



PALMERSTON NORTH CITY COUNCIL

AGENDA
COUNCIL

1PM, WEDNESDAY 28 APRIL 2021

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



MEMBERSHIP

Grant Smith (Mayor)

Aleisha Rutherford (Deputy Mayor)

Brent Barrett

Susan Baty

Rachel Bowen

Zulfiqar Butt

Vaughan Dennison

Renee Dingwall

Lew Findlay QSM

Patrick Handcock ONZM

Leonie Hapeta

Lorna Johnson

Billy Meehan

Orphée Mickalad

Karen Naylor

Bruno Petrenas

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

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Private Bag 11034, 32 The Square, Palmerston North



COUNCIL MEETING

28 April 2021

ORDER OF BUSINESS

1. Apologies

2. Notification of Additional Items

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

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

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

3. Declarations of Interest (if any)

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

4. **Confirmation of Minutes** Page 7
That the minutes of the ordinary meeting of 7 April 2021 Part I Public be confirmed as a true and correct record.

REPORTS

5. **Draft Local Alcohol Policy - Adoption** Page 31
Memorandum, presented by Julie Macdonald - Strategy and Policy Manager.

6. **Council Work Schedule** Page 49

RECOMMENDATIONS FROM COMMITTEE MEETINGS

7. **Presentation of the Part I Public Play, Recreation & Sport Committee's Recommendations from its 14 April 2021 Meeting** Page 53

8. **Presentation of the Part I Public Arts, Culture & Heritage Committee's Recommendations from its 14 April 2021 Meeting** Page 55

9. **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

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.

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

PALMERSTON NORTH CITY COUNCIL

Minutes of the Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 07 April 2021, commencing at 9.03am.

Members Present: The Mayor (Grant Smith) (in the Chair) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

Apologies: None

Councillors Hancock and Hapeta left the meeting at 1.40pm during consideration of clause Item 19. They entered the meeting again at 2.09pm after the consideration of clause 19. They were not present for clause 19.

Declarations of Interest

Councillor Patrick Handcock ONZM declared a conflict of interest in Item 19 Presentation of the Community Development Committee Recommendation – Clause 5-21 Draft Local Alcohol Policy Content (clause 30) and took no further part in discussion or debate.

Councillor Leonie Hapeta declared a conflict of interest in Item 19 Presentation of the Community Development Committee Recommendation – Clause 5-21 Draft Local Alcohol Policy Content (clause 30) and took no further part in discussion or debate.

16-21 Confirmation of Minutes

Moved Grant Smith, seconded Aleisha Rutherford.

RESOLVED

That the minutes of the ordinary meeting of 3 March 2021 Part I Public and Part II Confidential be confirmed as a true and correct record.

Clause 16-21 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

REPORTS

17-21 Adoption of Annual Report 2019/20

Memorandum, presented by Stuart McKinnon, Chief Financial Officer.

Debbie Perera, Audit Director, Audit New Zealand explained that Audit New Zealand has issued an unmodified opinion on audited information, excluding the statement of service provision.

Council received a qualified opinion relating to statement of service provision. This is for two performance measures:

- The number of complaints received in relation to its wastewater system, drinking water supply, and performance of the stormwater system.
- The time taken to attend and resolve water supply and wastewater faults.

Audit New Zealand noted Council did not have the systems in place to allow them to verify the accuracy of response times and number of complaints.

The opinion also noted an emphasis of matter relating to the impact of Covid-19 and acknowledges the difficulties faced by councils.

The statutory deadline for the Annual Report 2020/21 returns to 31 October 2021.

Moved Grant Smith, seconded Aleisha Rutherford.

RESOLVED

1. That the Annual Report 2019/20 and Summary Annual Report 2019/20 be adopted.
2. That the Council note that an Auditor's 'opinion' from Audit New Zealand would be expected to be received immediately following recommended adoption by Council on 7 April 2021 and Council signing of the reports.

Clause 17-21 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

18-21 Adoption of the 2021 10 Year Plan Consultation Document and Supporting Material for Consultation

Memorandum, presented by David Murphy, Acting General Manager - Strategy and Planning; and Stuart McKinnon, Chief Financial Officer.

Audit New Zealand has given the Consultation Document (CD) an adverse

opinion. This means they consider it is not an effective basis for consultation. This opinion is not unexpected. Due to borrowing limits, the Council cannot comply with the debt limits set by the Council's Financial Strategy for the full 10 years of the plan.

An adverse opinion does not stop Council from consulting on the document.

There are significant expectations from Central Government and the Regional Council to address water quality, housing and economic recovery post Covid-19. Despite Government reforms, the Council's Long Term Plan assumes that the three waters (wastewater, stormwater and drinking water) continue to be council assets.

Council expects to stay within its borrowing limits for the next three years if the Government reforms go ahead.

Debbie Perera, Audit Director, Audit New Zealand acknowledged the decision Council has to make regarding this Long Term Plan.

The adverse opinion is for the full 10 years and considers the debt incurred over the full period. Because the borrowing required for the new wastewater treatment plant creates more debt than Council may incur, Audit New Zealand has to issue an adverse opinion.

Audit New Zealand must take into account the five Cs: Covid-19, climate change, consultation document, condition of the assets and capital do-ability when forming an opinion. Audit New Zealand also had concerns around the Council's ability to secure external contractors to deliver the proposed projects.

Moved Grant Smith, seconded Aleisha Rutherford.

RESOLVED

1. That the Supporting Material, as considered by the Committee of Council on 17 February 2021 and subsequently amended through the audit process, be adopted for consultation.
2. That the audited Consultation Document for the proposed 10 Year Plan 2021-31 be adopted for consultation.
3. That the Mayor, Deputy Mayor and Chief Executive be delegated the authority to make minor amendments to the 2021 10 Year Plan consultation document and supporting material.

Clause 18-21 above was carried 15 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Bruno Petrenas and Aleisha Rutherford.

Against:

Councillor Karen Naylor.

19-21

Submission to Local Government Commission - Response to Tokomaru Ōpiki boundary change proposal

Memorandum, presented by Hannah White, Democracy and Governance Manager.

Moved Grant Smith, seconded Aleisha Rutherford.

