



PALMERSTON NORTH CITY COUNCIL

AGENDA

COUNCIL

9AM, WEDNESDAY 15 MARCH 2023

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

MEMBERS

Grant Smith (Mayor)	
Debi Marshall-Lobb (Deputy Mayor)	
Mark Arnott	Leonie Hapeta
Brent Barrett	Lorna Johnson
Rachel Bowen	Billy Meehan
Vaughan Dennison	Orphée Mickalad
Lew Findlay (QSM)	Karen Naylor
Roly Fitzgerald	William Wood
Patrick Handcock	Kaydee Zabelin
(ONZM)	

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

Waid Crockett

Chief Executive | PALMERSTON NORTH CITY COUNCIL

Te Marae o Hine | 32 The Square
Private Bag 11034 | Palmerston North 4442 | New Zealand
pncc.govt.nz

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PALMERSTON
NORTH
CITY

COUNCIL MEETING

15 March 2023

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. Public Comment

5. Confirmation of Minutes

Page 7

"That the minutes of the ordinary meeting of 1 March 2023 Part I Public be confirmed as a true and correct record."

REPORTS

6. Annual Budget (Plan) 2023/24 - Adopting Supporting Information and the Consultation Document

Page 23

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

7. Fees and Charges Review

Page 203

Report, presented by Steve Paterson, Strategy Manager Finance.

8. Adoption of the Local Governance Statement 2022-25

Page 279

Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.

9. Draft Interim Speed Management Plan - Approval for Public Consultation

Report, presented by Peter Ridge, Senior Policy Analyst.

[Report for decision, available from 1 March 2023 Council Agenda \(Item 10, page 193\)](#)

10. Consideration of Options to Progress the Civic and Cultural Precinct Master Plan

Report, presented by Jono Ferguson-Pye, City Planning Manager David Murphy, Chief Planning Officer.

[Report for decision, available from 1 March 2023 Council Agenda \(Item 9, page 39\)](#)

INFORMATION REPORTS

11. Council Submission on the Sale and Supply of Alcohol (Community Participation) Amendment Bill

Memorandum, presented by Peter Ridge, Senior Policy Analyst.

[Report for information, available from 1 March 2023 Council Agenda \(Item 12, page 251\)](#)

12. Council Submission to the Inquiry into the 2022 Local Elections

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

[Report for information, available from 1 March 2023 Council Agenda \(Item 13, page 259\)](#)

13. Council Submission on the Local Government Official Information and Meetings Amendment Bill

Memorandum, presented by Desiree Harvey, Legal Counsel.

[Report for information, available from 1 March 2023 Council Agenda \(Item 14, page 273\)](#)

14. Council Work Schedule

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RECOMMENDATIONS FROM COMMITTEE MEETINGS

15. Presentation of the Part I Public Economic Growth Committee Recommendations from its 22 February 2023 Meeting

Page 325

"That the Committee recommendations be adopted or otherwise dealt with."

16. Presentation of the Part I Public Culture & Sport Committee Recommendations from its 8 March 2023 Meeting

Page 327

"That the Committee recommendations be adopted or otherwise dealt with."

17. 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
18.	Confirmation of Minutes	Privacy	s7(2)(a)
19.	Trustee Appointment to the Regent Theatre Trust Board	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.

[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].

Note: Confidential Items 18 and 19 can be found in 1 March 2023 Council Confidential Agenda (Items 18 and 19).

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 01 March 2023, commencing at 9.03am

Members Present: Grant Smith (The Mayor) (in the Chair) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Apologies: Councillors Debi Marshall-Lobb (early departure) and Vaughan Dennison (lateness).

Councillor Vaughan Dennison entered the meeting at 9.09am during consideration of clause 22. He left the meeting at 5.25pm during consideration of clause 27. He entered the meeting again at 5.26pm after the consideration of clause 27. He was not present for clauses 20, 21 and 27.2 to 27.4 inclusive.

Councillor Leonie Hapeta left the meeting at 12.15pm during consideration of clause 25. She was present when the meeting resumed at 1.31pm. She was not present when the meeting resumed at 3.36pm. She re-entered the meeting at 3.45pm.

Councillor Debi Marshall-Lobb left the meeting at 2.02pm and enter the meeting again at 4.29pm, during consideration of clause 25. She was not present for clauses 25.3 to 25.16 inclusive.

Councillor Rachel Bowen left the meeting at 3.06pm during consideration of clause 25. She was present when the meeting resumed at 3.36pm. She was not present for clauses 25.6 to 25.12 inclusive.

Councillor Lew Findlay was not present when the meeting resumed at 5.09pm. He was not present for clauses 27 and 28 inclusive.

Karakia Timatanga

Councillor Roly Fitzgerald opened the meeting with karakia.

20-23

Apologies

Moved Grant Smith, seconded William Wood.

RESOLVED

1. That Council receive the apologies.

Clause 20-23 above was carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

21-23

Debating Style

Moved Karen Naylor, seconded Brent Barrett.

RESOLVED

1. To adopt Option C as debating style for item 7 (SO 2.12.1).

Clause 21-23 above was carried 13 votes to 2, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

Councillors Lew Findlay and Lorna Johnson.

Declaration of Interests

Councillor Brent Barrett declared a conflict of interest in Item 8 'Proposed Plan Change J: Massey University Turitea Historic Area & Private Plan Change Matangi Residential Area' (clause 27) and took no further part in discussion or debate.

22-23

Public Comment

Public comment was made by Girl Guiding New Zealand and Annette Dixon and David Chapple, both in relation to Item 6 'Determining the

Future of Panako Park Hall' (clause 24).

Representing Girl Guiding New Zealand, Hannah Ramsay, local coordinator, and Danielle Westwood, leader at Awapuni, expressed their support to Option 1 of retain Panako Park hall for community use. They explained it was an appreciated part of their history and community, actively used by their local groups and other teams from the Manawatū, and stated their wish to be allowed to use the hall after it was acquired by a new owner.

Councillor Vaughan Dennison entered the meeting at 9.09am.

Annette Dixon and David Chapple supported Option 1 to retain Panako Park hall for community use. They expressed that the city needs green spaces and community meeting places, which contribute to the wellbeing of communities.

Mrs Dixon also stated that the Pathways Presbyterian New Church supported Option 1 and reaffirmed their interest in the St. Marks Awapuni site being used for community facilities.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That the public comment be received for information.

Clause 22-23 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

23-23

Confirmation of Minutes

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That the minutes of the ordinary meeting of 15 February 2023 Part I Public be confirmed as a true and correct record.

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

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

REPORTS

24-23 **Determining the Future of Panako Park Hall**

Report, presented by Stephanie Velvin, Community Development Manager.

Moved Grant Smith, seconded Lorna Johnson.

RESOLVED

OPTION 1: Decide to retain Panako Park as a reserve for community use, and instruct the Chief Executive to consult the community on the proposal to classify Panako Park, contained in Lots 1 and Lot 2 DP 29836, as a Local Purpose (Community) Reserve, in accordance with Section 24 of the Reserves Act 1977.

Clause 24-23 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

25-23 **Annual Budget (Plan) 2023/24 - Consideration of draft Consultation Document and Supporting Information**

Memorandum, presented by Cameron McKay, Chief Financial Officer, and Steve Paterson, Strategy Manager - Finance.

The meeting adjourned at 10.34am.

The meeting resumed at 10.53am.

Moved Brent Barrett, seconded Rachel Bowen.

RESOLVED

1. To include Programme 1888, 'Low Carbon Fund' of \$1,049,000 to the 23/24 Draft Annual Budget.

Clause 25.1-23 25-23above was carried 14 votes to 2, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Roly Fitzgerald, Patrick Handcock, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

Councillors Lew Findlay and Leonie Hapeta.

Moved Grant Smith, seconded Karen Naylor.

RESOLVED

2. To defer Programme 1016, 'CAB building work' of \$4,224K to the 2024-34 Long Term Plan process.

Clause 25.2-23 25-23above was carried 11 votes to 5, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Lew Findlay, Roly Fitzgerald, Leonie Hapeta, Lorna Johnson, Billy Meehan, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

Councillors Brent Barrett, Rachel Bowen, Vaughan Dennison, Patrick Handcock and Orphée Mickalad.

Moved Karen Naylor, seconded Grant Smith.

Note:

On a motion 'To defer Programme 1844, 'Manawatū River Programme' of \$200K to the 2024-34 Long Term Plan process'. The motion was lost 7 votes to 9, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Lew Findlay, Leonie Hapeta, Billy Meehan, Karen Naylor and William Wood.

Against:

Councillors Debi Marshall-Lobb, Brent Barrett, Rachel Bowen, Vaughan Dennison, Roly Fitzgerald, Patrick Handcock, Lorna Johnson, Orphée Mickalad and Kaydee Zabelin.

Councillor Leonie Hapeta left the meeting at 12.15pm.

Moved Karen Naylor, seconded Grant Smith.

Note:

On a motion 'To defer Programme 1894, 'Marae Tarata' of \$108K to the 2024-34 Long Term Plan process'. The motion was lost 6 votes to 9, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Lew Findlay, Billy Meehan, Karen Naylor and William Wood.

Against:

Councillors Debi Marshall-Lobb, Brent Barrett, Rachel Bowen, Vaughan Dennison, Roly Fitzgerald, Patrick Handcock, Lorna Johnson, Orphée Mickalad and Kaydee Zabelin.

The meeting adjourned at 12.20pm.

The meeting resumed at 1.31pm.

Moved Karen Naylor, seconded William Wood.

Note:

On a motion 'To defer Programme 1133, 'Artificial Football field - design' of \$199K to the 2024-34 Long Term Plan process'. The motion was lost 6 votes to 10, the voting being as follows:

For:

Councillors Mark Arnott, Vaughan Dennison, Lew Findlay, Leonie Hapeta, Karen Naylor and William Wood.

Against:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Brent Barrett, Rachel Bowen, Roly Fitzgerald, Patrick Handcock, Lorna Johnson, Billy Meehan, Orphée Mickalad and Kaydee Zabelin.

Moved Karen Naylor, seconded William Wood.

Note:

On a motion 'To defer Programme 1560, 'Additional Carparks at Bill Brown Park' of \$206K to the 2024-34 Long Term Plan process'. The motion was lost 4 votes to 12, the voting being as follows:

For:

Councillors Mark Arnott, Lew Findlay, Karen Naylor and William Wood.

Against:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Brent Barrett, Rachel Bowen, Vaughan Dennison, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad and Kaydee Zabelin.

Moved Karen Naylor, seconded William Wood.

Note:

On a motion 'To defer Programme 2122, 'CBD Streets for People' of \$771K to the 2024-34 Long Term Plan process'. The motion was lost 4 votes to 12, the voting being as follows:

For:

Councillors Mark Arnott, Lew Findlay, Karen Naylor and William Wood.

Against:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Brent Barrett, Rachel Bowen, Vaughan Dennison, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad and Kaydee Zabelin.

Moved Karen Naylor, seconded William Wood.

Note:

On a motion 'To defer Programme 2006, 'City Centre Play - (park equipment)' of \$151K to the 2024-34 Long Term Plan process'. The motion was lost 6 votes to 10, the voting being as follows:

For:

Councillors Mark Arnott, Lew Findlay, Billy Meehan, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Brent Barrett, Rachel Bowen, Vaughan Dennison, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson and Orphée Mickalad.

Councillor Debi Marshall-Lobb left the meeting at 2.02pm.

Moved Karen Naylor, seconded Mark Arnott.

Note:

On a motion 'To defer Programme 1838, 'Exotic Aviaries - design and consenting' of \$135K to the 2024-34 Long Term Plan process'. The motion was lost 2 votes to 13, the voting being as follows:

For:

Councillors Mark Arnott and Karen Naylor.

Against:

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

Moved Lorna Johnson, seconded Rachel Bowen.

RESOLVED

3. To include Programme 1459, 'Social Housing: additional social housing units' of \$1,049,000 to the 23/24 Draft Annual Budget.

Clause 25.3-23 above was carried 11 votes to 4, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Lorna Johnson, Billy Meehan, Orphée Mickalad and Kaydee Zabelin.

Against:

Councillors Mark Arnott, Leonie Hapeta, Karen Naylor and William Wood.

Moved Lorna Johnson, seconded Rachel Bowen.

RESOLVED

4. To include Programme 1367, 'City wide street light infill' of \$923,000 to the 23/24 Draft Annual Budget.

Clause 25.4-23 above was carried 13 votes to 2, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

Against:

Councillors Mark Arnott and Karen Naylor.

Moved Grant Smith, seconded Leonie Hapeta.

RESOLVED

5. That the Chief Executive incorporate the proposed capital new programmes, including assumptions about carry forwards from the 2022/23 year, as detailed in Schedule A, in the draft of the 2023/24 Annual Budget, incorporating the resolutions 1 to 4 above.

Clause 25.5-23 above was carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Councillor Rachel Bowen left the meeting at 3.06pm.

Moved William Wood, seconded Karen Naylor.

RESOLVED

6. To reduce Programme 53 'Computer Replacement' by half (\$263.5k reduction) in the 23/24 Draft Annual Budget.

Clause 25.6-23 above was carried 10 votes to 4, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Brent Barrett, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Leonie Hapeta, Billy Meehan, Karen Naylor and William Wood.

Against:

Councillors Patrick Handcock, Lorna Johnson, Orphée Mickalad and Kaydee Zabelin.

Moved William Wood, seconded Karen Naylor.

RESOLVED

7. To reduce Programme 86 'Furniture Replacements' by 100% (\$106k reduction) in the 23/24 Draft Annual Budget.

Clause 25.7-23 above was carried 12 votes to 2, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Brent Barrett, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Leonie Hapeta, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

Councillors Patrick Handcock and Lorna Johnson.

Moved William Wood, seconded Karen Naylor.

RESOLVED

8. To reduce Programme 281 'CAB Renewals' by 1/6 (\$124k reduction) in the 23/24 Draft Annual Budget.

Clause 25.8-23 above was carried 10 votes to 4, the voting being as follows:

For:

Councillors Mark Arnott, Brent Barrett, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Leonie Hapeta, Billy Meehan, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

The Mayor (Grant Smith) and Councillors Patrick Handcock, Lorna Johnson and Orphée Mickalad.

Moved William Wood, seconded Karen Naylor.

RESOLVED

9. To reduce Programme 318 'Telecommunications replacement' by half (\$76.5k reduction) in the 23/24 Draft Annual Budget.

Clause 25.9-23 above was carried 9 votes to 5, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Brent Barrett, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Billy Meehan, Karen Naylor and William Wood.

Against:

Councillors Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad and Kaydee Zabelin.

Moved William Wood, seconded Karen Naylor.

RESOLVED

10. To reduce Programme 784 'Replacement of Council's photocopiers/printers' by half (\$53.5k reduction) in the Draft 23/24 Annual Budget.

Clause 25.10-23 25-23 above was carried 12 votes to 2, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Brent Barrett, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Leonie Hapeta, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

Councillors Patrick Handcock and Lorna Johnson.

Moved William Wood, seconded Karen Naylor.

RESOLVED

11. To reduce Programme 1879 'Council's Plant and Vehicle Replacements' (\$925K reduction) in the Draft 23/24 Annual Budget.

Clause 25.11-23 above was carried 11 votes to 3, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Brent Barrett, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Leonie Hapeta, Billy Meehan, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

Councillors Patrick Handcock, Lorna Johnson and Orphée Mickalad.

Moved Grant Smith, seconded William Wood.

RESOLVED

12. That the Chief Executive incorporate the proposed capital renewal programmes, as detailed in Schedule B, in the draft of the 2023/24 Annual Budget, incorporating the resolutions 6 to 11 above.

Clause 25.12-23 above was carried 13 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Brent Barrett, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

Councillor Lorna Johnson.

The meeting adjourned at 3.17pm.

The meeting resumed at 3.36pm.

Councillor Leonie Hapeta and Debi Marshall-Lobb were not present when the meeting resumed.

Councillor Leonie Hapeta re-entered the meeting at 3.45pm.

Moved Brent Barrett, seconded Rachel Bowen.

RESOLVED

13. To include Programme 1994 'Cycle Path Maintenance' of \$211,000 and Programme 2037 'Additional Cycle Path Sweeping' of \$212,000 to the 23/24 Draft Annual Budget.

Clause 25.13-23 above was carried 10 votes to 4, with 1 abstention, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Vaughan Dennison, Roly Fitzgerald, Patrick Handcock, Lorna Johnson, Orphée Mickalad, William Wood and Kaydee Zabelin.

Against:

Councillors Mark Arnott, Lew Findlay, Billy Meehan and Karen Naylor.

Abstained:

Councillor Leonie Hapeta.

Moved Karen Naylor, seconded William Wood.

RESOLVED

14. To reduce the 'Maintained Service Level budget' by \$1m in the 23/24 Draft Annual Budget; application of this reduction to be determined by the Chief Executive.

Clause 25.14-23 above was carried 9 votes to 6, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Leonie Hapeta, Billy Meehan, Karen Naylor and William Wood.

Against:

Councillors Brent Barrett, Rachel Bowen, Patrick Handcock, Lorna Johnson, Orphée Mickalad and Kaydee Zabelin.

Moved Patrick Handcock, seconded Mark Arnott.

RESOLVED

15. To include Programme 1554 'Military Heritage Commemorations' of \$8,000 to the 23/24 Draft Annual Budget.

Clause 25.15-23 above was carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Moved Grant Smith, seconded Leonie Hapeta.

RESOLVED

16. That the Chief Executive incorporate the proposed operating programmes, as detailed in Schedule C, in the draft of the 2023/24 Annual Budget, incorporating the resolutions 13 to 15 above.

Clause 25.16-23 above was carried 14 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

Councillor Lorna Johnson.

Councillor Debi Marshall-Lobb entered the meeting again at 4.29pm.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

17. That the Chief Executive incorporate the updated assumptions for key drivers such as interest rates, inflation, electricity, insurance and remuneration.

Clause 25.17-23 above was carried with 2 abstentions.

Moved Brent Barrett, seconded Lorna Johnson.

RESOLVED

18. That the Chief Executive provide Council with rates impact modelling of setting uniform annual general charge at \$200, \$100 and \$50 in the Annual Budget 2023/24, prior to Annual Budget 2023/24 hearings.

Clause 25.18-23 above was carried 15 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

Against:

Councillor Karen Naylor.

Moved Grant Smith, seconded Karen Naylor.

RESOLVED

19. That the differentials for the general rate remain unchanged from 2022/23 and that the uniform annual general charge remain \$200.

Clause 25.19-23 above was carried.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

20. That the Chief Executive incorporate the outcomes from recommendations above into updated versions of the consultation document and supporting information to be presented for adoption at the Council meeting on 15 March 2023.

Clause 25.20-23 above was carried 15 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

Councillor Lorna Johnson.

26-23 Meeting Time Extension

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

To extend the Council meeting until 6.00pm.

Clause 26-23 above was carried, with 1 abstention.

The meeting adjourned at 5.02pm.

The meeting resumed at 5.09pm.

Councillor Lew Findlay was not present when the meeting resumed.

27-23 Proposed Plan Change J: Massey University Turitea Historic Area & Private Plan Change Matangi Residential Area

Memorandum, presented by Michael Duindam, Principal Planner - Strategic Planning.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council approve Proposed Plan Change J: Massey University Turitea Historic Area, pursuant to Clause 17 of the first schedule of the Resource Management Act 1991.

Clause 27.1-23 27-23 above was carried with 1 abstention.

Councillor Vaughan Dennison left the meeting at 5.25pm.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

2. That Council approve Private Plan Change Matangi Residential Area, pursuant to Clause 17 of the first schedule of the Resource Management Act 1991.
3. That Proposed Plan Change J: Massey University Turitea Historic Area and Private Plan Change Matangi Residential Area become operative on 22 March 2023 pursuant to Clause 20 of the First Schedule of the Resource Management Act 1991.
4. That the resolutions to make Proposed Plan Change J: Massey University Turitea Historic Area and Private Plan Change Matangi Residential Area operative are publicly notified in accordance with Clause 20 of the First Schedule of the Resource Management Act 1991.

Clauses 27.2 to 27.4-23 above were carried 11 votes to 1, with 1 abstention, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Rachel Bowen, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

Councillor Mark Arnott.

Abstained:

Councillor Roly Fitzgerald.

Note:

Councillor Brent Barrett declared a conflict of interest, withdrew from the discussion and sat in the gallery.

Councillor Vaughan Dennison returned to the meeting at 5.26pm.

28-23

Adoption of CEDA Appointment of Directors Policy 2023 and Alteration to CEDA Constitution.

Memorandum, presented by Sarah Claridge, Democracy and Governance Advisor.

The officer corrected an error in the Introduction section of the Policy:

It should read '4 to 6 directors' not '5 to 7 directors'.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council adopt the Central Economic Development Agency Ltd - Appointment of Directors' Policy 2023 (Attachment 1) to replace the Central Economic Development Agency Ltd - Appointment of Directors Policy 2016.
2. That Council amend the Central Economic Development Agency Constitution to read:
 - 6.1 Number of Directors: - Subject to clause 6.6, the Board shall consist of a minimum of four (4) and a maximum of six (6) Directors.
3. That Council delegate authority to the Mayor to sign a Special Resolution to alter the Central Economic Development Agency Constitution (as stated in recommendation 2) on behalf of Palmerston North City Council, as shareholder.
4. That Council delegate authority to the Palmerston North City Council Chief Executive in consultation with the Manawatu District Council Chief Executive to make any minor amendments to the Central Economic Development Agency Ltd - Appointment of Directors' Policy 2023.

Clause 28-23 above was carried.

Deferral of Items to the next Council meeting

The Mayor advised that the following Items of the Agenda would be deferred to the Council meeting to be held on 15 March 2023:

- Item 9 'Consideration of Options to Progress the Civic and Cultural Precinct Master Plan'.
- Item 10 'Draft Interim Speed Management Plan - Approval for Public Consultation'.
- Item 12 'Council Submission on the Sale and Supply of Alcohol (Community Participation) Amendment Bill'.
- Item 13 'Council Submission to the Inquiry into the 2022 Local Elections'.
- Item 14 'Council Submission on the Local Government Official Information and Meetings Amendment Bill'.
- Item 15 'Council Work Schedule'.
- Item 16 'Presentation of the Part I Public Economic Growth Committee Recommendation from its 22 February 2023 Meeting'.

- Item 18 (Confidential) 'Confirmation of Minutes of the ordinary meeting - Part II Confidential - 15 February 2023'.
- Item 19 (Confidential) 'Trustee Appointment to The Regent Theatre Trust Board'.

Karakia Whakamutunga

Councillor Roly Fitzgerald closed the meeting with karakia.

The meeting finished at 5.32pm

Confirmed 15 March 2023

Mayor

MEMORANDUM

TO: Council

MEETING DATE: 15 March 2023

TITLE: Annual Budget (Plan) 2023/24 - Adopting Supporting Information and the Consultation Document

PRESENTED BY: Steve Paterson, Strategy Manager - Finance

APPROVED BY: Cameron McKay, Chief Financial Officer

RECOMMENDATIONS TO COUNCIL

1. That Council adopt the Supporting Information (Attachment 2) as the material relied upon to prepare the Consultation Document for the 2023/24 Annual Budget (Plan).
 2. That Council adopt the Consultation Document (Attachment 3) for the 2023/24 Annual Budget (Plan).
 3. That the Mayor and Chief Executive be delegated authority to make minor amendments to the Consultation Document prior to publication.
-

1. ISSUE

- 1.1 At its meeting on 1 March the Council considered the draft 2023/24 Annual Budget as well as the draft Consultation Document and Supporting Information. The minutes of that meeting are being presented to the Council for adoption.
- 1.2 Since the Council meeting officers have updated the draft material to reflect the Council's decisions.

2. BACKGROUND

- 2.1 The proposed Consultation Document (CD) and updated Supporting Information are attached.

Changes to Supporting Material

2.2 Supporting material has been updated as follows:

- To incorporate the changes to programmes as determined by the Council – the implications of the reductions to the renewal programme are outlined in Attachment One.
- To reduce operating expenses by \$1 million as directed by the Council. This sum has been reduced by taking the actions shown in the following table and more detail is provided in Attachment One. Fortunately due to the nature of the bulk of the changes there will be minimal impact on services.

Nature of adjustment	Amount of adjustment (\$m)
Reduction in operating costs scheduled to commence as a result of capital programmes that were deferred or deleted by the Council	0.4
Overhead reduction by reallocating Digital Transformation Budget	0.3
Reduce in the provisions for consultancy in a range of activities	0.2
Reduce provisions for various administrative & professional costs	0.1
Total reduction to operating expenses	\$1.0

- To incorporate changes to the funding impact statements (including rates calculations), financial statements for all activities, and the high-level financial statements.
- Update the comments relating to programmes to briefly describe the reasons for differences between original year 3 10 Year Plan provision and the latest draft budget provision.

Changes to Consultation Document

2.3 The draft Consultation Document presented to the previous meeting has been updated to reflect the outcomes of that meeting.



3. NEXT STEPS

- 3.1 Officers will publish the documents and initiate the public engagement process which is scheduled to run from 20 March with submissions closing on 21 April 2023.

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?	Yes
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven & Enabling Council	
The recommendations contribute to the achievement of action/actions in (Not Applicable)	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	<p>Adopting an annual budget/plan each year is a fundamental legislative requirement and without this in place the Council will not be able to set rates for the year and therefore fund any of its actions, plans or strategies.</p> <p>Determining a draft of the annual budget and the nature of public engagement is also a fundamental part of the process.</p>

ATTACHMENTS

- Schedule of Adjustments making up \$1M reduction in Operating Costs [↓](#) 
- Annual Budget 2023/24 - Supporting Information [↓](#) 
- Consultation Document for the 2023/24 Annual Budget (Plan)

2023/24 Annual Budget

Appendix One

Schedule of Adjustments making up \$1m reduction in Operating Costs

Description	\$ value change	Implications
Reduction in Operating Costs scheduled to commence following Capital Projects	\$402,000	Majority of these costs are for maintaining new assets - implication on Council operations is assessed as low
Overhead reduction by reallocating Digital Transformation Budget	\$291,977	Nil
Infrastructure Consultancy Budgets	\$81,300	Likely to have to prioritise consultant use across some budgets in Waters and Transport. Some further due diligence and consequence work is still being completed.
Customer Consultancy Budgets	\$12,100	Consultancy Support will need to be prioritised across the Customer Unit
Strategic Planning Consultancy Budgets	\$4,600	Reduced consultancy available in some areas including Maori Advisory
People & Performance Consultancy Budgets	\$90,000	Consultancy Support will need to be prioritised across HR and Staff Support services
Business Assurance Consultancy Budgets	\$12,100	Reduction of budget by inflation factor - work programme may need to be reduced.
Legal Budgets - multiple budgets	\$5,000	Will need to be more effective in the use of in-house legal support
Catering Budgets - multiple budgets	\$7,600	Will need to be more efficient with the use of catering budgets across Council
Miscellaneous - General - multiple budgets	\$8,700	Will need to be more efficient with the use of budgets across Council
IT Maintenance Budget - Customer Overhead	\$10,000	The implications of this change are yet to be assessed
Outwork for Services - Parks & Logistics	\$20,000	Prioritisation of work from Parks team. Some further due diligence and consequence work is being completed by Officers
Consumables - multiple budgets	\$25,300	Prioritisation of budget spend by officers - further work to be completed for full consequences
Stationery - multiple budgets	\$7,000	Prioritisation of stationery spend to be undertaken by officers - the implications of removing this assessed as low
Subscription budgets	\$20,000	Little implication to Council
Total	\$997,677	

Schedule outlining implications of reductions in budget for renewals

Renewal Programme Reductions	\$ value change	Implications
53 - Computer Replacement	\$263,500	This is an enduring renewal budget to ensure digital equipment can be replaced when it is faulty or outdated. Update equipment does ensure that we don't expose ourselves to risks such as cyber security. That said, the budget reduction could be accommodated for one year. We would recommend reinstating this for future years.
86 - Furniture Replacement	\$106,000	This budget is utilised to replace furniture across all of Council's sites. The 100% reduction of this budget will mean that furniture would not be able to be replaced if it were to fail. It also potentially creates a health and safety risk for staff if recommendations from ergonomic assessments are made. Initial assessments signal that it is likely some provision may be required to enable addressing the issues highlighted above. If this budget was not available then we would need to find another source in order to meet our H&S obligations.
281 - CAB Renewals	\$124,000	Low impact as the reduction can be accommodated by reprioritising projects in CAB
318 - Telecommunications Replacement	\$76,500	This budget is designed to replace essential telecommunications equipment when it reaches end of life. This level of reduction for one year is likely to have low impact as there is a Digital Transformation Programme to modernise the contact centre and significantly remove the need for desktop phones.
784 - Replacement of Council's Photocopiers/Printers	\$53,500	The budget was planned to be used on replacing printers in Print Synergy. The remaining budget will be focused on machines that are most in need of replacement.
1879 - Council's Plant and Vehicle Replacements	\$925,000	Implications still being understood, however a reduction in the replacement of the light fleet for one year is unlikely to have a major impact. Additional servicing of the light vehicles may be required.

Supporting information for the proposed **Annual Budget 2023/24**

pncc.govt.nz/annualbudget

This Annual Budget¹ was adopted by the Council on XX June 2023 in accordance with the Local Government Act 2002.

The Annual Budget states the Council's intentions. It is based on the Council's best information and planning at the time it was developed. If circumstances change, the Council may have to change its intentions. This is especially the case in light of current uncertain economic conditions.

All the decisions in this document are reviewable, especially during future 10 Year Plans and Annual Budgets².

This is made clear in the Local Government Act 2002, Section 96:

1. The effect of a long-term plan and an annual plan adopted by a local authority is to provide a formal and public statement of the local authority's intentions in relation to the matters covered by the plan.
2. A resolution to adopt a long-term plan or an annual plan does not constitute a decision to act on any specific matter included within the plan.
3. Subject to section 80, and except as provided in section 97, a local authority may make decisions that are inconsistent with the contents of any long-term plan or annual plan.
4. No person is entitled to require a local authority to implement the provisions of a long-term plan or an annual plan.

¹ The Council uses the term 'Annual Budget' to represent the 'Annual Plan' required under the Local Government Act 2002

² The Council uses the term 'Annual Budgets' to represent the 'Annual Plans' required under the Local Government Act 2002

Matawhānui Papaioea
Palmerston North vision

He iti rā, he iti pounamu

Small city benefits, big city ambition

Whāinga 1: He tāone auaha, he tāone tiputipu

Goal 1: An innovative and growing city

Whāinga 2: He tāone whakaihihi, tapatapahi ana

Goal 2: A creative and exciting city

Whāinga 3: He hapori tūhonohono, he hapori haumarū

Goal 3: A connected and safe community

Whāinga 4: He tāone tautaiāo

Goal 4: An eco city

Whāinga 5: He Kaunihera ahunui, whakamana i te iwi

Goal 5: A driven and enabling Council



INTRODUCTION

CONTENTS

Page 6

Financial Overview and Statements

Overview

The Council's Annual Budget¹ covers the period 1 July 2023 to 30 June 2024. It incorporates operating and capital expenditure for the period for the core Council entity - consolidated statements have not been prepared to include subsidiaries. In this section financial information is provided at a summary level but more detailed information for each activity and group of activities is included throughout the document.

Financial Strategy

The 10 Year Plan includes the Council's overall Financial Strategy which comprises the following elements:

- Making sure the Council's long-term financial position is sustainable (though it is noted that if the Council retains responsibility for delivering the wastewater treatment and disposal (Nature Calls) project (rather than the government's proposed new water entity) the present 10 Year Plan is not financially sustainable
- Recognising inter-generational funding requirements
- Managing debt within defined levels
- Maintaining the infrastructure provided for the City by previous generations, for the use by current and future generations

- Ensuring financial capacity for future generations so they are able to fund high-priority programmes
- Timely provision of new infrastructure that builds capacity and enables the City to harness new development opportunities while avoiding the risks associated with over provision

The Financial Strategy has close links with the 30 Year Infrastructure Strategy which is also contained in the 10 Year Plan.

Consistent with the Financial Strategy and its associated funding and financial policies, the Annual Budget achieves the following:

- In general terms maintains the current level of service for each of the Council activities
- An ability to maintain the condition of the City's infrastructure so that it is not being run down
- Forecasts net debt at 30 June 2024 of \$250.2m - \$72.9m less than assumed in the 10 Year Plan (based on a forecast balance at 1 July 2023 of \$215m).
- An increase in the total rates requirement for 2023/24 of 6.4% - compared with 8.3% forecast in the 10 Year Plan.

To provide a degree of certainty to ratepayers the Financial Strategy sets limits on rate increases throughout the term of the 10 Year Plan. In addition, it sets limits on what the Council considers to be sustainable levels of debt.

¹ The Council uses the term "Annual Budget" to represent the 'Annual Plan' required under the Local Government Act 2002

The table below shows the key financial parameters for the Annual Budget compared with those for 2023/24 in the 10 Year Plan.

Parameter	10 Year Plan	Annual Budget	Limit
Increase in total rates	8.3%	6.4%	7.6% ²
Net debt as a % of total assets	15.1%	10.7%	< 20%
Net debt as a % of total revenue	195%	154.1%	< 200%
Net interest as a % of total revenue	5.0%	6.0%	< 15%
Net interest as a % of annual rates income	6.5%	7.9%	< 20%

² Based on September 2022 BERL local government cost indicator of 4.3% plus 3% less 0.1% (reduction in the level of funded renewals) and a rating base growth assumption of 0.4%. The 10YP assumed a limit of 7% based on a cost indicator of 2.5% plus 3% plus 1.1% (for increased renewals) and a rating growth assumption of 0.4%.

Forecast Financial Statements

The financial information contained in the Annual Budget is a forecast for the purposes of Public Benefit Entity (PBE) Financial Reporting Standard (FRS) 42. This information may not be appropriate for purposes other than those described. It has been prepared on the basis of assumptions (refer to Significant Forecasting Assumptions in section 2) as to future events that the Council reasonably expects to occur, associated with the actions it reasonably expects to take, as at the date the forecast was prepared. The actual results are likely to vary from the information presented and may vary materially depending upon the circumstances that arise during the period. The Annual Budget has been prepared in accordance with generally accepted accounting practice and the Council's accounting policies are outlined in section 3 of the 10 Year Plan. The policies incorporate the latest PBE accounting standards and the changes have had no material effect.

The Funding Impact Statements in section 2 have been prepared in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014. The regulations are not consistent with generally accepted

accounting practice.

Rates revenue includes revenue from metered water and is included net of any remissions granted under the Council's Rates Remission Policy. Remissions of \$0.25 million pa have been assumed.

Legislation states that councils are required to operate a 'balanced budget' i.e. income must equal or exceed expenditure (and expenditure must include non-cash items such as depreciation). However, if a council determines that it is prudent not to have a 'balanced budget' (i.e. an operating surplus is not required), it must make a formal decision to that effect. The decision must be a prudent one and have included consideration of levels of service and useful lifespan of assets. There are grounds for not having a surplus every year to avoid building up unnecessary cash reserves. Council's asset management plans ensure the Council is appropriately planning for renewals and its financial strategy is to make adequate financial provision to fund renewals from rates revenue. Council is making provision to fund from revenue \$28.2m for capital renewals

during 2023/24.

