sitting behind the ratings differential being applied to Inner and Outer Business Zone property by its Ratings Policy is reviewed. The review should consider how the Policy can best support the social, environmental and commercial outcomes being sought for the Inner and Outer Business Zones.
5. That the purpose of the Leased Parking Policy is reviewed so that it considers how best the Policy can support the social, environmental and commercial outcomes being sought for the Inner Business Zone.

47-19 Draft Waste Management and Minimisation Plan 2019 - Deliberations on Submissions

Memorandum, dated 15 May 2019 presented by the Parks & Reserves Manager, Kathy Dever-Tod.

The **COMMITTEE RECOMMENDS**

1. That the Council adopts the Waste Management and Minimisation Plan 2019.
2. That delegated authority is given to the Chairperson and Deputy Chairperson of the Planning and Strategy Committee for the approval of minor amendments to the Waste Management and Minimisation Plan 2019 prior to publication.
3. That the Waste Management and Minimisation Plan 2012 is revoked upon commencement of the Waste Management and Minimisation Plan 2019 on the 15th July 2019.

48-19 International Relations Policy

Memorandum, dated 17 May 2019 presented by the International Relations Manager, Toni Grace.

The **COMMITTEE RECOMMENDS**

1. That the Council adopts the International Relations Policy.
2. That delegated authority is given to the Chairperson and Deputy Chairperson of the Planning and Strategy Committee for the approval of minor amendments to the International Relations Policy prior to publication.

ATTACHMENTS

Nil

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 24 June 2019

TITLE: Presentation of the Part I Public Community Development Committee Recommendations from its 5 June 2019 Meeting

Set out below are the recommendations only from the Community Development Committee meeting Part I Public held on 5 June 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

10-19 Options for Library Services in Highbury

Memorandum, dated 14 May 2019 from the Manager - Libraries, Community, Linda Moore.

The **COMMITTEE RECOMMENDS**

1. That the memorandum dated 14 May 2019 and titled "Options for Library Services in Highbury" be received.
2. That the Chief Executive be instructed to provide a report back to the Community Development Committee following further community engagement around the future of the Library services in the Highbury Area and providing detail of the outcomes of the next steps outlined in the report dated 14 May 2019 and titled "Options for Library Services in Highbury".

ATTACHMENTS

Nil

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 24 June 2019

TITLE: Presentation of the Part I Public Sport and Recreation Committee Recommendations from its 10 June 2019 Meeting

Set out below are the recommendations only from the Sport and Recreation Committee meeting Part I Public held on 10 June 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

35-19 Bowling Club Merger Proposal

Memorandum, dated 28 May 2019 presented by the Park and Reserves Manager, Kathy Dever-Tod

The COMMITTEE RECOMMENDS

1. That Council instruct the Chief Executive to use the Sports Facility Investment Process to complete the preliminary feasibility assessment for the proposed bowling club merger and report back to the appropriate Committee in November 2019.

36-19 Terrace End Bowling Club Site - Property Development Assessment

Memorandum, dated 13 May 2019 presented by the Property Manager, Bryce Hosking.

The COMMITTEE RECOMMENDS

1. That Council receives the report titled 'Terrace End Bowling Club Site – Property Development Assessment' dated 13 May 2019, and it be considered in conjunction with the merger proposal being presented by Bowling Club representatives at the same Committee Meeting.
2. That it be noted that any proposal to dispose or develop the 17 Summerhays Street site would be subject to a consultation process under Section 138 of the Local Government Act 2002.