RESOLVED

1. That the Council approves the submission on the Local Government Commission's 1 March 2021 paper 'Seeking your feedback on: A request for Opiki and Tokomaru to become part of Palmerston North City,' included as Attachment 3 to the report titled 'Submission to Local Government Commission - Response to Tokomaru Ōpiki boundary change proposal' presented to Council on 7 April 2021.
2. That the Chief Executive be delegated the authority to make minor amendments to the submission on the Local Government Commission's 1 March 2021 paper 'Seeking your feedback on: A request for Opiki and Tokomaru to become part of Palmerston North City,' included as Attachment 3 to the report titled 'Submission to Local Government Commission- Response to Tokomaru Ōpiki boundary change proposal' presented to Council on 7 April 2021.
3. That the Chief Executive be directed to work with Horowhenua District Council to explore opportunities to deliver services in a way that recognises the connection Tokomaru and Opiki residents have with Palmerston North.

Clause 19-21 above was carried 15 votes to 0, with 1 abstention, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

Abstained:

Councillor Lew Findlay QSM.

Meeting adjourned 10.23am

Meeting resumed 10.44am

20-21

Māori Wards Option

Report, presented by Hannah White, Democracy and Governance Manager.

Moved Aleisha Rutherford, seconded Lorna Johnson.

RESOLVED

1. That the Council, noting resolution 174-17 of 24 October 2017 ‘that a Māori ward or wards be established for the 2019 and 2022 elections,’ establishes a Māori ward or wards for the 2022 and 2025 local government elections. (Option 2)
2. That the Chief Executive be instructed to report to the 02 June 2021 meeting of Council on initial options for the representation review, having consideration for a mixed ward or full ward system, how many wards, the number of councillors, the names of wards and whether community boards be established.
3. That the Council approves unbudgeted expenditure of \$30,000 to progress this option in the current financial year.

Clause 20-21 above was carried 11 votes to 5, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Patrick Handcock ONZM, Lorna Johnson, Orphée Mickalad, Karen Naylor and Aleisha Rutherford.

Against:

Councillors Susan Baty, Lew Findlay QSM, Leonie Hapeta, Billy Meehan and Bruno Petrenas.

21-21 Notice of Motion - Palmerston North City Council (PNCC) Covid Relief Fund

Councillor Bowen presented her Notice of Motion on amending the PNCC Covid-Relief Fund.

Proposed changes to the fund are to:

- Reflect the ongoing effect of Covid and extend for another year –
- Lift the cap to \$10,000
- Extend the eligibility of the fund to extend to individuals

There is no extra money involved. The recommendation is to rollover the funds from the current year.

Changes to this policy has an effect on the draft Long Term Plan (LTP) and will require an additional resolution before the LTP is finalised in June 2021.

Moved Rachel Bowen, seconded Lorna Johnson.

RESOLVED

1. That any unspent monies remaining in the PNCC Covid-19 Relief Fund at the end of the financial year be carried forward to 2021/22 and that the Chief Executive consults informally with the Community Sector and provides a report on uptake and issues about the terms of the Fund to

Community Development Committee in September 2021.

2. That the funding limit of \$5000 per application (to an annual total of \$20,000) is increased to \$10,000 per application with the annual limit remaining the same. Applications already considered under the \$5000 limit will be eligible to have their initial request reconsidered if it meets all the other criteria.
3. That the eligibility requirements in the PNCC Covid-19 Relief Fund Guidelines are amended to read:

a) Eligible Applicants

The primary beneficiaries of the COVID-19 Relief Fund grants will be not-for-profit, charitable and voluntary organisations. These groups are often referred to collectively as 'community organisations' because they are established with the primary purpose of providing a benefit to the wider community. **Individuals engaged in delivery of a community event are also eligible to apply if they meet all other criteria of the fund.**

b) Ineligible Applicants

Community grants as covered by this policy are not available to:

- Political parties
- Commercial entities
- Internal applicants (for example to fund projects, programmes or facilities run by Council or its employees)
- Palmerston North City Council and Council Controlled Organisations (CCOs)
- Other local authorities, government agencies or public sector entities
- **Individuals**

4. That commercial entities are removed from the definition of ineligible applicants, so that individuals operating under a business structure are eligible if all other conditions are met.

Clauses 21.1-21.4 above were carried 15 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Bruno Petrenas and Aleisha Rutherford.

Against:

Councillor Karen Naylor.

Moved Vaughan Dennison, seconded Patrick Handcock ONZM.

RESOLVED

That the officer's memorandum to Notice of Motion- Palmerston North City Council (PNCC) Covid Relief Fund be received.

Clause 21.5 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

22-21

Summerhays Street Future Use Consultation

Memorandum, presented by Kathy Dever-Tod, Manager - Parks and Reserves, Bryce Hosking, Manager - Property.

Moved Grant Smith, seconded Aleisha Rutherford.

RESOLVED

1. That the Council confirms repurposing the land located at 17 Summerhays Street, Palmerston North for housing as the preferred option for the future use of this land, subject to the required consultation process.
2. That the Council directs the Chief Executive to prepare a statement of proposal consultation document on the future use of the land located at 17 Summerhays Street, Palmerston North, with repurposing the land for housing as the preferred option.

Clause 22-21 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

Cuba Street Stage 2 - Report on Further Engagement

This report was laid on the table at the Council meeting on 21 December 2020.

Moved Vaughan Dennison, seconded Patrick Handcock ONZM.

Note:

On a motion: To lift the report titled 'Cuba Street Stage 2- Report on Further Engagement' off the table. The motion was lost 6 votes to 10, the voting being as follows:

For:

Councillors Zulfiqar Butt, Vaughan Dennison, Lew Findlay QSM, Patrick Handcock ONZM, Orphée Mickalad and Karen Naylor.

Against:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Renee Dingwall, Leonie Hapeta, Lorna Johnson, Billy Meehan, Bruno Petrenas and Aleisha Rutherford.

23-21 District Plan Change B: Napier Road Residential Extension Area - Operative Report

Memorandum, presented by David Murphy, Acting General Manager – Strategy and Planning.

Moved Grant Smith, seconded Aleisha Rutherford.

RESOLVED

1. That District Plan Change B: Napier Road Residential Extension Area is approved pursuant to Clause 17 of the first schedule of the Resource Management Act 1991.
2. That the approval of District Plan Change B: Napier Road Residential Extension Area is authorised by affixing the Common Seal of the Palmerston North City Council.
3. That District Plan Change B: Napier Road Residential Extension Area becomes operative on 21 April 2021 pursuant to Clause 20 of the First Schedule of the Resource Management Act 1991.
4. That the resolution to make District Plan Change B: Napier Road Residential Extension Area operative is publicly notified in accordance with Clause 20 of the First schedule of the Resource Management Act 1991.

Clause 23-21 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

24-21 Remit proposals from Palmerston North City Council for Local Government New Zealand Annual General Meeting 2021

Memorandum, presented by Hannah White, Democracy and Governance Manager.