The Council's Prospective Statement of Comprehensive Revenue and Expense (next page) shows that including capital revenue of \$24.1 million there is a surplus of \$10.3 million for the year. The Council interprets this as meaning the balanced budget test is met.

These forecast financial statements were authorised for issue by Palmerston North City Council on 28 June 2023.

Palmerston North City Council is responsible for these forecast financial statements, including the appropriateness of the assumptions underlying the forecast financial statements and all other disclosures.

Because the figures are rounded to the nearest thousand dollars, it may appear that they do not add up, but the total represents the sum of the individual forecast amounts.

The following statements show the financial implications of providing all of the Council's services:

PROSPECTIVE STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

Budget	10YP	DAB	Budget	10YP	DAB
2022/23	2023/24	2023/24	2022/23	2023/24	2023/24
\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
<u>Revenue</u>					
<u>Operating Revenue</u>					
115,370	127,617	122,776	165,404	172,809	175,951
17	17	150	TOTAL EXPENSES		
5,286	5,115	5,830	131	19,120	10,284
31,933	32,580	33,386	<u>Other Comprehensive Revenue and Expense</u>		
152,606	165,328	162,142	46,871	5,332	5,407
<u>Capital Revenue</u>					
8,341	21,352	18,844	Gain on property revaluations		
2,588	3,249	3,249	<u>TOTAL COMPREHENSIVE REVENUE AND EXPENSE</u>		
2,000	2,000	2,000	47,002	24,452	15,691
12,929	26,601	24,093	RATES INCREASE		
165,535	191,929	186,235	5.8%	8.3%	6.4%
<u>Expenses</u>					
119,815	121,321	123,029	TOTAL EXPENSES		
57,177	55,463	59,835	SURPLUS/(DEFICIT)		
1,116	1,073	1,141	<u>Other Comprehensive Revenue and Expense</u>		
9,892	12,411	9,203	Gain on property revaluations		
51,630	52,374	52,850	<u>TOTAL COMPREHENSIVE REVENUE AND EXPENSE</u>		
6,731	8,332	9,878	47,002	24,452	15,691
38,858	43,156	43,043	RATES INCREASE		

PROSPECTIVE STATEMENT OF FINANCIAL POSITION

2022/23	2023/24	2023/24
Budget	10YP	DAB
\$'000s	\$'000s	\$'000s
17,192	Current Assets	13,920
	Non-Current Assets	18,055
13,926	Investments in CCOs and industry companies	13,052
6,970	Investment Property & Other Financial Assets	14,500
2,113,339	Property, Plant & Equipment	5,424
2,151,427	TOTAL ASSETS	2,136,471
34,679	Current Liabilities	2,329,463
	Non-Current Liabilities	37,388
6,273	Employee Entitlements	27,145
230,749	Term Liabilities	6,648
1,464	Provisions	323,060
	Equity	1,386
1,070,376	Retained Earnings	1,217
807,886	Other Reserves	1,091,775
2,151,427	TOTAL LIABILITIES/EQUITY	2,136,471

PROSPECTIVE STATEMENT OF CHANGES IN EQUITY

Budget	10YP	DAB
2022/23	2023/24	2023/24
\$'000s	\$'000s	\$'000s
1,831,260	Opening Balance	1,743,537
47,002	Total Comprehensive Revenue and Expense	2,028,645
1,878,262		24,452
		1,767,989
		2,044,336

PROSPECTIVE STATEMENT OF CASH FLOWS					
Budget	10YP	DAB			
2022/23	2023/24	2023/24			
\$'000s	\$'000s	\$'000s			
Operating Activities					
Cash Provided					
115,370	127,617	122,776			
17	17	150			
Dividends					
5,286	5,115	5,830			
31,933	32,580	33,636			
8,341	21,352	18,844			
2,588	3,249	3,249			
Cash Disbursed					
(6,731)	(8,332)	(9,878)			
(119,815)	(121,321)	(123,029)			
36,989	60,276	51,327			
Investing Activities					
Cash Provided					
-	-	-			
5,000	7,826	7,479			
Cash Disbursed					
(96,737)	(125,478)	(94,005)			
-	-	-			
Financing Activities					
Cash Provided					
		</			

Annual Budget (Plan) Disclosure Statement

For the year ending 30 June 2024

What is the purpose of this statement?

The purpose of this statement is to disclose the Council's planned financial performance in relation to various benchmarks to enable the assessment of whether the Council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

The Council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

Benchmark		Planned	Met
Rates affordability benchmark - increases	Total rates will increase by no more than the Local Government Cost Index (LGCI) plus the growth in the rating base plus 3% (to fund the cost of higher standards and new services) plus an allowance for increased funding of asset renewal	6.4%	Yes
Debt affordability benchmark	Net external debt as a percentage of total assets will not exceed 20%	10.7%	Yes
Debt affordability benchmark	Net external debt as a percentage of total revenue will not exceed 200%	154.1%	Yes
Debt affordability benchmark	Net interest as a percentage of total revenue will not exceed 15%	6.0%	Yes
Debt affordability benchmark	Net interest as a percentage of annual rates income will not exceed 20%	7.9%	Yes
Debt affordability benchmark	Liquidity available will exceed 110% of existing external debt	114.4%	Yes
Balanced budget benchmark	100%	102.9%	Yes
Essential services benchmark	100%	232.7%	Yes
Debt servicing benchmark	10%	5.5%	Yes

Notes

1 Rates affordability benchmark

- (1) For this benchmark:
- (a) The Council's planned rates income for the year is compared with a quantified limit on rates contained in the Financial Strategy included in the Council's 10 Year Plan
- (b) The Council's planned rates increases for the year are compared with a quantified limit on rates increases for the year contained in the Financial Strategy included in the Council's 10 Year Plan.
- (2) The Council meets the rates affordability benchmark if:
- (a) Its planned rates income for the year equals or is less than each quantified limit on rates
- (b) Its planned rates increases for the year equal or are less than each quantified limit on rates increases.

2 Debt affordability benchmark

- (1) For this benchmark, the Council's planned borrowing is compared with quantified limits on borrowing contained in the Financial Strategy included in the Council's 10 Year Plan.
- (2) The Council meets the debt affordability benchmark if its planned borrowing is within each quantified limit on borrowing.

3 Balanced budget benchmark

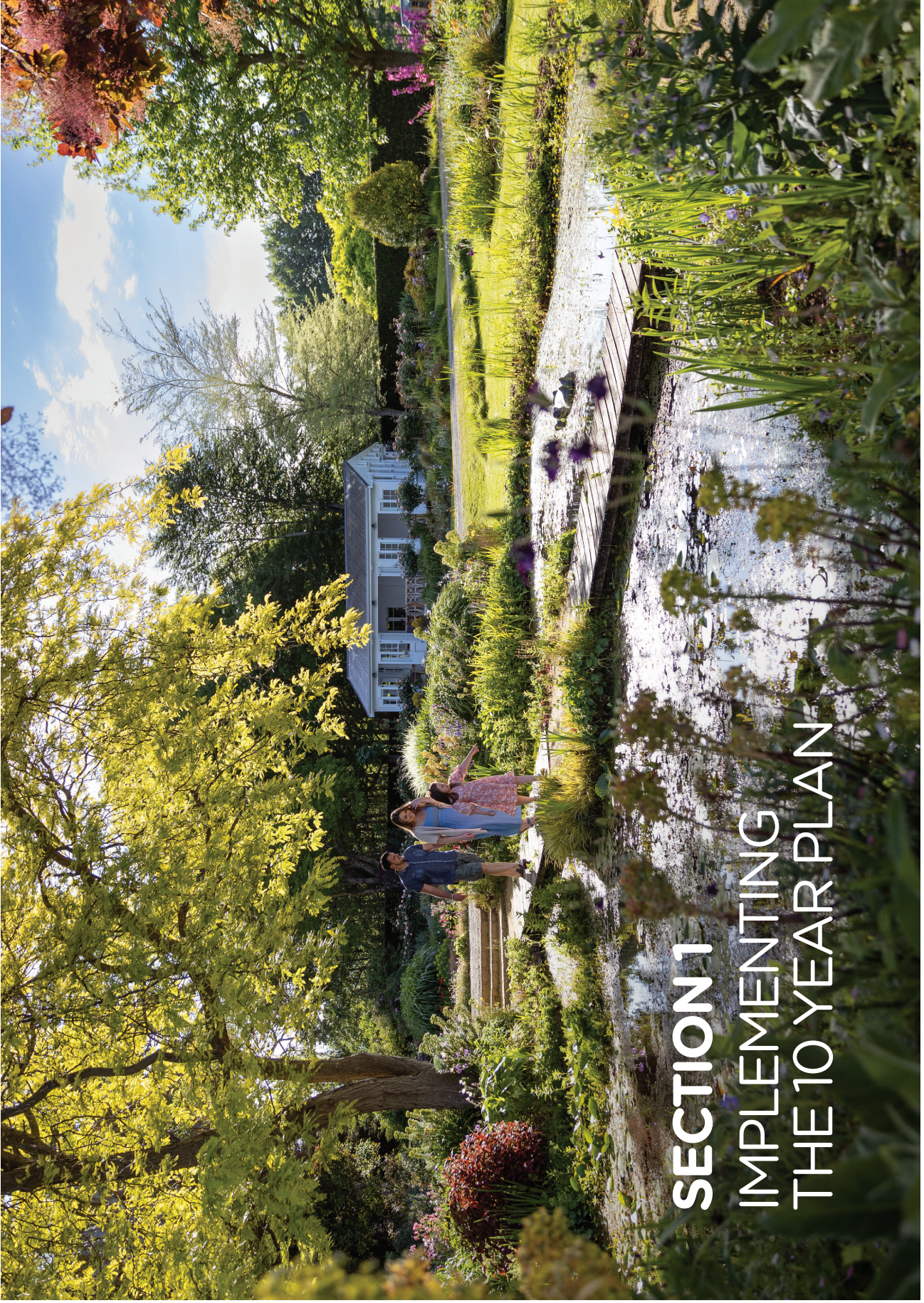
- (1) For this benchmark, the Council's planned revenue (excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments, and revaluations of property, plant, or equipment) is presented as a proportion of its planned operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant, or equipment).
- (2) The Council meets the balanced budget benchmark if its revenue equals or is greater than its operating expenses.

4 Essential services benchmark

- (1) For this benchmark, the Council's planned capital expenditure on network services is presented as a proportion of expected depreciation on network services.
- (2) The Council meets the essential services benchmark if its planned capital expenditure on network services equals or is greater than expected depreciation on network services.

5 Debt servicing benchmark

- (1) For this benchmark, the Council's planned borrowing costs are presented as a proportion of planned revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment).
- (2) Because Statistics New Zealand projects that the Council's population will grow slower than the national population growth rate, it meets the debt servicing benchmark if its planned borrowing costs equal or are less than 10% of its planned revenue.



SECTION 1

This shows what we're planning to do, and how much it is expected to cost to implement 2023/24 (year three of the 10 Year Plan).

Groups of Activities and Goals – Introduction	17	Arts and Heritage (Includes Arts and Cultural Organisations /Groups)	46	Goal 4 – Eco-City Climate Change	60
Goal 1 – An Innovative and Growing City					
City Growth (Includes Housing and Future Development and Urban Design)	24	City Shaping (Includes City Making, City Centre, Placemaking)	50	Environmental Sustainability (Includes sustainable Practices and Biodiversity)	62
Economic Development	26	Goal 3 – A Connected and Safe Community Connected Communities	52	Manawātū River	64
Active and Public Transport	30	(Includes Community Facilities, Community Development, Social Housing, Healthy Communities, Events and Festivals)		Resource Recovery	66
Strategic Transport	34	Safe Communities (Includes Animal Control, Civil Defence, Public Health, and Safer Community Initiatives)	58	Waters Plan (Includes Stormwater and Wastewater)	71
Goal 2 – A Creative and Exciting City				Goal 5 – A Driven and Enabling Council	
Active Communities (Includes Sports and recreation, Parks, Sports fields, Reserves)	39			Good Governance and Active Citizenship (Includes Organisational performance and Strategic Investments)	84

Groups of Activities

What we are planning to do during 2023/24 (year three of the 10 Year Plan) and why

The Council wants Palmerston North to be recognised for the great quality of life that its residents enjoy, and at the same time, for them to have all the lifestyle, education and business opportunities that are available in much larger cities.

This is summed up by Council’s Vision:

Palmerston North: Small city benefits, Big city ambition.

The Council has five Goals that describe this Vision in more detail. Each Goal has one strategy which shows how Council will bring the Goals to life. Sitting below the Strategies are Plans that show specific actions for the next three years.

Small city benefits, Big city ambition.				
Vision:				
Goals:	An Innovative and Growing City	A Creative and Exciting City	A Connected and Safe Community	An Eco City
Strategies:	Innovative and growing city	Creative and livable	Connected communities	Eco city
Plans:	Transport City growth Economic development	Active Communities City shaping Arts and heritage	Connected communities Safe communities	Environmental sustainability Waters Climate change Resource recover Manawatu river
				Performance Governance and active citizenship

The Council works on these Strategies and Plans through Activities. Activities are defined in the Local Government Act as goods and services provided by the Council. The Act requires similar Activities to be put together into Groups of Activities for budget purposes.

A guide to the programmes within this section

Rounding

Because the figures are rounded to the nearest thousand dollars, it sometimes appears that they do not add up, but the total represents the sum of the individual forecast amounts.

Operating programmes

Individual operating programmes occasionally generate additional revenue streams for the Council. For this reason, the figures shown in relation to the programme reflect the planned net amount that the Council will fund from rates.

In the Summary Activity Financial Statements the revenue and expenses from the programme are included in the relevant categories, along with all the other revenue and expenses to fund the Activity.

Capital programmes

Since individual capital programmes result in the Council creating an asset (capital new), or replacing an existing asset (capital renewal), the total cost is shown in the programme schedules. The total of all budgeted external funding for all capital programmes within an Activity is deducted from what is shown as the 'Total' to show what the Council plans to contribute (shown as 'Funded by Council [Rates and Borrowing]').

Information/main reason for change

Where a programme has changed from the 10 Year Plan, a reason has been noted.

Abbreviations

The following abbreviations appear throughout this section:

- 10YP - 10 Year Plan
- DAB – Draft Annual Budget

Key

Below is the key to the symbols you will see alongside each programme within this section.

WHAT'S IN

✓
No change to timing - any budget change indicated

✗
WHAT'S OUT (DELETED)
Explanation indicated

>
WHAT'S BEING DONE LATER
New year and explanation indicated

<
WHAT'S BEING DONE EARLIER
New year and explanation indicated

☀
WHAT'S NEW IN 2022/23
Explanation indicated

<u>Activity Financial Statements</u>					
Budget 2022/23 \$'000s	<u>Whole of Council</u>		10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	
Revenue					
	<u>Innovative & Growing City</u>				
6,440	City Growth		6,343	6,417	
1,164	Economic Development		1,191	1,265	
	<u>Creative & Exciting City</u>				
3,172	Active Communities		3,277	3,493	
98	Arts and Heritage		100	223	
	City Shaping				
	<u>Connected & Safe Community</u>				
5,014	Connected Communities		5,105	5,246	
947	Safe Communities		908	948	
	<u>Eco-City</u>				
-	Climate change mitigation and adaption		-	-	
-	Environmental sustainability		-	-	
10	Manawatu River		11	10	
3,360	Resource Recovery		3,409	3,844	
	-				
9,385	Roading		9,613	10,088	
1,111	Active and Public Transport		1,164	1,157	
96	Water		101	101	
1,363	Wastewater		1,276	1,303	
6	Stormwater		6	7	
	<u>Driven & Enabling Council</u>				
360	Governance and Active Citizenship		231	230	
410	Organisational performance		419	557	
4,298	Strategic Investments		4,558	4,476	
37,236	Total Revenue		37,711	39,365	
Expenses					

	<u>Innovative & Growing City</u>		
10,289	City Growth	10,146	10,533
5,692	Economic Development	5,924	6,292
	<u>Creative & Exciting City</u>		
23,406	Active Communities	22,252	26,034
9,692	Arts and Heritage	9,757	10,565
530	City Shaping	1,346	692
	<u>Connected & Safe Community</u>		
24,297	Connected Communities	24,822	26,406
2,421	Safe Communities	2,722	2,488
	<u>Eco-City</u>		
230	Climate change mitigation and adaption	388	258
1,015	Environmental sustainability	999	827
147	Manawatu River	700	334
9,484	Resource Recovery	9,349	11,075
	<u>Transport</u>		
27,677	Roading	30,142	28,045
4,784	Active and Public Transport	7,115	5,246
9,445	Water	10,103	11,565
11,008	Wastewater	13,349	13,399
4,361	Stormwater	5,585	5,115
	<u>Driven & Enabling Council</u>		
10,067	Governance and Active Citizenship	9,263	9,434
5,488	Organisational performance	3,353	2,181
5,371	Strategic Investments	5,495	5,462
165,404	Total Expenses	172,809	175,951
128,168	NET OPERATING COST OF ACTIVITY GROUPS	135,097	136,585
	Rating Requirement		
(38,858)	Less Depreciation	(43,156)	(43,043)
(7,828)	Less Transfers To/(From) Reserves	(2,293)	(3,341)

28,305	Plus Net Capital Renewal (3 Year Average)	29,797	27,416
5,583	Plus Debt Repayment	8,171	5,160
115,370	RATES REQUIREMENT	127,617	122,776
5.7%		8.3%	6.4%
<u>Capital Expenditure</u>			
<u>Capital Renewals</u>			
<u>Innovative & Growing City</u>			
-	City Growth	-	-
465	Economic Development	1,018	566
<u>Creative & Exciting City</u>			
5,664	Active Communities	4,612	3,564
902	Arts and Heritage	437	448
<u>City Shaping</u>			
<u>Connected & Safe Community</u>			
2,928	Connected Communities	2,545	2,909
533	Safe Communities	94	85
<u>Eco-City</u>			
<u>Climate change mitigation and adaption</u>			
<u>Environmental sustainability</u>			
6	Manawatu River	28	29
479	Resource Recovery	432	515
<u>Transport</u>			
5,053	Roading	5,262	5,375
1,078	Active and Public Transport	925	1,103
6,112	Water	5,257	5,380
4,349	Wastewater	4,065	4,184
928	Stormwater	1,136	230
<u>Driven & Enabling Council</u>			
<u>Governance and Active Citizenship</u>			
2,042	Organisational performance	1,773	1,143
2,115	Strategic Investments	2,538	1,948
32,653	Total Capital Renewals	30,123	27,479

Capital New			
<u>Innovative & Growing City</u>			
-	City Growth	-	2,500
-	Economic Development	77	78
<u>Creative & Exciting City</u>			
3,368	Active Communities	5,812	3,261
4,862	Arts and Heritage	9,474	3,784
1,889	City Shaping	4,684	771
<u>Connected & Safe Community</u>			
5,844	Connected Communities	1,427	2,118
4,500	Safe Communities	-	2,850
<u>Eco-City</u>			
1,066	Climate change mitigation and adaption	1,091	1,092
108	Environmental sustainability	530	112
10	Manawatu River	1,035	535
1,422	Resource Recovery	529	1,211
<u>Transport</u>			
20,283	Roading	20,425	12,034
3,671	Active and Public Transport	10,804	12,468
6,419	Water	10,710	6,841
7,141	Wastewater	22,592	10,836
2,429	Stormwater	4,755	5,764
<u>Driven & Enabling Council</u>			
230	Governance and Active Citizenship	-	
546	Organisational performance	583	113
296	Strategic Investments	827	157
64,084	Total Capital New	95,356	66,526
96,737	Total Capital Expenditure	125,478	94,005

Funded By

2,910	External Revenue Renewal	3,033	3,179
5,431	External Revenue New	18,319	15,664
2,588	Development Contributions	3,249	3,249
5,000	Asset Sales	7,826	7,479
28,305	Rates	29,797	27,416
52,502	New Borrowing / (Repayment)	63,255	37,017
96,737	Total	125,478	94,005

<u>City Growth - Activity Financial Statements</u>				
Budget 2022/23 \$'000s		10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	INFORMATION / MAIN REASON FOR CHANGE
Revenue				
4,986	Building Services	4,978	4,950	
1,454	Planning Services - Private	1,365	1,467	
6,440	Total Revenue	6,343	6,417	
Expenses				
6,669	Building Services	6,884	7,119	
407	Housing and Future development	189	104	
1,558	Planning Services - Private	1,444	1,595	
1,169	Planning Services - Public	1,133	1,262	
486	Urban Design	497	454	
10,289	Total Expenses	10,146	10,533	
3,849	NET OPERATING COST OF ACTIVITY	3,803	4,116	
Rating Requirement				
(1)	Less Depreciation	(1)	(1)	
(300)	Less Transfers To/(From) Reserves	-	-	
3,548	RATES REQUIREMENT	3,802	4,116	
Capital Expenditure				
-	New	-	2,500	
	Total Capital Expenditure		2,500	
Funded By				
-	External Revenue New	-	2,500	
5,000	Asset Sales	7,340	7,000	
(5,000)	New Borrowing / (Repayment)	(7,340)	(7,000)	
-	Total	-	2,500	

City Growth - Operational				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	130-Earthquake Prone Buildings - Assessment of Compliance with the Building Act	93	92	
✓	762-City-wide - Urban Design - Delivering Change	53	52	
✖	1264-Development Contributions Fees - Support for Community Groups	23	-	As a result of public submissions to reducing the overall rates requirement in 2022/23, Council has removed this programme.
➤	1914-Electronic District Plan	42	-	
✓	1918-Compliance with new RMA requirements	105	104	
		315	247	-

City Growth - Capital New				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
*	2211-Better Off Funding - To BE Assigned	-	2,500	Programme to utilise funding available from Central Government as part of reforms.
		-	2,500	-

Economic Development – Activity Financial Statements

Budget		10YP	DAB
2022/23		2023/24	2023/24
\$'000s		\$'000s	\$'000s

INFORMATION / MAIN REASON FOR CHANGE

Revenue			
933	Conference & Function Centre	954	1,026
129	Economic Development	132	134
103	City Marketing	105	106
1,164	Total Revenue	1,191	1,265
Expenses			
1,959	Conference & Function Centre	2,003	2,109
2,423	Economic Development	2,467	2,655
507	International Relations	527	559
601	City Marketing	639	682
201	Economic Events	288	287
5,692	Total Expenses	5,924	6,292
4,527	NET OPERATING COST OF ACTIVITY	4,733	5,026
Rating Requirement			
(564)	Less Depreciation	(506)	(567)
419	Plus Net Capital Renewal (3 Year Average)	682	710
9	Plus Debt Repayment	9	9
4,391	RATES REQUIREMENT	4,918	5,178
Capital Expenditure			
465	Renewal	1,018	566
-	New	77	78
465	Total Capital Expenditure	1,094	644
Funded By			
419	Rates	682	710

46	New Borrowing / (Repayment)	412	(66)
465	Total	1,094	644

Economic Development - Operational					
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change	
✓	1344-Major Events Fund	288	287		
✓	1480-Sponsorship Opportunities for Council with economic benefits	55	54		
✓	1842-Information Centre - Building Maintenance	49	12	Building Maintenance Budgets held at Current year levels	
✓	1983-Conference & Function Centre - Building Maintenance	43	20		
		435	373		

Economic Development - Capital Renewal					
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change	
✓	251-Conference & Function Centre - Replacement of Equipment	37	38		
✓	270-Holiday Park - Renewals	262	300		
✓	664-Conference & Function Centre - Renewals	629	138	Partially deferred until 10YP, urgent renewals completed.	
✓	1166-Conference & Function Centre - Equipment Purchases	73	74		
✓	1730-Information Centre - Building Renewals	16	16		
		1,018	566		

Economic Development - Capital New					
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change	
✓	1535-City-wide - Campervan Dump Stations	77	78		

77	78	-
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Active and Public Transport - Activity Financial Statements

Budget 2022/23 \$'000s	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	INFORMATION / MAIN REASON FOR CHANGE
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Revenue			
835	Active Transport	879	868
143	Footpaths	148	150
133	Public Transport	137	139
1,111	Total Revenue	1,164	1,157

Expenses			
2,171	Active Transport	3,575	2,755 Change in depreciation rates results in lower depreciation expense.
2,223	Footpaths	3,137	2,274 Change in depreciation rates results in lower depreciation expense.
390	Public Transport	402	217
4,784	Total Expenses	7,115	5,246
3,673	NET OPERATING COST OF ACTIVITY	5,951	4,089

Rating Requirement			
(1,810)	Less Depreciation	(3,406)	(1,789)
(200)	Less Transfers To/(From) Reserves	-	-
679	Plus Net Capital Renewal (3 Year Average)	642	706
388	Plus Debt Repayment	530	480
2,729	RATES REQUIREMENT	3,717	3,486

Capital Expenditure			
1,078	Renewal	925	1,103
3,671	New	10,804	12,468
4,749	Total Capital Expenditure	11,729	13,571

Funded By			
393	External Revenue Renewal	390	398
1,332	External Revenue New	5,402	11,130

679	Rates			
2,345	New Borrowing / (Repayment)	642	706	
4,749	Total	5,296	1,337	
		11,729	13,571	

Active and Public Transport - Operational				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	1442-Active Transport Behaviour Change Programmes	113	98	
✓	1494-Active and Public Transport Planning & Investigation	78	74	
➤	1878-Active Transport Innovation	106		As a result of public submissions to reducing the overall rates requirement in 2022/23, Council has deferred this programme.
✓	1994-Cycle Path Maintenance	104	102	
✓	1995-Footpath Maintenance	36	36	
✓	2021-Innovating Streets	60	61	
✓	2037-Additional cycle path sweeping	104	105	
		600	476	-

Active and Public Transport - Capital Renewal				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	64-City-wide - Footpath Renewals (Waka Kotahi Subsidies)	690	705	
✓	181-City-wide - Public Transport Infrastructure Renewals	32	33	
✓	648-City-wide - Supporting Cycle Infrastructure Renewals	21	22	
✓	2110-City-wide - Footpath Renewals (No Subsidy)	182	344	
		925	1,103	-

Active and Public Transport - Capital New			
10YP 2023/24	DAB 2023/24		

Status	ID-Name	\$'000s	\$'000s Information / Main reason for change
➤	243-Urban Bus Terminal Redevelopment	2,166	108 Business Case funded out of another programme.
✓	1121-Tennent Drive Improvements - Food HQ & Massey	2,761	- Programme deferred to the 10YP.
➤	1559-City-wide - Urban Cycle Infrastructure Network improvements	2,283	400 Deferred due to new Waka Kotahi funding available.
➤	1803-Neighborhood Streetscape Improvements	32	- Programme deferred to the 10YP.
✓	2026-Active Transport Measurement	212	- Programme deferred to the 10YP.
✓	2056-City-wide - Supporting Cycle Infrastructure Improvements	59	- Programme deferred to the 10YP.
➤	2057-Regional Shared Path Network Improvements	2,320	54 Programme delays due to negotiations.
✓	2120-City-wide - Off Road Shared Path Network Improvements	441	- Programme deferred to the 10YP.
✓	2121-City-wide - Footpath Improvements	529	- Programme deferred to the 10YP.
➤	2132-C/fwd - Neighborhood Streetscape Improvements	-	50 Carry forward of Programme 1830 - City Reserves - Memorial Park - Renewals
➤	2141-C/fwd - Regional Shared Path Network Improvements	-	812 Carry forward of Programme 2057 - Regional Shared Path Network Improvements
*	2207-City-wide - Urban Cycle Infrastructure Network improvements	-	4,593 New Waka Kotahi funding available.
*	2231-City-wide - Transport Choices - Public Transport	-	5,200 New Waka Kotahi funding available.
*	2233-City-Wide - Urban Cycle Infrastructure Improvements - Streets for People	-	1,250 New Waka Kotahi funding available.
		10,804	12,468

Roading - Activity Financial Statements

Budget 2022/23 \$'000s		10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	INFORMATION / MAIN REASON FOR CHANGE
Revenue				
5,254	Parking	5,154	5,522	
3,090	Roads	3,388	3,427	
118	Street Facilities	127	176	
400	Street Lighting	405	414	
522	Traffic Services	538	549	
9,385	Total Revenue	9,613	10,088	
Expenses				
3,133	Parking	2,993	3,484	
16,590	Roads	18,455	16,512	
3,503	Street Facilities	3,968	3,315	Change in depreciate rates results in lower depreciation expense.
1,912	Street Lighting	1,978	2,109	
2,540	Traffic Services	2,749	2,625	
27,677	Total Expenses	30,142	28,045	
18,293	NET OPERATING COST OF ACTIVITY	20,529	17,957	
Rating Requirement				
(8,744)	Less Depreciation	(11,148)	(9,086)	
2,735	Plus Net Capital Renewal (3 Year Average)	3,225	3,264	
1,114	Plus Debt Repayment	1,771	1,565	
13,398	RATES REQUIREMENT	14,377	13,700	
Capital Expenditure				
5,053	Renewal	5,262	5,375	
20,283	New	20,425	12,034	
25,337	Total Capital Expenditure	25,688	17,409	

Funded By				
2,517	External Revenue Renewal	2,565	2,620	
4,070	External Revenue New	9,377	1,894	
814	Development Contributions	1,022	1,022	
2,735	Rates	3,225	3,264	
15,201	New Borrowing / (Repayment)	9,500	8,609	
25,337	Total	25,688	17,409	

Roading - Operational				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	1472-Business Case work for strategic roads (PNITI)	250	257	
✓	1858-Tree Maintenance	106	108	
✓	1932-Urban Transport Improvements - Enabling PNITI - Business Case	107	109	
✓	2001-Transport Network & Asset Management - Operating Cost	120	121	
✓	2007-Road Sealed Pavement Maintenance	130	133	
✗	2009-Transport Advanced Investigation	191		Following assumptions of no additional - advanced investigations in 2023/24.
✓	2010-Transport & three waters subdivision public good	212	155	Continued maintenance of existing budget level
✓	2018-Transport Bridge Maintenance	104	108	
✓	2028-Street Tree Removals	308	200	
✓	2052-Implement Corridor Access Request Fees	(143)	(141)	
		1,386	1,049	-

Roading - Capital Renewal				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	74-City-wide - Street Light Renewals	117	119	
✓	82-Off-street Parking Renewals	80	81	
✓	115-City-wide - Sealed Pavement Renewals (Waka Kotahi Subsidies)	1,965	2,007	
✓	122-City-wide - Road Drainage Renewals	399	408	
✓	139-City-wide - Sealed Road Resurfacing	2,389	2,440	

✓	162-City-wide - Vehicle Crossing Renewals	127	130	
✓	1805-City-wide - Transport structure component renewal	159	163	
✓	2109-City-wide - Sealed Pavement Renewals (No Subsidy)	26	27	
		5,262	5,375	-

Roading - Capital New				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	201-Urban Growth - Development Contributions - Transport	212	217	
✓	279-City-wide - Minor transport improvements	1,407	737	
➤	1003-Whakarongo - Intersection Upgrades	-	114	Some design work to commence ahead of the 10YP.
✓	1367-City-wide - Street Light Infill	923	923	
✓	1615-City-wide - Parking and Traffic Signs and Marking	53	54	
➤	1695-PNITI – Intersection & bridge improvements	5,561	-	Programme deferred to the 10YP.
✓	1804-Road drainage improvements	85	87	
➤	1807-City-wide - Car park infrastructure improvements	425	-	Programme deferred to the 10YP.
✓	1808-City-wide - Street amenity improvements	291	-	Programme deferred to the 10YP.
★	1944-Village Road upgrades to urban standard	234	-	Programme deferred to the 10YP.
✓	2013-PNITI – Strategic Transport Corridor Improvements	5,310	523	
✓	2058-Urban Growth - NEIZ - Transport	265	271	

➤	2059-Urban Transport Improvements - Enabling PNITI	319	- Programme deferred to the 10YP.
➤	2065-Urban Growth - Whakarongo - Transport	212	- Programme deferred to the 10YP.
➤	2111-Kelvin Grove Road - Safety Improvements to intersections	743	- Programme deferred to the 10YP.
✓	2119-Road to Zero - Transport Safety Improvements	2,368	(1,000) Deliverable with programme carry forward.
➤	2123-Urban Growth - Kakatangiata - Transport	319	251
➤	2124-Urban Growth - Ashhurst - Transport	1,699	1,650
➤	2164-C/fwd - PNITI – Intersection & bridge improvements	-	Carry forward of Programme 1695 - PNITI – Intersection & 302 bridge improvements
➤	2169-C/fwd - Urban Growth - NEIZ - Transport	-	Carry forward of Programme 2058 - Urban Growth - NEIZ - 600 Transport
➤	2172-C/fwd - Road to Zero - Transport Safety Improvements	-	Carry forward of Programme 2119 - Road to Zero - 2,905 Transport Safety Improvements from 2021/22.
➤	2174-C/fwd - Urban Growth - Ashhurst - Transport	-	Carry forward of Programme 2124 - Urban Growth - 2,000 Ashhurst - Transport
✱	2206-Storm Damage – August 2022 Rooding	-	950 New Programme to make repairs from damage.
➤	2218-C/fwd - Kelvin Grove Road - Safety Improvements to intersections	-	Carry forward of Programme 2111 - Kelvin Grove Road - 400 Safety Improvements to intersections
➤	2222-C/fwd - Physical deterrent (installation of speed humps) at additional locations	-	50 Carry forward of Programme 2142
➤	2224-C/fwd - Storm Damage – August 2022 Rooding	-	Carry forward of Programme 2206 - Storm Damage – 1,000 August 2022 Rooding
		20,425	12,034

Active Communities - Activity Financial Statements

Budget 2022/23 \$'000s		10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	INFORMATION / MAIN REASON FOR CHANGE
Revenue				
1,952	Central Energy Trust Arena	2,026	2,214	
880	City Reserves	902	922	
135	Local Reserves	138	141	
123	Sportsfields	126	129	
82	Swimming Pools	84	86	
3,172	Total Revenue	3,277	3,493	
Expenses				
6,832	Central Energy Trust Arena	6,852	8,607	Changes in the way labour costs are allocated has resulted in a change of cost structure for each of these sub activities.
5,434	City Reserves	4,300	6,333	
4,040	Local Reserves	4,167	3,631	
3,311	Sportsfields	3,388	3,343	
1,001	Support to recreation groups	1,051	1,104	
2,788	Swimming Pools	2,493	3,015	
23,406	Total Expenses	22,252	26,034	
20,234	NET OPERATING COST OF ACTIVITY	18,976	22,541	
Rating Requirement				
(6,447)	Less Depreciation	(6,128)	(7,871)	
(235)	Less Transfers To/(From) Reserves	-	-	
4,477	Plus Net Capital Renewal (3 Year Average)	4,622	2,746	
1,188	Plus Debt Repayment	1,326	1,283	
19,217	RATES REQUIREMENT	18,795	18,698	
Capital Expenditure				