38-19

Rangitāne Park - Consultation on the proposal to extend the lease area of Menzshed Manawatu to allow extension of the building they occupy

Report, dated 2 May 2019 presented by the Park and Reserves Manager, Kathy Dever-Tod

The **COMMITTEE RECOMMENDS**

1. That Council approve community consultation on the proposal to extend the lease area and term for Menzshed Manawatu on Rangitāne Park.
2. That Council note the consultation will meet requirements of Section 54 of the Reserves Act 1977 which requires the opportunity for people to object and be heard on proposed leases on reserve land.
3. That Council note the land areas affected by the proposed lease extension for the Menzshed Manawatu is described as part of Lot 94 DP 44172, part of Lot 96 DP 44172 and part of Part Section 361 Town of Palmerston North. The lease area is shown in the draft proposed amended lease contained in Appendix One of the report titled "Rangitāne Park - Request for permission to consult on the proposal to extend the lease area of Menzshed Manawatu to allow extension of the building they occupy" dated 2 May 2019.
4. That the Chairperson and Deputy Chairperson of the Sport and Recreation Committee be given delegated authority to approve minor amendments to the draft Deed of Variation of Lease.

39-19

Ashhurst Domain - Proposal to lease area for a function venue

Report, dated 20 May 2019 presented by the Park and Reserves Manager, Kathy Dever-Tod

The **COMMITTEE RECOMMENDS**

1. That Council approve community consultation on the proposal for a lease for a function venue at the Ashhurst Domain, meeting the requirements of Section 54 of the Reserves Act 1977.
2. That Council note the recreation reserve on which the lease is proposed is part of Lot 1 DP 55676, the lease area and the draft lease are contained in Attachment Six of the report titled "Ashhurst Domain – Proposal to lease area for a function venue" dated 20 May 2019.

ATTACHMENTS

Nil

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 24 June 2019

TITLE: Presentation of the Part I Public Committee of Council Recommendations from its 10 June 2019 Meeting

Set out below are the recommendations only from the Committee of Council meeting Part I Public held on 10 June 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

12-19 Free Swimming at Council pools for children under 5 years old

Memorandum, dated 28 May 2019 from the Parks and Reserves Manager, Kathy Dever-Tod.

The COMMITTEE RECOMMENDS

1. That the report dated 28 May 2019 and titled "Free Swimming at Council pools for children under five years old" be received.
2. That the Council introduces pool supervision ratios to be applied at all Council pools in conjunction with the existing CLM pool alone policy from the 1st July 2019.
3. That Council introduces free swimming for supervised children under the age of five years plus one supervising caregiver.
4. That Council increases the estimated cost of introducing free swimming, for supervised pre-schoolers and one caregiver to \$60,000 per annum.

13-19 Finalising the Annual Budget (Plan) 2019/20

Memorandum, dated 27 May 2019 from the Strategy Manager Finance, Steve Paterson and the Planning and Reporting Coordinator, Courtney Kibby.

The COMMITTEE RESOLVED

1. That Standing Order 3.9.15 be suspended to enable the Committee to reconsider clause 8-19.7 of the Committee of Council meeting on 20 May 2019.

2. That clause 8-19.7 of the Committee of Council meeting on 20 May 2019 be revoked.

The **COMMITTEE RECOMMENDS**

3. That the Annual Budget 2019/20 as circulated with the memorandum titled "Finalising the Annual Budget (Plan) 2019/20" dated 27 May 2019 and amended through the incorporation of the replacement pages circulated with the memorandum titled "Finalising the Annual Budget (Plan) 2019/20 - Amendments" dated 5 June 2019 be adopted.
4. That the Council acknowledge that although the Prospective Statement of Comprehensive Revenue and Expense for the Annual Budget shows a budgeted surplus of \$1.437m for the 2019/20 year, using the calculation required by the Local Government (Financial Reporting and Prudence) Regulations 2014, projects a deficit of \$2.04m. For the reasons outlined in the memorandum the Council resolves this outcome is financially prudent having regard for the matters contained in Section 100 of the Local Government Act 2002.
5. That the Mayor and Chief Executive be given delegated authority to approve the final Annual Budget (Plan) document for publication.
6. That the adoption of the Annual Budget (Plan) 2019/20 be confirmed as a significant decision within the parameters of the Local Government Act 2002 and that the Council is satisfied that all submissions had been considered and that there has been compliance with the decision-making and consultation requirements of the Act.
7. That the Chief Executive be given delegated authority to authorise payments to Council-controlled organisations and other external organisations in accordance with their respective service level agreements.