Councillor Butt spoke on the remit for a standardised carbon emission procedure for all councils to use. This would allow for easily comparison of carbon collection.

Councillor Bowen spoke on the remit that would make the electoral commission responsible for encouraging participation in local body elections. The purpose of which would be to standardise the approach of councils across the country.

Moved Rachel Bowen, seconded Zulfiqar Butt.

RESOLVED

1. That Palmerston North City Council seeks support from Zone 3 and other councils to put forward Attachment 1: 'Carbon emission inventory standards and reduction targets' to the Local Government New Zealand 2021 remit process.
2. That Palmerston North City Council seeks support from Zone 3 and other councils to put forward Attachment 2: 'Promoting local government electoral participation through the Electoral Commission' to the Local Government New Zealand 2021 remit process.

Clause 24-21 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

25-21

Allocation of Committee and Portfolio responsibilities

Memorandum, presented by Hannah White, Democracy and Governance Manager.

Moved Grant Smith, seconded Aleisha Rutherford.

RESOLVED

1. That the Council approves the Mayor's recommendations for councillor membership of Committees as identified in Section 3 of the report dated 7 April 2021 and titled "Allocation of Committee and Portfolio responsibilities".
2. That the Council approves the Mayor's recommendations for councillor membership of Portfolios as identified in Section 4 of the report dated 7 April 2021 and titled "Allocation of Committee and Portfolio responsibilities".

Clause 25-21 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

Meeting adjourned At 12.19pm

Meeting resumed At 1.30pm

- 26-21 Amendment to the Council and Committee Meeting Schedule for 2021**
Memorandum, presented by Hannah White, Democracy and Governance Manager.

Moved Grant Smith, seconded Aleisha Rutherford.

RESOLVED

That the Council approves the recommended meeting changes listed in Table 1 of the report 'Amendment to the Council and Committee Meeting Schedule for 2021' presented to Council on 7 April 2021.

Clause 26-21 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

- 27-21 Council Work Schedule**

The following items are to be added to the Council's Work Schedule:

- Cuba St – tabled report
- CEDA - Shareholding arrangements
- Deadlines for Maori ward reports

Moved Grant Smith, seconded Aleisha Rutherford.

RESOLVED

That the Council receive its Work Schedule dated April 2021.

Clause 27-21 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

RECOMMENDATIONS FROM COMMITTEE MEETINGS

- 28-21 Planning & Strategy Committee Part I Public - 10 March 2021**
Consideration was given to Planning & Strategy Committee recommendations as appended to these minutes.

Moved Aleisha Rutherford, seconded Patrick Handcock ONZM.

RESOLVED

1. To adopt:

Clause 4-21 Recycling - Waste Management and Minimisation Bylaw 2016
Administration Manual - Analysis of Submissions and Recommendation
recommendations 1-2

Clause 5-21 Turitea Reserve Management Plan Review
recommendation 1

Clause 6-21 Kahuterawa Outdoor Recreation Plan Review
recommendation 1

Clause 7-21 Review of Significance and Engagement Policy
recommendations 1-2

from the Planning & Strategy Committee meeting 10 March 2021.

Clause 28-21 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

29-21

Economic Development Committee Part I Public - 17 March 2021

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

Moved Leonie Hapeta, seconded Vaughan Dennison.

RESOLVED

To adopt Clause 9-21 Defence Portfolio Update (March 2021),
recommendation 1 from the Economic Development Committee meeting 17 March 2021.

Clause 29-21 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

Councillors Patrick Handcock ONZM and Leonie Hapeta declared a conflict of interest, withdrew from the discussion and left the room.

30-21

Community Development Committee Part I Public - 17 March 2021

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

Councillor Bowen moved a procedural motion to lie the Draft Local Policy –

Deliberation on Submissions and Adoption report on the table until more information regarding the review of the Sale and Supply of Alcohol Act 2012 was made public. The procedural motion was not carried.

Moved Rachel Bowen, seconded Billy Meehan.

Note:

On a procedural motion that: Clause 5-21 Draft Local Alcohol Policy - Deliberations on Submissions and Adoption from the Community Development Committee meeting 17 March 2021 lie on the table until the Council receives details on the review of the Sale and Supply of Alcohol Act 2012 . The motion was lost 5 votes to 9, the voting being as follows:

For:

Councillors Rachel Bowen, Lew Findlay QSM, Billy Meehan, Orphée Mickalad and Bruno Petrenas.

Against:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lorna Johnson, Karen Naylor and Aleisha Rutherford.

Moved Lorna Johnson, seconded Aleisha Rutherford.

RESOLVED

1. To adopt:

Clause 4-21 Welcoming Communities Advisory Group Plan - Endorsement
By Council **recommendation 1**

Clause 5-21 Draft Local Alcohol Policy - Deliberations On Submissions and
Adoption **recommendations 2-3**

Clause 6-21 Palmerston North Safety Advisory Board Strategic Outcomes
Plan - Endorsement By Council **recommendation 1**

from The Community Development Committee Meeting 17 March 2021.

2. To not adopt clause 5-21 Draft Local Alcohol Policy - Deliberations On
Submissions And Adoption **recommendations 1 and 5** from the Community
Development Committee Meeting 17 March 2021.

Clauses 30-21 above were carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

Moved Lorna Johnson, seconded Aleisha Rutherford.

RESOLVED

3. To adopt Clause 5-21 Draft Local Alcohol Policy - Deliberations on
Submissions and Adoption **recommendation 4** from the Community

Development Committee meeting 17 March 2021.

Clause 30-21 above was carried 10 votes to 4, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Zulfiqar Butt, Vaughan Dennison, Lew Findlay QSM, Lorna Johnson, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

Against:

Councillors Rachel Bowen, Renee Dingwall, Billy Meehan and Orphée Mickalad.

Councillors Patrick Handcock ONZM and Leonie Hapeta returned to the meeting at 2.09pm.

31-21 Finance & Audit Committee Part I Public - 24 March 2021

Consideration was given to Finance & Audit Committee recommendations as appended to these minutes.

Moved Susan Baty, seconded Karen Naylor.

RESOLVED

1. To adopt:

Clause 20-21 Palmerston North Airport Ltd - Interim Report for 6 months to 31 December 2020 **recommendation 1.**

Clause 21-21 Palmerston North Airport Ltd - Draft Statement of Intent for 2021/22 **recommendation 1.**

Clause 23-21 Fees and Charges, **recommendations 1-14.**

from the Finance & Audit Committee meeting 24 March 2021

Clause 31.1 above was carried 14 votes to 0, with 2 abstentions, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor and Bruno Petrenas.