5,664	Renewal	4,612	3,564
3,368	New	5,812	3,261
9,032	Total Capital Expenditure	10,424	6,825
Funded By			
-	External Revenue New	1,139	140
283	Development Contributions	355	355
4,477	Rates	4,622	2,746
4,271	New Borrowing / (Repayment)	4,309	3,584
9,032	Total	10,424	6,825

Active Communities - Operational				10YP	DAB
Status	ID-Name	2023/24	\$'000s	2023/24	\$'000s
✓	355-Arapuke Forest Management		38		38
✓	799-Events - Major School Sports Events funding (part of Sports Events Partnership Fund)		94		95
✓	1073-City-wide - Reserve Management Planning		67		69
✓	1249-Arapuke Forest Park - Contribution to Manawatu Mountain Bike Club for Trail Development		63		63
✓	1422-Regional Sports Facilities Plan - Investment Process Management (Sport Manawatu)		21		21
✓	1424-Active Community Access Fund - Low Income Opportunities		11		10
➤	1431-Walkways and Shared Paths - Art and Heritage Trails		6		-
✓	1438-Asset Management Planning - Parks underground services investigations		21		20
✓	1611-Free Swimming for Under 5 Year Olds		155		158
✓	1726-Property - Condition Assessments		21		21
✓	1728-Property - Underground Services Investigations		53		51
➤	1885-Asset Management Improvement Plan Task Programme		105		105
✓	1899-Aquatic facilities and water recreation preliminary feasibility study/needs assessment		52		52
✓	1912-Indoor courts preliminary feasibility study/needs assessment		52		52
✓	1973-Arena - Building Maintenance		236		241

✓	1981-City-wide Reserves - Building Maintenance	122	87
✓	1985-Swimming Pools - Splashhurst Pool Maintenance Costs	31	30
✓	1992-Sportsfields - Building Maintenance	72	46
✓	1997-City Reserves- Memorial Park - Operate New Splashpad	23	23
✓	2000-City Reserves - Walkways - Maintain existing network	78	76
✓	2005-Local Reserves - Operation and Maintenance of new assets	183	102
✓	2011-City Reserves - Victoria Esplanade - Operating Costs	94	91
✓	2114-Sports Event Partnership Increased Funding	42	40
*	2125-Support for Manawatu Jets	-	36 Council Resolution to support for 5 years.
		1,641	1,525

Active Communities - Capital Renewal			
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s Information / Main reason for change
✓	819-Central Energy Trust Arena - Replacement of Equipment	46	47
x	1051-CET Arena - Arena Renewals	1,442	- Converted project to Capital New.
✓	1759-CET Arena - Grounds Renewals	47	49
✓	1786-Recreational Buildings - Sports Pavilion and Changing Room Renewals	211	216
✓	1827-Local Reserves - Renewals	721	539
✓	1829-Sportsfields and Artificial Turfs - Renewals	143	100
✓	1830-City Reserves - Memorial Park - Renewals	279	157

✓	1831-City Reserves - Te Marae o Hine - The Square - Renewals	93	95
✓	1832-City Reserves - Ashhurst Domain - Renewals	272	89
✓	1834-City Reserves - Walkways - Renewals	114	117
✓	1835-City Reserves - Linklater Reserve - Renewals	19	19
✓	1837-Swimming Pools - Pool Renewals	664	680
✓	1840-City Reserves - Victoria Esplanade- Renewals	140	75
✓	1962-Arena Security Card System	53	54
✓	1963-Central Energy Trust Arena- Score clock Replacement Arena2	368	377
➤	2147-C/fwd - Swimming Pools - Pool Renewals	-	450 Carry forward of Programme 1837 - Swimming Pools - Pool Renewals
➤	2148-C/fwd - Recreational Buildings - Sports Pavilion and Changing Room Renewals	-	Carry forward of Programme 1786 - Recreational Buildings - Sports Pavilion and 100 Changing Room Renewals
➤	2149-C/fwd - CET Arena - Arena Renewals	-	400 Carry forward of Programme 1051 - CET Arena - Arena Renewals
		4,612	3,564
		-	

Active Communities - Capital New			
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s Information / Main reason for change
✓	111-Local Reserves - Roslyn - Edwards Pit Park Development	37	38
✓	165-Outdoor Adventure Reserves - Arapuke Forest Park/Kahuterawa Development	5	6
➤	761-C/fwd - Clearview Reserve Development	-	41 Carry forward
✓	967-City-wide - Edibles Planting	5	6

✖	990-Central Energy Trust Arena - Southern Grandstand (subject to part external funding)	105	- Programme deferred to the 10YP.
✓	1099-Parks and Reserves - Shade Development	32	62
➤	1133-Sportsfields - Artificial Football Field (subject to part external funding)	2,058	199 Work relies on external funding. Currently in design.
✓	1487-Walkways and Shared Paths - Mangaone Stream Shared Path enhancement - Harness Racing Club planting strip purchase and development	373	-
➤	1560-Sportsfields - Bill Brown Park - Additional Carparking	-	206 Programme will be designed for construction.
✓	1838-City Growth - City Reserves - Victoria Esplanade - Exotic Aviaries	132	135
✓	1845-City Growth - City Reserves - Te Marae o Hine - The Square - Capital New	82	- Programme deferred to the 10YP.
✓	1846-City Growth - City Reserves - Walkway Extensions - Capital New	241	- Programme deferred to the 10YP.
✓	1847-City Growth - City Reserves - Victoria Esplanade - Capital New	608	308 Revised schedule of works, as part of Master Plan.
✓	1850-City Growth - City Reserves - Memorial Park - Capital New	8	8
✓	1851-Sportsfield Improvements - Capital New	223	- Programme deferred to the 10YP.
✓	1852-Local Reserves - Improvements to existing reserves to close identified level of service gaps	147	- Programme deferred to the 10YP.
✓	1853-Local Reserves - Development of Existing Reserves - Capital New	293	300
➤	1857-Urban Growth - Kakatangita - Kikiwhenua - Reserves - Purchase and Development	303	(1,295) Programme delayed - to be deferred to the 10YP.

	1859-Urban Growth - Whakarongo - Reserves Purchase and Development	37	-
➤	1860-Urban Growth - Ashhurst - Reserves Purchase and Development	11	- Programme deferred to the 10YP.
✱	1861-Urban Growth - Flyers Line - Reserves Purchase and Development	796	- Programme deferred to the 10YP.
✓	1884-Local Reserves - Accessibility and Safety Improvements	104	107
✱	1890-City Growth - City Reserves - Victoria Esplanade Master Plan Developments - Stage Two	25	- Programme deferred to the 10YP.
➤	2006-City Centre Play - Fixed Play Development	74	151
➤	2043-Urban Growth - Napier Road Extension - Reserve and walkways purchase and development	114	-
➤	2151-C/fwd - 708 - Urban Growth - Aokautere - Reserves Land Purchase	-	34 Carry forward of Programme 708 - Urban Growth - Aokautere - Reserves Land Purchase
✱	2209-Arena 3 Upgrade	-	1,477 New Roof - Previously Renewal Programme 1051
➤	2216-C/fwd - City Growth - City Reserves - Memorial Park - Capital New	-	184 Carry forward of Programme 1850 - City Growth - City Reserves - Memorial Park - Capital New
➤	2225-C/fwd - Urban Growth - Kakatangita - Kikiwhenua - Reserves - Purchase and Development	-	1,295 Programme 1857 has delays - both deferred to the 10YP.
		5,812	3,261

Arts and Heritage - Activity Financial Statements

Budget 2022/23 \$'000s	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	INFORMATION / MAIN REASON FOR CHANGE
Revenue			
-	-	-	Heritage Management
1	1	1	Other Cultural Facilities
66	67	189	Support to arts, culture & heritage groups
32	33	33	Te Manawa
98	100	223	Total Revenue
Expenses			
196	205	156	Heritage Management
2,548	2,702	2,857	Other Cultural Facilities
2,211	2,286	2,586	Support to arts, culture & heritage groups
4,737	4,564	4,965	Te Manawa
9,692	9,757	10,565	Total Expenses
9,594	9,656	10,342	NET OPERATING COST OF ACTIVITY
Rating Requirement			
(2,615)	(2,178)	(2,798)	Less Depreciation
533	504	516	Plus Net Capital Renewal (3 Year Average)
199	383	150	Plus Debt Repayment
7,712	8,366	8,210	RATES REQUIREMENT
Capital Expenditure			
902	437	448	Renewal
4,862	9,474	3,784	New
5,764	9,911	4,232	Total Capital Expenditure
533	504	516	Funded By Rates

Increased property value results in increased depreciation expense.

5,230	New Borrowing / (Repayment)	9,407	3,716
5,764	Total	9,911	4,232

Arts and Heritage - Operational				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	778-Arts Initiatives	36	35	
✓	1323-Heritage Digitization Programme (City Library)	52	52	
✓	1447-Earthquake prone heritage building fund	158	156	
✓	1464-Massey Arts Funding	10	10	
✓	1469-Local Heritage Programmes	16	15	
✓	1501-Public Sculptures Trust Funding	52	51	
✓	1536-Regent Theatre - Trustee Meeting Fee Grant	7	6	
✓	1537-Caccia Birch - Trustee Meeting Fee Grant	7	-	- Caccia Birch is now an internal function.
✓	1538-Globe Theatre - Trustee Meeting Fee Grant	5	5	
✓	1554-Military Heritage Commemorations	8	8	
✓	1573-Arts Event Fund	52	51	
✓	1824-Care and Maintenance of Public Art and Historic Objects	30	29	
*	1950-Caccia Birch - Development of a Site Masterplan	53	-	- Programme deferred to the 10YP.
✓	1988-Creative Sounds - Building Maintenance	16	15	
*	1989-Te Manawa - Building Maintenance	32	-	- Most work required has been replaced in Capital Programmes.
		535	433	-

Arts and Heritage - Capital Renewal				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	213-Cultural Facilities - Renewals	426	437	

✓	1144-Manawatu Heritage (Archives Digital Repository) Renewal	11	11	
		437	448	-
Arts and Heritage - Capital New				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	902-Property - Seismic Strengthening of Council Properties	9,474	3,384	Programme deferred to the 10YP for prioritisation.
*	2210-Regent Roof Upgrade	-	400	Converted from Programme 213 - Cultural Facilities - Replacement of Structures, Internal Fit Out and Services
		9,474	3,784	-

<u>City Shaping – Activity Financial Statements</u>				
Budget 2022/23 \$'000s		10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	INFORMATION / MAIN REASON FOR CHANGE
Revenue				
-	City Centre	-	-	-
-	Total Revenue	-	-	-
Expenses				
338	City Centre	1,092	500	Small alteration to allocation of depreciation.
72	Place activation	115	79	
120	Placemaking	139	113	
530	Total Expenses	1,346	692	
530	NET OPERATING COST OF ACTIVITY	1,346	692	
Rating Requirement				
(16)	Less Depreciation	(366)	(15)	
58	Plus Debt Repayment	206	77	
572	RATES REQUIREMENT	1,185	753	
Capital Expenditure				
1,889	New	4,684	771	
1,889	Total Capital Expenditure	4,684	771	
Funded By				
-	External Revenue New	2,121	-	
1,889	New Borrowing / (Repayment)	2,563	771	
1,889	Total	4,684	771	

City Shaping - Operational					
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change	
✓	1167-Placemaking Co-created Project (operational)	37	21		
✓	1273-Palmy Unleashed	79	44		
✓	2017-Citycentre Pop Up Play	32	31		
✓	2054-Funding Palmy BID group	263	250		
		411	345		-

City Shaping - Capital New					
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change	
✓	1330-Placemaking Co-created Project (capital)	16	-	- Programme deferred to the 10YP.	
✓	1476-City Centre Laneways Programme	191	-	- Programme deferred to the 10YP.	
➤	2077-Cuba Street urban streetscape improvements - Pitt to Arena (Stage 3)	319	-	- Programme deferred to the 10YP.	
✓	2122-CBD Streets for People	4,158	771	Design to be completed and construction deferred to the 10YP.	
		4,684	771		-

Connected Communities - Activity Financial Statements					
Budget		10YP	DAB		
2022/23		2023/24	2023/24		
\$'000s		\$'000s	\$'000s	INFORMATION / MAIN REASON FOR CHANGE	
Revenue					
755	Cemeteries	774	791		
142	Community Centres	146	149		
423	Libraries	289	344		
3,016	Social Housing	3,159	3,198		
53	Central Energy Trust Wildbase	55	136		
	Community & Commemorative Events	43	1	Correction to budget. Income not earned from these types of events.	
625	Public Health	639	626		
5,014	Total Revenue	5,105	5,246		
Expenses					
1,334	Cemeteries	1,420	1,541		
961	Community Centres	944	1,094		
9,827	Libraries	10,689	10,463		
827	Public toilets	664	1,046		
4,232	Social Housing	3,936	4,776	Increased property value results in increased depreciation expense.	
2,537	Support to community groups	2,531	2,599		
				Changes in the way labour costs are allocated has resulted in a change of cost structure for each of these sub activities.	
957	Central Energy Trust Wildbase	1,000	1,088		
1,536	Community & Commemorative Events	1,425	1,592		
2,085	Public Health	2,214	2,207		
24,297	Total Expenses	24,822	26,406		
19,283	NET OPERATING COST OF ACTIVITY	19,717	21,161		
Rating Requirement					
(4,013)	Less Depreciation	(3,972)	(4,377)		
(120)	Less Transfers To/(From) Reserves	-	-		

2,187	Plus Net Capital Renewal (3 Year Average)	2,312	2,430
446	Plus Debt Repayment	662	597
17,783	RATES REQUIREMENT	18,719	19,810
Capital Expenditure			
2,928	Renewal	2,545	2,909
5,844	New	1,427	2,118
8,772	Total Capital Expenditure	3,972	5,027
Funded By			
-	External Revenue Renewal	79	162
30	External Revenue New	-	-
2,187	Rates	2,312	2,430
6,556	New Borrowing / (Repayment)	1,581	2,435
8,772	Total	3,972	5,027

Connected Communities - Operational				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	812-Youth Council Grants and Scholarships	9	9	
✓	1157-Military Heritage Commemorations (Events)	30	42	
✓	1262-Ashhurst Christmas Lights	3	3	
✓	1448-Welcoming Communities	105	106	
✓	1463-Play Palmy	5	5	
✓	1465-Contestable Community Events Fund	27	27	
✓	1506-Community Events	463	629	Return to pre-Covid levels
✓	1574-Hancock Community House Management Fund	64	64	
✗	1935-Cats - Public Education & Colonies Management	16	-	Programme not supported.
✓	1941-City Library (all sites) - Removal of overdue fines (Youth and Childrens)	42	41	
✗	1945-City Library (all sites)- Library Management System replacement or upgrade	63	-	Programme deferred to the 10YP.
✓	1952-Companion Card	10	10	
✓	1980-CET Wildbase Recovery Centre - Building Maintenance	57	37	
✓	1982-Library - Building Maintenance	101	101	
✗	1987-Community Centres - Building Maintenance	31	-	Budget available in other budgets.
✓	1991-Public Toilets - Building Maintenance	125	127	
✓	2023-Increase to Community Development Small Grants Fund #2	64	64	

	2115-Social Housing restrict rents to a maximum of 25% of the tenant's benefit or NZ superannuation	147	145
✓	2116-Funding for Strategic Priority Grants (increased funding)	139	137
		1,501	1,545
			-

Connected Communities - Capital Renewal			
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s Information / Main reason for change
➤	178-City Library (all sites) Replacement of Shelving, Furniture and Equipment	38	39
✓	180-Social Housing - Renewals	524	531
✓	186-Public Toilets - Renewals	168	173
➤	188-City Library Replacement and Purchase of Library Materials	842	863
➤	202-Central Library Interior Design Renewals	21	22
➤	203-Community Libraries, Youth Space, Blueprint and Mobile Library Interior Design Renewals	33	34
✓	265-Community Centres - Renewals	84	86
✓	1120-Community Libraries - Renewals	53	54
✓	1136-CET Wilbase Recovery Centre - Renewals	105	108
✓	1138-Digital Technology to Support 21st Century Citizens and Service (Renewal)	54	55
✓	1139-Radio Frequency Identification (RFID) Materials Management	53	54
✓	1269-Bylaw Signage - Replacement	7	7

✖	1742-Social Housing - Grounds Renewals	31	Grounds renewals can be addressed through programmes 180 (Social Housing renewals) and 2022 (Property - Hard - Surfaces Renewals).
✖	1744-Social Housing - Hard Surface Renewals	105	Hard Surface renewals can be addressed through programmes 180 (Social Housing renewals) and 2022 (Property - Hard Surfaces Renewals).
✓	1769-Community Agency Facilities - Renewals	21	22
✓	1775-Central Library - Renewals	105	108
✓	1796-Cemeteries - Building Renewals	42	93
✓	1828-Cemeteries - Non-Building Asset Renewals	100	102
✓	1971-CET Wildbase Recovery Signage	79	81
✓	1972-CET Wildbase Recovery Digital Capacity	79	81
➤	2090-C/fwd - Public Toilets - Renewals	-	124 Carry forward of Programme 180 - City-wide - Community Housing Refurbishments
➤	2091-C/fwd - Cemeteries - Crematorium Chapel Interior Renewals	-	66 Carry forward of programme 567 - Cemeteries - Crematorium Chapel Interior Renewals from 2021/22
➤	2185-C/fwd - Cemeteries - Kelvin Grove - Crematorium Office reconfiguration to address health and safety issues	-	147 Carry forward of Programme 563 - Cemeteries - Kelvin Grove - Crematorium Office reconfiguration to address health and safety issues from 2021/22.
➤	2214-C/fwd - Central Library - Renewals	-	60 Carry forward of Programme 1775 - Central Library - Renewals
		2,545	2,909

Connected Communities - Capital New			
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s
✓	161-Public Toilets - New City-wide Toilets	263	270
✓	1459-Social Housing - Additional Social Housing Units	1,049	1,049

➤	1585-C/fwd - City-wide - Public Toilets	-	156 Toilets on Walkways and reserves
✓	1833-City Growth - Cemeteries - Extensions to burial and ashes areas to meet demand	115	118
➤	2155-C/fwd - Social Housing - Papaioea Place Redevelopment - Stage 3	-	322 Carry forward programme for completion in July.
➤	2215-C/fwd - Cemeteries - Kelvin Grove - Replacement & enhancement of staff facilities	-	203 Seismic Strengthening of the Crematorium.
		1,427	2,118
		-	

Safe Communities - Activity Financial Statements					
Budget		10YP	DAB	INFORMATION / MAIN REASON FOR CHANGE	
2022/23		2023/24	2023/24		
\$'000s		\$'000s	\$'000s		
Revenue					
947	Animal Control	908	948		
947	Total Revenue	908	948		
Expenses					
1,068	Animal Control	1,301	1,126		
917	Civil Defence	934	897		
436	Safer Community Initiatives	486	465		
2,421	Total Expenses	2,722	2,488		
1,473	NET OPERATING COST OF ACTIVITY	1,814	1,540		
Rating Requirement					
(177)	Less Depreciation	(250)	(235)		
242	Plus Net Capital Renewal (3 Year Average)	104	95		
91	Plus Debt Repayment	177	182		
1,630	RATES REQUIREMENT	1,845	1,581		
Capital Expenditure					
533	Renewal	94	85		
4,500	New	-	2,850		
5,033	Total Capital Expenditure	94	2,935		
Funded By					
242	Rates	104	95		
4,791	New Borrowing / (Repayment)	(9)	2,840		
5,033	Total	94	2,935		

Safe Communities - Operational				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change

✓	1458-New MPI Code of Welfare compliance	60	60	
✓	1539-City Ambassadors	37	71	
		96	131	-

Safe Communities - Capital Renewal				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change

✓	1512-CCTV replacements	84	85	
➤	1737-Animal Shelter - Renewals	10	-	Renewals deferred due to new building construction.
		94	85	-

Safe Communities - Capital New				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change

➤	1552-Animal Shelter - New Building	-	2,324	Construction has commenced later than planned.
➤	2080-C/fwd - Animal Shelter - New Building	-	526	Carry forward of Programme 1552 - Animal Shelter - New Building
		-	2,850	-

<u>Climate change mitigation and adaption - Activity Financial Statements</u>					
Budget		10YP	DAB		
2022/23		2023/24	2023/24		
\$'000s		\$'000s	\$'000s	INFORMATION	MAIN REASON FOR CHANGE
Revenue					
-	Climate change mitigation and adaption	-	-	-	
-	Total Revenue	-	-	-	
Expenses					
230	Climate change mitigation and adaption	388	258		
230	Total Expenses	388	258		
230	NET OPERATING COST OF ACTIVITY	388	258		
Rating Requirement					
-	Less Depreciation	(68)	-		
1	Plus Debt Repayment	46	19		
231	RATES REQUIREMENT	367	277		
Capital Expenditure					
1,066	New	1,091	1,092		
1,066	Total Capital Expenditure	1,091	1,092		
Funded By					
1,066	New Borrowing / (Repayment)	1,091	1,092		
1,066	Total	1,091	1,092		

Climate change mitigation and adaption - Operational					
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change	
✓	1920-Climate Change and Sustainability Resource	105	104		
*	2019-PNCC zero-carbon feasibility study	31	30		
		136	134		-

Climate change mitigation and adaption - Capital New					
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change	
✓	1888-Low Carbon Fund	1,049	1,049		
✓	1924-Improving remote monitoring capabilities	42	43		
		1,091	1,092		-

Environmental sustainability - Activity Financial Statements					
Budget 2022/23 \$'000s		10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	INFORMATION / MAIN REASON FOR CHANGE	
Revenue					
-	Biodiversity	-	-	-	-
-	Total Revenue	-	-	-	-
Expenses					
341	Biodiversity	383	358		
165	Support to environmental groups	169	173		
509	Sustainable Practices	446	297		
1,015	Total Expenses	999	827		
1,015	NET OPERATING COST OF ACTIVITY	999	827		
Rating Requirement					
-	Less Depreciation	(8)	-		
(103)	Less Transfers To/(From) Reserves	-	-		
22	Plus Debt Repayment	27	34		
934	RATES REQUIREMENT	1,018	861		
Capital Expenditure					
108	New	530	112		
108	Total Capital Expenditure	530	112		
Funded By					
-	External Revenue New	281	-		
108	New Borrowing / (Repayment)	249	112		
108	Total	530	112		

Environmental sustainability - Operational				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	268-Arapuke Forest Park/Kahuterawa Pest Control and Biodiversity Protection and Enhancement	64	65	
✓	764-City-wide - Council Facility Energy Use Monitoring	60	61	
✓	835-Ashurst Domain - Biodiversity Improvements as Part of Manawatu Gorge Project	47	48	
✓	1080-City-wide -Biodiversity Increased Plant and Animal Pest Control	32	31	
✓	1145-Green Corridors Project - Continued Development	96	100	
✓	1450-Predator Free Palmerston North	27	26	
✓	1453-Freshwater Body Improvements	44	43	
*	1916-Delivery of sustainable education outcomes	42	40	
		410	413	-

Environmental sustainability - Capital New				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	1077-Citywide - Biodiversity Enhancement Through Native Planting	32	33	
✓	1451-Property - LED Lighting Upgrades	79	80	
➤	1959-EnviroHub Building (subject to external funding)	419	-	Programme deferred to the 10YP.
		530	112	-

Manawatu River - Activity Financial Statements				
Budget		10YP	DAB	
2022/23		2023/24	2023/24	
\$'000s		\$'000s	\$'000s	INFORMATION / MAIN REASON FOR CHANGE
Revenue				
10	Manawatu River	11	10	
10	Total Revenue	11	10	
Expenses				
147	Manawatu River	700	334	Significant delays in capital expenditure results in lower depreciation and interest expense.
147	Total Expenses	700	334	
137	NET OPERATING COST OF ACTIVITY	690	324	
Rating Requirement				
-	Less Depreciation	(230)	-	
12	Plus Net Capital Renewal (3 Year Average)	14	14	
39	Plus Debt Repayment	165	36	
189	RATES REQUIREMENT	639	373	
Capital Expenditure				
6	Renewal	28	29	
10	New	1,035	535	
17	Total Capital Expenditure	1,063	564	
Funded By				
12	Rates	14	14	
4	New Borrowing / (Repayment)	1,050	550	
17	Total	1,063	564	

Manawatu River - Operational					
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change	
✓	1486-City Reserves - Te Apiti Manawatu Gorge Masterplan Implementation	105	105		
✓	1998-City Reserves - Manawatu River Park - Operation and Maintenance	82	80		
		187	185		-

Manawatu River - Capital Renewal					
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change	
✓	1825-City Reserves - Manawatu River Park - Renewals	28	29		
		28	29		-

Manawatu River - Capital New					
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change	
➤	1844-City Growth - City Reserves - Manawatu River Park - Capital New	744	200	Deliver works under contract and reconfirm Master Plan in the 10YP.	
✓	1892-City Growth - City Reserves - Manawatu River Park - Hokowhitu Lagoon Development Plan	76	78		
➤	1894-City Growth - City Reserves - Manawatu River Park - Marae Tarata Development Plan - Implementation	216	108		
➤	1895-City Growth - City Reserves - Manawatu River Park - Te Motu o Poutoa Development Plan - Implementation	-	150	Design in process.	
		1,035	535		-

Resource Recovery - Activity Financial Statements				
Budget 2022/23 \$'000s		10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	INFORMATION / MAIN REASON FOR CHANGE
Revenue				
231	Landfill Management	237	242	
1,359	Waste Management	1,488	1,517	
1,770	Waste Minimisation	1,684	2,085	
3,360	Total Revenue	3,409	3,844	
Expenses				
509	Landfill Management	540	1,790	
2,287	Waste Management	2,043	2,713	Additional resources to meet Councils goals.
6,687	Waste Minimisation	6,765	6,573	
9,484	Total Expenses	9,349	11,075	
6,124	NET OPERATING COST OF ACTIVITY	5,940	7,231	
Rating Requirement				
(674)	Less Depreciation	(989)	(814)	
(65)	Less Transfers To/(From) Reserves	-	-	
556	Plus Net Capital Renewal (3 Year Average)	709	550	
412	Plus Debt Repayment	443	449	
6,352	RATES REQUIREMENT	6,102	7,416	
Capital Expenditure				
479	Renewal	432	515	
1,422	New	529	1,211	
1,900	Total Capital Expenditure	961	1,726	
Funded By				
	External Revenue New	-	-	
556	Rates	709	550	

1,345	New Borrowing / (Repayment)	252	1,177
1,900	Total	961	1,726

Resource Recovery - Operational				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	974-City-wide - Rubbish & Recycling - Communication, Education and Resource Materials	32	10	
✓	1425-Awapuni Closed Landfill - Waste Mixed Colour Glass Stockpile Processing	49	49	
➤	1724-City-wide - Diversion of Waste from Landfill - Investigation Studies	80		As a result of Resourcing constraints, Council has deferred this programme.
✕	1811-City-Wide - Bi-Annual Hazardous Waste Day	53	51	
✱	1886-City-wide - Rubbish & Recycling - Resource Consent Application Renewals	13	12	
✓	1908-City-Wide - Rubbish & Recycling - Asset Condition Assessments	53	53	
✓	1909-Waste Minimisation Levy - Contestable Fund	42	41	
✓	2044-City-Wide - Kerbside Food Waste - Investigations and Trial	74	74	
		397	291	-

Resource Recovery - Capital Renewal				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	185-Closed Landfills and Transfer Stations - Site Renewals	37	38	
✓	612-Recycling - City-wide Wheelie Bin and Crate Renewals	162	100	
✓	649-Recycling - Materials Recovery Facility Renewals	90	92	

✓	1368-City-wide - Public Space Rubbish & Recycling Bins Renewals	48	49
✓	1374-City-wide - Recycling Drop Off Facilities - Renewals	11	11
➤	1576-C/fwd - Recycling - Materials Recovery Facility Renewals	-	140 Facility Renewals
✓	1721-Composting Activity Site Renewals	8	9
✓	1784-Rubbish and Recycling Buildings - Renewals	74	76
		432	515
			-

Carry forward of Programme 649 - Recycling - Materials Recovery

Resource Recovery - Capital New			
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s Information / Main reason for change
✓	506-City-wide - Public Space Rubbish & Recycling Bins Development	67	35
✓	657-Urban Growth - Recycling - City-wide Wheelie Bins and Crates	74	76
✓	721-Awapuni Closed Landfill - Landscaping Development	27	27
✖	1371-Closed Landfills and Transfer Stations - Safety, Security and Development	53	- Programme deferred to the 10YP.
✓	1410-Recycling - City-wide Recycling Services to Commercial/organisational Properties Development	42	43
➤	1783-Rubbish and Recycling Buildings - Staff Welfare and Health and Safety Improvements	-	300 Continuation of current year programme.
✓	1810-City-wide - Diversion of Waste from Landfill - New Materials Development	265	-

➤	2158-C/fwd - City-wide - Diversion of Waste from Landfill - New Materials Development	-	Carry forward of Programme 1810 - City-wide - Diversion of Waste from Landfill - New Materials Development
➤	2161-C/fwd - Closed Landfills and Transfer Stations - Safety, Security and Development	-	Carry forward of Programme 1371-Closed Landfills and Transfer Stations - Safety, Security and Development
➤	2217-C/fwd - City-wide - Public Space Rubbish & Recycling Bins Development	-	Carry forward of Programme 2161 - Closed Landfills and Transfer Stations - Safety, Security and Development
✱	2227-Resource Recovery Centre Power and Data Resilience	-	Current Power and Data centre provide via WWTP. Need to create 500 separate power and data centre.
		529	1,211
		-	

<u>Stormwater - Activity Financial Statements</u>					
Budget 2022/23 \$'000s			10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	INFORMATION / MAIN REASON FOR CHANGE
Revenue					
6	Stormwater Collection and Disposal		6	7	
6	Total Revenue		6	7	
Expenses					
4,361	Stormwater Collection and Disposal		5,585	5,115	
4,361	Total Expenses		5,585	5,115	
4,355	NET OPERATING COST OF ACTIVITY		5,578	5,108	
Rating Requirement					
(2,054)	Less Depreciation		(2,196)	(2,321)	
968	Plus Net Capital Renewal (3 Year Average)		994	841	
174	Plus Debt Repayment		449		
3,443	RATES REQUIREMENT		4,825	3,628	
Capital Expenditure					
928	Renewal		1,136	230	
2,429	New		4,755	5,764	
3,356	Total Capital Expenditure		5,891	5,993	
Funded By					
132	Development Contributions		166	166	
968	Rates		994	841	
2,257	New Borrowing / (Repayment)		4,731	4,987	
3,356	Total		5,891	5,993	

Stormwater - Operational				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	1369-City-wide Data Collection and WQ Monitoring	202	106	
✓	1614-Stormwater - Open channels and drains - maintenance	404	350	
✓	1709-City-wide - Stormwater Condition Assessments	117	114	
✓	1710-City-wide - Stormwater Modelling, Consenting and Planning	198	200	
✓	1930-City-wide - Maintenance of Stormwater Treatment Devices	53	18	
✓	2002-Stormwater Reticulation Network Maintenance	64	24	
✓	2003-Stormwater Pump Station Operation & Maintenance	25	24	
		1,063	837	-

Stormwater - Capital Renewal				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	20-City-wide - Stormwater Pump Station Renewals	499	100	
✓	1062-City-wide - Stormwater Network Renewal Works	637	51	Some renewals transferred to New
➤	2232-C/fwd - City-wide - Stormwater Pump Station Renewals	-	79	Carry forward of Programme 20 - City-wide - Stormwater Pump Station Renewals
		1,136	230	-

Stormwater - Capital New

10YP DAB

Status	ID-Name	2023/24		Information / Main reason for change
		\$'000s	\$'000s	
✓	51-Urban Growth - Development Contributions - Stormwater	212	217	
➤	1001-Urban Growth - Whakarongo - Stormwater	106	2,500	Delays in prior years.
✓	1060-City-wide - Stormwater Network Improvement Works	1,317	1,945	
➤	1065-Urban Growth - Kakatangiata - Stormwater	850		- Programme deferred to the 10YP.
➤	1372-City-wide Stormwater Pump Stations Improvement	499		- Programme deferred to the 10YP.
➤	1706-City-wide - Stormwater Network Resilience	175		- Programme deferred to the 10YP.
✓	1708-City-wide - Stormwater Flood Mitigation	1,036	157	Construction budget deferred with carry forward of \$73k
✱	2034-Urban Growth - Ashhurst - Stormwater	560	572	
➤	2176-C/fwd - City-wide Stormwater Pump Stations Improvement	-	300	Carry forward of Programme 1372 - City-wide Stormwater Pump Stations Improvement
➤	2177-C/fwd - City-wide - Stormwater Flood Mitigation	-	73	Carry forward of Programme 1708 - City-wide - Stormwater Flood Mitigation
		4,755	5,764	-

Wastewater - Activity Financial Statements				
Budget		10YP	DAB	
2022/23		2023/24	2023/24	
\$'000s		\$'000s	\$'000s	INFORMATION / MAIN REASON FOR CHANGE
Revenue				
6	Wastewater Collection	6	6	
1,357	Wastewater Treatment and Disposal	1,269	1,297	
1,363	Total Revenue	1,276	1,303	
Expenses				
6,213	Wastewater Collection	6,408	7,508	
4,795	Wastewater Treatment and Disposal	6,941	5,891	
11,008	Total Expenses	13,349	13,399	
9,645	NET OPERATING COST OF ACTIVITY	12,073	12,096	
Rating Requirement				
(4,760)	Less Depreciation	(4,512)	(5,619)	
5,015	Plus Net Capital Renewal (3 Year Average)	5,099	5,148	
394	Plus Debt Repayment	674		
10,293	RATES REQUIREMENT	13,334	11,626	
Capital Expenditure				
4,349	Renewal	4,065	4,184	
7,141	New	22,592	10,836	
11,490	Total Capital Expenditure	26,657	15,020	
Funded By				
1,022	Development Contributions	1,283	1,283	
5,015	Rates	5,099	5,148	
5,453	New Borrowing / (Repayment)	20,275	8,589	
11,490	Total	26,657	15,020	

Wastewater - Operational				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✖	1319-Totara Road Wastewater Treatment Plant - Consent Renewal Upgrade Options Analysis	1,096		- Change in accounting treatment from Operating to Capital (#2128)
✓	1401-City-wide - Infiltration & Inflow Investigations	478	259	Continued maintenance of existing budget level
✖	1716-City-wide - Wastewater Facility Condition Assessment Programme	85		- Programme not required.
✓	1717-City-wide - Wastewater Pipeline Condition Assessment Programme	393	194	Continued maintenance of existing budget level
✓	1718-City-wide Pressure Wastewater systems operation	65	2	Minor budget provision retained for 2023/24
✓	1719-City-wide - Decommissioning of Redundant Wastewater Mains	212	207	
✓	1720-Operate and Maintain Wastewater Network Model	53	51	Programme completion expected in 2023/24
✓	1802-Wastewater Pump Stations - Building Maintenance	22	10	Continued maintenance of existing budget level
✓	1843-Wastewater Treatment Plant - Building Maintenance	74	36	Continued maintenance of existing budget level
✓	1999-Wastewater Reticulation Network Maintenance	144	76	Continued maintenance of existing budget level
✓	2004-Wastewater Reticulation Pump Stations Operation & Maintenance	21	20	
		2,643	856	-

Wastewater - Capital Renewal				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	54-City-wide - Wastewater Pipe Renewal	2,655	2,712	

✓	65-City-wide - Wastewater Pump Station Renewal	340	347	
✓	179-Totara Road Wastewater Treatment Plant - Minor Equipment Renewals	425	234	
✓	1068-Totara Road Wastewater Treatment Plant - Replacement of Inlet Pumps	212	100	
➤	1380-Totara Rd WWTP - Biogas Generator Major Overhauls	159	-	Programme deferred to the 10YP.
➤	1589-C/fwd - Totara Road Wastewater Treatment Plant - Minor Equipment Renewals	-	235	Carry forward of Programme 1068 - Totara Rd WWTP Inlet Pump replacements
➤	1714-City-wide Wastewater Trunk Mains Renewal	212	193	
✓	1799-Wastewater Treatment Plant - Buildings Renewals	53	54	
✓	1801-Wastewater Pump Stations - Building Renewals	8	9	
➤	2095-C/fwd - City-wide - Wastewater Pump Station Renewal	-	100	Carry forward of Programme 65 - City-wide - Wastewater Pump Station Renewal
➤	2146-C/fwd - Totara Rd WWTP - Biogas Generator Major Overhauls	-	200	Carry forward of Programme 1380 - Totara Rd WWTP - Biogas Generator Major Overhauls
		4,065	4,184	-

Wastewater - Capital New			
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s Information / Main reason for change
➤	66-Totara Road Wastewater Treatment Plant - Resilience Programme	828	456
✓	73-Urban Growth - Development Contributions - Wastewater	106	108
➤	210-Urban Growth - NEIZ - Wastewater	531	-
			Programme deferred to the 10YP.