ATTACHMENTS

Nil

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 24 June 2019

TITLE: Presentation of the Part I Public Finance and Performance Committee Recommendations from its 17 June 2019 Meeting

Set out below are the recommendations only from the Finance and Performance Committee meeting Part I Public held on 17 June 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

35-19 Update on College Street Transport Upgrade

Memorandum, dated 7 June 2019 presented by the Transport & Infrastructure Manager, Robert van Bentum.

The **COMMITTEE RECOMMENDS**

1. That the memorandum titled 'Update on College Street Transport Upgrade' dated 7 June 2019 be received.
2. That no further work on the College Street Transport Upgrade (Awapuni shopping area) progress until the relevant businesses have been consulted and the outcome of this to be reported back to Council.

36-19 Camp Kilsby Scouting NZ: Application for Grant from Council to fund Development Contribution Fee

Memorandum, dated 31 May 2019 presented by the City Planning Manager, David Murphy.

The **COMMITTEE RECOMMENDS**

1. That the Council approve the application by the Camp Kilsby - Scouting NZ for a grant to fund Development Contribution fees, to the value of \$4,136.25 (GST inclusive), associated with the establishment of a community and leisure facility scouting hall at 315 Hewitts Road, Palmerston North.

38-19 Amendment to Fees and Charges

Memorandum, dated 30 April 2019 presented by the Strategy Manager Finance, Steve Paterson.

The COMMITTEE RECOMMENDS

1. That it be noted that at the Finance and Performance Committee meeting on 15 April 2019 oral advice was given that the fees and charges for online service consenting (Building Services) as identified on page 79 of the Finance and Performance Committee agenda dated 15 April 2019 should be amended with the following:

Value of work less than \$125,000	\$86
Value of work more than \$125,000 up to \$2.5m	0.0748%
Value of work more than \$2.5m	\$1,868

2. That the fees and charges for Building Services effective from 1 July 2019 include the fees and charges for online consenting services at the levels outlined in recommendation 1.

39-19 Palmerston North Airport Ltd - Final Statement of Intent for 2019/20

Memorandum, dated 5 June 2019 presented by the Strategy Manager Finance, Steve Paterson.

The COMMITTEE RECOMMENDS

1. That the Palmerston North Airport Ltd Statement of Intent for 2019/20 be endorsed.

40-19 Fees and Charges - Confirmation Following Public Consultation

Memorandum, dated 5 June 2019 presented by the Strategy Manager Finance, Steve Paterson.

The COMMITTEE RECOMMENDS

1. That the fees and charges for Planning & Miscellaneous Services, as scheduled in Attachments A and B of the memorandum titled 'Fees and Charges – Confirmation Following Public Consultation' dated 5 June 2019, be approved, effective from 1 July 2019.
2. That the fees and charges for Trade Waste Services, as scheduled in Attachment C of the memorandum titled 'Fees and Charges – Confirmation Following Public Consultation' dated 5 June 2019, be approved, effective from 1 July 2019.

ATTACHMENTS

Nil

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 24 June 2019

TITLE: Presentation of the Part I Public Arts, Culture and Heritage Committee Recommendations from its 17 June 2019 Meeting

Set out below are the recommendations only from the Arts, Culture and Heritage Committee meeting Part I Public held on 17 June 2019. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

23-19 s17A Arts and Culture Review - Consultation on Options

Report, dated 30 May 2019 presented by the Head of Community Planning, Andrew Boyle.

The COMMITTEE RECOMMENDS

1. That the Chief Executive be instructed to report back to the Arts, Culture & Heritage Committee with a revised consultation document for the s17A review.

24-19 Committee Work Schedule

The COMMITTEE RECOMMENDS

1. That the Arts, Culture and Heritage Committee receive its Work Schedule dated June 2019.
2. That the Chief Executive be instructed to provide a report to the next Finance & Performance meeting outlining options for assisting the Regent Theatre in funding a new sound system, including the option of providing a loan.

ATTACHMENTS

Nil