Abstained:

The Mayor (Grant Smith) and Councillor Aleisha Rutherford.

Moved Susan Baty, seconded Karen Naylor.

RESOLVED

2. To adopt Clause 22- 21 Papaioea Place - Stage 3 Options, **recommendation 1** from the Finance & Audit Committee meeting 24 March 2021

Clause 31.2 above was carried 12 votes to 2, with 2 abstentions, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor and Bruno Petrenas.

Against:

Councillors Vaughan Dennison and Leonie Hapeta.

Abstained:

The Mayor (Grant Smith) and Councillor Aleisha Rutherford.

Moved Susan Baty, seconded Karen Naylor.

RESOLVED

3. To adopt clause 18-21 Victoria Esplanade - Café lease extension proposal **recommendations 1-3** from the Finance & Audit Committee meeting 24 March 2021

Clause 31.3 above was carried 13 votes to 0, with 3 abstentions, the voting being as follows:

For:

Councillors Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor and Bruno Petrenas.

Abstained:

The Mayor (Grant Smith) and Councillors Brent Barrett and Aleisha Rutherford.

The meeting finished at 2.14pm.

Confirmed 28 April 2021

Mayor

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 7 April 2021

TITLE: Presentation of the Part I Public Planning & Strategy Committee Recommendations from its 10 March 2021 Meeting

Set out below are the recommendations only from the Planning & Strategy Committee meeting Part I Public held on 10 March 2021. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

4-21 Recycling - Waste Management and Minimisation Bylaw 2016 Administration Manual - Analysis of Submissions and Recommendation

Memorandum, presented by Mike Monaghan, Water and Waste Operations Manager.

The COMMITTEE RECOMMENDS

1. That the Palmerston North Waste Management and Minimisation Bylaw 2016 Administration Manual is amended to reduce the range of materials accepted for recycling, as shown in Attachment 3 to the report titled 'Recycling – Waste Management and Minimisation Bylaw 2016 Administration Manual - Analysis of Submissions and Recommendation', presented to the Planning & Strategy Committee on 10 March 2021.
2. That the amendment to the Palmerston North Waste Management and Minimisation Bylaw 2016 Administration Manual, as shown in Attachment 3, come into effect on 17 May 2021.

5-21 Turitea Reserve Management Plan Review

Memorandum, presented by Robert van Bentum, Manager - Transport and Infrastructure.

The COMMITTEE RECOMMENDS

1. That Council, as the Adminstrating Body under the Reserves Act 1977, approve a partial review of the Turitea Reserve Management Plan (2006) involving key stakeholder engagement with a focus on:
 - a. Biodiversity and the relationship with tangata whenua as described in

Option 2 of this report titled 'Turitea Reserve Management Plan Review' presented to the Planning & Strategy Committee on 10 March 2021.

- b. Ridgeline access for recreational purposes of walking, running and mountain biking.

6-21 **Kahuterawa Outdoor Recreation Plan Review**

Report, presented by Kathy Dever-Tod - Manager Parks and Reserves.

The **COMMITTEE RECOMMENDS**

1. That Council approve the review of the Kahuterawa Outdoor Recreation Plan 2008 using the alternative review process as detailed in Attachment One (Option 1) to the report titled 'Kahuterawa Outdoor Recreation Plan Review' presented to the Planning and Strategy Committee on 10 March 2021.

7-21 **Review of Significance and Engagement Policy**

Memorandum, presented by Andrew Boyle, Head of Community Planning.

The **COMMITTEE RECOMMENDS**

1. That the amended draft 2021 Significance and Engagement Policy, included as Attachment One to the memorandum titled 'Review of Significance and Engagement Policy' presented to the Planning & Strategy Committee on 10 March 2021, be approved for consultation in conjunction with the proposed 10 Year Plan.
2. That the Square Edge building and Hancock House are added to the list of Council's Strategic Assets in the Significance and Engagement Policy.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 7 April 2021

TITLE: Presentation of the Part I Public Economic Development Committee Recommendations from its 17 March 2021 Meeting

Set out below are the recommendations only from the Economic Development Committee meeting Part I Public held on 17 March 2021. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

9-21 Defence Portfolio Update (March 2021)

Memorandum, presented by Councillor Rachel Bowen, Defence Portfolio Member.

The **COMMITTEE RECOMMENDS**

1. That the Annual Progress Report on the development of a Military Heritage Theme across Council Programmes to Arts Culture and Heritage in August 2021 includes detail of the implementation of that theme within the Cuba Street Redevelopment Project.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 7 April 2021

TITLE: Presentation of the Part I Public Community Development Committee Recommendations from its 17 March 2021 Meeting

Set out below are the recommendations only from the Community Development Committee meeting Part I Public held on 17 March 2021. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

4-21 Welcoming Communities Advisory Group Plan - Endorsement by Council

Memorandum, presented by Joann Ransom, Community Development Manager.

The **COMMITTEE RECOMMENDS**

1. That Council endorses the Welcoming Communities Advisory Group Plan 2020-2023, included as Attachment One to the memorandum titled 'Welcoming Communities Advisory Group Plan – Endorsement by Council' presented to the Community Development Committee on 17 March 2021.

5-21 Draft Local Alcohol Policy - Deliberations on Submissions and Adoption

Memorandum, presented by Julie Macdonald - Strategy and Policy Manager.

The **COMMITTEE RECOMMENDS**

Local Alcohol Policy Content

1. To include restriction for new off-licence premises in close proximity to sensitive sites.
2. That the following policy guidelines of the draft LAP remain unchanged:
 - 1.2.1, 1.2.3, 1.2.5, 1.2.7 (opening hours for on-licensed premises);
 - 1.2.9 (hours for Hotel mini-bars);
 - 1.3 (location of on-licensed premises);
 - 1.5 (discretionary conditions for on-licensed premises);
 - 2.2.1 and 2.2.2 (hours of off-licensed premises);
 - 2.3 (location of off-licensed premises), as amended;

- 3.2.1 and 3.2.2 (hours of club licensed premises);
- 3.3 (location of club licensed premises);
- 3.4 (discretionary conditions for club licensed premises);
- 4.2 (house for special licences);
- 4.3 (discretionary conditions for special licences).

3. That the following policy guidelines of the draft LAP remain unchanged:

- 2.4 (discretionary conditions for off-licensed premises).