✓	628-Totara Road Wastewater Treatment Plant - Consent Renewal Upgrade	18,507	3,000	Programme timing corrected.
➤	1000-Urban Growth - Whakarongo - Wastewater	283	-	Programme deferred to the 10YP.
➤	1074-Totara Road Wastewater Treatment Plant - Earthquake Strengthening of Civil Structures	1,062	280	Programme timing corrected.
➤	1597-C/fwd - Urban Growth - Kakatangiata - Installation of Wastewater Systems	-	277	Carry forward of Programme 1055 - Urban Growth - Kakatangiata - Wastewater
➤	1616-City-wide - Wastewater Pump Station - Capacity Upgrade	690	548	
➤	1617-Totara Road Wastewater Treatment Plant - Biogas System Improvements	-	1,247	Design work for the 10YP.
➤	1711-Industrial Growth - Longburn Industrial Park - Wastewater	-	651	Prior years delays.
➤	1712-City-wide Wastewater wet weather overflow mitigation	212	-	Programme deferred to the 10YP.
➤	1821-City-wide Wastewater Pipeline Realignment of at-risk mains	53	151	
➤	2030-Urban Growth - Aokautere - Wastewater	319	-	Programme deferred to the 10YP.
➤	2178-C/fwd - Totara Road Wastewater Treatment Plant - Resilience Programme	-	140	Carry forward of Programme 66 - Totara Road Wastewater Treatment Plant - Major Equipment Upgrades
➤	2179-C/fwd - City-wide - Wastewater Pump Station - Capacity Upgrade	-	50	Carry forward of Programme 1616 - Totara Road Wastewater Treatment Plant - Power Supply Upgrade
➤	2180-C/fwd - Totara Road Wastewater Treatment Plant - Biogas System Improvements	-	927	Carry forward of Programme 1074 - Totara Rd WWTP - Earthquake Strengthening of WWTP Civil Structures
➤	2189-C/fwd - WWTP - Wastewater Discharge Consent Project	-	2,000	Carry forward of Programme 628 - Totara Road Wastewater Treatment Plant - Consent Renewal Upgrade
★	2229-City-wide - Wastewater Pipe Improvement	-	1,000	New programme from Renewals

22,592	10,836	-
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Water - Activity Financial Statements					
Budget		10YP	DAB		
2022/23		2023/24	2023/24		
\$'000s		\$'000s	\$'000s	INFORMATION / MAIN REASON FOR CHANGE	
Revenue					
30	Water Collection	31	31		
56	Water Distribution	59	59		
10	Water Treatment	11	11		
96	Total Revenue	101	101		
Expenses					
2,364	Water Collection	2,958	2,777		
4,994	Water Distribution	4,830	6,356		
2,087	Water Treatment	2,315	2,432		
9,445	Total Expenses	10,103	11,565		
9,349	NET OPERATING COST OF ACTIVITY	10,002	11,464		
Rating Requirement					
(3,882)	Less Depreciation	(3,404)	(4,661)		
6,108	Plus Net Capital Renewal (3 Year Average)	6,323	6,235		
624	Plus Debt Repayment	1,036			
12,198	RATES REQUIREMENT	13,958	13,038		
Capital Expenditure					
6,112	Renewal	5,257	5,380		
6,419	New	10,710	6,841		
12,530	Total Capital Expenditure	15,967	12,221		
Funded By					
337	Development Contributions	423	423		
-	Asset Sales	486	479		
6,108	Rates	6,323	6,235		

6,086	New Borrowing / (Repayment)	8,735	5,084
12,530	Total	15,967	12,221

Water - Operational			
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s Information / Main reason for change
✓	1052-Turitea Dams - Dam Safety Assurance Programme	42	41
✕	1246-Three Waters Public Education - Water	42	As a result of public submissions to the Draft Annual Budget in 2022/23, Council has removed this programme and will look at alternative arrangements to deliver public advice on three waters - activities.
✓	1798-Water Treatment Plant - Buildings Maintenance	62	31 Continued maintenance of existing budget level
✓	1812-City-wide - Water Supply Network Modelling	16	15
✓	1813-City-wide - Water Supply Condition Assessments	32	51
✓	1881-Water Pump Station - Building Maintenance	16	10 Continued maintenance of existing budget level
✱	1905-Turitea Dams - Turitea Forest Harvest		5 Forest work required.
✓	1996-Turitea Dams - Catchment Management	207	106 Continued maintenance of existing budget level
✓	2053-Implement Commercial Backflow Fee	(50)	(50)
		367	209 -

Water - Capital Renewal			
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s Information / Main reason for change
✓	88-Turitea WTP - Falling Main Rehabilitation	106	108

✓	199-City-wide - Water Supply Bore and Network Facility Renewals	891	910
✓	207-Turitea WTP - Equipment and Facility Renewals	395	404
✓	214-City-wide - Water Toby and Manifold Renewals	531	542
✓	218-City-wide - Water Main Renewals	2,671	2,728
✓	1700-City-wide - Water Meter Renewals	342	349
✓	1701-City-wide - Water Supply Valve & Hydrant Renewals	212	217
✓	1797-Water Treatment Plant - Building Renewals	32	33
✓	1822- Water Pump Stations - Building Renewals	8	19
✓	2042-Turitea WTP - Raw Water Main Renewal	69	71
		5,257	5,380
			-

Water - Capital New			
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s Information / Main reason for change
➤	124-Turitea WTP - Drinking Water Standards Upgrades	1,524	- Programme requires investigation to occur first.
➤	132-City-wide - Water Supply Resilience - Trunk Mains	1,588	- Work is not essential in this year.
✓	246-Urban Growth - Development Contributions - Water Supply	265	271
✓	986-Turitea Dams - Aeration Upgrade	127	60
➤	1004-Urban Growth - Whakarongo - Water Supply	43	- Prior year delays.
➤	1005-Urban Growth - NEIZ - Water Supply	966	-

✓	1054-Ashhurst - Water Quality Improvements	1,371	400 Design for further construction.
✓	1384-City-wide - Water Supply Resilience - Additional Reservoirs	2,124	669 Work intended to be over multiple years.
✓	1389-City-wide - Water Supply Resilience - Security of Supply	-	500 Design work for the 10YP.
➤	1663-C/fwd - Palmerston North - District Metering Areas	-	Carry forward of Programme 1388 - Palmerston North - 170 District Metering Areas for Water Supply
➤	1841-Urban Growth - Ashhurst - Water Supply	-	1,359
✱	1864-Longburn Extension - Water Supply	59	120
✱	1873-City-wide - Water Main Upgrades - Firefighting	159	- Work is already completed.
✓	1883-Water Operations -Small Plant & Equipment - New	8	59
➤	2048-City-wide - Water Toby and Manifold enhancements	2,363	500 Works completed under renewal programmes.
➤	2060-City-wide - Commercial Water Meters	112	174
➤	2085-C/fwd - Turitea WTP - Drinking Water Standards Upgrades	-	300 Water Standards Upgrades
➤	2188-C/fwd - Turitea WTP - Water Supply Resilience - Upgrades	-	759 Supply Resilience - Upgrades
✱	2226-Urban Growth - Terrace End Bore	-	200 Required prior to thr 10YP
✱	2228-City-wide - Water Main Improvement	-	1,300 Identified upgrades of infrastructure in place.
		10,710	6,841

Governance and Active Citizenship - Activity Financial Statements

Budget 2022/23 \$'000s		10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	INFORMATION / MAIN REASON FOR CHANGE
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Revenue				
10	Councillor Meetings and Administration	11	11	
215	Direction Setting	220	215	
134	Elections	-	3	
360	Total Revenue	231	230	
Expenses				
2,594	Councillor Meetings and Administration	2,375	2,639	
5,605	Direction Setting	5,286	5,331	
381	Elections	44	3	
1,488	Mayoral and Chief Executive's Office	1,558	1,460	
10,067	Total Expenses	9,263	9,434	
9,707	NET OPERATING COST OF ACTIVITY	9,032	9,204	
Rating Requirement				
(6)	Less Depreciation	(11)	(6)	
(450)	Less Transfers To/(From) Reserves	-	-	
1	Plus Debt Repayment	8	21	
9,252	RATES REQUIREMENT	9,029	9,219	
Capital Expenditure				
230	New	-	-	
230	Total Capital Expenditure	-	-	
Funded By				
230	New Borrowing / (Repayment)	-	-	
230	Total	-	-	

Governance and Active Citizenship - Operational					
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change	
✓	1190-Smokefree Education	5	5		
✓	1911-Strategic monitoring	89	88		
✓	1922-Elections- Representation Review	16		- Completed before October 2022 Elections.	
✗	1936-Funding for Section 17a Review	52		- Programme deferred to the 10YP.	
		163	93		-

Organisational performance - Activity Financial Statements

Budget 2022/23 \$'000s		10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	INFORMATION / MAIN REASON FOR CHANGE
Revenue				
277	Civic Administration Building	283	287	
103	Financial Services	105	239	
30	Print Synergy	31	32	
410	Total Revenue	419	557	
Expenses				
551	Civic Administration Building	778	590	
951	Financial Services	619	726	
509	Human Resources			
3,768	Information Services	2,323	996	Carrying over operating budget from previous year.
423	Marketing & Communications	370	643	
300	Print Synergy	303	280	
6,501	Total Expenses	4,392	3,234	
6,091	NET OPERATING COST OF ACTIVITY	3,973	2,677	
Rating Requirement				
(1,606)	Less Depreciation	(2,229)	(1,631)	
(1,014)	Less Internal Rates Recovered	(1,039)	(1,054)	
(6,048)	Less Transfers To/(From) Reserves	(1,979)	(3,023)	
1,821	Plus Net Capital Renewal (3 Year Average)	1,651	1,500	
320	Plus Debt Repayment	146	120	
(436)	RATES REQUIREMENT	524	(1,411)	
Capital Expenditure				
2,042	Renewal	1,773	1,143	
546	New	583	113	
2,588	Total Capital Expenditure	2,356	1,256	

Funded By			
1,821	Rates	1,651	1,500
767	New Borrowing / (Repayment)	705	(244)
2,588	Total	2,356	1,256

Organisational performance - Operational				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	1520-Digital Transformation	3,880	3,933	
✓	1572-Enterprise Resource Planning (ERP) System Replacement	393	1,299	Timing of project spend.
✓	1727-Property - Facilities Management Software	336		- Delays on ERP system replacement - programme deferred to the 10YP.
✓	1929-Workforce Transformation	262	265	
✓	1990-CAB - Cleaning Budget Shortfall	90	89	
✓	2062-IT Infrastructure Improvements	16	15	
		4,976	5,601	-

Organisational performance - Capital Renewal				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	53-Computer Replacement - Rolling Replacements	520	263	
✓	58-Network Additions and Upgrades	44	44	
✓	68-Aerial Photography	43	43	
✓	86-Property - Furniture Replacements	105		- One year reduction.
✓	221-Print Synergy - Replacement of Print Synergy Machinery	42	36	
✓	272-Staff Cafeteria - Replacement of Equipment	6	6	
✓	281-CAB - Renewals	734	620	
✓	318-Telecommunications Replacement - Council Buildings	151	77	
✓	784-Replacement of Council's Photocopiers/Printers	128	53	
		1,773	1,143	-

Organisational performance - Capital New					
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change	
✓	60-Information Management Strategic Plan Project - New Software Applications	111	113		
✓	1826-CAB - Workplace Transformation	315	-	Programme deferred to the 10YP.	
✓	2047-Property - Furniture transformation	157	-	Programme deferred to the 10YP.	
		583	113		-

Strategic Investments - Activity Financial Statements					
Budget		10YP	DAB		
2022/23		2023/24	2023/24		
\$'000s		\$'000s	\$'000s	INFORMATION / MAIN REASON FOR CHANGE	
Revenue					
4,036	External Contracts	4,291	4,205		
261	Investment Property	267	271		
4,298	Total Revenue	4,558	4,476		
Expenses					
3,878	External Contracts	3,906	3,807		
669	Investment Property	734	702		
506	Investments	589	569		
318	Investments in Companies (including Airport)	265	385		
5,371	Total Expenses	5,495	5,462		
1,073	NET OPERATING COST OF ACTIVITY	936	986		
Rating Requirement					
(1,491)	Less Depreciation	(1,555)	(1,251)		
(308)	Less Transfers To/(From) Reserves	(315)	(318)		
2,555	Plus Net Capital Renewal (3 Year Average)	2,916	2,661		
104	Plus Debt Repayment	115	140		
1,935	RATES REQUIREMENT	2,097	2,218		
Capital Expenditure					
2,115	Renewal	2,538	1,948		
296	New	827	157		
2,412	Total Capital Expenditure	3,365	2,106		
Funded By					
2,555	Rates	2,916	2,661		
(143)	New Borrowing / (Repayment)	449	(556)		

2,412	Total	3,365	2,106
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Strategic Investments - Operational				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	1792-Parks Depot - Building Maintenance	50	25	
	1885-Asset Management Improvement Plan			
➤	Task Programme	157	157	
		208	182	-

Strategic Investments - Capital Renewal				
Status	ID-Name	10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	Information / Main reason for change
✓	80-Council Small Mobile Plant and Equipment - Replacement	236	239	
✓	85-Depot - Buildings and Structures Renewals	105	106	
✓	1753-Investment Properties - Building Renewals	26	27	
✓	1791-Parks Depot - Building Renewals	21	21	
➤	1879-Council's Plant and Vehicle - Replacements	1,914	1,015	One year reduction.
✓	1970-Gordon Kear Forest Culvert Replacements	26	27	
✓	2022-Property - Hard Surfaces Renewals	210	213	
➤	2212-C/fwd - Property - Hard Surfaces Renewals	-	101	Carry forward of Programme 2022 - Property - Hard Surfaces Renewals.
➤	2213-C/fwd - Investment Properties - Building Renewals	-	200	Carry forward of Programme 1753 - Investment Properties - Building Renewals
		2,538	1,948	-

Strategic Investments - Capital New			
	10YP 2023/24	DAB 2023/24	

Status	ID-Name	\$'000s	\$'000s	Information / Main reason for change
✓	99-New Vehicles and Plant to enable the delivery of improved Council services	303	157	
➤	1875-Fleet - Upgrade to Electric Vehicles - Capital New	524	-	Programme deferred to the 10YP.
		827	157	-



SECTION 2

FINANCIAL AND RATING INFORMATION

SECTION 2

Here you can see what assumptions have been made in preparing the financial information. You'll also see details about the rating system.

Significant Forecasting Assumptions
Rating System, Rates and Funding Impact Statements

Significant Forecasting Assumptions

A forecasting assumption is defined as something the Council accepts as being true for the purposes of future decisions and actions.

Significant forecasting assumptions and risks underlying the financial estimates in the Annual Budget are identified in the 10 Year Plan 2021-2031 (see page 284-5) and cover the following issues

Issue	Level of uncertainty of assumption	Significance of financial impact on overall position
1. Population & Household Growth	Medium	Medium
2. City Growth – Nature, Type & Location	Medium	High
3. Covid-19 Pandemic	Medium	High
4. Climate Change	Medium	Low
5. Natural Disasters & Adverse Weather Events	High	High
6. Services Provided by Council	High	High
7. Continuity of External Funding	High	Low
8. Sources of Funds for Future Replacement of Assets	Low	Low
9. Waka Kotahi (NZTA) Subsidy	Medium	Medium
10. Airport Shareholding & Dividends	Low	Low

11. Revaluation of Property, Plant & Equipment Assets	Low	Low	Low
12. Asset Lives	Low		Low
13. Depreciation	Low		Low
14. Inflation	Low		Low
15. Interest Rates for Borrowings	Low		Medium
16. Resource Consents (especially wastewater discharge)	High		High
17. Turitea Windfarm	Medium		Low
18. Weathertight (Leaky) Homes Claims	Low		Low
19. Insurance	Low		Low
20. Earthquake-prone Buildings	Medium		High
21. Regional freight ring road including an Additional Road Crossing of Manawatu River	Medium		High
22. Legal Expenses	Low		Low
23. Delivery of Services Reviews	Low		Low
24. Residential Subdivision	Medium		Medium
25. Drinking Water Standards	Medium		Low
26. 3 Waters Reform	High		High
27. Capital Expenditure Delivery	High		High

Some assumptions have changed and impacted on the Annual Budget

Those changes to assumptions and risks are detailed below:

Interest rates for borrowing – An average rate of 2.8% was assumed for the 10 Year Plan. This assumption was increased 3.4% for the 2022/23 final annual budget given market rates had begun to rise and some of the Council's debt is raised at floating interest rates. Its interest rate risk management policy is that there is a mixture of fixed and floating debt within defined bands. Interest rates are now volatile and have risen even further. The assumption has been increased to 4.2% for the draft annual budget.

Resource Consents (especially wastewater discharge) – In the 10 Year Plan it was assumed that the cost of obtaining the wastewater discharge consent (\$1.1m in 2023/24) would be treated as an operating cost each year. However during 2021 the Council chose its preferred upgrade option and has now lodged the resource consent application. These means the ongoing costs of this work will be capitalised as part of the upgrade project and will be funded from debt rather than from rates. This assumption was also updated for the 2022/23 annual budget.

Inflation – The proposed budget incorporates budget cost level adjusters of between 3.5% and 5.1% (depending on the activity) compared with the 10 Year Plan assumption of between 2.2% and 3% (based on forecasts prepared for local government by BERL). Recent indications are that inflation for many sectors could be significantly higher than this. There is a risk therefore that Council will struggle to deliver some services at present levels within the budget assumption.

Other uncertainties and risks for 2023/24 include:

3 waters reform – The Government has further developed its proposals for 3 waters reform and proposes that Councils' waters functions (water, wastewater and stormwater) will move to new regional entities from 1 July 2024. Some legislation has been enacted but there is more to be finalised. Although planning for the new entities is proceeding at pace there is much detail to be determined. The Council will continue to devote significant resource to facilitate the changes and utilise whatever government funding is available to compensate for this.

The reforms will involve significant assets and the equivalent of the value of associated term liabilities transferring as at 1 July 2024.

The financial statements in the budget take no account of any of these potential transfers.

3 Waters “Better-off” Funding – The Government has developed a funding package to support the local government sector through the transition to the new water services delivery system. The funding includes “better off” funding which has to be used to invest in infrastructure or services that support communities to transition to a sustainable and low-emissions economy, enable housing development and growth, and support local place-making and improvements in community wellbeing. Confirmation was received in December 2022 that Council will receive up to \$8.16 million from tranche 1 of the better off funding package towards the following six projects:

- Design of Summerhays Street, rezoning and design of Huia Street, City Centre Housing site investigation and design - \$1.5m
- Construction of Summerhays Street site - \$4.16m
- Support for the development of Te Motu O Poutoa - \$1m
- Investigation and design of a multicultural community hub - \$0.5m
- Rangitane better off funding resource - \$0.5m
- Te Hotu Manawa o Rangitane Marae wharenui and wharepaku upgrade - \$0.5m

Funding is expected to commence in 2022/23 and will continue over the next four financial years up to 30 June 2027.

These sums are not reflected in the draft of the annual budget except for a holding sum of \$2.5m entered as a fully funded capital programme in the growth activity. This will be updated for the final version of the budget.

Natural disasters & adverse weather events – During February many part of the North Island of New Zealand have experienced significant destruction through flooding events and in particular the impact of Cyclone Gabrielle. Palmerston North was fortunate to miss the full force of the storm and therefore experienced relatively minor impacts. The budget does include provision to repair some roading infrastructure damaged during heavy rain in July 2022 but no other specific provision for addressing any future damage.

Capital expenditure delivery – Due to significant disruptions to supply chains and the difficulty experienced obtaining internal and external resources the Council not been able to complete a significant portion of its planned capital new programmes for 2022/23. A provisional assumption has been made that \$xxm will be carried forward to 2023/24. For the same reason \$xxm of the programmes originally scheduled for 2023/24 have been deferred to later years.

The recent storms may also impact on the availability of contractors to deliver some of the programmes.

Rating System, Rates and Funding Impact Statements

1. Introduction

Rating incidence is governed by the Council's Revenue and Financing Policy and its Rating Policies. This section outlines details of the present rating system used by the Council. It also incorporates the Funding Impact Statements in the form prescribed by the Local Government (Financial Reporting and Prudence) Regulations 2014.

At various points within this section a level of rate or charge is outlined. These are indicative figures provided to give ratepayers an estimate of what their level of rates is likely to be in the forthcoming year. They are not necessarily the actual figures as these will not be known until the Council's rating information database is finalised. Rates figures in this section are GST-inclusive unless otherwise specified.

2. Rating Objectives

These are the Council's rating objectives:

- to encourage growth and confidence in the city by operating a stable, easily understood method of setting rates
- to set rates in a manner that is fair and equitable as between various ratepayers and classes of ratepayer, and consistent with Council's planning objectives
- to ensure that all citizens contribute to the cost of providing city services by charging on a user-pays basis where practicable
- to foster the sense of a single community by operating a common system throughout the city.

3. Components of the present rating system - a summary

The Council's rating system, designed to meet these objectives, is utilised to fund the net cost of operations and programmes outlined in the 10 Year Plan and Annual Budget (Plan). It comprises the following components:

- A common system applies throughout the city.
- Targeted rates, in the form of fixed amounts (as proxy user charges) are made to cover the costs of services that are identifiable by property (water supply, wastewater disposal, and rubbish and recycling). In addition, significant non-residential and some rural users of water are metered and some non-residential wastewater users are charged on the basis of the number of pans. A targeted rate (comprising a fixed amount and a variable amount based on capital value) is made on non-residential properties within the central city Palmy BID area.
- A Uniform Annual General Charge (UAGC) is applied as a fixed amount to every rating unit within the city. It is used as a mechanism to ensure each rating unit contributes a minimum amount of the general rate and also to moderate rates on high land-value properties.
- A General Rate, based on the land value, is applied to each rating unit, with different rates (differentials) applying to each property category.

The categories in the Council's differential rating scheme reflect differing property use and can be broadly grouped as follows:

- Single-unit residential
- Multi-unit residential
- Non-residential
- Rural and semi-serviced
- Miscellaneous.

Differential surcharges (that is, a higher rate in the dollar) are applied to multi-unit residential and non-residential properties, while lower rates are applied to single unit residential and rural/semi-serviced properties. No surcharge is applied to miscellaneous properties.

4. Examples of proposed rates for 2023/24

Examples of proposed rates for 2023/24 are shown in the following table:

	Land Value	Rates 2022/23	Rates 2023/24
Single unit residential			
Average	468,000	2,973	3,169
Median	455,000	2,920	3,113
Quartile 1	360,000	2,530	2,703
Quartile 3	540,000	3,269	3,480
Two unit residential			
Average	561,000	5,109	5,471
Median	525,000	4,904	5,255
Quartile 1	450,000	4,476	4,804
Quartile 3	625,000	5,475	5,856

	Land Value	Rates 2022/23	Rates 2023/24
Non-residential			
Average	1,022,000	16,492	17,378
Median	620,000	10,231	10,789
Quartile 1	385,000	6,572	6,938
Quartile 3	1,110,000	17,862	18,820
Rural & semi-serviced (5ha or more)			
Average	1,373,000	2,074	2,185
Median	730,000	1,240	1,306
Quartile 1	520,000	967	1,019
Quartile 3	1,218,000	1,873	1,973
Rural & semi-serviced (between 0.2 and 5ha)			
Average	549,000	1,717	1,809
Median	520,000	1,642	1,730
Quartile 1	435,000	1,421	1,497
Quartile 3	590,000	1,824	1,921
Miscellaneous			
Average	916,000	5,047	5,313
Median	550,000	3,147	3,314
Quartile 1	295,000	1,823	1,921
Quartile 3	965,000	5,301	5,581

If all of the properties in the category of property were listed from lowest to highest land value, then the ‘median’ is the value at the half way point in the list, quartile 1 is the value at the first quarter point in the list, and quartile 3 is the value at the three-quarter point in the list.

For example, if there are 1,000 properties and they are sorted from the lowest to the highest land value then quartile 1 in the 250th property from the lowest.

The three-yearly revaluation of the city for rating purposes was undertaken in 2021 and those valuations are the base for general rates set in 2023/24.

The examples should be read with regard for the following assumptions:

- the Council's total rates revenue will increase by 6.4%
- the Uniform Annual General Charge will be \$200 per rating unit (\$200 in 2022/23)
- targeted rates in the form of fixed amounts will be applied for water supply (\$374); wastewater disposal (\$319); kerbside recycling (\$148); rubbish and public recycling (\$109) (\$348, \$284, \$129 and \$92 respectively in 2022/23)
- a targeted rate for wastewater disposal will be set on non-residential properties on the basis of the number of pans, in excess of three, on the rating unit. The charge per pan will be \$319 compared with \$284 per pan in 2022/23.

The examples shown for non-residential, miscellaneous and rural/semi-serviced properties do not include the charges (either fixed or metered) for water, wastewater or kerbside recycling because these vary from property to property but they do include the rubbish and public recycling rate. They do not include the proposed targeted rates to fund the Palmy BID as these will be applied to selected properties in the defined central city Palmy BID area.

5. Components of the Rating System – more detail

5.1 General Rate

The Council proposes to set a general rate based on the land value of each rating unit in the city.

The general rate will be set on a differential basis based on land use (see description in 5.4), with the differential factors as shown in the following table:

Differential Group	Differential Factor (expressed as % of Group Code MS)		Rate (cents in \$ of LV)
	Brief Description	Actual 2022/23	Proposed 2023/24
R1	Single-unit residential	Balance (approx. 79)	Balance (approx. 79)
R2	Two unit residential	110	110
R3	Three unit residential	120	120
R4	Four unit residential	130	130
R5	Five unit residential	140	140
R6	Six unit residential	150	150
R7	Seven unit residential	160	160
R8	Eight or more unit residential	170	170
MS	Miscellaneous	100	100
CI	Non-residential (Commercial/Industrial)	300	300
FL	Rural/Semi-serviced (5 hectares or more)	25	25
FS	Rural/Semi-serviced (0.2 hectares or less)	75	75
FM	Rural/Semi-serviced (between 0.2 & 5 hectares)	50	50

5.2 Uniform annual general charge

The Council proposes to set a uniform annual general charge of \$200 (\$200 for 2022/23) on each rating unit.

5.3 Targeted rates

For the purposes of the targeted rates proposed below the term 'residential' is defined as "having a predominant or exclusive residential use and on which one or more residential units is erected."

For the purposes of the targeted rates proposed below, a 'separately used or inhabited part (SUIP) of a rating unit' is defined as:

"Any part of the rating unit that is, or is able to be, separately used or inhabited by the ratepayer, or any other person who has the right to use or inhabit that part by virtue of a tenancy, lease, licence or other agreement.

This definition includes separately used parts, whether or not actually occupied at any particular time, which are provided by the owner for rental (or other form of occupation) on an occasional or long-term basis by someone other than the owner.

For the purposes of the definition, vacant land and vacant premises offered or intended for use or habitation by a person other than the owner and usually used as such are defined as 'used'.

For the avoidance of doubt, a rating unit that has a single use or occupation is treated as having one SUIP.

For a residential property a SUIP will have a separate entrance, kitchen facilities (including sink or cooking facilities), living facilities and toilet/bathroom facilities.

By way of example the following would be considered to have separately used or inhabited parts of a rating unit:

- A single dwelling with flat attached
- Two or more houses, flats or apartments on one certificate of title."

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The Council does not have a lump sum contribution policy and lump sum contributions will not be invited for any targeted rate.

5.3.1 Water supply

The Council proposes to set targeted rates for water supply. For residential rating units it shall be on the basis of a fixed amount per separately used or inhabited part, and for all other properties a fixed amount per rating unit. The charge will be set on a differential basis based on the availability of the service (either 'connected' or 'serviceable'). Connected means the rating unit is connected to a Council-operated waterworks while serviceable means the rating unit is not connected to a Council-operated waterworks but is within 100m of such waterworks and Council would allow a connection. The serviceable rate will be 50% of the connected rate.

Rating units that are not connected to the scheme and are not serviceable will not be liable for this rate. The estimated rates for the 2023/24 year are:

Connected:	\$374
Serviceable:	\$187

There are situations where the Council will require water to be supplied on a metered basis. Where this occurs, the Council proposes instead of the above to set metered water targeted rates that comprise a fixed amount (estimated at \$220 per metered connection for connections of 25mm or less and \$470 for connections greater than 25mm) and a variable amount (estimated at \$1.60724 per cubic metre) based on the volume of water supplied.

5.3.2 Wastewater disposal

The Council proposes to set a targeted rate for wastewater disposal. For residential rating units, it shall be set on the basis of a fixed charge per separately used or inhabited part, and for all other properties a fixed charge per rating unit. The charge will be set on a differential basis based on the availability of the service (either ‘connected’ or ‘serviceable’). Connected means the rating unit is connected to a public wastewater drain, while serviceable means the rating unit is not connected to a public wastewater drain but is within 30m of such a drain, and Council would allow a connection. The serviceable rate will be 50% of the connected rate.

Rating units that are not connected to the scheme, and which are not serviceable will not be liable for this rate.

The estimated rates for the 2023/24 year are:

Connected:	\$319
Serviceable:	\$159.50

In addition, for the 2023/24 year the Council proposes to set a targeted rate for connected non-residential rating units of 319 per pan (water closet or urinal) for each pan in excess of three.

5.3.3 Rubbish and recycling

5.3.3.1 Kerbside recycling

The Council proposes to set a targeted rate for kerbside recycling on the basis of:

- a fixed amount per separately used or inhabited part of a rating unit for residential properties receiving the Council’s kerbside collection service

- a fixed amount 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 providing more recycling bins or more frequent service. Each additional level of service will be charged at a rate of \$148. This may include charges to non-rateable rating units where the service is provided. Rating units for which the Council is not prepared to provide the service will not be liable for these rates.

The estimated rates for the 2023/24 year are:

Kerbside recycling	\$148
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5.3.3.2 Rubbish and public recycling

The Council proposes to set a targeted rate for rubbish and public recycling on the basis of a fixed amount per separately used or inhabited part of each residential rating unit and a fixed amount per rating unit for all other rating units. Rating units that are vacant land will not be liable for these rates.

The estimated rates for the 2023/24 year are:

Rubbish and public recycling	\$109
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5.3.4 Palmy BID

The Council proposes to set targeted rates on those properties within the central city Palmy BID area as shown on the following map that are categorised as non-residential for the Council’s general rate. The rate will fund a grant to the Palmy BID group.

The targeted rates will comprise:

- A fixed amount of \$343 per rating unit; and
- A variable amount of 0.0137 cents in the \$ of the capital value of the rating unit.



5.4 Differential Matters and Categories

5.4.1 Objectives of Differentials for General Rate

The Council believes that a uniform general rate based on land value would not produce a fair and equitable allocation of rates. For this reason, it operates a system of differentials based on land use. Descriptions of the land use categories are shown in 5.4.2.

The Council describes the relationship between the rates charged to each group in terms of a factor expressed as a percentage of the rate that would apply if there were no differential rating in place – that is, the group described as Miscellaneous (MS). Each year, the Council reviews the

differential factors applied to each land use category. The factors proposed for 2023/24 are outlined in 5.1 and are unchanged from 2022/23.

The factors have been developed to address the following matters:

- rating units containing more than one residential unit will place an increasing demand on Council services as the number of units increase
- the land value for non-residential property is often driven by different influences from the land value for residential or rural land and therefore is not directly comparable as a rating base
- the Council's Revenue and Financing Policy identifies a number of activities where it believes non-residential users gain a greater benefit than other users and should bear a greater share of the cost
- for large rural rating units a pure land value system would produce rates charges that would be unsustainable
- rural and semi-serviced rating units generally have limited or, in some cases, no access to some Council activities funded through the general rate

5.4.2 Differentials based on land use

The Council proposes to differentiate the general rate primarily on the basis of land use. Properties with more than one use will be placed in a category that the Council considers reflects the primary use.

The Council will consider partitioning the property into parts and allocate each part to the most appropriate category in situations such as the following:

- where there are discreet parts of the property used for different purposes such as a retail shop and a residence
- for manager's residences associated with motel complexes
- where part of the property is used for not-for-profit or other community purposes and the remainder is used for other purposes

- where the property is not serviced and is used for commercial, industrial or business purposes but a significant part is used for farming or horticultural purposes
- where a property has a rural zoning but is serviced and has one or more residential units then the first 2ha will be classified as group code R1 and the balance as FM or FL depending on its size
- where a property that is greater than 5ha (and residential use is a permitted activity under the city's District Plan) becomes serviced the first 5ha (or the area of the actual sub-divisional development if larger than this) will be categorised in group code R1 and the remainder will continue to be treated as not serviced for rating purposes
- where a property that is less than 5ha becomes serviced and features of the land or District Plan requirements impede subdivision the part that reflects the extent of the impediment will continue to be treated as not serviced for rating purposes

Note that, subject to the rights of objection to the rating information database set out in sections 29 and 39 of the Local Government (Rating) Act 2002, the Council is the sole determiner of the categories.