4. *"2am option"*

- (a) That policy guidelines 1.2.2, 1.2.4, and 1.2.6 (latest trading hours for on-licensed premises –Hotels, Taverns and Class 1 Restaurants) are changed to show the latest trading hour as 2am.
- (b) That policy guideline 1.2.8 (latest trading for all other on-licensed premises) is changed to read: For all other On-licensed Premises, the latest hour for trading is 12am on the day following the commencement of trading, except for function centres for which the latest hour of trading is 1am on the day following the commencement of trading."
- (c) That policy guideline 1.4 (one-way door restriction) is removed.

5. That the Chief Executive report back on next steps as a result of the amendment to the Draft Local Alcohol Policy.

NOTE: Recommendations 1 and 5 were not adopted by Council

6-21

Palmerston North Safety Advisory Board Strategic Outcomes Plan - Endorsement by Council

Memorandum, presented by Joann Ransom, Community Development Manager.

The COMMITTEE RECOMMENDS

1. That Council endorses the Safe City Strategic Outcomes Plan 2019-2024 that has been developed by the Palmerston North Safety Advisory Board, included as Attachment One to the memorandum titled 'Palmerston North Safety Advisory Board Strategic Outcomes Plan - Endorsement by Council' presented to the Community Development Committee on 17 March 2021.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 7 April 2021

TITLE: Presentation of the Part I Public Finance & Audit Committee Recommendations from its 24 March 2021 Meeting

Set out below are the recommendations only from the Finance & Audit Committee meeting Part I Public held on 24 March 2021. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

18-21 Victoria Esplanade - Café lease extension proposal

Report, presented by Kathy Dever-Tod, Manager - Parks and Reserves and Bryce Hosking, Manager - Property.

The **COMMITTEE RECOMMENDS**

1. That Council defer the decision on the request from the café tenant, Esplanade Enterprises Limited, to extend their lease of the café premises within the Victoria Esplanade until the completion of the strategic review is reported to Committee by November 2021.
2. That Council note that the findings of a strategic review of the provision of hospitality services in the Victoria Esplanade will be reported back to Finance & Audit Committee by November 2021.
3. That the Chief Executive enter into negotiations with Esplanade Café tenant to vary the terms and conditions, with a view to extend the lease for a further three years, and that this is reported to the Finance & Audit Committee.

20-21 Palmerston North Airport Ltd - Interim Report for 6 months to 31 December 2020

Memorandum, presented by Steve Paterson, Strategy Manager - Finance.

The **COMMITTEE RECOMMENDS**

1. That the Interim Report and Financial Statements of Palmerston North Airport Ltd for the period ended 31 December 2020, presented to the Finance & Audit Committee on 24 March 2021, be received.

21-21 Palmerston North Airport Ltd - Draft Statement of Intent for 2021/22

Memorandum, presented by Steve Paterson, Strategy Manager - Finance.

The **COMMITTEE RECOMMENDS**

1. That the Palmerston North Airport Ltd (PNAL) draft Statement of Intent for 2021/22, presented to the Finance & Audit Committee on 24 March 2021, be received and PNAL be advised that the Council supports the proposed direction and implementation strategy.

22-21 Papaioea Place - Stage 3 Options

Report, presented by Bryce Hosking, Manager - Property.

The **COMMITTEE RECOMMENDS**

1. That Council considers the report titled 'Papaioea Place – Stage 3 Options' presented to the Finance & Audit Committee on 24 March 2021 and amends the associated current budget provision of \$5,000,000 incl. GST in Programme 1743 in the 2021-31 LTP, to proceed with:
 - a) Option 2
 - Build 7 Additional Units and a Tenant Lounge within the complex; and
 - Reduce the capital new budget to \$3,688,965 incl. GST with a financial year split of \$2,000,000 incl. GST in 2021/22 (Year 1) and \$1,688,965 incl. GST (plus inflation) in 2022/23 (Year 2).

23-21 Fees and Charges Review

Report, presented by Steve Paterson, Strategy Manager - Finance.

The **COMMITTEE RECOMMENDS**

1. That the report titled 'Fees and Charges Review', presented to the Finance & Audit Committee on 24 March 2021, be received, and that the current status of fees and charges be noted.

Trade Waste

2. That the proposal to adopt updated fees and charges for Trade Waste services effective from 1 July 2021 as attached in Appendix 2, be approved for public consultation and the Chief Executive be authorised to undertake the necessary consultative process under sections 82 and 150 of the Local Government Act 2002.

Planning & Miscellaneous

3. That the Statement of Proposal (and the associated summary) to adopt updated fees and charges for Planning Services and Miscellaneous Services effective from 1 July 2021 as attached in Appendix 3, be approved for public consultation and the Chief Executive be authorised to undertake the necessary consultative process under sections 83 and 150 of the Local Government Act 2002.

Building

4. That the fees and charges for Building Services, as proposed in Appendix 4 be adopted and following public notification take effect from 1 July 2021.

Environmental Health

5. That the fees and charges for Environmental Health Services (in terms of regulation 7 of the Health (Registration of Premises) Regulations 1966) as proposed in Appendix 5 (as per updated version tabled), be adopted and following public notification, take effect from 1 July 2021.

Animal Control

6. That the fees and charges for the Impounding of Animals (in terms of section 14 of the Impounding Act 1955) and for Dog Registration and Dog Impounding (in terms of sections 37 and 68 of the Dog Control Act 1996) as proposed in Appendix 6 be adopted, and following public notification, take effect from 1 July 2021.

Burial & Cremation

7. That the fees and charges for Burial and Cremation, as proposed in Appendix 7 be adopted and following public notification, take effect from 1 July 2021.

Service Connections

8. That the fees and charges for Service Connections, as proposed in Appendix 8 be adopted and take effect from 1 July 2021.

Waste Management

9. That the fees and charges for Waste Management as proposed in Appendix 9, including an increase in the maximum retail price for rubbish bags, increases in charges for the Ashhurst Transfer Station and a new charge for recycling of tyres, be adopted and take effect from 1 July 2021.

Sportsfields

10. That the fees and charges for Sportsfields as proposed in Appendix 10 be adopted and take effect from 1 July 2021.

Backflow Prevention

11. That the fees and charges for Backflow Prevention testing and maintenance as proposed in Appendix 11 be adopted and take effect from 1 July 2021.

Corridor Access Request

12. That the fees and charges for Corridor Access Requests as proposed in Appendix 12 be adopted and take effect from 1 July 2021.

Parking

13. That the fees and charges for Parking as proposed in Appendix 13 be adopted and take effect from 1 July 2021 subject in the case of the increase to the Gold card permit fee to any public consultative process that is required under section 82 of the Local Government Act 2002.
14. Retain the free one hour parking at Hancock House King Street Car Park.

MEMORANDUM

TO: Council

MEETING DATE: 28 April 2021

TITLE: Draft Local Alcohol Policy - Adoption

PRESENTED BY: Julie Macdonald - Strategy and Policy Manager

APPROVED BY: David Murphy, Acting General Manager - Strategy and Planning

RECOMMENDATION(S) TO COUNCIL

1. That the draft Local Alcohol Policy, included as attachment one, is adopted as the Provisional Local Alcohol Policy.
2. That public notice of the adoption of the draft Local Alcohol Policy as the Provisional Local Alcohol Policy is given in accordance with the Sale and Supply of Alcohol Act 2012.

1. ISSUE

The draft Local Alcohol Policy is presented as attachment one to this memorandum for adoption by the Council. Once adopted, it will become the Provisional Local Alcohol Policy (PLAP) and the Council is required to give public notice that the Council has made a PLAP, the rights of appeal against the PLAP, and the grounds on which an appeal may be made. Appeals are made to the Alcohol Regulatory Licensing Authority (ARLA).

2. BACKGROUND

Consultation on the third draft LAP was carried out in 2020, with hearings held in December 2020. The Community Development Committee considered submissions in March 2021 and made several recommendations regarding key provisions in the draft LAP, including setting the maximum trading hours for off-licensed premises at 7am to 9pm, and for on-licensed premises at 8am to 2am. However, further changes were recommended by the Committee regarding location of off-licensed premises (primarily bottle stores) in close proximity to sensitive sites. Such changes were not included in previous rounds of consultation, and consequently further consultation would be required before the draft LAP could be adopted.

The Council considered the recommendations of the Community Development Committee on 7 April 2021. The Council confirmed some of the Committee's recommendations but did

not confirm recommendations relating to including location restrictions for off-licensed premises.

With no further recommended changes to the draft LAP the Council can now adopt the draft LAP and move to the next stage of the process.

3. DRAFT LOCAL ALCOHOL POLICY

The draft LAP is included as attachment one, reflecting the Committee's recommendations confirmed by the Council. In summary, the draft LAP sets out the following policy elements:

- Maximum trading hours for on-licensed premises are 8am to 2am for hotels, taverns and class 1 restaurants with a bar area operated as a tavern; 8am to 1am for function centres; and 8am to 12am for all other on-licensed premises.
- Maximum trading hours for off-licensed premises are 7am to 9pm, including bottle stores, supermarkets, grocery stores, and remote sellers.
- Maximum trading hours for club licensed premises are 8am to 12am.

The draft LAP does not include any location restrictions, one-way door restrictions, discretionary conditions, or limit the further issue of licences (i.e. caps on the number of licences).

4. NEXT STEPS

If the Council adopts the draft Local Alcohol Policy then it will become the Provisional Local Alcohol Policy (PLAP).

The Council is required to give public notice that it has made a PLAP and include in that notice the rights of appeal and the grounds on which an appeal may be made. In addition to lodging that public notice, officers will notify all persons that have made a submission on the draft LAP that the Council has adopted the policy and advise them of their ability to appeal the policy to ARLA.

If appeals are received by ARLA, then the responsibility for the process from that point transfers to ARLA, and Council becomes a respondent to the appeal. The work involved at that point is unknown and will be determined by the number and nature of appeals. However, it is likely that the Council will be expected to prepare a written response for ARLA, submit evidence as necessary, and attend any hearings that are held. Depending on the significance or complexity of the issues raised by appellants, external legal advice may be required.

Any legal expenses arising from appeal of the policy may be brought to the Council as unbudgeted expenses.

5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual <Enter text>	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: Develop a Local Alcohol Policy (by the end of 2020/2021)	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The Council has specifically identified the development of a local alcohol policy as an action under the Safe Community Plan. The draft LAP is focussed on minimising the harm caused by excessive or inappropriate consumption alcohol, which contributes to building a city where people feel safe and are safe.

ATTACHMENTS

1. Draft Local Alcohol Policy for Adoption 2021 [↓](#) 



PALMERSTON NORTH LOCAL ALCOHOL POLICY

20202021

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Introduction

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

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

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

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

Objectives of the Policy

This policy has three key objectives:

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

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

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

To provide clear and transparent guidance for licensing decisions

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

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

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

Strategic alignment

In 2018 the Council adopted a new strategic direction with the vision "small city benefits, big city ambition." The Council's Long Term Plan, reviewed every three years, sets out how and when Council will fund the actions identified in its strategies and plans.

The Connected Community Strategy contributes to Goal 3: a connected and safe community. The Safe Community Plan, part of the Connected Community Strategy, identifies a range of new and existing actions to which the Council has committed, to achieve the goal of a connected and safe community. The Council made a commitment to develop a local alcohol policy by the end of 2020/2021. A local alcohol policy is made under the Sale and Supply of Alcohol Act 2012, which has two objectives:

- that the sale, supply and consumption of alcohol should be undertaken safely and responsibly; and
- the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

These objectives are consistent with Council's strategic direction for a connected and safe community.

Policy Guidelines

1. On-licences

- 1.1 The Council has identified the following policies for the issuing of on-licences by the District Licensing Committee or the Alcohol Regulatory and Licensing Authority.

Hours

- 1.2 The Council has identified maximum trading hours (comprising the earliest opening and latest closing hours) that should apply to the following specific types of on-licensed premises in the Palmerston North City territorial area:

Hotels

- 1.2.1 For On-Licensed Premises designated as Hotels, the earliest hour for trading is 8am.
- 1.2.2 For On-Licensed Premises designated as Hotels, the latest hour for trading is ~~3am~~ 2am on the day following the commencement of trading.

Taverns

- 1.2.3 For On-Licensed Premises designated as Taverns, the earliest hour for trading is 8am.
- 1.2.4 For On-Licensed Premises designated as Taverns, the latest hour for trading is ~~3am~~ 2am on the day following the commencement of trading.

Class 1 restaurants with a bar area operated as a tavern

- 1.2.5 For On-Licensed Premises designated as Taverns, the earliest hour for trading is 8am.
- 1.2.6 For On-Licensed Premises designated as Taverns, the latest hour for trading is ~~3am~~ 2am on the day following the commencement of trading.

Other on-licensed premises¹

- 1.2.7 For all other On-Licensed Premises, the earliest hour for trading is 8am.
- 1.2.8 For all other On-Licensed Premises, the latest hour for trading is 12am on the day following the commencement of trading, except for function centres for which the latest hour of trading is 1am on the day following the commencement of trading.