In the context of the general rate, 'serviced' means the property is either connected or serviceable for wastewater disposal. Connected means the rating unit is connected to a public wastewater drain, while serviceable means the rating unit is not connected to a public wastewater drain but is within 30m of such a drain, and Council would allow a connection.

The following differential categories will be used:

Single-unit residential (R1)

Every serviced rating unit not otherwise classified:

- having a predominant or exclusive residential use (excluding home occupations) and on which is erected one residential unit; or

- being vacant property where residential use is a permitted activity under the city's District Plan.

Multi-unit residential (R2 - R8)

Every serviced rating unit not otherwise classified on which is erected:

- two residential units (R2); or
- three residential units (R3); or
- four residential units (R4); or
- five residential units (R5); or
- six residential units (R6); or
- seven residential units (R7); or
- eight or more residential units (R8).

In determining what is a residential unit, the Council will apply the same criteria as defined for a SUIP, as shown in 5.3.

Miscellaneous (MS)

Every rating unit not otherwise classified of the following types:

- property used primarily for not-for-profit or other community purposes, excluding retail shops
- property owned by the Council that is used by it for parking that is available for public use
- property where the ratepayer conducts or permits to be conducted a business (a Home Occupation, as defined in the city's District Plan), which would otherwise qualify for inclusion in group code R1
- vacant serviced property where non-residential use is a permitted activity under the city's District Plan

- property that is not serviced and would otherwise qualify for inclusion in group code FL, FS or FM but is used for predominantly commercial, industrial or business purposes (excluding farming and horticulture).
- property not specifically categorised in any of the other group codes.

Non-residential (CI)

Every serviced rating unit, not otherwise classified, used for commercial, industrial or business purposes including licensed hotel, serviced apartments or residential institution including a guesthouse, rooming house, boarding house, private hotel, motel, residential club or hostel.

Rural and semi-serviced (FL, FS and FM)

FL – Every rating unit not otherwise classified that is not serviced and has either

- an area of 5ha or more; or
- an area less than 5ha but on which there is no residential dwelling or non-residential improvements.

When the rating unit becomes serviced, as defined above (and provided it is zoned to permit subdivision), the property will be reclassified to the higher rated differential category in the immediately following year.

FS – Every rating unit not otherwise classified that is not serviced and has an area of 0.2ha or less and on which there is a residential dwelling.

FM – Every rating unit not otherwise classified that is not serviced and has an area greater than 0.2ha and less than 5ha and on which there is either residential dwellings or non-residential improvements.

6. Early payment of rates

Sections 55 and 56 of the Local Government (Rating) Act 2002 empowers councils to accept early payment of rates.

The Council will accept any payment of rates for either the current or future years in advance of the due date.

7. Rates payable by instalment and due dates

The Council provides for rates to be paid in four equal instalments. For the 2023/24 year the due dates (that is, final dates for payment without incurring penalty charges) will be:

Instalment 1:	25 August 2023
Instalment 2:	24 November 2023
Instalment 3:	23 February 2024
Instalment 4:	31 May 2024

Ratepayers may elect to pay on a more regular basis if they choose. They may also elect to pay the full year's rates in one lump sum prior to the due date for instalment 2 without incurring penalty charges on instalment 1.

Rates may be paid using any one of a number of payment methods acceptable to the Council, including direct debit, cash or Eftpos at Council's office, direct credit and other bank transfer methods. Payment by credit card can be made using the Internet or at Council's office, subject to the payment of a fee to cover costs.

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

Monthly Invoicing	
Instalment	Due date
1	20 July 2023
2	20 August 2023
3	20 September 2023
4	20 October 2023
5	20 November 2023
6	20 December 2023
7	20 January 2024
8	20 February 2024
9	20 March 2024
10	20 April 2024
11	20 May 2024
12	20 June 2024

Two-monthly invoicing		
Linton, East & North Rounds		Ashhurst, South West, PNCC & Central Rounds
Instal #	Due date	Instal # Due date
1	20 July 2023	1 20 August 2023
2	20 September 2023	2 20 October 2023
3	20 November 2023	3 20 December 2023
4	20 January 2024	4 20 February 2024
5	20 March 2024	5 20 April 2024
6	20 May 2024	6 20 June 2024

8. Rates penalties

To provide an incentive for rates to be paid by the due date, penalties will be imposed when rates are not paid on time. A penalty of 10% will be added to any portion of an instalment remaining unpaid after the due date for payment, as outlined in clause 7 above.

A penalty charge of 10% will be added to any outstanding rates (including penalties) assessed in previous years and remaining outstanding at 5 July 2023 and again on 4 January 2024.

Penalty charges will not be applied to the metered water targeted rate.

9. Rating base information

The following are projected as at 30 June 2023:

Number of rating units:	34,500
Total capital value of all rating units:	\$33,050,000,000
Total land value of all rating units:	\$18,760,000,000

10. Rates Summary

	Basis of rates	AB 2022/23 \$000	10YP 2023/24 \$000	AB 2023/24 \$000
General rates				
General rates	rate in \$ of LV (differentiated by use)	80,500	78,761	84,653
UAGC	fixed charge p rating unit	5,776	15,094	5,792
Targeted rates				
Water				
- connected	fixed charge p SUIP (residential) or p rating unit (non-residential)	9,296	10,975	10,028
- serviceable	fixed charge p SUIP (residential) or p rating unit (non-residential)	102	132	111
- metered	\$ p m3 plus fixed charge	2,800	2,850	2,900
Wastewater				
- connected	fixed charge p SUIP (residential) or p rating unit (non-residential)	7,962	10,441	9,007
- serviceable	fixed charge p SUIP (residential) or p rating unit (non-residential)	84	102	95
- pans	fixed charge p pan	2,247	2,897	2,524
Rubbish & recycling				
-kerbside recycling	fixed charge p SUIP	3,581	3,559	4,127
-rubbish & public recycling	fixed charge p SUIP	2,772	2,544	3,289
Palmy BID	Fixed charge p rating unit & rate in \$ of CV for commercially rated properties in Palmy BID area of central city	125	132	125
		125	131	125
Total Rates Revenue (GST Exclusive)		115,370	127,617	122,776

11. Source and application of funds statements (Funding Impact Statements)

The Local Government (Financial Reporting and Prudence) Regulations 2014 prescribe the format for statements showing the sources and application of funds for the whole of Council and for each group of activities of the Council.

These statements are designed to show where operational and capital funding comes from, and how they are used.

This information is presented in two ways, firstly at the Whole of Council level, and in a slightly different form at the "Group of Activities" level. At the Group of Activities level, internal revenue and expenditure are shown as separate items, while at the Whole of Council level they are not displayed because the amounts balance each other out.

Capital Expenditure is grouped into three broad categories based on which one the programme most relates to. The three categories are:

- to meet additional demand
- to improve the level of service
- to replace existing assets.

The categories do not clearly represent the fact that some programmes will contribute to more than one purpose.

In addition to the statements mentioned, the Council is also providing Activity Financial Statements which show the revenue and expenses for the services provided, as well as how the rates are calculated (see section 1). The Funding Impact Statements differ from the Activity Statements in that they do not include depreciation as an expense, categorise capital revenue as part of operating revenue or include movements in the value of assets. For example, the forecast for 2023/24 assumes:

	\$'000
Total comprehensive revenue (as shown on page xx in Prospective Statement of Comprehensive Revenue & Expense)	15,691
Less gain on property revaluations	-5,407
Less capital revenue	-24,093
Plus depreciation	43,043
Surplus of operating funding (as shown in Whole of Council Funding Impact Statement on page xx)	29,234

Please note:

In the Funding Impact Statements the term "Other Operating Funding" is an abbreviation of "Local authority fuel tax, fines, infringement fees and other receipts".

Funding Impact Statements					
<u>Whole of Council</u>					
Budget 2022/23			10YP	DAB	
\$'000s			2023/24	2023/24	\$'000s
			\$'000s	\$'000s	
Sources of Operating Funding					
86,276	General Rates, UAGC & Rates Penalties		93,960	90,447	
29,094	Targeted Rates		33,657	32,329	
5,286	Subsidies & Grants for Operating Purposes		5,115	5,830	
8,004	Fees and Charges		7,888	8,022	
17	Interest and Dividends from investments		17	150	
23,930	Other Operating Funding *		24,691	25,364	
152,606	Total Operating Funding		165,328	162,142	
Applications of Operating Funding					
119,815	Payments to Staff and Suppliers		121,321	123,029	
6,731	Finance Costs		8,332	9,878	
-	Other operating funding applications		-	-	
126,546	Total Applications of Operating Funding		129,653	132,908	
26,060	Surplus/(Deficit) of Operating Funding		35,675	29,234	
Sources of Capital Funding					
8,341	Subsidies and Grants for Capital Expenditure		21,352	18,844	
2,588	Development & Financial Contributions		3,249	3,249	
54,748	Increase/(Decrease) in Debt		57,377	35,198	
5,000	Gross proceeds from sale of assets		7,826	7,479	
-	Lump sum contributions		-	-	
-	Other dedicated capital funding		-	-	
70,677	Total Sources of Capital Funding		89,803	64,770	
Applications of Capital Funding					
Capital Expenditure:-					
13,120	- to meet additional demand		7,907	10,781	
50,964	- to improve the level of service		87,449	55,745	
32,653	- to replace existing assets		30,123	27,479	
-	Increase/(Decrease) in Reserves		-	-	
-	Increase/(Decrease) of Investments		-	-	
96,737	Total Applications of Capital Funding		125,478	94,005	
(26,060)	Surplus/(Deficit) of Capital Funding		(35,675)	(29,234)	
-	Total Funding Surplus/(Deficit)		-	-	

Funding Impact Statements					
Budget	Connected & Safe Community - Group of Acti				DAB
2022/23	2023/24	2023/24	10YP	2023/24	
\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
Sources of Operating Funding					
19,413	General Rates, UAGC & Rates Penalties	20,564	21,391		
-	Targeted Rates	-	-		
193	Subsidies & Grants for Operating Purposes	55	183		
1,546	Fees and Charges	1,520	1,546		
-	Internal Charges & Overheads Recovered	-	-		
4,222	Other Operating Funding *	4,438	4,465		
25,375	Total Operating Funding	26,577	27,584		
Applications of Operating Funding					
17,369	Payments to Staff and Suppliers	17,797	18,221		
777	Finance Costs	750	1,056		
4,383	Internal Charges & Overheads Applied	4,775	5,004		
-	Other operating funding applications	-	-		
22,528	Total Applications of Operating Funding	23,322	24,281		
2,846	Surplus/(Deficit) of Operating Funding	3,255	3,303		
Sources of Capital Funding					
30	Subsidies and Grants for Capital Expenditure	79	162		
-	Development & Financial Contributions	-	-		
10,929	Increase/(Decrease) in Debt	732	4,497		
-	Gross proceeds from sale of assets	-	-		
-	Lump sum contributions	-	-		
-	Other dedicated capital funding	-	-		
10,959	Total Sources of Capital Funding	811	4,658		
Applications of Capital Funding					
Capital Expenditure:-					
-	- to meet additional demand	-	-		
10,344	- to improve the level of service	1,427	4,968		
3,461	- to replace existing assets	2,640	2,994		
-	Increase/(Decrease) in Reserves	-	-		
-	Increase/(Decrease) of Investments	-	-		
13,805	Total Applications of Capital Funding	4,067	7,962		
(2,846)	Surplus/(Deficit) of Capital Funding	(3,255)	(3,303)		
-	Total Funding Surplus/(Deficit)	-	-		

Funding Impact Statements				
Budget 2022/23	Creative & Exciting City - Group of Activities			
\$'000s		10YP 2023/24 \$'000s	DAB 2023/24 \$'000s	
Sources of Operating Funding				
27,501	General Rates, UAGC & Rates Penalties	28,346	27,661	
-	Targeted Rates	-	-	
66	Subsidies & Grants for Operating Purposes	67	68	
-	Fees and Charges	-	-	
1,756	Internal Charges & Overheads Recovered	1,955	1,347	
3,204	Other Operating Funding *	3,310	3,648	
32,527	Total Operating Funding	33,678	32,723	
Applications of Operating Funding				
20,803	Payments to Staff and Suppliers	20,996	21,869	
1,660	Finance Costs	1,834	2,518	
3,844	Internal Charges & Overheads Applied	3,808	3,565	
-	Other operating funding applications	-	-	
26,306	Total Applications of Operating Funding	26,638	27,952	
6,221	Surplus/(Deficit) of Operating Funding	7,041	4,771	
Sources of Capital Funding				
-	Subsidies and Grants for Capital Expenditure	3,259	140	
283	Development & Financial Contributions	355	355	
10,181	Increase/(Decrease) in Debt	14,365	6,562	
-	Gross proceeds from sale of assets	-	-	
-	Lump sum contributions	-	-	
-	Other dedicated capital funding	-	-	
10,464	Total Sources of Capital Funding	17,979	7,057	
Applications of Capital Funding				
Capital Expenditure:-				
1,766	- to meet additional demand	957	-	
8,353	- to improve the level of service	19,013	7,816	
6,566	- to replace existing assets	5,049	4,012	
-	Increase/(Decrease) in Reserves	-	-	
-	Increase/(Decrease) of Investments	-	-	
16,685	Total Applications of Capital Funding	25,020	11,828	
(6,221)	Surplus/(Deficit) of Capital Funding	(7,041)	(4,771)	
-	Total Funding Surplus/(Deficit)	-	-	

Funding Impact Statements					
Budget	Driven & Enabling Council - Group of Activities				DAB
2022/23	2023/24	2023/24	10YP	2023/24	
\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
Sources of Operating Funding					
10,750	General Rates, UAGC & Rates Penalties	11,649	10,026		
-	Targeted Rates	-	-		
-	Subsidies & Grants for Operating Purposes	-	-		
215	Fees and Charges	220	215		
34,420	Internal Charges & Overheads Recovered	35,256	35,898		
4,853	Other Operating Funding *	4,988	5,048		
50,238	Total Operating Funding	52,114	51,187		
Applications of Operating Funding					
41,484	Payments to Staff and Suppliers	38,751	40,286		
589	Finance Costs	697	644		
10,170	Internal Charges & Overheads Applied	10,124	9,156		
-	Other operating funding applications	-	-		
52,243	Total Applications of Operating Funding	49,571	50,086		
(2,005)	Surplus/(Deficit) of Operating Funding	2,543	1,101		
Sources of Capital Funding					
-	Subsidies and Grants for Capital Expenditure	-	-		
-	Development & Financial Contributions	-	-		
7,235	Increase/(Decrease) in Debt	3,178	2,261		
-	Gross proceeds from sale of assets	-	-		
-	Lump sum contributions	-	-		
-	Other dedicated capital funding	-	-		
7,235	Total Sources of Capital Funding	3,178	2,261		
Applications of Capital Funding					
Capital Expenditure:-					
-	- to meet additional demand	-	-		
1,073	- to improve the level of service	1,411	270		
4,157	- to replace existing assets	4,310	3,091		
-	Increase/(Decrease) in Reserves	-	-		
-	Increase/(Decrease) of Investments	-	-		
5,230	Total Applications of Capital Funding	5,721	3,362		
2,005	Surplus/(Deficit) of Capital Funding	(2,543)	(1,101)		
-	Total Funding Surplus/(Deficit)	-	-		

Funding Impact Statements				
Budget	Eco-City - Group of Activities		10YP	DAB
2022/23	2023/24	2023/24	2023/24	2023/24
\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
Sources of Operating Funding				
1,354	General Rates, UAGC & Rates Penalties	2,023	1,512	
6,352	Targeted Rates	6,102	7,416	
640	Subsidies & Grants for Operating Purposes	361	901	
-	Fees and Charges	-	-	
-	Internal Charges & Overheads Recovered	-	-	
2,730	Other Operating Funding *	3,058	2,953	
11,076	Total Operating Funding	11,545	12,781	
Applications of Operating Funding				
9,228	Payments to Staff and Suppliers	9,001	9,843	
274	Finance Costs	452	422	
701	Internal Charges & Overheads Applied	690	1,415	
-	Other operating funding applications	-	-	
10,203	Total Applications of Operating Funding	10,142	11,680	
874	Surplus/(Deficit) of Operating Funding	1,403	1,101	
Sources of Capital Funding				
-	Subsidies and Grants for Capital Expenditure	281	-	
-	Development & Financial Contributions	-	-	
2,217	Increase/(Decrease) in Debt	1,961	2,393	
-	Gross proceeds from sale of assets	-	-	
-	Lump sum contributions	-	-	
-	Other dedicated capital funding	-	-	
2,217	Total Sources of Capital Funding	2,242	2,393	
Applications of Capital Funding				
Capital Expenditure:-				
-	- to meet additional demand	-	-	
2,606	- to improve the level of service	3,185	2,951	
485	- to replace existing assets	460	544	
-	Increase/(Decrease) in Reserves	-	-	
-	Increase/(Decrease) of Investments	-	-	
3,091	Total Applications of Capital Funding	3,645	3,494	
(874)	Surplus/(Deficit) of Capital Funding	(1,403)	(1,101)	
-	Total Funding Surplus/(Deficit)	-	-	

Funding Impact Statements					
Budget	Innovative & Growing City - Group of Activities				DAB
2022/23	2023/24	2023/24	10YP	2023/24	
\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
Sources of Operating Funding					
7,939	General Rates, UAGC & Rates Penalties	8,721	9,294		
-	Targeted Rates	-	-		
-	Subsidies & Grants for Operating Purposes	-	-		
6,054	Fees and Charges	5,948	6,017		
31	Internal Charges & Overheads Recovered	32	44		
1,551	Other Operating Funding *	1,586	1,665		
15,575	Total Operating Funding	16,287	17,020		
Applications of Operating Funding					
12,010	Payments to Staff and Suppliers	11,916	12,598		
8	Finance Costs	21	5		
3,430	Internal Charges & Overheads Applied	3,659	3,698		
-	Other operating funding applications	-	-		
15,447	Total Applications of Operating Funding	15,596	16,301		
127	Surplus/(Deficit) of Operating Funding	691	719		
Sources of Capital Funding					
-	Subsidies and Grants for Capital Expenditure	-	2,500		
-	Development & Financial Contributions	-	-		
(4,662)	Increase/(Decrease) in Debt	(6,937)	(7,075)		
5,000	Gross proceeds from sale of assets	7,340	7,000		
-	Lump sum contributions	-	-		
-	Other dedicated capital funding	-	-		
338	Total Sources of Capital Funding	403	2,425		
Applications of Capital Funding					
Capital Expenditure:-					
-	- to meet additional demand	-	-		
-	- to improve the level of service	77	2,578		
465	- to replace existing assets	1,018	566		
-	Increase/(Decrease) in Reserves	-	-		
-	Increase/(Decrease) of Investments	-	-		
465	Total Applications of Capital Funding	1,094	3,144		
(127)	Surplus/(Deficit) of Capital Funding	(691)	(719)		
-	Total Funding Surplus/(Deficit)	-	-		

Funding Impact Statements				
Budget	Transport - Group of Activities		10YP	DAB
2022/23	2023/24	2023/24	2023/24	2023/24
\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
Sources of Operating Funding				
16,127	General Rates, UAGC & Rates Penalties	18,094	17,186	
-	Targeted Rates	-	-	
4,267	Subsidies & Grants for Operating Purposes	4,632	4,678	
134	Fees and Charges	143	187	
-	Internal Charges & Overheads Recovered	-	-	
6,094	Other Operating Funding *	6,002	6,380	
26,623	Total Operating Funding	28,870	28,432	
Applications of Operating Funding				
16,117	Payments to Staff and Suppliers	16,609	17,848	
1,714	Finance Costs	2,076	2,456	
4,076	Internal Charges & Overheads Applied	4,018	2,113	
-	Other operating funding applications	-	-	
21,907	Total Applications of Operating Funding	22,703	22,417	
4,715	Surplus/(Deficit) of Operating Funding	6,167	6,015	
Sources of Capital Funding				
8,311	Subsidies and Grants for Capital Expenditure	17,733	16,042	
814	Development & Financial Contributions	1,022	1,022	
16,244	Increase/(Decrease) in Debt	12,495	7,902	
-	Gross proceeds from sale of assets	-	-	
-	Lump sum contributions	-	-	
-	Other dedicated capital funding	-	-	
25,370	Total Sources of Capital Funding	31,249	24,966	
Applications of Capital Funding				
Capital Expenditure:-				
8,973	- to meet additional demand	2,708	5,102	
14,982	- to improve the level of service	28,521	19,400	
6,131	- to replace existing assets	6,188	6,478	
-	Increase/(Decrease) in Reserves	-	-	
-	Increase/(Decrease) of Investments	-	-	
30,085	Total Applications of Capital Funding	37,417	30,980	
(4,715)	Surplus/(Deficit) of Capital Funding	(6,167)	(6,015)	
-	Total Funding Surplus/(Deficit)	-	-	

Funding Impact Statements				
Budget	Stormwater - Group of Activities		10YP	DAB
2022/23			2023/24	2023/24
\$'000s			\$'000s	\$'000s
Sources of Operating Funding				
3,443	General Rates, UAGC & Rates Penalties		4,825	3,628
-	Targeted Rates		-	-
-	Subsidies & Grants for Operating Purposes		-	-
-	Fees and Charges		-	-
-	Internal Charges & Overheads Recovered		-	-
6	Other Operating Funding *	6	7	7
3,449	Total Operating Funding		4,831	3,635
Applications of Operating Funding				
2,016	Payments to Staff and Suppliers		2,794	2,360
244	Finance Costs		549	443
48	Internal Charges & Overheads Applied		45	(9)
-	Other operating funding applications		-	-
2,307	Total Applications of Operating Funding		3,388	2,794
1,141	Surplus/(Deficit) of Operating Funding		1,443	841
Sources of Capital Funding				
-	Subsidies and Grants for Capital Expenditure		-	-
132	Development & Financial Contributions		166	166
2,083	Increase/(Decrease) in Debt		4,283	4,987
-	Gross proceeds from sale of assets		-	-
-	Lump sum contributions		-	-
-	Other dedicated capital funding		-	-
2,215	Total Sources of Capital Funding		4,449	5,153
Applications of Capital Funding				
Capital Expenditure:-				
507	- to meet additional demand		1,728	3,289
1,922	- to improve the level of service		3,027	2,475
928	- to replace existing assets		1,136	230
-	Increase/(Decrease) in Reserves		-	-
-	Increase/(Decrease) of Investments		-	-
3,356	Total Applications of Capital Funding		5,891	5,993
(1,141)	Surplus/(Deficit) of Capital Funding		(1,443)	(841)
-	Total Funding Surplus/(Deficit)		-	-

Funding Impact Statements				
Budget	Wastewater - Group of Activities		10YP	DAB
2022/23			2023/24	2023/24
\$'000s			\$'000s	\$'000s
Sources of Operating Funding				
-	General Rates, UAGC & Rates Penalties		-	-
10,293	Targeted Rates	13,334	11,626	
120	Subsidies & Grants for Operating Purposes	-	-	-
6	Fees and Charges	6	6	6
-	Internal Charges & Overheads Recovered	-	-	-
1,237	Other Operating Funding *	1,269	1,297	
11,657	Total Operating Funding	14,609	12,929	
Applications of Operating Funding				
5,630	Payments to Staff and Suppliers	7,921	6,267	
566	Finance Costs	865	936	
52	Internal Charges & Overheads Applied	50	578	
-	Other operating funding applications	-	-	-
6,248	Total Applications of Operating Funding	8,837	7,781	
5,408	Surplus/(Deficit) of Operating Funding	5,773	5,148	
Sources of Capital Funding				
-	Subsidies and Grants for Capital Expenditure	-	-	-
1,022	Development & Financial Contributions	1,283	1,283	
5,059	Increase/(Decrease) in Debt	19,601	8,589	
-	Gross proceeds from sale of assets	-	-	-
-	Lump sum contributions	-	-	-
-	Other dedicated capital funding	-	-	-
6,081	Total Sources of Capital Funding	20,884	9,872	
Applications of Capital Funding				
Capital Expenditure:-				
976	- to meet additional demand	1,239	759	
6,165	- to improve the level of service	21,353	10,077	
4,349	- to replace existing assets	4,065	4,184	
-	Increase/(Decrease) in Reserves	-	-	-
-	Increase/(Decrease) of Investments	-	-	-
11,490	Total Applications of Capital Funding	26,657	15,020	
(5,408)	Surplus/(Deficit) of Capital Funding	(5,773)	(5,148)	
-	Total Funding Surplus/(Deficit)	-	-	

Funding Impact Statements				
Budget	Water - Group of Activities		10YP	DAB
2022/23	2023/24	2023/24	2023/24	2023/24
\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
Sources of Operating Funding				
-	General Rates, UAGC & Rates Penalties	-	-	-
12,198	Targeted Rates	13,958	13,038	-
-	Subsidies & Grants for Operating Purposes	-	-	-
48	Fees and Charges	50	50	50
208	Internal Charges & Overheads Recovered	255	258	258
49	Other Operating Funding *	50	52	52
12,503	Total Operating Funding	14,313	13,397	
Applications of Operating Funding				
3,957	Payments to Staff and Suppliers	4,964	3,673	
900	Finance Costs	1,089	1,399	
915	Internal Charges & Overheads Applied	900	2,091	
-	Other operating funding applications	-	-	-
5,771	Total Applications of Operating Funding	6,953	7,162	
6,732	Surplus/(Deficit) of Operating Funding	7,359	6,235	
Sources of Capital Funding				
-	Subsidies and Grants for Capital Expenditure	-	-	-
337	Development & Financial Contributions	423	423	
5,462	Increase/(Decrease) in Debt	7,699	5,084	
-	Gross proceeds from sale of assets	486	479	
-	Lump sum contributions	-	-	-
-	Other dedicated capital funding	-	-	-
5,799	Total Sources of Capital Funding	8,608	5,986	
Applications of Capital Funding				
Capital Expenditure:-				
898	- to meet additional demand	1,275	1,630	
5,521	- to improve the level of service	9,435	5,211	
6,112	- to replace existing assets	5,257	5,380	
-	Increase/(Decrease) in Reserves	-	-	-
-	Increase/(Decrease) of Investments	-	-	-
12,530	Total Applications of Capital Funding	15,967	12,221	
(6,732)	Surplus/(Deficit) of Capital Funding	(7,359)	(6,235)	
-	Total Funding Surplus/(Deficit)	-	-	



SECTION 3 ADDITIONAL INFORMATION

SECTION 3

Levels of Service, Performance Measures and Targets

Levels of Service and Performance Measures

This section contains an extract from the 10 Year Plan which shows the Council's planned levels of service for each of the activities and the measures we intend to use to report back on our performance.

More information about each of the Council's activities can be found in the full 10 Year Plan 2021-2031 which you can view on the Council's website www.pncc.govt.nz and searching [10 Year Plan](#) or by phoning us on 06 356 8199 and asking for a copy.

The Council reports its performance in relation to levels of service in Annual Reports which can also be viewed on the Council's website or by phoning us and asking for a copy. The latest of these is for the year ending 30 June 2022.

All of our performance measures will be measured annually, unless stated otherwise.

City Growth - Te tipu o te tāone nui

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Provide enough development capacity to meet expected demand for housing and business in the short, medium and long term.	Enough land is zoned, infrastructure enabled and feasible to develop, to meet growth demand.	At least three years of housing and business land with services is immediately available.	At least three years of housing and business land with services is immediately available.	At least three years of housing and business land with services is immediately available.	At least three years of housing and business land with services is immediately available.
Perform the regulatory planning role under the Local Government Act and Resource Management Act.	Resource consent applications are processed within statutory frameworks. Building consent applications are processed within statutory frameworks.	At least 95%. (See note)	At least 95%. (See note)	At least 95%. (See note)	At least 95%. (See note)
Provide public spaces (streets, open spaces, civic and community buildings and infrastructure) that are sustainable, connected, diverse, integrated, adaptable, interesting, comfortable and safe. Work with the development community to increase knowledge and influence urban design outcomes.	City-wide urban design principles are reflected in planning advice and decision-making. There is an increase in range of building types being built in the city centre and local neighbourhoods (e.g. different densities, co-housing, CBD residential, green buildings).	Narrative measure outlining how urban design principles are being implemented.	Narrative measure outlining how urban design principles are being implemented.	Narrative measure outlining how urban design principles are being implemented.	Narrative measure outlining how urban design principles are being implemented.
		Narrative measure outlining trends in the range of building types.	Narrative measure outlining trends in the range of building types.	Narrative measure outlining trends in the range of building types.	Narrative measure outlining trends in the range of building types.

Note:

In setting these targets the Council acknowledges that a small number of applications will not be processed in statutory timeframes. This is because some complex consent issues cannot be resolved within statutory timeframes. Also consent applications come in peaks and troughs and, although the Council continually monitors resourcing needs and works with other Councils to help manage peak demands, it is not always possible to meet these peaks without over-resourcing for more normal demand.

These are monitored every three months through the Quarterly Reports and through the Annual Report.

Economic Development – Te whakawhanake ōhanga

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Support economic wellbeing through funding of external organisations.	Funding is distributed and the key objectives achieved.	Narrative measure outlining outcomes achieved by the funded organisations.	Narrative measure outlining outcomes achieved by the funded organisations.	Narrative measure outlining outcomes achieved by the funded organisations.	Narrative measure outlining outcomes achieved by the funded organisations.
Achieve a positive city reputation.	A positive city reputation is recognized.	Increases in positive sentiment, increase in levels of engagement, and formal survey/research.	Increases in positive sentiment, increase in levels of engagement, and formal survey/research.	Increases in positive sentiment, increase in levels of engagement, and formal survey/research.	Increases in positive sentiment, increase in levels of engagement, and formal survey/research.

Transport – Tūnuku

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Provide an integrated multi-modal transport network that connects people and goods with destinations in a safe, efficient and sustainable manner and evolves to meet new transport demands with less reliance on private motor-vehicles.	The change in the number of fatal and serious injury crashes from the previous year on the city's local road network (mandatory measure).	Fewer than the previous year. Narrative measure outlining long-term accident trends and causes.	Fewer than the previous year. Narrative measure outlining long-term accident trends and causes.	Fewer than the previous year. Narrative measure outlining long-term accident trends and causes.	Fewer than the previous year. Narrative measure outlining long-term accident trends and causes.
	The average quality of ride on the sealed local road network, measured by smooth travel exposure (mandatory measure).	Greater than 80%.	Greater than 80%.	Greater than 80%.	Greater than 80%.
	The percentage of the sealed local road network that is resurfaced (mandatory measure).	More than 3.5%.	More than 3.5%.	More than 3.5%.	More than 3.5%.
	The percentage of footpaths that meet Council standard (mandatory measure).	Greater than 93% rated 3 or above (see note)	Greater than 93% rated 3 or above (see note)	Greater than 93% rated 3 or above (see note)	Greater than 93% rated 3 or above (see note)
	Percentage of requests for service relating to roads and footpaths responded to (with at least an initial response) within three working days (mandatory measure).	Greater than 95% of safety and critical requests.	Greater than 95% of safety and critical requests.	Greater than 95% of safety and critical requests.	Greater than 95% of safety and critical requests.

Note

Council uses the Institute of Public Works Engineering Australasia Footpath Condition Rating Standard where 1 = Very Good, 2 = Good, 3 = Fair, 4 = Poor and 5 = Very Poor. Footpaths are independently graded.

Active Communities – He hapori whakahohē

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Provide a wide range of accessible and well-maintained play, active recreation and sports facilities to increase levels of physical activity and participation in sport and active recreation and meet a diverse range of local communities. (Note: these facilities are city reserves, suburb reserves, local reserves, sports fields, the Central Energy Trust Arena, walkways and shared paths, and swimming pools).	Increase in use of parks, sports fields and playgrounds.	Narrative measure outlining Parks Check Survey results. Usage numbers at Lido, Freyberg and Ashhurst Pools.	Narrative measure outlining Parks Check Survey results. Usage numbers at Lido, Freyberg and Ashhurst Pools.	Narrative measure outlining Parks Check Survey results. Usage numbers at Lido, Freyberg and Ashhurst Pools.	Narrative measure outlining Parks Check Survey results. Usage numbers at Lido, Freyberg and Ashhurst Pools.
	Increase in use of aquatic facilities.	Usage numbers at Lido, Freyberg and Ashhurst Pools.	Usage numbers at Lido, Freyberg and Ashhurst Pools.	Usage numbers at Lido, Freyberg and Ashhurst Pools.	Usage numbers at Lido, Freyberg and Ashhurst Pools.
	Increase in use of Central Energy Trust Arena for community sport and active recreation.	Narrative measure outlining number of community events and hours.	Narrative measure outlining number of community events and hours.	Narrative measure outlining number of community events and hours.	Narrative measure outlining number of community events and hours.
	Increase in satisfaction of Council's sport and recreation facilities.	Narrative measure outlining trends in user and resident feedback and surveys.	Narrative measure outlining trends in user and resident feedback and surveys.	Narrative measure outlining trends in user and resident feedback and surveys.	Narrative measure outlining trends in user and resident feedback and surveys.
Work in partnership with external recreation organisations, and facility providers, to help increase levels of participation in play, active recreation and sport.	Council works in partnership with external organisations.	Narrative measure outlining partnership initiatives designed to increase participation and their outcomes.	Narrative measure outlining partnership initiatives designed to increase participation and their outcomes.	Narrative measure outlining partnership initiatives designed to increase participation and their outcomes.	Narrative measure outlining partnership initiatives designed to increase participation and their outcomes.

Arts and Heritage – Te toi me te taonga tuku iho

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Provide support to community organisations, cultural Council-Controlled Organisations and individuals to help make Palmerston North a creative and exciting city.	Increase in patronage of Council-owned cultural facilities (Te Manawa, Globe Theatre, Regent Theatre, and Square Edge), as measured by reports provided by operators.	Annual patronage numbers for the CCOs increase.	Annual patronage numbers for the CCOs increase.	Annual patronage numbers for the CCOs increase.	Annual patronage numbers for the CCOs increase.
	Funding is distributed and the key objectives achieved.	Narrative measure outlining outcomes achieved by the CCOs.	Narrative measure outlining outcomes achieved by the CCOs.	Narrative measure outlining outcomes achieved by the CCOs.	Narrative measure outlining outcomes achieved by the CCOs.
Maintain and enhance cultural facilities that provide a range of opportunities for people to access and participate in the arts.					
Work closely with Rangitāne o Manawātū to support it to be kaitiaki of its heritage places and to increase the wider community's understanding and appreciation of Rangitāne o Manawātū heritage.	Sites of significance to Rangitāne o Manawātū are identified, protected or acknowledged.	Narrative measure outlining the number and description of sites.	Narrative measure outlining the number and description of sites.	Narrative measure outlining the number and description of sites.	Narrative measure outlining the number and description of sites.
Invest in cultural heritage buildings and places to give the community the opportunity to use and appreciate their heritage values.	Increase in investment of earthquake-prone heritage buildings.	Narrative measure outlining investment in buildings and its outcomes.	Narrative measure outlining investment in buildings and its outcomes.	Narrative measure outlining investment in buildings and its outcomes.	Narrative measure outlining investment in buildings and its outcomes.

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Promote and celebrate local history.	Heritage is part of the multi-disciplinary approach to working on Council projects.	Narrative measure outlining the projects and their multi-disciplinary nature.	Narrative measure outlining the projects and their multi-disciplinary nature.	Narrative measure outlining the projects and their multi-disciplinary nature.	Narrative measure outlining the projects and their multi-disciplinary nature.

City Shaping – Te hanga o te tāone nui

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Implement the City Centre Streetscape Plan to increase city centre vibrancy and improve the perception of the city.	City Centre Streetscape Plan is successfully implemented. (Completion of Square East (between Plaza and bus depot)) City Centre Streetscape Plan (pncc.govt.nz)	Narrative measure outlining progress on implementing the Plan.	Narrative measure outlining progress on implementing the Plan.	Narrative measure outlining progress on implementing the Plan.	Narrative measure outlining progress on implementing the Plan.
Implement City Shaping Plan actions in partnership with other agencies. Provide seed funding and support for people to lead public space projects to develop accessible, active, comfortable and social public places. Promote multidisciplinary working on Council and community projects to drive outcomes that deliver on multiple Council objectives.	A wide range of public space projects are implemented.	Narrative measure outlining the public space projects, their multi stakeholder / multidisciplinary nature, and their outcomes.	Narrative measure outlining the public space projects, their multi stakeholder / multidisciplinary nature, and their outcomes.	Narrative measure outlining the public space projects, their multi stakeholder / multidisciplinary nature, and their outcomes.	Narrative measure outlining the public space projects, their multi stakeholder / multidisciplinary nature, and their outcomes.

Connected Communities – He hapori tūhonohono

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Provide city libraries that collect, curate and provide access to knowledge, ideas and works of the imagination that are primarily focused on meeting the needs of communities with the greatest needs and reflect the diverse and changing needs of communities. Provide library programmes that support the development of literacy in all its forms.	Library users are satisfied with the services and programmes provided (physical and online).	More than 800,000 visits a year. Average use per item per year is at least 4 (physical items). Narrative measure outlining the development and use of digital collections. Narrative measure outlining the results of user and residents' satisfaction surveys.	More than 800,000 visits a year. Average use per item per year is at least 4 (physical items). Narrative measure outlining the development and use of digital collections. Narrative measure outlining the results of user and residents' satisfaction surveys.	More than 800,000 visits a year. Average use per item per year is at least 4 (physical items). Narrative measure outlining the development and use of digital collections. Narrative measure outlining the results of user and residents' satisfaction surveys.	More than 800,000 visits a year. Average use per item per year is at least 4 (physical items). Narrative measure outlining the development and use of digital collections. Narrative measure outlining the results of user and residents' satisfaction surveys.
	Library programmes reflect the changing needs of communities.	Narrative measure number and description of programmes and their outcomes.	Narrative measure number and description of programmes and their outcomes.	Narrative measure number and description of programmes and their outcomes.	Narrative measure number and description of programmes and their outcomes.
Provide public toilets throughout the city, to a standard that meets public expectations.	Accessible and gender-neutral toilets are provided throughout the city, and especially in places where there is the most community activity.	Narrative measure outlining number, type and location of toilets, plus annual satisfaction survey results)	Narrative measure outlining number, type and location of toilets, plus annual satisfaction survey results)	Narrative measure outlining number, type and location of toilets, plus annual satisfaction survey results)	Narrative measure outlining number, type and location of toilets, plus annual satisfaction survey results)
Support community centre management groups to provide community centres	Community centres are well used.	Narrative measure outlining use of	Narrative measure outlining use of	Narrative measure outlining use of	Narrative measure outlining use of

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
that are responsive to the needs of their communities.		centres and range of use with them)	centres and range of use with them).	centres and range of use with them).	centres and range of use with them).
Provide cemetery services that are responsive to community needs.	Visitors to cemeteries are satisfied with the services provided.	Narrative measure outlining user and residents' survey trends.	Narrative measure outlining user and residents' survey trends.	Narrative measure outlining user and residents' survey trends.	Narrative measure outlining user and residents' survey trends.
Provide warm, safe and accessible social housing for older people, people with disabilities, and other people on low incomes who experience barriers to renting in the private market.	Council's social housing tenants are satisfied with the social housing service they receive.	Narrative measure outlining survey results and tenant feedback.	Narrative measure outlining survey results and tenant feedback.	Narrative measure outlining survey results and tenant feedback.	Narrative measure outlining survey results and tenant feedback.
	Council's social housing is warm and safe, as shown by compliance with the Otago Medical School He Kainga Oranga Rental Housing Warrant of Fitness Standard. New Council housing is accessible (as shown by Lifemark 4 Star Design Standard accreditation).	Standards met.	Standards met.	Standards met.	Standards met.
Support and fund communities and for-purpose organisations to build community, neighbourhood and organisational capacity and capability.	More community-led projects are supported by Council.	Narrative measure outlining description of activities funded and their outcomes.	Narrative measure outlining description of activities funded and their outcomes.	Narrative measure outlining description of activities funded and their outcomes.	Narrative measure outlining description of activities funded and their outcomes.
Provide, fund and support events so that Palmerston North has a full events calendar that caters well for	There are increases in: <ul style="list-style-type: none"> participation in community and city centre events 	Narrative measure outlining number and range of events, plus participation	Narrative measure outlining number and range of events, plus participation	Narrative measure outlining number and range of events, plus participation	Narrative measure outlining number and range of events, plus participation

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
different sectors of the city's population. (Footnote: this includes economic events that create and enable opportunities for employment and growth.)	<ul style="list-style-type: none"> • satisfaction with the annual programme of events • the range and diversity of community-led events in the city. 	and satisfaction with events.	participation and satisfaction with events.	and satisfaction with events.	and satisfaction with events.

Safe Communities – He hapori haumaru

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Coordinate and facilitate the work of the Safety Advisory Board (SAB) to enable the fulfilment of its strategic plan.	The SAB carries out a range of successful initiatives.	Narrative measure (outlining description of SAB initiatives and their outcomes).	Narrative measure (outlining description of SAB initiatives and their outcomes).	Narrative measure (outlining description of SAB initiatives and their outcomes).	Narrative measure (outlining description of SAB initiatives and their outcomes).
Achieve the Manawatū-Whanganui Civil Defence Emergency Management Group goals to build resilience and disaster preparedness for civil defence and emergency situations.	Increasing preparedness for emergencies in Palmerston North.	Narrative measure (outlining Manawatū-Whanganui CDEM preparedness 2-yearly survey trends and description of initiatives).	Narrative measure (outlining Manawatū-Whanganui CDEM preparedness 2-yearly survey trends and description of initiatives).	Narrative measure (outlining Manawatū-Whanganui CDEM preparedness 2-yearly survey trends and description of initiatives).	Narrative measure (outlining Manawatū-Whanganui CDEM preparedness 2-yearly survey trends and description of initiatives).
Enforces bylaws and legislation in relation to supply and sale of alcohol, stray and aggressive dogs, keeping animals, food and commercial premises, gambling, and excessive noise.	Bylaws are reviewed on legal timeframe and enforced.	Narrative measure (outlining description of programme to develop and review bylaws and their outcomes).	Narrative measure (outlining description of programme to develop and review bylaws and their outcomes).	Narrative measure (outlining description of programme to develop and review bylaws and their outcomes).	Narrative measure (outlining description of programme to develop and review bylaws and their outcomes).

Climate Change – Te āhuarangi hurihuri

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Foster sustainable practices and behaviours so that city residents and organisations become more sustainable.	Increase in sustainable practices.	Narrative measure outlining projects and initiatives that foster sustainable practices / behaviours and their impacts.	Narrative measure outlining projects and initiatives that foster sustainable practices / behaviours and their impacts.	Narrative measure outlining projects and initiatives that foster sustainable practices / behaviours and their impacts.	Narrative measure outlining projects and initiatives that foster sustainable practices / behaviours and their impacts.
Develop policies and plans and work with city stakeholders to achieve the target of a 30% reduction in greenhouse gas emissions by 2031 and continue to reduce greenhouse gas emissions from Council's own activities.	Decrease in Council's total organisational emissions.	Narrative measure outlining greenhouse gas reduction initiatives and their impacts.	Narrative measure outlining greenhouse gas reduction initiatives and their impacts.	Narrative measure outlining greenhouse gas reduction initiatives and their impacts.	Narrative measure outlining greenhouse gas reduction initiatives and their impacts.

Environmental Sustainability – Te toitūtanga taiao

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Foster sustainable practices and behaviours so that city residents and organisations become more sustainable.	Increase in sustainable practices.	Narrative measure outlining projects and initiatives that foster sustainable practices / behaviours and their impacts. (see next Activity)	Narrative measure outlining projects and initiatives that foster sustainable practices / behaviours and their impacts. (see next Activity)	Narrative measure outlining projects and initiatives that foster sustainable practices / behaviours and their impacts. (see next Activity)	Narrative measure outlining projects and initiatives that foster sustainable practices / behaviours and their impacts. (see next Activity)
Work with iwi and community groups to re-establish bush, particularly along the waterways, and to control introduced predators.	Measured through Manawatū River level of service (see next Activity)				

Manawatū River – Te awa o Manawatū

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Understand the relationship Rangitane o Manawatū has with Manawatū River. Increase use of the Manawatū River environment for passive and active recreation. Increase the health and amenity of the river environment through increased biodiversity.	Increase in the public use of the river environment. Increase in native planting and observed biodiversity improvements in suitable locations in the river environment. Greater connectivity of features within the Manawatū River Park.	Narrative measure outlining public use of the river, biodiversity and native plantings, and connectivity of features.	Narrative measure outlining public use of the river, biodiversity and native plantings, and connectivity of features.	Narrative measure outlining public use of the river, biodiversity and native plantings, and connectivity of features.	Narrative measure outlining public use of the river, biodiversity and native plantings, and connectivity of features.

Resource Recovery – Te whakaaraara rawa

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
<p>Ensure the city's solid waste is adequately and affordably managed.</p> <p>Maximise the proportion of waste diverted from landfill (e.g. through recycling and composting).</p> <p>Manage hazardous waste in an environmentally responsible manner.</p>	<p>Compliance with resource consents for the Resource Recovery Activity measured by the number of abatement notices, infringement notices, enforcement orders and convictions.</p>	100% compliance.	100% compliance.	100% compliance.	100% compliance.
	<p>Decrease in per capita volume of waste sent to landfill.</p>	<p>Narrative measure outlining Council initiatives to decrease waste sent to landfill.</p>	<p>Narrative measure outlining Council initiatives to decrease waste sent to landfill.</p>	<p>Narrative measure outlining Council initiatives to decrease waste sent to landfill.</p>	<p>Narrative measure outlining Council initiatives to decrease waste sent to landfill.</p>

Waters Plan – Te mahere mō ngā wai (Wastewater, Water, Stormwater)

Levels of service Stormwater Drainage	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Provide stormwater services to protect buildings from inundation from flooding in major events.	The number of flood event per year resulting in stormwater from the Council's stormwater system entering a habitable floor in an urban area (mandatory measure).	Less than 5.	Less than 5.	Less than 5.	Less than 5.
	The number of habitable floors per 1,000 properties within urban stormwater service areas affected by a flood event (mandatory measure).	Less than 2.	Less than 2.	Less than 2.	Less than 2.
	Median time to attend a flooding event (note: a flooding event is one resulting in stormwater entering a habitable building) (mandatory measure).	Less than 2 hours.	Less than 2 hours.	Less than 2 hours.	Less than 2 hours.
	The number of complaints received about the performance of Council's stormwater system per 1,000 properties connected (mandatory measure).	Less than 15.	Less than 15.	Less than 15.	Less than 15.
	Compliance with resource consents for discharge from Council's stormwater system as measured by the number of abatement notices, infringement notices, enforcement notices and convictions received by Council in relation to resource consents (mandatory measure).	100%.	100%.	100%.	100%.

Levels of service Sewerage and the treatment and discharge of sewerage	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Provide wastewater services for the safe collection, treatment and disposal of the city's wastewater.	Number of dry weather wastewater overflows from Council's wastewater system per 1,000 connections per year (mandatory measure).	Less than 1.	Less than 1.	Less than 1.	Less than 1.
	Complaints per 1,000 connections about wastewater odour, system faults, system blockages and Council's response to issues with the wastewater system (mandatory measure).	Less than 15.	Less than 15.	Less than 15.	Less than 15.
	Median time for attending to overflows resulting from blockages or other faults (mandatory measure).	Less than 1.5 hours.	Less than 1.5 hours.	Less than 1.5 hours.	Less than 1.5 hours.
	Median time for resolution of overflows resulting from blockages or other faults (mandatory measure).	Less than 8 hours.	Less than 8 hours.	Less than 8 hours.	Less than 8 hours.
	Compliance with resource consents for discharge from Council's wastewater system as measured by the number of abatement notices, infringement notices, enforcement notices and convictions received by Council in relation to resource consents.	100%.	100%.	100%.	100%.

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Water Supply Provide water services for the provision of safe and readily available water.	Compliance with Part 4 (bacteria compliance criteria) of the Public Health Act 1956 (as amended by the Health (Drinking Water) Amendment Act 2007 (mandatory measure)).	100%.	100%.	100%.	100%.
	Compliance with Part 5 (protozoal compliance criteria) of the Public Health Act 1956 (as amended by the Health (Drinking Water) Amendment Act 2007 (mandatory measure)).	100%.	100%.	100%.	100%.
	The number of complaints per 1,000 connections relating to clarity, taste, odour, continuity of supply, drinking water pressure or flow, and Council's response to any of these (mandatory measure).	Less than 40.	Less than 40.	Less than 40.	Less than 40.
	Average consumption of drinking water per day per resident (mandatory measure).	Less than 360 litres.	Less than 360 litres.	Less than 360 litres.	Less than 360 litres.
	Median response time for urgent call out attendance (mandatory measure).	Less than 2 hours.	Less than 2 hours.	Less than 2 hours.	Less than 2 hours.
	Median response time for resolution of urgent call outs (mandatory measure).	Less than 7 hours.	Less than 7 hours.	Less than 7 hours.	Less than 7 hours.
	Median response time for non-urgent call out attendance (mandatory measure).	Less than 10 hours.	Less than 10 hours.	Less than 10 hours.	Less than 10 hours.

	Median response time for resolution of non-urgent call outs (mandatory measure).	Less than 75 hours.	Less than 75 hours.	Less than 75 hours.
	Percentage of real water loss from the water reticulation network (mandatory measure).	Less than 20%.	Less than 20%.	Less than 20%.

Good Governance and Active Citizenship – Te mahere mō te mana urungi papai tonu me te kirirautanga hohe

Levels of service	Measures of Success	Targets Year 1 2021-22	Targets Year 2 2022-23	Targets Year 3 2023-24	Targets 4-10
Actively engage residents in decision-making and provide a range of opportunities for residents to engage with decision-making processes.	More than two out of every three residents (in the Residents Survey) are 'satisfied' with both the 'opportunity to have a say' and the 'ease of having a say'.	Narrative measure outlining satisfaction trends.	Narrative measure outlining satisfaction trends.	Narrative measure outlining satisfaction trends.	Narrative measure outlining satisfaction trends.





Te Kaunihera o Papaioea
Palmerston North City Council
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PALMY
PARAIOEA
PALMERSTON
NORTH
CITY

**Annual Budget
2023/24
Consultation**

pncc.govt.nz/annualbudget

Matawhānui Papaioea
Palmerston North vision

He iti rā, he iti pounamu Small city benefits, big city ambition



Whāinga 1: He tāone auaha, he tāone tiputipu
Goal 1: An innovative and growing city

Whāinga 2: He tāone whakaihiihi, tapatapahi'ana
Goal 2: A creative and exciting city

Whāinga 3: He hapori tūhonohono, he hapori haumarū
Goal 3: A connected and safe community

Whāinga 4: He tāone tautaiāo
Goal 4: An eco city

Whāinga 5: He Kaunihera ahunui, whakamana i te iwi
Goal 5: A driven and enabling Council



Kia ora koutou,

Like the rest of the country, Palmerston North City Council is feeling the effects of the current global recession and cost of living increases. These pressures mean there is little room to manoeuvre in setting this year's budget.

Riding out a couple of tough financial years has seen us again looking at every service, programme and project on our books to find areas where spending can be reduced, or we can defer non-essential work.

A significant portion of this year's proposed total rates amount is from fixed cost payments; inflation, interest rate increases and general cost increases that we have no control over (you can find out about these in more detail on page 10). As a result, Council is proposing a rate rise of 6.4 per cent in total rates, which is below the 8.3 percent rise signalled in Council's Long Term Plan.

The proposal will now go out for public consultation and it's important that we hear from you. What are the things you'd like your Elected Members to think about when making the decisions this year? You may think the public consultation we run around the Annual Budget every year is just a box ticking exercise but the fact is we read every one of your submissions, and what you tell us is a factor in how we make our final decisions.

It's not all doom and gloom though. Both the city and the wider region have a full forward workload of investment underway, with projects like Te ahu a Turanga Manawatu-Tararua

highway now at the halfway mark and the plans afoot for a world-class hotel on the old Chief Post Office site in the city centre. These are just two of several exciting large projects going on which will provide employment and work for local businesses and suppliers.

Here at Council we've delivered some significant work over the last year, with more important projects planned. During deliberations Elected Members reconfirmed our commitment to the social housing and climate change programmes set out in the Long Term Plan. As one of our city's largest consumers of local services and supplies it's important that Council continues to also invest in Palmy's development and our community's wellbeing. This helps support our diverse community as well as local businesses and our local employment market.

We know the economic challenges we are all facing will impact some more than others. With this in mind, we'll continue to support and partner with community organisations who are providing services and assistance to our people. This consultation document sets out the main information you should know about setting this year's Annual Budget. To make a submission please head over to our website at pncc.govt.nz/annualbudget. Hard copies of the submission forms are available at any community library or from the customer service centre at 32 The Square on the bottom floor of our Civic Administration Building. We're keen to hear your thoughts. Please have your say.

Nga mihi nui,
Mayor Grant Smith ^{JP}

ANNUAL BUDGET | CONSULTATION

3

We've achieved a lot over the last year

We've lodged our Nature Calls consent application

The consent application for how we're proposing to treat and discharge our city's wastewater/resource water over the coming decades has now been submitted to Horizons Regional Council. After four years of significant technical work and public engagement, our application outlines how we're proposing to treat the city's wastewater/resource water to the highest standard currently available in New Zealand. Our application proposes the highest treated wastewater in the country. You can read more about this at naturecalls.nz



We've upgraded some playgrounds

Over the past year Savage Reserve got a new playground and concrete pathway that cuts across the reserve to Victoria Esplanade and the Manawatu River. The playground has a historic theme with a stainless-steel slide, wooden seesaw, 4-seated spinner, monkey bars and a maypole. There are also elements of natural play including large rocks, logs and soil mounds. We also installed new rubbish bins and seating, including picnic tables, making Savage Reserve the perfect spot for your whānau on a sunny day. In Autumn, we're also expecting to build a new playground at Cloverlea Park with modern swings, two slides, a mini climbing wall and a flying fox! We've also built paths across the park to improve walking and cycling options, added a drinking fountain and improved the shade on offer.

Major housing projects coming to a close

Stage 1 of construction at Palmerston North's newest subdivision, Tamakuku Terrace, is now complete resulting in 79 more sections in the city. Landowners are getting ready to start building their dream homes in the coming months. Work got underway in January 2021 to turn Council-owned land on James Line into sections for people to purchase and build on.

We're also in the final stages of construction of our social housing development at Papaioea Place. Seven more homes and a community lounge for tenants are being built.



We've been transforming our city centre

We're making significant upgrades to Ferguson Street to make the area safer and help traffic flow more smoothly. Ferguson Street is part of our 'inner ring road' which functions kind of like an inner-city motorway – it's the route you should take to move around the city, rather than cutting across The Square if you don't need to eat, shop or do business. The upgrade includes widening the road to four lanes outside Palmerston North Intermediate Normal School and installing traffic lights at the Pitt St intersection.

Contractors have recently finished working on the second phase of our Cuba Street redesign. The revamped street now has wider footpaths, trees, outdoor dining areas, better street lighting, public seating, angled car parking and a narrower road. The purpose of this design is to slow through-town motorists making the city centre safer for everyone. These features will benefit our businesses by fostering a pedestrian friendly area allowing people to relax and enjoy our shops, cafes, restaurants and events.



We're making it easier for you to recycle

In late 2022 we introduced Tetra Pak recycling at our Ferguson Street recycling centre. Before we introduced this service, there was no option to recycle it here in NZ, so it was being sent to landfill. It's been great to see the public get on board with this option, recycling a whopping 950kg of Tetra Pak to be sent up to SaveBOARD's manufacturing plant in Hamilton, where they create affordable, high-performance, low-carbon building materials such as ceiling tiles and panels.

We also started collecting tyres and have now had more than 3000 dropped off and sent up to Auckland to be recycled. Once there they are turned into fuel to help make cement that gets used by the construction industry.

We've got some important projects coming up

We're trialling a food waste collection

We'll be exploring the effectiveness of a food waste collection service for Palmerston North residents, with a six-month trial set to begin in March. This trial will be a weekly collection service covering a small number of streets in the city. The effectiveness of this trial will determine whether it gets rolled out across the whole city.

We're upgrading bus shelters and cycleways

Palmerston North's public transport infrastructure will be getting a facelift due to a funding boost from Waka Kotahi NZ Transport Agency. The money from the Transport Choices fund will see \$5 million go towards building new bus shelters and rejuvenating existing ones across the city. We've also received funding from Waka Kotahi to establish protected cycleways on Featherston Street and Summerhill Drive.

We're continuing to talk to you about housing

We've begun the first stages of consulting on a number of potential changes for the city. This includes growth at Aokautere, re-zoning the land at Roxburgh Crescent from industrial to residential and we've been seeking feedback on increasing the density of housing in our urban areas. We'll continue seeking feedback on these over the coming year.

We're strengthening the crematorium

Essential work to seismically strengthen the Palmerston North Crematorium began in February. With almost 500 cremations a year we need to ensure this important building can continue to function in the event of a natural disaster.

We're building a new animal shelter

We're building a new animal shelter for Palmy's impounded dogs as the current building is in poor condition and doesn't comply with the Ministry for Primary Industries' requirements. Council made the decision in 2020 to build this new and specialised facility to fully comply with the Code of Welfare requirements and provide a better environment for the dogs that come into our care. Construction of this new shelter began in late 2022. The new building is being built next to the existing shelter on Tōtara Road in Awapuni.

Long Term Plan 2024/34

The Long Term Plan is something every council does every three years. It sets the direction, priorities and levels of service we intend to follow over the next decade and involves every single part of Council's operations. A major part of setting the plan is consulting with our community to find out what things should be at the top of our priority list going forward. The fact is as a smaller city Palmy has a limited amount to spend on the things we need. Determining how to slice the pie is a big decision, we'll need your help to get it right!

Key considerations for this year's budget

Interest rates

Just like the rising repayments you may be facing on your personal loans or mortgage loans, the interest rates for our debts are also increasing. While things like rates and fees fund a lot of our services, our capital projects, like building new things or making changes to a road layout, are funded through loans. In our last Long Term Plan our assumed interest rate was 2.8 per cent. We have adjusted that in this budget to 4.2 per cent.

Inflation

Inflation happens when the prices for a wide range of goods and services increase at the same time. You will have noticed a rise in the price of everyday things like groceries, we too are currently having to pay more to get the same amount of work done. Inflation pressures are currently impacting on the cost of materials and services that we provide - this includes things like fuel, building materials.

Power

Electricity prices are another area seeing significant increases. However, we've recently renegotiated our contract with our supplier that means we get a discount for buying in bulk. The power bills for our services and facilities like yours, have also gone up more than we had planned for in our Long Term Plan. We do have some renewable energy at our water and wastewater plants though, which help to operate them- this saves us around \$200,000 in additional power bills each year.

Contractor and workforce availability

New Zealand's unemployment rate is at a record low which means everyone who can or wants to be working is working. While this is good news for our households, it throws up a challenge for organisations looking for workers. For us, that's especially the case in specialist areas where we may need a specific qualification, level of experience or type of licence. We've been having to contract some of this work out lately due to the shortage, and that can mean we're having to pay more. The competition means the value and cost of labour, especially skilled labour, is going up significantly at the same time our budgets are getting tighter. Much of our work at Council, like tree care, road maintenance and construction of new buildings or infrastructure is done by contractors. Just like the rest of the workforce the number of skilled trades people around is currently limited and therefore we may have to wait longer or pay more for the things we need to be done.

Insurance

This is another unavoidable cost that has risen significantly across the country. Having comprehensive insurance on Palmy's valuable infrastructure is critical, as recent cyclone damage in other regions and cities has made clear.

You can read more about our challenges and the changes we've made to Year 3 of the Long Term Plan programmes in the Supporting Information available on our website pncc.govt.nz/annualbudget

What's changed since the Long Term Plan?

We've reduced how much we will be spending on capital programmes.

In our Long Term Plan, we forecast that we'd be spending \$95 million this year on Capital New projects. Capital New is where we are starting a new project or completing a considerable upgrade. We've taken a hard look at what we can actually deliver and what work can wait. As a result, our draft annual budget now proposes spending \$66.5 million.

These projects include things like:

- Completing the seismic upgrading of the crematorium building
- Proceeding with the Nature Calls project by working with Horizons Regional Council to obtain a new resource consent for discharging treated wastewater
- Completing the construction of the new animal shelter
- Undertaking a number of transport safety improvements under the Government's Road to Zero programme
- Constructing new stormwater facilities in Whakarongo in addition to other city-wide stormwater and water network improvements
- Continuing with major upgrades of key buildings at Central Energy Trust Arena
- Transport and water supply developments in Ashhurst
- Upgrading a number of streets that received significant storm damage during 2022

In some cases, some of the budget includes completing design work for projects in the 2023/24 financial year and holding off on construction until after we've consulted with you on our next Long Term Plan, due mid next year.

The Long Term Plan assumed we would be spending \$18.5 million during 2023/24 on land or other capital development as part of the Nature Calls project. We lodged our application at the end of 2022 and this is now being considered by Horizons Regional Council. This means we don't need to be committing such expenditure at this stage. If the Government's Three Waters plan continues on the current timetable, responsibility for Nature Calls will pass to the new water services entity from 1 July 2024.

We also have separate budgets for capital renewals. Renewals are upgrades but on a smaller scale eg- replacing parts of a playground, footpath work or installing upgraded water pipes. Council's commitment in the Long Term Plan is to ensure assets are well maintained and upgraded in a planned way as we recognise this will save money in the long run. However, we're also conscious of the economic times we're in, and for the coming year have reduced this budget from a forecast \$30.1 million to \$27.5 million.

Specific details of which programmes that have been deferred are available in our supporting information on our website pncc.govt.nz/annualbudget.

We're also delaying the proposed increases to some maintenance budgets.

We need to take care of all our assets and facilities and at times we need to increase budgets to cover the cost of things like inflation, or new facilities or assets. These maintenance budgets are used for things like fixing roofs, repairs to changing rooms or public toilets etc.

In our Long Term Plan we proposed increasing some maintenance budgets to ensure that these assets can continue to provide a great service to the community and reduce the risk of further problems down the line.

In this draft budget we're proposing to maintain the current level of service and budget for these assets. This may mean we have to delay maintenance a bit longer than we would like. But it won't be by a significant amount, so don't worry, the reduction is only \$160,000 (\$0.16 million).

Decisions made to proposed Annual Budget prior to consultation

- To reduce Programme 53 'Computer Replacement' by half (\$263.5k reduction) in the 23/24 Draft Annual Budget.
- To reduce Programme 86 'Furniture Replacements' by 100% (\$106k reduction) in the 23/24 Draft Annual Budget.
- To reduce Programme 281 'CAB Renewals' by 1/6 (\$124k reduction) in the 23/24 Draft Annual Budget.
- To reduce Programme 318 'Telecommunications replacement' by half (\$76.5k reduction) in the 23/24 Draft Annual Budget.
- To reduce Programme 784 'Replacement of Council's photocopiers/printers' by half (\$53.5k reduction) in the Draft 23/24 Annual Budget.
- To reduce Programme 1879 'Council's Plant and Vehicle Replacements' (\$925K reduction) in the Draft 23/24 Annual Budget.
- To reduce the 'Maintained Service Level budget' by \$1 million in the 23/24 Draft Annual Budget; application of this reduction to be determined by the Chief Executive.






This year we are proposing to increase total rates by 6.4 per cent.

Find out how much your rates could be pncc.govt.nz/propertysearch

Fixed charges

Rates are made up of two parts, a fixed part which is the same for each property and a variable part based on the land value.

These are the fixed charges everyone pays for:

Charge type	Charge 2022/23	Charge 2023/24	What it pays for
 Uniform Annual General Charge (UAGC)	\$200	\$200*	Pays for all other Council services and acts as a way of ensuring that all properties contribute a more equal share of cost rather than it all being based on the land value
 Water	\$348	\$374	The cost of providing water
 Wastewater	\$284	\$319	The cost of treating and discharging of wastewater
 Kerbside Recycling	\$129	\$148	The cost of your kerbside mixed and glass recycling
 Rubbish and Public Recycling	\$92	\$109	General rubbish and recycling costs including recycling drop off stations, cleaning up illegal dumping and community education

*note as part of the budget setting, Council will consider the impact on rates for the following scenarios:

1. Retaining the figure of \$200 (UAGC) as proposed; or
2. Reducing it to a lower rate (\$100 or \$50).

Examples of rates for various property types

Examples of proposed rates for 2023-2024 are shown in the following tables

	SINGLE UNIT RESIDENTIAL				TWO UNIT RESIDENTIAL			
LAND VALUE \$	360,000 QUARTILE 1	455,000 MEDIAN	468,000 AVERAGE	540,000 QUARTILE 3	450,000 QUARTILE 1	525,000 MEDIAN	561,000 AVERAGE	625,000 QUARTILE 3
General Rates \$ <small>Incl. UAGC of \$200</small>	1,753	2,163	2,219	2,530	2,904	3,355	3,571	3,956
Targeted Rates \$	950	950	950	950	1,900	1,900	1,900	1,900
Total Proposed Rates \$	2,703	3,113	3,169	3,480	4,804	5,255	5,471	5,856
Increase \$ above 2022/23	173	193	196	211	328	351	362	381

	NON-RESIDENTIAL (COMMERCIAL/INDUSTRIAL)				MISCELLANEOUS			
LAND VALUE \$	385,000 QUARTILE 1	620,000 MEDIAN	1,022,000 AVERAGE	1,110,000 QUARTILE 3	295,000 QUARTILE 1	550,000 MEDIAN	916,000 AVERAGE	965,000 QUARTILE 3
General Rates \$ <small>Incl. UAGC of \$200</small>	6,510	10,361	16,950	18,392	1,812	3,205	5,204	5,472
Targeted Rates \$	428	428	428	428	109	109	109	109
Total Proposed Rates \$	6,938	10,789	17,378	18,820	1,921	3,314	5,313	5,581
Increase \$ above 2022/23	366	558	886	958	98	167	266	280

	RURAL/SEMI-SERVICED (BETWEEN 0.2 + 5HA)				RURAL/SEMI-SERVICED (5HA OR MORE)			
LAND VALUE \$	435,000 QUARTILE 1	520,000 MEDIAN	549,000 AVERAGE	590,000 QUARTILE 3	520,000 QUARTILE 1	730,000 MEDIAN	1,373,000 AVERAGE	1,218,000 QUARTILE 3
General Rates \$ <small>Incl. UAGC of \$200</small>	1,388	1,621	1,700	1,812	910	1,197	2,076	1,864
Targeted Rates \$	109	109	109	109	109	109	109	109
Total Proposed Rates \$	1,497	1,730	1,809	1,921	1,019	1,306	2,185	1,973
Increase \$ above 2022/23	76	88	92	97	52	66	111	100

Non-residential examples do not include any rates for wastewater based on the number of toilet pans or water charged by meter. The proposed charge per pan is \$319. Metered water is charged on the basis of a fixed amount (depending on the size of the connection) and the balance by volume used. Increases are proposed for metered water. The examples do not include the rate for central city commercial properties to fund the Palmy BID.

How your money is spent

How we spend the average residential city ratepayer's rates each week (based on proposed budget for 2023/24).



\$8.64
14.18%

Active communities
Central Energy Trust Arena, reserves, sportsfields, swimming pools, support to recreation groups



\$7.91
12.98%

Transport
Roads, footpaths, shared pathways, streetlights



\$7.19
11.80%

Water
Treatment, storage, distribution



\$4.95
8.12%

Resource recovery
Kerbside recycling, rubbish and public recycling



\$3.82
6.26%

Arts and heritage
Arts, culture and heritage facilities (including Te Manawa, Regent) and support



\$4.28
7.02%

Connected communities
Community centres, Central Energy Trust Wildbase Recovery, public toilets, support to community groups, support to community and commemorative events and social housing



\$1.79
2.94%

City growth
Building and planning services, housing and future development, urban design



\$0.68
1.12%

Eco-City
Environmental sustainability, Manawatū River and surrounding environment (including the Victoria Esplanade), climate change mitigation and adaption



\$0.71
1.17%

Safe communities
Animal management, civil defence and safer community initiatives



\$6.13
10.06%

Wastewater

Collection, treatment, disposal



\$4.21
6.91%

Governance and active citizenship

Mayor and Councillors, Council meetings, consultation, plans (including District Plan) and strategies, iwi relationships



\$4.28
7.02%

Libraries

City and branch libraries, mobile library, youth space



\$2.38
3.91%

Economic development

Economic development, international relations, Conference and Function Centre, city marketing, economic events



\$1.69
2.77%

Stormwater

Flood protection

Horizons Regional Council is responsible for Manawatū River and Mangaone Stream flood protection



\$1.59
2.60%

Organisational performance and strategic investments

Organisational support, Civic Administration Building and strategic investments



\$0.35
0.57%

City shaping

City centre, citymaking, place activation



\$0.35
0.57%

Cemeteries

Cemeteries and crematorium

=

\$60.95

per week for an average ratepayer

The Annual Budget determines how much is needed to run our city's services and facilities

Council's Annual Budget decides the work we'll do for the year ahead, how much this is likely to cost, and the total amount of revenue (including rates) needed to pay for it. Rates are calculated partially based on the land value of properties within the city and whether they're used as residential, commercial/industrial or rural properties. In general, the higher the value, the higher the rates.

Charging rates is one way we pay for these services. If you own property in the city, you'll pay rates on it. If you're renting, the cost of rates will be part of your rent.