Hotel mini-bars

¹ Including class 2 and 3 restaurants, cinemas, theatres, function centres and other on-licensed premises not separately categorised.

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

Location

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

One-way door restrictions

- 1.4 ~~For every on-licensed premises in Palmerston North trading after 2am, a one-way door restriction applies from 2am.~~ A one-way door restriction is not required to be applied to on-licensed premises in Palmerston North.

Discretionary conditions

- 1.5 No discretionary conditions have been identified for on-licensed premises.

2. Off-licences

- 2.1 The Council has identified the following policies for the issuing of off-licences by the District Licensing Committee or the Alcohol Regulatory and Licensing Authority.

Hours

- 2.2 The Council has identified maximum trading hours (comprising the earliest opening and latest closing hours) that should apply to the following specific types of off-licensed premises in the Palmerston North City territorial area:

All off-licensed premises

- 2.2.1 For all Off-Licensed Premises the earliest hour for trading is 7am.
2.2.2 For all Off-Licensed Premises the latest hour for trading is 9pm.

Location

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

Discretionary conditions

- 2.4 No discretionary conditions have been identified for off-licensed premises.

3. Club licences

- 3.1 The Council has identified the following policies for the issuing of club licences by the District Licensing Committee or the Alcohol Regulatory and Licensing Authority.

Hours

- 3.2 The Council has identified maximum trading hours (comprising the earliest opening and latest closing hours) that should apply to the following specific types of club licensed premises in the Palmerston North City territorial area:

All club licensed premises

- 3.2.1 For all Club licensed premises the earliest hour for trading is 8am.
3.2.2 For all Club licensed premises the latest hour for trading is 12am on the day following the commencement of trading.

Location

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

Discretionary conditions

- 3.4 No discretionary conditions have been identified for club licensed premises.

4. Special licences

- 4.1 The Council has identified the following policies for the issuing of special licences by the District Licensing Committee or the Alcohol Regulatory and Licensing Authority.

Hours

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

Discretionary conditions

- 4.3 No discretionary conditions have been identified.

Review

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

MAY 2021 - DRAFT FOR ADOPTION

Appendix 1 - terms used in this Policy

Act	Means the Sale and Supply of Alcohol Act 2012.
Bar	In relation to a hotel or tavern, means a part of the hotel or tavern used principally or exclusively for the sale or consumption of alcohol (refer section 5(1) of the Act).
Bottle store	Means retail premises where (generally speaking) at least 85% of the annual sale revenue is expected to be earned from the sale of alcohol for consumption somewhere else (refer section 32(1) of the Act).
Café	Has the same meaning as “restaurant” in terms of any licence.
Club	Means a body that – <ul style="list-style-type: none"> (a) is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or (b) is a body corporate whose object is not (or none of whose objects is) gain; or (c) holds a permanent club charter (refer section 5(1) of the Act).
Club licence	Means a licence issued under the Act for the sale and supply of alcohol for consumption on the club premises by authorised customers (refer section 21 of the Act).
Council	Means the Palmerston North City Council
Exempt person	In relation to licensed premises to whose licence a one-way door restriction applies, – <ul style="list-style-type: none"> (a) means a person who – <ul style="list-style-type: none"> i. is the licensee; or ii. is the licensee’s spouse, civil union partner, or de facto partner; or iii. is a manager; or iv. is a manager’s spouse, civil union partner, or de facto partner; or v. is a member of the immediate family of the licensee or a manager; or vi. during the hours he or she is employed to work on the premises, and for 60 minutes after those hours have ended, is an employee of the licensee who does not live on the premises; or vii. is an agent of the licensee, or acting under a contract with the licensee or a manager, and has the authority of the licensee or a manager to enter the premises at that time –

	<ul style="list-style-type: none"> A. to clean, repair, or restock the premises (or any equipment in them); or B. to check or remove cash; or
	viii. is a person who has the authority of the licensee or a manager to enter the premises to remove equipment (for example, band equipment); or
	ix. is an employee of the licensee who lives on the premises; or
	x. is a person who— <ul style="list-style-type: none"> A. lives or lodges in the building in which licensed premises are situated; and B. is a tenant, lodger, or employee of the licensee; or
	xi. is a genuine guest of a person who— <ul style="list-style-type: none"> A. is a person of a kind described in subparagraph (x); and B. is on the premises; and
	(b) at any particular time, includes a person who,— <ul style="list-style-type: none"> i. at that time, is authorised by an enactment other than this Act to enter the premises; or ii. enters the premises to deal with an emergency occurring at that time.
Hotel	Means premises used or intended to be used in the course of business principally for providing to the public – <ul style="list-style-type: none"> (a) Lodging and (b) Alcohol, meals, and refreshments for consumption on the premises (refer section 5(1) of the Act).
Off-licence	Means a licence issued under the Act for the sale and supply of alcohol from a premises for consumption somewhere else (refer section 17 of the Act).
On-licence	Means a licence issued under the Act for the sale and supply of alcohol for consumption on the premises (refer section 14 of the Act).
One-way door restriction	Means, in relation to a licence, a requirement that, during the hours stated in the restriction, — <ul style="list-style-type: none"> (a) no person is to be admitted (or re-admitted) into the premises unless he or she is an exempt person; and (b) no person who has been admitted (or re-admitted) into the premises while the restriction applies to the licence is to be sold or supplied with alcohol
Restaurant	Means premises that – <ul style="list-style-type: none"> (a) Are not a conveyance; and (b) Are used or intended to be used in the course of business principally for supplying meals to the public for eating on the premises (refer section 5(1) of the Act).

Special licence	Means a licence issued under the Act for the sale and supply of alcohol for consumption on the premises (for an on-site special licence) or consumption somewhere else (for an off-site special licence) by people attending the event described in the licence (refer section 22 of the Act).
Tavern	Means – <ul style="list-style-type: none">(a) Premises used or intended to be used in the course of business principally for providing alcohol and other refreshments to the public; but(b) Does not include an airport bar (refer section 5(1) of the Act).

PALMERSTON NORTH LOCAL ALCOHOL POLICY 2021

THIS IS A SUMMARY OF THE PALMERSTON NORTH LOCAL ALCOHOL POLICY.
FOR MORE DETAIL, PLEASE REFER TO THE FULL DOCUMENT.

OBJECTIVES:



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



To provide clear and transparent guidance for licensing decisions



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

On-licences

HOURS

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

Licence Type	Earliest Opening Hour	Latest Closing Hour
Hotels	8am	2am the following day
Taverns		
Class 1 Restaurant (with a bar area operated as a tavern)		
Function centres	8am	1am the following day
All other on-licensed premises (including Class 2 and 3 restaurants and cafes, cinemas and theatres)	8am	12am the following day

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

LOCATION

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

ONE-WAY DOOR RESTRICTIONS

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

DISCRETIONARY CONDITIONS

No discretionary conditions have been identified.