There are different types of rates

Targeted rates

Targeted rates are paid by ratepayers who receive a specific service – for example:

- Drinking water for properties connected to the city supply
- Wastewater treatment and discharge for those connected to the city's network.
- Kerbside recycling

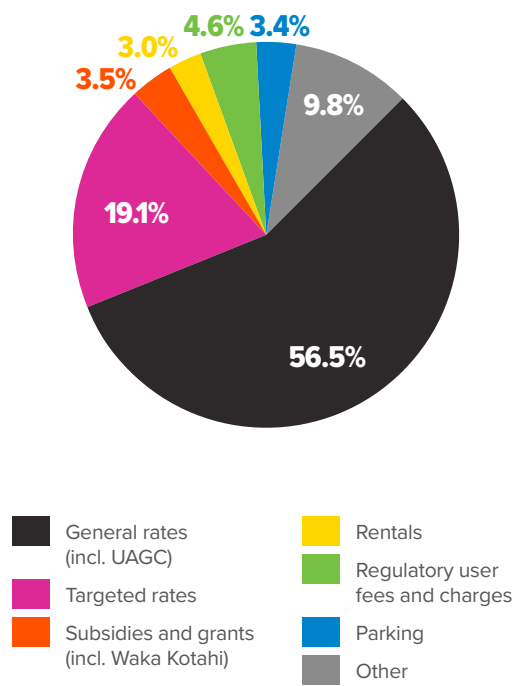
General rates

General rates are paid by all ratepayers to fund services provided by the Council not covered by a specific fee (e.g. for building or resource consents, dog registration or parking) or targeted rate.

These services include things like:

- Parks
- Libraries
- Pools
- Emergency management (Civil Defence)
- Community services
- Cultural facilities
- Roads and footpaths
- Street cleaning
- Stormwater

Rates pay for around 76% of running Palmy



Rates are an important part of how we fund our city, but we don't rely on rates alone. We also get revenue from a range of other areas. This chart shows the percentage they contribute to running our city's services and facilities.

Each year, in addition to working out what rates are required to fund the city, we review the fees and charges made for services where we believe it is important the actual user pays.

There are a wide range of such fees and charges for things like getting building or resource consents, dog registrations, burial and cremation, hiring sportfields, permits, trade waste disposal and rubbish bags.





We have decided that due to the increasing cost of delivering these services many of these fees and charges will need to rise from 1 July 2023. The Council is still in the process of considering and confirming these.

Two areas we are consulting on are trade waste and planning miscellaneous. In resource recovery we are experiencing more than average increases. This includes kerbside recycling and rubbish collection and disposal. The price for rubbish bags will need to increase to cover increasing costs of operations like fuel and also to cover the significant increases in the Government's waste levies and the cost of disposal to landfill.

Information on all our fees and charges can be found on our website pncc.govt.nz/fees

Have your say

We have asked specific questions on our submission form, but you may have other ideas you want to share with us. We want to hear your views!

	Online pncc.govt.nz/annualbudget  @PNCityCouncil
	Phone us 06 356 8199
	Talk with a Councillor For contact details go to pncc.govt.nz/council
	Visit us Call in to a library, come to a drop-in session or attend a hearing

Key Dates

Submissions open	20 March 2023
Submissions close	21 April 2023
Hearings	16-18 May 2023
Council considers submissions and draft Budget amendments	31 May, 1 June, 14 June 2023
Council adopts Annual Budget	28 June 2023

Come to a drop-in session

Monday 3 April	11:00am - 12:00pm	Customer Contact Centre
Tuesday 11 April	3:30 - 5:00pm	Ashhurst Library
Saturday 15 April	10:30 - 11:30am	Central Library

Hearings

Tuesday 16 May	9:00 - 11:00am	1:00 - 3:00pm	5:30 - 7:30pm
Wednesday 17 May	9:00 - 11:00am	1:00 - 3:00pm	5:30 - 7:30pm
Thursday 18 May	9:00 - 11:00am	1:00 - 3:00pm	5:30 - 7:30pm

You can talk to us



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Submission Form

YOUR DETAILS

Name	
Organisation you represent (if relevant)	
Address	Phone
	Email
Signature	

All submissions will be acknowledged in writing and given to the Mayor and Councillors, who will consider the views and comments expressed when finalising the Annual Budget.

If you would like to make a personal presentation in support of your submission at one of our hearings to the Mayor and Councillors, please tick up to three preferences.

	Tuesday 16 May	Wednesday 17 May	Thursday 18 May
9:00 - 11:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00 - 3:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:30 - 7:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As required by the Local Government Official Information and Meetings Act 1987, all submissions will be publicly available, including their placement on the Council's website, although you may request that your contact details (but not your name) be regarded as confidential. If you want your contact details withheld please let us know by ticking this box:

☐

YOU CAN GET YOUR SUBMISSION TO US IN ANY OF THESE WAYS

Online:	Freepost:	Deliver to:
pncc.govt.nz/annualbudget	Annual budget submissions Palmerston North City Council Freepost PX33317 Palmerston North DX Sort	Customer Services Centre Civic Administration Building Te Marae o Hine - 32 The Square Palmerston North or to any Council library
Email:		
submission@pncc.govt.nz		
Phone:		
06 356 8199		

ITEM 6 - ATTACHMENT 3

What are your thoughts on our proposed Annual Budget 2023/24?

What, if anything, would you like to see changed?

**Do you support the programmes we have recommended be deferred?
If not, what do you suggest and why?**

Are there specific activities or services we should be considering more or less of, and why?

This image shows a single sheet of white paper with horizontal blue or green ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Do you have ideas around how we could do things differently?

Do you support the changes we have proposed to the user charges for trade waste, planning and miscellaneous services?

ITEM 6 - ATTACHMENT 3



Te Kaunihera o Papaioea
Palmerston North City Council
pncc.govt.nz / info@pncc.govt.nz / 06 356 8199



REPORT

TO: Council

MEETING DATE: 15 March 2023

TITLE: Fees and Charges Review

PRESENTED BY: Steve Paterson, Strategy Manager Finance

APPROVED BY: Cameron McKay, Chief Financial Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council receive the report titled 'Fees and Charges Review', presented on 15 March 2023, 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 2023 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 2023 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 2023.

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, be adopted and following public notification, take effect from 1 July 2023.

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 2023.

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 2023.

Service Connections

8. That the fees and charges for Service Connections, as proposed in Appendix 8 be adopted and take effect from 1 July 2023.

Resource Recovery

9. That the changes to fees and charges for Resource Recovery, as proposed in Appendix 9, be adopted and take effect from 1 July 2023, incorporating

MAXIMUM RETAIL PRICE FOR KERBSIDE RUBBISH BAGS

EITHER Option 1

OR Option 2

and

ASHHURST TRANSFER STATION RUBBISH DISPOSAL

EITHER Option 1

OR Option 2

Parks and Reserves

10. That the fees and charges for Parks and Reserves as proposed in Appendix 10 be adopted and take effect from 1 July 2023.

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 2023.

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 2023.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	Fees and charges need to be reviewed annually to ensure they adequately meet Revenue & Financing policy, budgetary and other objectives
OPTION 1:	Approve fee increases as proposed
Community Views	Each of different types of fees requires a different process for community engagement. Where this is legislatively controlled it is identified in the report
Benefits	More likely to comply with funding proportions contained in Revenue & Financing Policy
Risks	Public criticism of increases
	Increased charges for some activities may discourage compliance or reduce volumes
Financial	Budgeted revenue targets more likely to be achieved
OPTION 2:	Approve fee amendments for some of those proposed at greater or lesser levels
Community Views	As above
Benefits	Lower fees than recommended likely to mean policy targets will not be achieved
	Higher fees than recommended in some instances will increase likelihood of policy user fee target being achieved
Risks	Higher fees than recommended may increase the risk of public criticism
Financial	If lower increases are approved for some fees likely that budgeted revenue will not be achievable
OPTION 3:	Do not approve any fee increases
Community Views	As above
Benefits	Lower fees than recommended likely to mean policy targets will not be achieved
Risks	When increases eventually are made (to reduce the pressure on rates increases) the extent of the increase required will be publicly and politically unacceptable The budget assumptions for fees and charges in the Annual Budget would need to be revisited which would result in an increase in rates requirement
Financial	If no increases are approved likely that budgeted revenue will not be achievable

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 The purpose of this report is to provide an overview of the current status of fees and charges made by the Council and to recommend the adoption of updated fees for some of them.
- 1.2 It is important that fees and charges be regularly reviewed. There are a variety of reasons for this including:
 - Compliance with legislative requirements – many fees and charges made by the Council are governed by specific legislation
 - Consistency with Council's Revenue and Financing policy – for each activity the Council has adopted targets for the funding mix, i.e. the proportion of costs to be funded from fees and charges
 - Transparency – in some instances it is important to be able to demonstrate that the charge being made represents a fair and reasonable recovery of the costs of providing a particular service
 - Market comparability – for some services the Council operates in a contestable market and it is important that fees and charges are responsive to market changes.
- 1.3 However, as a review process is sometimes very time-consuming the depth of the review for each type of fee or charge may vary depending on the circumstances.
- 1.4 Attached as Appendix 1 is a schedule listing, in broad terms, the various types of fees and charges made by the Council. The schedule is ordered by activity (consistent with the 10 Year Plan 2021-31) and within that by function (consistent with the Revenue & Financing Policy). Comments are made within the schedule outlining the reasons for there being no change recommended to a particular fee or charge. In cases where changes are recommended more detail is provided in the appendices.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 Council has previously indicated that as a matter of policy it wishes all fee and charge revisions to be encapsulated in a single report to the Council early each year.
- 2.2 Council's current Revenue & Financing Policy (10 Year Plan 2021-31 pages 245-283) describes how the Council goes about deciding who should pay for the provision of each activity and in what proportions. The policy should be the foundation for decisions about the levels of fees and charges.
- 2.3 For some activities (such as swimming pools) only a portion of the operating costs is borne by the Council and none of the revenue is received directly by the Council. The Council does have the right under the agreement with CLM to set the maximum fees charged for the services. The Revenue & Financing

Policy addresses only that portion of the net operating costs funded by the Council and therefore makes no reference to user charges for swimming pools.

- 2.4 In some of the activities shown above it is not practical to charge users through a separate charge specifically related to use. An example of this is water where large consumers are metered but the majority of users are charged through the rating system by way of a fixed targeted rate as the best proxy for direct user charge.
- 2.5 In some activities a combination of charging mechanisms is used. Rubbish and recycling is an example. Users are responsible for their own rubbish disposal. The Council does provide a collection and disposal service which is funded from the sale of rubbish bags. Recycling activity is funded from the sale of recyclables and the balance through the rating system by way of fixed targeted rates.

3. DESCRIPTION OF OPTIONS

- 3.1 With a few exceptions (being cemeteries, resource recovery), draft revenue budgets for 2023/24 have been set at levels which aim to meet the Revenue & Financing Policy proportion targets. Achieving these revenue levels is dependent not only on the level of fee or charge set but also the actual volumes of activity by comparison with budget assumptions.
- 3.2 The timing of this review is scheduled to fit into the annual planning timetable in a way which ensures appropriate revenue assumptions are made in the proposed 10 Year or Annual Plans and changes to fees and charges can be implemented as soon as practicable.
- 3.3 Much of this report is focused on providing an overview of Council's fees and charges. However the report does include specific proposals for change for a number of fees and charges as explained in more detail in the following appendices:

Appendix		
2	Trade Waste	Proposal for public consultation
3	Planning & Miscellaneous	Proposal for public consultation
4	Building	Proposed increases
5	Environmental Health	Proposed increases
6	Animal Management	Proposed increases
7	Burial & Cremation	Proposed increases
8	Service Connections	Proposed increases
9	Resource Recovery	Proposed increases
10	Parks and Reserves	Proposed increases
11	Backflow Prevention	Proposed increases
12	Corridor Access Requests	Proposed increases

3.4 Whilst the background to, and rationale for, the recommendations is made in each of the appendices attention is drawn to the following:

- A number of new flat charges are proposed for planning services in an effort to give more certainty to applicants and to try to reduce the confusion brought about by the present terminology.
- Likewise, a number of fixed charges are proposed for building services.
- Many of the charges are being proposed to be increased by 7% to reflect the level of cost increase being experienced and thereby ensure an appropriate proportion of the increase is incurred by the user rather than the general ratepayer.
- A number of the fees and charges for resource recovery are being proposed to be increased by large percentages – the reason for each is explained in Appendix 9. Two options are provided for the maximum retail price for rubbish bags and for some of the charges for the Ashhurst Transfer Station. The options for consideration are:
 - Option 1 is the increase required to comply with Council's Revenue and Financing Policy,
 - Option 2 spreads the increased fee requirements over a two year period, noting that costs continue to increase for this activity such as the continued increase of waste levies imposed

by the Government as part of waste minimisation measures. This option will mean we will be below Revenue and Financing Policy limits.

- Despite the proposed increases in burial and cremation fees the projected overall income means the activity will still not meet the targeted recovery from users as described in the Revenue and Financing Policy. This will be further assessed during the review of the Policy as part of the development of the next Long-Term Plan.

4. ANALYSIS OF PROPOSALS

- 4.1 Analysis of each of the fee types for individual activities is contained in the appendices.

5. SUMMARY OF CONSIDERATIONS

- 5.1 A broad review of fees and charges has been undertaken. Revenue from these is an important part of the funding mix. There are two elements to achieving revenue budgets. The first is the actual level of the fee or charge. The second is the volume of sales or use. A change to the level of fee or charge can influence demand. Achieving revenue targets is sometimes more about volumes than the level of the charge. There is a fine balance between the two. This report recommends increases in charges for a number of services and many of these are reflective of revenue assumptions made in the proposed Annual Budget 2023/24.

6. NEXT ACTIONS

- 6.1 There is a series of procedural steps to be followed to enable some of the revised fees and charges to be implemented. In some cases (as specifically identified in the recommendations) this involves a period of public consultation and a report back to the Council for final confirmation (taking into account any public submissions).
- 6.2 The Communications Team will action messaging appropriate to the rates and fee changes not otherwise formally notified.



7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 7.1 The Revenue & Financing Policy incorporates the Council's current views on what portion of each activity should be directly funded from users. This policy forms part of the 10 Year Plan which was the subject of public consultation in 2021.
- 7.2 There are varying types of public consultation required to enable changes to be made to fees and charges. For some the special consultative process or a process consistent with the principles of section 82 of the Local Government Act is to be used. More detail about each is provided in the detailed appendices.

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?	Yes
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans? There are some activities as mentioned in this report that do not meet the Revenue and Financing Policy limits for Fees and Charges. The level of inconsistency is minor and will be addressed by either staged increases to fees and charges over time (as is the case for Resource Recovery) or as part of the review of the Revenue and Financing Policy as part of the next 10 year plan.	Yes
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 and to social, economic, environmental and cultural well-being	<p>The process for setting fees and charges depends on the nature of the activity and the particular requirements of the relevant bylaw, legislation or Council policy.</p> <p>The recommendations take account of Council's Revenue & Financing Policy that in turn reflects Council's strategic direction.</p>

ATTACHMENTS

1. Fees and Charges 2023/24 - Appendices 1 - 12  

Activity	Revenue & Financing Policy function	Fees / Charges	Last Implementation / Date of revised fee	Next Review Scheduled for	Assumption for draft 2023/24 Budget	Comments
Economic development	Conference & Function Centre	Venue rental Percentage of catering revenue			Restoration to pre-covid levels	Charges depend on market conditions.
City Growth	Building Services	Building Services Fees	1 Jul 2022	1 Jul 2023	Increased fees & higher revenue	Increases recommended. Refer Appendix 4 & recommendations.
City Growth	Planning Services - Private	Services Fees & Charges	1 Jul 2022	1 Jul 2023	Increased fees & higher revenue	Increases recommended. Refer Appendix 3 & recommendations.
Roading	Parking enforcement	<ul style="list-style-type: none"> Registration WOF Fines (Stationary vehicles) 	9 Dec 1999	Next Statutes Revision	No change	Charges are set and changed by legislation/regulation.
Roading	Metered Parking	Metered Parking Fees – on street & off-street	Nov 2021	1 Jul 2023	Increased revenue	As significant changes were made in 2021/22 no change is proposed this year.
Roading	Off-street parking – leased carparks	Long term lease	1 Jul 21	1 Jul 2023	No change	No change proposed.
Roading	Road corridor access	Corridor access request	1 Jul 22	1 Jul 2023	No change	Increase proposed. Refer Appendix 12 & recommendations.

Activity	Revenue & Financing Policy function	Fees / Charges	Last Implementation / Date of revised fee	Next Review Scheduled for	Assumption for draft 2023/24 Budget	Comments
Active Community	Central Energy Trust Arena	Venue Rentals - Commercial - Community & Schools	1 Jan 2023 1 Jan 2023	1 Jan 2024 1 Jan 2024	No change	Charges reviewed under delegated authority.
Active Communities	Sportsfields	Sportsfield Rental/Charges	1 Jul 2022	1 Jul 2023	No change	Increases recommended. Refer Appendix 10 & recommendations
Active Communities	Swimming Pools	Admission charges	1 Jul 2019		No change	The contract for pool operations provides for the Council to approve maxima for charges able to be made by the contractor. In Nov 2018 Council approved 4.6% increases in admission & concession rates effective from 1 Jul 2019.
Connected Communities	Cemeteries	• Burial • Cremation	1 Jul 2022	1 Jul 2023	Minor increase in revenue	Increases recommended. Refer Appendix 7 & recommendations.
Connected Communities	Community Centres	Community halls & facilities	1 Jul 2022	1 Jul 2023	CPI increase	Rentals are adjusted annually by the CPI.
Connected Communities	Libraries	• Membership Subscription • Lending charges • Interloan charges • Overdues • Reserves • Lost material	1 July 1999 (non-resident membership)	1 Jul 2023	No change	No changes proposed in 2022/23. Some reduction assumed since 2021/22 due to elimination of some overdues fees.

Activity	Revenue & Financing Policy function	Fees / Charges	Last Implementation / Date of revised fee	Next Review Scheduled for	Assumption for draft 2023/24 Budget	Comments
Connected Communities	Social Housing	Rental	Jul 2022	Jul 2023	Minor increase in total revenue based on assumption increased no of units & CPI increases	As per the Social Housing Guidelines, former 'public housing' rentals will be set at market rates. The remaining housing will be subsidised, with rent to be set at no more than 25% of superannuation, supported/living payment, job seeker support or other relevant benefit).
Safe Communities	Animal Management	<ul style="list-style-type: none"> Registration Fees Impounding Fees 	1 Jul 2022 1 Jul 2022	1 Jul 2023 1 Jul 2023	Minor increase in revenue	Dog Control Act 1996 Section 37 requires Council to give public notice of fees annually prior to 1 July. Refer to Appendix 6 & recommendations.
Safe Communities	Public Health	Health Inspection, Verification & Monitoring Fees	1 Jul 2022	1 Jul 2023	Minor increase in revenue	With introduction of Food Act 2004 Council no longer issues health licences. Role is now inspection, verification & monitoring Increase proposed - Refer to Appendix 5 & recommendations. Council has chosen to use the default liquor licensing fees set by regulation.
Resource Recovery	Waste Management	Liquor fees Rubbish Bag Sales	18 Dec 2013 1 July 2021	1 Jul 2023	No change Increased revenue	Policy is that full costs of collection are to be covered by bag sales. Increases proposed. Refer to Appendix 9

Activity	Revenue & Financing Policy function	Fees / Charges	Last Implementation / Date of revised fee	Next Review Scheduled for	Assumption for draft 2023/24 Budget	Comments
Resource Recovery	Waste Minimisation	Landfill Charges – Green waste	1 Oct 2007	1 Jul 2023	No change	Landfill now closed. However still accept green waste. Fees for this increased from 1 Oct 2007. Recommend holding prices to promote green waste diversion. Increase proposed. Refer to Appendix 9.
		Landfill Charges – bulk compost		1 Jul 2023	Increase in revenue	
		Transfer Station – Ashhurst	1 Jul 2021	1 Jul 2023	Increase in revenue	Price increased from 1 July 2021 – Increase recommended. Refer to Appendix 9.
		E-waste – Ferguson St	1 Jul 2018	1 Jul 2022	No change	Rationalisation, simplification & some reduction in charges for e-waste implemented from 1 July 2018. No change.
		Event Recycling	1 Jul 2018	1 Jul 2022	No change	Regime for event recycling implemented in July 2018.
		Recycling charge for tyres	1 Jul 2022	1 Jul 2022	No change	Some changes proposed. Refer Appendix 9 & recommendations.
Stormwater	Stormwater	Connection fees	1 Jul 2022	1 Jul 2023	Minor increase in revenue	Increase proposed. Refer to Appendix 8 & recommendations.
Wastewater	Wastewater	Trade waste charges	1 Jul 2022	1 Jul 2023	Fee based on cost-based formula. Increase in revenue.	Formula for determining charges based on Council's Trade Waste By-Law, 2022/23 charges approved by Council in June 2022. Refer to Appendix 2 & recommendations
		Connection fees	1 Jul 2022	1 Jul 2023		Increase proposed. Refer to Appendix 8 & recommendations.

Activity	Revenue & Financing Policy function	Fees / Charges	Last Implementation / Date of revised fee	Next Review Scheduled for	Assumption for draft 2023/24 Budget	Comments
Water Supply	Water Supply	Water by meter tariff	1 Jul 2022	1 Jul 2023	Any change is related to change in level of targeted fixed rate-increased tariff assumed. Changes proposed	Water by meter tariffs are deemed to be targeted rates & are set as part of annual rates resolution.
		Tanker filling station fees	1 Jul 2022	1 Jul 2023		Set under terms of Water Supply Bylaw. Related in part to level of water by meter tariff.
		Connection fees	1 Jul 2022	1 Jul 2023	Minor increase in revenue	Refer to Appendix 8 & recommendations.
		Backflow preventer fees	1 Jul 2022	1 Jul 2023	Minor increase in revenue	New fees introduced in 2021/22. Refer Appendix 11 & recommendations.
Governance & Active Citizenship	Direction Setting	District Plan changes	1 Jul 2008	1 Jul 2023	No change	Policy is to recover costs relating to private plan change applications from applicants. Present charges achieve this aim.
		District Plan documents & updates	1 Jul 2012	1 Jul 2023	No change	Changed from a specific charge to charge at cost from 1 Jul 2012.

Note - Amounts for Development contributions (for water, wastewater, stormwater, roading & reserves) are increased annually on 1 July in accordance with the movement in the Producers Price Index – Construction or through an amendment to the Development Contributions Policy.

Proposed changes to descriptions and specific fees and charges are highlighted in the appendices in red.

Appendix 2

PROPOSED AMENDMENTS TO FEES AND CHARGES FOR TRADE WASTE

1. INTRODUCTION

It is Council's policy to review its fees and charges for trade waste each year in accordance with the Palmerston North Trade Waste Bylaw.

Changes to these fees and charges are required to be approved using the consultation principles of the Local Government Act.

2. BACKGROUND

2.1 Revenue & Financing Policy Requirements

As part of Council's financial framework it has in place a Revenue and Financing Policy that was adopted in 2021.

The policy defines how operating expenditure for each activity will be funded. In summary the funding sources are from either, user charges or targeted rates (private), rates (public), or based on the exacerbator principle whereby the cost of an activity can be attributed to an individual or a group of individuals.

Some of the discharges of trade waste into the sewerage system use up more of the sewerage systems capacity than normal domestic discharges.

Council's Revenue and Financing policy states "volumes of trade waste are capable of being measured so those who discharge trade waste should be charged based on the nature and volume of discharge". The setting of the charges is regulated under Council's Trade Waste Bylaw 2022 and a specific charging mechanism has been established to recover the extra costs imposed on the Council's system.

These costs are incurred in the following way;

- Compliance Monitoring – the inspection, sampling and analysis of trade waste discharges
- Trade Waste Application – the processing of new or renewal applications
- Consent Processing – when the cost of processing the consent exceeds the normal application fee
- Re-inspection – for re-inspection of premises when a notice served by the Council has not been complied with

- Annual Trade Waste Charges – for administration and monitoring of individual consent holders
- Trade Waste Charges – these are for the impact of consented discharges on Council's system.

The following factors impact on the fees and charges;

- Costs to administer and monitor consents
- Cost of operating the Palmerston North sewerage system
- Flows within the Palmerston North sewerage system
- Loading on the Palmerston North Wastewater Treatment Plant.

These costs, flows and loadings vary from year to year.

2.2 Statutory Requirements

The Council adopted the latest version of the Palmerston North **Trade Waste** Bylaw in 2022 under its statutory powers contained in the Local Government Act 2002 (LGA). Accordingly, in terms of section 150 of the LGA the trade waste charges are required to be set in a manner giving effect to the requirements of the Act. Schedule 1 of the Bylaw contains a list of types of charges that may be imposed. In June 2022 the Council adopted the current schedule of charges following appropriate consultation.

2.3 Factors Impacting on Setting Fees and Charges

A number of other considerations are factored into the proposed fees. They are:

Transparency It is important that fees and charges are structured in a manner that clearly identifies the specific service being provided and the true cost of providing such services.

Fair and reasonable That the charges are demonstrated to be fair and reasonable.

Market comparable Where appropriate.

2.4 Outline of Proposed Fees and Charges

The proposed fees and charges are shown in detail below:

Palmerston North City Council

Trade Waste Charges

Pursuant to the Palmerston North Trade Waste Bylaw 2022

Category		2022/2023 Charge (GST Incl)	2023/2024 Charge (GST Incl)	Description
Administrative Charges (Table 2 – Schedule 1)				
2.2	Compliance Monitoring - Conditional Consents	\$237 per sampling & analysis	\$237 per sampling & analysis	Fee to recover inspection and monitoring costs of trade premises
2.2	Compliance Monitoring – Grease Trap Sampling Fee	\$120 per inspection	\$120 per inspection	Fee to recover inspection and sampling costs of grease traps
2.4	Trade Waste Application Fee	\$1,600	\$1,600	Fee to recover cost of processing new or renewal applications
2.5	Consent Processing Fee	\$195 per hour	\$195 per hour	Fee to recover cost of processing extraordinary applications
2.6	Re-inspection Fee	\$195 per inspection	\$195 per inspection	Fee to recover cost of re-inspections of individual trade premises
2.9	Trade Waste Charge - Permitted Consents for Grease traps/Oil interceptors/Amalgam traps	\$120 per annum	\$120 per annum	Charge to recover administration and monitoring cost of grease traps/ oil interceptors & other treatment devices/ amalgam traps at dental surgeries
2.9	All other premises (conditional) plus trade waste charges	\$1,320 per annum	\$1,320 per annum	Charge to recover administration and monitoring cost of trade waste consents
2.9	Annual Trade Waste database Licence Fee - delete	N/A	N/A	Charge for access to on-line database
2.9	Discharge administration fee	\$600 per annum	\$600 per annum	Charge to recover administration and monitoring costs of permitted customers with discharges exceeding 5m ³ /day
Trade Waste Charges (Table 3 – Schedule 1)				
3.1	Volume Charge (\$/m ³)	\$0.6430/m ³	\$0.6039/m ³	Charge to recover sewerage collection costs
3.3	Suspended Solids Charge (SS) (\$/kg)	\$0.72/kg SS	\$0.6468/kg SS	Charge to recover suspended solids treatment costs
3.4	Organic Loading Charge (BOD) (\$/kg)	\$0.6034/kg BOD	\$0.6173/kg BOD	Charge to recover organic loading treatment costs
3.6	Phosphorous Charge (DRP) (\$/kg)	\$41.1866/kg DRP	\$33.7434/kg DRP	Charge to recover phosphorous (DRP) removal costs

Tankered Waste Charges (Table 4 – Schedule 1)				
4.1	Tanker Wastes Charge	\$45/1,000 litres	\$45/1,000 litres	Charge to recover administration, receiving and treatment costs of tankered wastes

The volume dependent charges are based on historic flows, strengths and costs. The proposed 2023/24 charges are based on flows and costs over the three years to August 2022. Overall flows through the plant have increased so the volumes relating to trade waste customers are becoming a smaller share of the total.

The changes proposed above represent increases of 2.3% in the rate charged for organic loading treatment and reductions of 6.1% on the volume of sewage discharged, 10.2% in the suspended solids charge and 18.1% in the charge for phosphorous removal.

The fixed charges are set to recover direct costs of sampling, analysis and administration of tradewaste effluent charged from conditional consent holders under the provisions of the bylaw. Sampling is required to confirm compliance with the consent conditions and in conjunction with the measured flows used to determine the monthly charges. Over the previous two-three years there were significant changes in the level of the fixed charges so it is recommended they remain unchanged for 2023/24.

2.5 Level of Service

As part of the process of preparing the 10 Year Plan 2021-31 the level of service for all areas was considered. This determined that the current levels are appropriate.

3. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables Council to be satisfied that they are transparent, fair and reasonable and market comparable. This does not necessarily mean that fees will be increased every year.

The options available include no change being made, proceeding with the recommendations or changing fees by a different amount. If no change is made or fees are increased by a lesser amount, the proposed budgeted revenue for 2023/24 cannot be met. This will result in the level of ratepayer funding having to be increased to make up the shortfall or the level of services being reduced.

The remaining option is to proceed with the recommended changes. This will ensure that the charges for providing the services are fair and reasonable. It will ensure that the revenue attained from fees and charges reflects the true cost to Council of providing such services.

4. FINANCIAL IMPLICATIONS

The proposed fees and charges will enable the budget targets for 2023/24 as defined in the proposed Annual Budget 2023/24 to be met based on the volume assumed. In particular it will enable the generation of \$ 1.1 million of revenue from trade waste charges.

5. MAKING A SUBMISSION

Submissions on the proposal are invited and must be received by the Council during the submission period which opens on Monday 27 March 2023 and closes at 5.00 pm on Friday 28 April 2023. Enquiries may be directed to the Group Manager – Three Waters on telephone 356 8199.

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

Democracy & Governance Manager
Palmerston North City Council
Private Bag 11-034
Palmerston North 4442

Email submission@pncc.govt.nz

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

Waid Crockett
Chief Executive

PROPOSED AMENDMENTS TO FEES AND CHARGES FOR PLANNING AND MISCELLANEOUS SERVICES

STATEMENT OF PROPOSAL

1. INTRODUCTION

It is Council's policy to review its fees and charges every year. As a result of the most recent review the proposed to change the fees and charges varies. Some of the fixed charges and deposits will increase to reflect that more time is being required to be spent assessing issues such as urban design, stormwater and roading. Charges based on hourly charge out rates will increase by approximately 7%.

The changes to fees and charges are designed to ensure there is sufficient revenue to match the increase in operational costs and satisfy the requirements of Council's Revenue & Financing Policy.

Changes to these fees and charges are required to be approved using the special consultative procedure or a similar procedure.

2. BACKGROUND

2.1 Revenue & Financing Policy Requirements

As part of Council's financial framework it has in place a Revenue and Financing Policy that was adopted in 2021.

The policy defines how operating expenditure for each activity will be funded. In summary the funding sources are from either, user charges or targeted rates (private), rates (public), or based on the exacerbator principle whereby the cost of an activity can be attributed to an individual or a group of individuals.

For the fees and charges being considered funding is based on the following principles:

2.1.1 Planning Services

The entire community benefits from safe reliable infrastructure and resources and consistent transparent Council procedures. The entire community benefits from advice relating to potential resource consents or resource management as well as from resource consent monitoring and enforcement activities. Developers and property owners benefit from the resource consent advice, information and certainty provided by the Council.

The Revenue & Financing Policy outlines that the funding source for public services (namely planning advice, information, consent monitoring and enforcement) as compared to private services (being resource consent processing) should be clearly separated to reflect those who benefit from the service, the period of benefit and those who create the need.

The Policy indicates that a “high” percentage of planning (public) services should be funded from rates with a “high” percentage of planning (private) services to be funded by fees and charges.

The proposed budget for 2023/24 compared to the proposed funding policy is as follows:

Activity	Target Policy	Budget 2023/24	Compliance with Policy?
Planning Services – Private	100% Fees and Charges	100% Fees and Charges	<i>Meets the policy</i>
Planning Services – Public	100% Rates	100% Rates	<i>Meets the policy</i>

2.2 Statutory Requirements

The setting of the fees and charges for the fee group entitled **Planning Services** is empowered by Section 36 of the Resource Management Act 1991 (RMA) and requires the Council to follow the special consultative procedure as set out in section 83 of the Local Government Act 2002 (LGA). This requires the fees and charges proposed for planning to be initially referred to Council and then notified for public consultation before they can be approved by Council.

The Council is required to have regard for the criteria outlined in section 36AAA of RMA when establishing fees and charges. The key purpose of such charges is required to be to recover the reasonable costs incurred by the Council in relation to the activity for which the charge is being made.

Most of the charges for the fee group entitled **Miscellaneous** (except for those set under the Food Act 2014) are empowered under the LGA. This authorises the Council to recover the costs it incurs for approvals, authorities and inspections not covered by the primary legislation under which the Council operates, e.g., RMA. Accordingly, in terms of section 150 of the LGA they are required to be set in a manner which gives effect to the consultation principles in section 82 of the LGA. However, as they are being reviewed in conjunction with the charges for planning services it is practical to use the special consultative procedure.

Those set under section 205 of the Food Act 2014 to cover the Council’s activities relating to registration, verification and compliance and monitoring under the Act must be set using the special consultative procedure.

2.3 Factors Impacting on Setting Fees and Charges

A number of other considerations are factored into the proposed fees. They are:

Transparency

It is important that fees and charges are structured in a manner that clearly identifies the specific service being provided and the true cost of providing such services.

Fair and reasonable

That the charges are demonstrated to be fair and reasonable.

2.4 Outline of Proposed Fees and Charges

2.4.1 Planning Services

The proposed fees and charges are shown in detail in **Attachment A**.

Most of the charges are proposed to be increased by approximately 7% to reflect increased operating costs.

An exception to this is in the case of those consent fees that are now described in the fee schedule as flat fees. Previously these fees were described as fixed fees (reflecting terminology used in the Resource Management Act) but charged on the basis of actual time spent. In reality they were only an indicative charge and applicants would invariably be charged more than the fixed fee based on the actual time spent to process the application.

In an effort to avoid the confusion due to the present terminology it is proposed that flat fees be charged for some activities and that in such instances no additional charge would be made.

The proposed charge of \$730 for small-scale resource consents is based research as to the actual time spent and most applicants would not have been charged a fee as low as \$250.

In the case of the other consent/designation fees an indicative charge is shown but in each instance the actual charge would be based on the time spent on the application. In the event of any objection to the final charge the Council is unlikely to discount below the indicative charge (pursuant to section 36AAB(2) of the Resource Management Act).

No change is proposed to the level of deposits in recognition of the present development market which has become more constrained in recent months.

2.4.2 Miscellaneous Services

The proposed fees and charges are shown in detail in **Attachment B**.

Most of the charges are proposed to be increased by approximately 7% to reflect increased operating costs.

2.5 Level of Service

As part of the process of preparing the 10 Year Plan 2021-31 the level of service for all areas was considered. This determined that the current levels are appropriate.

6. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables Council to be satisfied that they are transparent, fair and reasonable and market comparable. This does not necessarily mean that fees will be increased every year.

The options available include no change being made, proceeding with the recommendations or changing fees by a different amount. If no change is made or fees are increased by a lesser amount, the proposed budgeted revenue for 2023/24 cannot be met. This will result in the level of ratepayer funding having to be increased to make up the shortfall or the level of services being reduced.