Off-licences

HOURS

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

Licence Type	Earliest Opening Hour	Latest Closing Hour
All off-licensed premises (e.g. bottle stores, supermarkets, and grocery stores)	7am	9pm

LOCATION

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

DISCRETIONARY CONDITIONS

No discretionary conditions have been identified.

Special licences

HOURS

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

DISCRETIONARY CONDITIONS

No discretionary conditions have been identified.

Club licences

HOURS

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

Licence Type	Earliest Opening Hour	Latest Closing Hour
All club licensed premises	8am	12am

LOCATION

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

DISCRETIONARY CONDITIONS

No discretionary conditions have been identified.

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

COMMITTEE WORK SCHEDULE

TO: Council


MEETING DATE: 28 April 2021

TITLE: Council Work Schedule

RECOMMENDATION TO COUNCIL

1. That the Council receive its Work Schedule dated April 2021.

ATTACHMENTS

1. Work Schedule - April 2021 [↓](#) 

COUNCIL

WORK SCHEDULE – April 2021

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1	May 2021	Remits received from other Territorial Authorities	General Manager – Strategy & Planning		Council 24 June 2020 Clause 69-20
2	TBC	Cuba Street Re-development	Chief Infrastructure Officer	Tabled report	Council 21 December 2020 Clause 160-20
3	TBC	Central Economic Development Association (CEDA) - Shareholding arrangements	General Manager – Strategy & Planning		Council 21 December 2020 Clause 157-20
4	June 2021	Representation Review (including Māori wards) – draft options	General Manager – Strategy & Planning		Council 7 April 2021 Clause 20-21
5	August 2021	Representation Review – approve proposal for consultation			Council 7 April 2021 Clause 20-21
6	Mid - September	Representation Review – hearings		Additional Council meeting required	Council 7 April 2021 Clause 20-21
7	October 2021	Representation Review – final decision			Council 7 April 2021 Clause 20-21
8	TBC 2021	Manawatu Residents' card	General Manager – Marketing and Communications		Council 25 May 2020 Clause 48-20

9	March 2022	Remits from PNCC	General Manager – Strategy & Planning	Council 24 June 2020 Clause 69-20
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CONFIDENTIAL DECISIONS RELEASED

Meeting date	Title	Released	Not Released

More information on the decisions released can be found on [released decisions](#)

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 28 April 2021

TITLE: Presentation of the Part I Public Play, Recreation & Sport Committee Recommendations from its 14 April 2021 Meeting

Set out below are the recommendations only from the Play, Recreation & Sport Committee meeting Part I Public held on 14 April 2021. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

12-21 Draft Play Policy 2021 (Rēhia Papaioea! Play Palmy, Play!) - deliberations and adoption

Memorandum, presented by Julie Macdonald - Strategy & Policy Manager.

The **COMMITTEE RECOMMENDS**

1. That Council adopts the Play Policy 2021 (Rēhia Papaioea! Play Palmy, Play!), included as attachment 1 to the memorandum titled 'Draft Play Policy 2021 (Rēhia Papaioea! Play Palmy, Play!) – deliberations and adoption' presented to the Play, Recreation & Sport Committee on 14 April 2021.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 28 April 2021

TITLE: Presentation of the Part I Public Arts, Culture & Heritage Committee Recommendations from its 14 April 2021 Meeting

Set out below are the recommendations only from the Arts, Culture & Heritage Committee meeting Part I Public held on 14 April 2021. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

12-21 The Regent Theatre Trust - Six-Month Performance Report 1 July - 31 December 2020 and Draft Statement of Intent 2021-24

Memorandum, presented by Hannah White, Democracy & Governance Manager.

The COMMITTEE RECOMMENDS

1. That the Six-Month Performance Report 1 July - 31 December 2020 (Attachment 1) submitted by the Regent Theatre Trust be received.
2. That the draft Statement of Intent 2021-24 (Attachment 2) submitted by the Regent Theatre Trust be received.
3. That the Regent Theatre Trust is advised of the recommended changes to the final Statement of Intent 2021-24 outlined in Table 4 (as amended) of this memorandum titled 'The Regent Theatre Trust - Six-Month Performance Report 1 July - 31 December 2020 and Draft Statement of Intent 2021-24'.

13-21 Te Manawa Museums Trust - Draft Statement of Intent 2021-24

Memorandum, presented by Hannah White, Democracy & Governance Manager.

The COMMITTEE RECOMMENDS

1. That the draft Statement of Intent 2021-24 submitted by Te Manawa Museums Trust be received.
2. That Te Manawa Museums Trust is advised of the recommended changes to the final Statement of Intent 2021-24 outlined in Table 1 of this

memorandum titled 'Te Manawa Museums Trust - Draft Statement of Intent 2021-24'.

14-21 Caccia Birch Trust Board - Six-Month Performance Report up to 31 December 2020 and Draft Statement of Intent 2021-24

Memorandum, presented by Hannah White, Democracy & Governance Manager.

The **COMMITTEE RECOMMENDS**

1. That the Six-Month Performance Report 1 July - 31 December 2020 (Attachment 1) submitted by Caccia Birch Trust Board be received.
2. That the draft Statement of Intent 2021–24 (Attachment 2) submitted by Caccia Birch Trust Board be received.
3. That Caccia Birch Trust Board is advised of the recommended changes to the final Statement of Intent 2021–24 outlined in Table 3 of this memorandum titled 'Caccia Birch Trust Board - Six Month Performance Report up to 31 December 2020 and Draft Statement of Intent 2021-24'.

15-21 The Globe Theatre Trust - Six-Month Performance Report 1 July - 31 December 2020 and Draft Statement of Intent 2021-24

Memorandum, presented by Hannah White, Democracy & Governance Manager.

The **COMMITTEE RECOMMENDS**

1. That the Six-Month Performance Report 1 July - 31 December 2020 (Attachment 1) submitted by the Globe Theatre Trust be received.
2. That the draft Statement of Intent 2021-24 (Attachment 3) submitted by the Globe Theatre Trust be received.
3. That the Globe Theatre Trust is advised of the recommended changes to the final Statement of Intent 2021–24 outlined in Table 3 of this memorandum titled 'The Globe Theatre Trust - Six-Month Performance Report 1 July - 31 December 2020 and Draft Statement of Intent 2021-24'.