The remaining option is to proceed with the recommended changes. This will ensure that the charges for providing the services are fair and reasonable. It will ensure that the revenue attained from fees and charges reflects the true cost to Council of providing such services.

7. FINANCIAL IMPLICATIONS

The proposed fees and charges will enable the budget target of \$1.47 million for 2023/24 as defined in the proposed Annual Budget to be met based on the volume assumed.

8. MAKING A SUBMISSION

Submissions on the proposal are invited and must be received by the Council during the submission period which opens on Monday 27 March and closes at 5.00 pm on Friday 28 April 2023. Enquiries may be directed to the Planning Service Manager on telephone 356 8199.

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

Democracy & Governance Manager
Palmerston North City Council
Private Bag 11-034
Palmerston North 4442
Email submission@pncc.govt.nz

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

Waid Crockett
Chief Executive

Palmerston North City Council		Attachment A	
Planning Services		Fees & Charges	
Planning services charges listed below are imposed under the Resource Management Act 1991 to recover the cost to Palmerston North City Council for processing applications, monitoring consents and for Notice of Requirements Designations and Private District Plan Changes.			
Section 36 of the Resource Management Act 1991 enables the Council to charge additional fees to recover actual and reasonable costs when the indicative (fixed) fee is inadequate. This means that applications that exceed standard processing times or which involve a hearing may incur additional charges. Consultants and solicitors fees associated with all work types are also included. We may also refund part of the fee if the work required to process the application is less than the deposit paid.			
The deposits specified in the tables below are required up front and no action will be taken in accordance with section 36AAB(2) until paid. That does not mean that the Council is required to complete the activity upon payment of the deposit. The costs incurred will be monitored and additional amounts up to the total of the charge may be required. Then additional charges may also be required before completion of the task if the indicative charges are inadequate to cover the Council's actual and reasonable costs.			
All fees and charges shown are GST inclusive unless indicated			
Consent Charges			
Charges payable by applicants for resource consents, for the carrying out by the local authority of its functions in relation to the receiving, processing and granting of resource consents (including certificates of compliance [and existing use certificates] pursuant to Section 36(1)(b)).			
Flat Fees			
Activity Type	Fixed Charge from 1 Jul 2022	Flat Fees from 1 Jul 2023	
Small-scale resource consents	\$ 250	\$ 730	
Boundary Activity	\$ 320	\$ 400	
Temporary or Marginal Breaches	\$ 320	\$ 620	
Certificates of compliance	\$ 500	\$ 510	
Town Planning Certificate (Alcohol)	\$ 400	\$ 400	
Existing use certificates	\$ 1,000	\$ 1,170	
Waiver for requirement for Outline Plan	\$ 400	\$ 510	
Other Consent Fees/Designation Fees			
Activity Type	Fixed Charge from 1 Jul 2022	Indicative Charges from 1 Jul 2023*	Deposit from 1 Jul 2023
Non notified land use consents (minor, see note (d) (b))	\$ 2,000	\$ 2,100	\$ 1,500
Non notified land use consents (other than minor)	\$ 4,400	\$ 4,700	\$ 3,000
Limited notified land use consents	\$ 64,000	\$ 68,000	\$ 48,000
Notified land use consents (full notification)	\$ 85,000	\$ 91,000	\$ 64,000
Non notified subdivision consents (Controlled Activity)	\$ 3,000	\$ 3,200	\$ 1,900
Non notified subdivision consents (Discretionary Restricted)	\$ 3,200	\$ 3,400	\$ 2,400
Non notified subdivision consents (other)	\$ 6,000	\$ 6,400	\$ 4,500
Notified subdivision consents for up to and including 20 lots in total (full and limited notification)	\$ 24,000	\$ 26,000	\$ 18,000
Notified subdivision consents for more than 20 lots (full and limited notification)	\$ 42,000	\$ 45,000	\$ 31,000
Outline Planning Approval	\$ 1,200	\$ 1,300	\$ 900
Notified notice of requirements, heritage orders, designation alterations.	\$ 18,000	\$ 19,000	\$ 13,000
Non notified notice of requirements, heritage order, designation alterations	\$ 3,000	\$ 3,200	\$ 2,000
District Plan changes	\$ 28,000	\$ 30,000	\$ 20,000
* Pursuant to Section 36AAB(2), these are identified as 'Indicative Charges' (or 'fixed charges' under the RMA) whereby in the event of an objection to a fee, Council would be unlikely to discount below the Indicative Charge.			

Charges payable by holders of resource consents, for the carrying out by the local authority of its functions in relation to the administration, monitoring and supervision of resource consents and other planning related functions.			
Activity Type	Fixed Charge from 1 Jul 2022	Indicative Charge from 1 Jul 2023*	Deposit from 1 Jul 2023
Monitoring of non notified resource consents	\$369 per consent for inspections and monitoring (2 hours)	At cost of Officer's time per hour (minimum of two hours)	
Monitoring of notified resource consents	\$738 per consent for inspections and monitoring (4 hours)	At cost of Officer's time per hour (minimum of four hours)	
Variations to conditions (section 127 and 221 - subdivision and land use)	\$ 1,900	\$ 2,035	\$ 1,400
Extensions of time (section 125)	\$ 1,200	\$ 1,285	\$ 900
Cancellation of building line restrictions (under Local Government Act 1974)	\$ 1,200	\$ 1,285	\$ 900
Adjustment of easements	\$ 1,200	\$ 1,285	\$ 900
Subdivision certificates (including section 223, 224)	\$ 425	\$ 455	\$ 300
Subdivision certificates (section 226)	\$ 1,500	\$ 1,605	\$ 1,100
Subdivision inspections for up to and including 5 lots, or staged, in total	\$ 900	\$ 965	\$ 600
Subdivision inspections for between 6 lots and up to and including 10 lots, or staged, in total	\$ 1,700	\$ 1,820	\$ 1,300
Subdivision inspections for between 11 lots and up to and including 20 lots, or staged, in total	\$ 3,400	\$ 3,640	\$ 2,500
Subdivision inspections for more than 20 lots un-staged	\$ 5,000	\$ 5,350	\$ 4,000
Removal of designations	\$ 280	\$ 300	\$ 280
Purchase of District Plan & District Plan updates	At cost	At cost	At cost
Charges payable by holders of resource consents, for the carrying out by the local authority of its functions in relation to reviewing consent conditions if:			
Activity Type	Fixed Charge from 1 Jul 2022	Fixed Charge from 1 Jul 2023	Deposit from 1 Jul 2023
Review at the request of the consent holder	\$ 1,800	\$ 1,925	\$ 1,300
Review pursuant to section 128(1)(a)	\$ 1,800	\$ 1,925	\$ 1,300
Review pursuant to section 128(1)(c)	\$ 5,300	\$ 5,670	\$ 4,000

Charges for supply of documents payable by the person requesting the document. (Section 36(1)(f))			
Activity Type	Fixed Charge from 1 Jul 2022	Fixed Charge from 1 Jul 2023	Deposit from 1 Jul 2023
Replacement copies of certificates	\$ 115	\$ 120	
Replacement copies of resource consents	At cost of officer's time per hour + disbursements	At cost of officer's time per hour + disbursements	At cost of officer's time per hour + disbursements
Other documents	\$1 per page	\$1 per page	\$1 per page
Additional copies of order papers	\$ 40	\$ 40	\$ 40
Notes:			
(a)	The number of lots in a subdivision includes the balance lot		
(b)	The fixed charges do not include other charges that may be imposed under the Resource Management Act or other legislation such as:		
	(i) Additional charges (section 36(5));		
	(ii) Bonds;		
	(iii) Monitoring and supervision charges expressly provided for in a resource consent;		
	(iv) Development contributions		
(c)	If the fixed charges are not sufficient to meet the Council's actual and reasonable costs then additional charges may be payable- Note this may include but not be limited to charges for consultants, solicitors, independent Commissioners and Council officers' time.		
(d)	Fees Methodology:		
	(a) Land use and subdivision consents have been based on an average costs of consents issued. Deposits have generally been set at rates consistent to the previous year. In terms of the Indicative Charge they are set at an appropriate level based on historical data. Final charges will be charged at staff hourly rates, technical officer or consultant time and any other relevant Council fees applicable.		
	(b) Minor non notified land use consents usually applies to:		
	(i) Applications for a dwelling or a minor dwelling, dependent dwellings, accessory buildings, home occupations and access in the residential and rural zones.		
	(ii) Applications for non-illuminated signage in the business and industrial zones.		
	(c) Monitoring and inspection charges are based on staff hourly rates to complete the task. In terms of dealing with compliance issues this is based on the actual time spent by the Monitoring Officer based on the hourly rate for the Monitoring & Enforcement Officer.		

Other Charges			
General Enquiries - Applies where staff provide information in response to customer queries		For enquiries received - no cost for an individual enquiry up to 30min (whether in person or in writing), where an individual enquiry is for a period longer than 30min, charged at cost based on the relevant officer's hourly rate	
Pre-application advice; Applies where staff provide professional advice prior to the lodgement of an application		Charged at the relevant officer's hourly rate. A deposit may be required at the discretion of the Planning Services Manager.	
Objections considered by a Hearings Commissioner (section 36(1)(af))		At cost plus disbursements of the Hearings Commissioner	
Consultant Charges			
Work Type		Rate per hour from 1 Jul 2022	Rate per hour from 1 Jul 2023
Consultants and Solicitors fees associated with all work types, including the processing of a consent or certificate (including specialist technical or legal advice where a consent involves creating legal instruments) and new notice of requirements, heritage orders, designation alterations, removal of designations and District Plan changes.		At cost plus disbursements	
Charges for hearings		Rate per hour from 1 Jul 2022	Rate per hour from 1 Jul 2023
Hearings for all applications, designations, notice of requirements private District Plan changes, development contributions and remittance fees and associated work by relevant staff.		At cost of officers time per hour as per rates listed below	
Production of Order Papers		At cost plus disbursements	
The following hourly rates for Council Officers and Decision Makers will be charged for the processing of consents, hearings, designations etc that do not have a indicative charge or where the indicative charge is inadequate to cover the actual and reasonable costs of the Council.			
Council Officer's Hourly Rates		Rate per hour from 1 Jul 2022	Rate per hour from 1 Jul 2023
Planning Technician			\$ 195
Planning Officers/Graduate Planning Officer		\$ 206	\$ 220
Monitoring and Enforcement Officer		\$ 181	\$ 195
Senior Planning Officer		\$ 219	\$ 235
Principal Planner			\$ 245
Planning Services Manager		\$ 240	\$ 255
City Planning Manager		\$ 240	\$ 255
Team Leader Business Support			\$ 205
Senior Business Support Officer		\$ 175	\$ 185
Administration/Committee Administration Staff		\$ 125	\$ 135
Technical and Professional Staff from all other Council units		\$ 235	\$ 250
General Manager/Group Manager		\$ 256	\$ 275
Commissioner		At cost plus disbursements	
Hearing Committee Chair and Members		At cost (\$100 per hour for Chair & \$80 per hour for members) plus disbursements	

Palmerston North City Council		Attachment B	
Miscellaneous Services		Fees & Charges	
The miscellaneous charges detailed below are imposed under the Local Government Act 2002. They seek to recover the cost to Palmerston North City Council for approvals, authorities and inspections not covered by the primary legislation under which the Council operates. <i>(These being the Resource Management Act 1991, Building Act 2004, Dog Control Act 1996, Impounding Act 1955, Food Act 2014 and Land Transport Act 1998)</i> .			
All fees and charges shown are GST inclusive			
Fixed Fees			
Payable when request for service/information is submitted to Council. No additional charges will be applied.			
Work Type	Fixed Fee from 1 Jul 2022	Fixed Fee from 1 Jul 2023	
LIMS			
Land Information Memorandum	\$ 455	\$ 487	
GIS			
GIS Inputting (per consent)	\$ 191	\$ 204	
Street Numbering			
Request for street number changes	\$ 409	\$ 438	
Noise			
Return of seized sound equipment:			
- for first offence	\$ 188	\$ 201	
- for second or third offence	\$ 439	\$ 470	
- for fourth or subsequent offence	\$ 439	\$ 470	
Disconnection of alarms under the Resource Management Act		Recovery of actual cost incurred by Council, including staff time and contractor costs	
Food Act 2014 Non-refundable Food Control Plan Auditing (including site visit, reporting and general administration)			
Processing an application under the Food Act 2014 for registration of a Food Control Plan or a National Programme	\$ 292	\$ 312	
Processing an application under the Food Act 2014 for renewal of registration of a Food Control Plan or a National Programme	\$ 292	\$ 312	
Verification -Initial site visit (including reporting)(hourly rate)	\$ 181	\$ 194	
Verification - Follow-up visits (including reporting) (hourly rate)	\$ 181	\$ 194	

Deposits		
Charges for all services are based on the actual costs incurred by the Council. Any deposit specified in the table below are payable before the Council commences the service. The total charge for the service will be determined upon completion of the service, on the basis of the time spent by the relevant officer undertaking the work specified at that officer's hourly rate.		
Work Type	Deposit from 1 Jul 2022	Deposit from 1 Jul 2023
Right of Way Approval		
Right of Way Approval- section 348	\$ 500	\$ 500
Certificates		
Certificate of Compliance Building Code - Alcohol	\$109 Deposit, then billed at actual cost of officer's time per hour	\$109 Deposit, then billed at actual cost of officer's time per hour
Gambling		
Gambling venue consent	\$472 plus officer's hours after 3 hours	\$472 plus officer's hours after 3 hours

Other Charges		
These fees may be applicable to a consent or may be applied as a single charge. Note that photocopying and scanning charges includes both material and labour costs associated with such work.		
Work Type	Charge from 1 Jul 2022	Charge from 1 Jul 2023
Photocopying / Copy of scanned documents		
A0, A1, A2	\$10/page	\$10/page
A3	\$0.45/page	\$0.50/page
A4	\$0.35/page	\$0.40/page
Double sided A3	\$0.55/sheet	\$0.60/sheet
Double sided A4	\$0.45/sheet	\$0.50/sheet
For colour copies		
Single sided	Additional charge of \$1.70/page	Additional charge of \$1.70/page
Double sided	Additional charge of \$3.80/sheet	Additional charge of \$3.80/sheet
Request for Property Information		
Copy of Property Information	At cost of officer's time per hour plus disbursements	At cost of officer's time per hour plus disbursements
Certificate of Title	\$ 29	\$ 31
Swimming Pools		
Swimming Pool initial compliance inspection	\$ 211	\$ 226
Swimming Pool reinspections (second and subsequent inspections)	\$211 per inspection	\$226 per inspection
Vehicle Crossings (cost per inspection)		
T1; Inspect existing vehicle crossing	\$ 225	\$ 241
T2; New vehicle crossing	\$ 416	\$ 445
T3; Alter an existing vehicle crossing	\$ 225	\$ 241
Over-weight Vehicle Permit (note 4)		
Application for each single, multiple trip or linked permit *	\$ 18.18	\$ 18.18
Application for each continuous, high-productivity motor vehicle, or specialist vehicle permit *	\$ 54.55	\$ 54.55
Application for each renewal of each continuous permit *	\$ 9.09	\$ 9.09
* Additional charge for each of the above permits where less than 3 working days available for processing	\$ 9.09	\$ 9.09
Asset Bonds		
Council Asset Bond (payable for each building consent above the value of \$100,000)	\$1,000 (no GST)	\$1,000 (no GST)
Administration & processing fee	\$ 198	\$ 212
Overgrown Trees/Shrubbery		
Removal of Overgrown Trees/Shrubbery	Recovery of actual cost incurred by Council, including staff time and contractor costs	Recovery of actual cost incurred by Council, including staff time and contractor costs

Charges for Council Officers and Decision Makers		
The following hourly rates will be charged for those approvals, authorities and inspections listed in this schedule that are not listed as a fixed fee		
Council Officer's Hourly Rates (per hour)	Charge from 1 Jul 2022	Charge from 1 Jul 2022
General Manager/Group Manager	\$ 256	\$ 275
City Planning Manager	\$ 240	\$ 255
Senior Planning Officer	\$ 219	\$ 235
Planning Officers/Graduate Planning Officer	\$ 206	\$ 220
Monitoring and Enforcement Officer	\$ 181	\$ 195
Team Leader - Building	\$ 220	\$ 235
Senior Plumbing and Drainage Officer and Advanced Building Officer	\$ 220	\$ 235
Building Officer	\$ 202	\$ 216
Environmental Health Officer and Environmental Health Technical Officer	\$ 194	\$ 208
Environmental Health Officer Cadet	\$ 176	\$ 188
Team Leader Business Support		\$ 205
Senior Business Support Officer	\$ 175	\$ 185
Administration	\$ 125	\$ 135
Technical and Professional Staff from all other Council Units	\$ 235	\$ 250
Commissioner	At cost plus disbursements	At cost plus disbursements
Hearings Committee Chair and Members	At cost (\$100 per hour for Chair & \$80 per hour for members) plus disbursements	At cost (\$100 per hour for Chair & \$80 per hour for members) plus disbursements
Notes:		
The hourly rates for Council Officers noted above will be charged for the work type listed above which do not have a fixed fee		
The hourly rates for the services which are listed in the above tables are for those staff listed in the table headed "Charges for Council Staff"		
Where it states above the fee per hour, please note this should be read in full as "fee per hour or part thereof".		
Over-weight vehicle permit fees are set by the Land Transport (Certification & Other Fees) Regulations 2014		

PROPOSED AMENDMENTS TO FEES AND CHARGES FOR PLANNING AND MISCELLANEOUS SERVICES

Appendix 3b

SUMMARY OF INFORMATION

Pursuant to Sections 83 and 150 of the Local Government Act 2002, the Palmerston North City Council gives notice that it is commencing the Special Consultative Procedure to obtain community feedback on proposed updates to fees and charges for Planning and Miscellaneous Services. It is Council's policy to review the above fees and charges every year to ensure there is sufficient revenue to match the increase in operational costs and satisfy the requirements of Council's Revenue and Financing Policy.

As a result of the most recent review it is proposed to increase most fees and charges by approximately 7% to cover increasing costs. There are a number of exceptions especially with the introduction of flat fees for some types of activity and in particular small-scale resource consents.

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

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

Enquiries may also be directed to the Planning Services Manager on telephone 356 8199.

Submissions on the proposal are invited and must be received by the Council during the submission period which opens on Monday 27 March and closes at 5.00 pm on Friday 28 April 2023. Submissions must be in writing and may be delivered, posted or emailed to:

Democracy & Governance Manager
Palmerston North City Council
Private Bag 11-034
Palmerston North 4442
Email submission@pncc.govt.nz

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

Waid Crockett
CHIEF EXECUTIVE

Building Services Fees and Charges

Appendix 4

1. INTRODUCTION

The Council's Revenue and Financing Policy (10 Year Plan 2021-31, page 255) outlines that as the main beneficiaries of the building activity are those who use the service (i.e. property developers and building owners), a significant portion of the cost should be borne by users. For the purposes of the Policy this portion is described as medium/high (i.e. 60-79% of the costs).

Broadly the Policy is based on the belief that consents processing and inspections should be user funded with information gathering and monitoring to be publicly funded.

Fees and charges were last increased from 1 July 2022.

2. BACKGROUND

2.1 Statutory Requirements

The setting of fees and charges for Building Services is empowered by Section 219 of the Building Act 2004. As such, they can be set by Council resolution and do not require any special consultative procedures. In accordance with the spirit of the LGA it is recommended that they be publicly notified.

2.2 Factors Impacting on Setting Fees and Charges

The following factors impact on the fees and charges;

- The legislative requirements as to the nature of the work required to be undertaken by the Council
- The volume of work undertaken as some costs are fixed and do not fluctuate depending on volume

2.3 Other Factors Impacting on Setting Fees and Charges

In response to approaches from building industry representatives in 2013 the previous fees were restructured to:

- Provide more certainty for clients by having more fixed fees
- Simplifying the processing required for low value work and as a result lowering fees, making them more affordable, and as a consequence encouraging higher levels of compliance.

3. PROPOSED FEES AND CHARGES

The proposed amended fees and charges are contained in attached schedule (**Attachment A**).

Increases of approximately 7% are proposed to reflect the desire to cover sufficient of the estimated costs to meet Council's policy target.

A number of new fixed fees are proposed for simple, low value work. The introduction of these fees will give surety to applicants in relation to the pricing on what can otherwise be an unknown, and often unexpectedly proportionately high cost for simple low value work. The present regime generates a lot of complaints in terms of value for money. It is believed that the new fixed fee regime will further increase levels of compliance for this type of work.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable. The options available are:

- no change being made to existing fees and charges; or,
- proceeding with the recommendations set out in this proposal

5. FINANCIAL IMPLICATIONS

The proposed amended fees and charges will assist budget targets for 2023/24 being met, based on the volume of work assumed. The actual fees and charges for 2021/22 represented 68% of costs incurred and the budget for 2022/23 is 75%. The proposed budget for 2023/24 includes a 71% fee recovery assumption.

Activity	Target Policy	Budget 2023/24	Compliance with Policy?
Building services – PNCC	60 – 79% Fees and Charges	71% Fees and Charges	Within policy target band

Palmerston North City Council		Attachment A	
Building Services		Fees & Charges	
Building Services charges listed below are imposed under the Building Act 2004 to recover the cost to Palmerston North City Council for processing applications, undertaking inspections, and related work.			
All fees and charges shown are GST inclusive unless indicated			
Fixed Fees			
Work Type		Fixed Building Consent Fee (excludes PIM)	
		from 1 July 2022	from 1 July 2023
Minor Consents (Note 1)			
The demolition fixed fee contains all fees applicable, however a refundable asset bond may be taken, or Building and BRANZ levies may be due additionally to the fixed fee (dependant on project value).			
K1	Residential - Demolition/Removal of existing residential building or outbuilding. Separate consent required to replace.	\$ 769	\$ 823
K2	Commercial - Demolition/Removal of existing commercial building. Separate consent required to replace.	\$ 867	\$ 928
K3	Conservatory (proprietary) - Conventional construction placed on <u>existing</u> deck or platform only. No Foundations included.	\$ 730	\$ 781
K4	External wall insulation - from removing internal linings		\$ 1,261
K5	Install additional sanitary fixtures into dwelling with timber subfloor - single storey		\$ 1,261
K6	Install additional sanitary fixtures into dwelling with concrete floor		\$ 1,472
K7	Remove non-load bearing wall with bracing element		\$ 949
K8	Remove -load bearing internal wall		\$ 1,535
K9	Level entry shower - timber subfloor		\$ 1,370
N1	Level entry shower - concrete floor		\$ 1,531
N2	Storm water to council services		\$ 992
N3	Erect unlined proprietary garage (excl. sanitary services and/or firewall)		\$ 1,405
N4	Freestanding woodburner - single storey residential only		\$ 686
N5	Inbuilt Woodburner - Residential only , within existing chimney		\$ 915
N6	Swimming pool & pool fence (barrier).		\$ 1,320
Fast-track minor consents (note 2)			
F1	Freestanding Solid Fuel Heater (Approved customers only)	\$ 594	\$ 636
F2	Inbuilt Solid Fuel Heater (Approved customers only)	\$ 808	\$ 865
F3	Proprietary Garage (Approved customers only)	\$ 1,248	\$ 1,335
Project Information Memorandum (fixed fee work)			
	PIM Fixed Fee Work	\$ 134	\$ 143
Note 1 - Criteria for submitting applications under 'minor consents' form part of the application process, however in general are limited to; Building works comply with PNCC Operative District Plan, All building works clear of any easments, All buildings on one legal allotment, Excludes any external building works on land that is subject to natural hazards, Excludes external building works on TC3 land or high liquefaction risk. Where the criteria cannot be met, the minor consent application will revert to a standard building consent application, at the discretion of PNCC Building Services.			
Note 2 - An "approved customer" must be pre-approved by Palmerston North City Council Building Services. An "approved customer" are those who submit applications with agreed construction parameters utilising a refined method, to Council's satisfaction.			

Other Fees		
The fees in this table are processing fees for the applications listed under "Work Type"		
Work Type	Building Consent Fee/Deposit	
	from 1 July 2022	from 1 July 2023
Private Building Consent Authorities		
BCA Filing Fee	\$ 114	\$ 122
Warrant of Fitness and Compliance Schedules		
Annual Building Warrant of Fitness Renewal	\$ 104	\$ 111
New Compliance Schedule	\$ 192	\$ 205
Alteration to existing compliance schedule	\$ 123	\$ 132
Building Warrant of Fitness Site Audit/Reinspections	\$211 per inspection	\$226 per inspection
IQP Registration (for new IQP's)	\$ 424	\$ 454
IQP Renewal (annual) refer to note 3	\$ 118	\$ 126
Engineering Checking		
Structural Engineering Checking	As charged by the consultant engineer - actual cost	
Fire Engineering Checks sent to Fire & Emergency New Zealand (FENZ)	As charged by FENZ - actual cost	
Advisory Service		
Applies where staff provide information in response to customer queries	For queries received by staff - no cost for an individual enquiry up to 30 min (whether in person or in writing), where an individual enquiry is for a period longer than 30 min, charged at costs based on the relevant officer's hourly rate	
Pre Lodgement Vetting		
Applies where staff vet information prior to the lodgement of an application	Charged at the relevant officer's hourly rate	
Other Fees		
Code Compliance Certificate - Residential	\$ 165	\$ 177
Code Compliance Certificate - Commercial	\$ 534	\$ 571
Standard Building Inspection	\$211 per inspection	\$226 per inspection
Late Cancellation Inspection Fee (inspections that are cancelled within 48 hours)		\$ 226
Third Party Report	\$ 601	\$ 643
Section 72 certificate condition	\$ 736	\$ 788
Section 75 certificate condition	\$ 812	\$ 869
Removal of Certificate Condition	\$ 670	\$ 717
Application to extend building consent/CCC timeframes	\$ 93	\$ 100
Building Consent (BC) application, Amendment to BC, Certificate of Public Use, Exempt building work, Waiver and Modification applications, Additional paperwork in relation to a failed or extra building inspection.	Charged at relevant officer's hourly rate + any additional relevant fees/charges	
Licenced building practitioner registration - additional fee for all restricted building work projects	\$ 153	\$ 164
Certificate of Acceptance	\$750 non refundable lodgement fee. Processing charged at relevant officer's hourly rate plus any inspections, planning checks etc	\$750 non refundable lodgement fee. Processing additionally charged at relevant officer's hourly rate plus any inspections, planning checks etc

Work Type		Building Consent Fee/Deposit	
		from 1 July 2022	from 1 July 2023
	BCA Accreditation Fee (per \$1,000 of project value)	\$ 1.65	\$ 1.77
	Scanning Fee, Digital storage and File Management Fee for Building Consent Applications - refer Note 3 (for all applications other than fixed fee applications)		
	A0 - A2	\$3.75/page	\$3.75/page
	A3 & A4	\$2.25/page	\$2.25/page
<p>Note 3 The scanning, digital storage and file management fee will not be charged against those building consent applications and/or additional information lodged for processing subject to the Online Building Consent System being operational and the application being submitted in a format that meets Council's requirements.</p>			
<p>Online Consenting Service Charge and System Implementation Charge (Note 4)</p> <p>The Online Consenting Charge is a charge to use the online system. The System Implementation Charge is to recover the cost Council has incurred in implementing the online system.</p>			
All application types		from 1 July 2022	from 1 July 2023
Online consenting service charge			
	Value of work less than \$125,000	\$ 86	\$ 86
	Value of work more than \$125,000 up to \$2.5m	0.0748%	0.0748%
	Value of work more than \$2.5m	\$ 1,868	\$ 1,868
<p>Note 4 - The fee for online consenting service will be charged against all applications processed by Council.</p>			
<p>Additional to the charges prescribed by the Palmerston North City Council are levies imposed by the Building Research Association of New Zealand (BRANZ) and the Ministry of Business Innovation and Employment (MBIE) on all building consents that have a building work value of \$20,000 or more. BRANZ levies contribute to the cost of testing and certifying building materials for use while MBIE levies contribute to the cost of Building Consent administration at the National level.</p>			
Current levies (subject to change without notice) are:			
	Building (MBIE) levies (per \$1,000 of project value over threshold of \$20,444 GST inclusive)	\$ 1.75	\$ 1.75
	BRANZ levies (per \$1,000 of project value) (No GST)	\$ 1.00	\$ 1.00

Charges for Earthquake-prone building matters		
These charges are to recover the cost Council has incurred in implementing the legislative requirements under the Building (Earthquake-prone Buildings) Amendment Act 2016.		
	from 1 July 2022	from 1 July 2023
Earthquake-prone buildings		
Extension of time	\$ 93	\$ 100
Determine Earthquake rating	\$ 1,229	\$ 1,315
Exemption	\$ 376	\$ 402
Alterations to EPB (added to building consent fees & charges)	\$ 541	\$ 579
Charges for Council Staff		
The following hourly rates for Council Officers will be charged for the processing of consents which do not have a set fee.		
	from 1 July 2022	from 1 July 2023
Council Officer's Hourly Rates		
Team Leader - Building	\$ 220	\$ 235
Senior Plumbing and Drainage Officer and Advanced Building Officer	\$ 220	\$ 235
Building Officer	\$ 202	\$ 216
Building Services Advisor		\$ 195
Senior Planning Officer	\$ 219	\$ 235
Principal Planner		\$ 245
Planning Officers/Graduate Planning Officer	\$ 206	\$ 220
Monitoring and Enforcement Officer	\$ 181	\$ 195
Environmental Health Officer and Environmental Health Technical Officer		\$ 208
Team Leader Business Support		\$ 205
Senior Business Support Officer	\$ 175	\$ 185
Building Services Manager	\$ 240	\$ 254
General Manager/Group Manager	\$ 256	\$ 275
Technical and professional staff from all other Council units	\$ 235	\$ 250
Administration	\$ 125	\$ 135

Environmental Health Fees and Charges

Appendix 5

1. INTRODUCTION

It is the Council policy to review fees and charges each year. The Council's Revenue and Financing Policy (10 Year Plan 2021-31, page 267) outlines that as licensed business' are major beneficiaries of the environmental/public health activity they should bear a significant portion of the cost of the activity. For the purposes of the Policy this portion is described as medium/low (ie 20-39% of the costs).

This activity consists of Environmental Health, Alcohol Licensing and Bylaws. The Policy seeks to ensure that inspections and processing of applications is generally user funded from fees and charges. Also, that the provision of information and enforcement, particularly in terms of Bylaws, be generally funded by rates.

Fees and charges were last increased from 1 July 2022. The latest review proposes that an increase of approximately 7% to fees and charges is needed to enable Council's targeted recovery from users to be obtained.

2. BACKGROUND

2.1 Statutory Requirements

The charges for Environmental Health Services are empowered by Regulation 7 of the Health (Registration of Premises) Regulations 1966.

Alcohol licensing fees are set through the Sale and Supply of Alcohol (Fees) Regulations 2013. The Council does have the authority to make bylaws in relation to the fees payable to it (as authorised by the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013) in respect of on-licences, off-licences and club licences. The Council has chosen to continue to use those set by regulation at this stage.

Fees set under section 205 of the Food Act 2014 to cover the Council's activities relating to registration, verification and compliance and monitoring under the Act must be set using the special consultative procedure.

2.2 Factors Impacting on Setting Fees and Charges

The following factors impact on the fees and charges;

- The legislative requirements as to the nature of the work required to be undertaken by the Council
- The volume of work undertaken as some costs are fixed and do not fluctuate depending on volume

For 2021/22 environmental health revenue represented 26% of operating expenses which was within the target policy band. The budgets for 2022/23 and 2023/24 assume user charges of 30% and 29% respectively will be achieved.

3. PROPOSED FEES AND CHARGES

The proposed fees and charges are contained in attached schedule (**Attachment A**). Alcohol licensing fees are not included in the schedule as they are prescribed by regulation. Charges set under the Food Act 2014 (and associated Regulations) are likewise not included. Those set by the Council under the Food Act 2014 are contained in the separate schedule of Miscellaneous Services.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal: or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed fees and charges will enable the budget targets for 2023/24 as defined in the proposed Annual Budget to be met. This is projected to generate revenue of \$626,000 which at 29% is within the Policy band.

Activity	Target Policy	Budget 2023/24	Compliance with Policy?
Public Health	20 – 39% Fees and Charges	29% Fees and Charges	Yes

Palmerston North City Council				Attachment A	
Environmental Health Services			Fees & Charges		
Environmental Health charges are imposed under Regulation 7 of the Health (Registration of Premises) Regulations 1966 to recover the cost to the Palmerston North City Council of providing Environmental Health Services.					
All fees and charges shown are GST inclusive					
Fixed Charges					
These charges cover the standard cost to Council in undertaking the work listed. However, additional charges may be set down depending on the circumstances, such as for additional inspections, change of ownership or interpretation services that may be incurred by the Council during or after the processing of the applications, or undertaking related inspections.					
	Work Type	Discounted fee if paid between 1 July 2022 - 31 July 2022	Discounted fee if paid between 1 July 2023 - 31 July 2023		Standard fee if paid after 31 July 2023
	Annual Health Licence of Hairdressers	\$ 177	\$ 189		\$ 284
	Annual Inspection of Camping Grounds	\$ 447	\$ 478		\$ 717
	Annual Inspection of Mortuaries	\$ 447	\$ 478		\$ 717
	Annual Inspection for Offensive Trades	\$ 447	\$ 478		\$ 717
	Fee per activity	Takes effect from 1 July 2022		Takes effect from 1 July 2023	
	Mobile Trader - Food Permit	\$ 210		\$ 225	
	Mobile Trader - Non-Food Permit	\$ 113		\$ 121	
	Event/festival food inspections	At cost of Officer's time per hour		At cost of Officer's time per hour	
	Amusement Device Inspection Fee	\$11.50 (plus Officer Time for inspection)		\$11.50 (plus Officer Time for inspection)	
	Change of Ownership for a Health Licence	\$ 224		\$ 240	
	Change of ownership for Hairdresser	\$ 112		\$ 120	
	Note:				
	Event/festival organisers are responsible for the cost of inspections.				

Other Fees			
These fees may be applicable to an application, inspection etc or may be applied as a single charge.			
Work Type		Takes effect from 1 July 2022	Takes effect from 1 July 2023
Hairdressers - additional inspection		At cost of Officer's time per hour	
Setting up premises - inspection(s)		At cost of Officer's time per hour	
Interpretation service		Actual cost plus 10% to cover Council administration costs	
Inspection for tank removal/installations		At cost of Officer's time per hour	
Charges for Council Staff			
Council Officer's Hourly Rates (per hour)		Takes effect from 1 July 2022	Takes effect from 1 July 2023
Environmental Health Officer and Environmental Health Technical Officer		\$ 194	\$ 208
Environmental Health Officer Cadet		\$ 176	\$ 188
Administration Staff		\$ 125	\$ 135
Team Leader Business Support			\$ 205
Environmental Protection Services Manager		\$ 240	\$ 257
General Manager/Group Manager		\$ 256	\$ 275
Note:			
1. The hourly rates for the services which are listed in the tables above are for those staff listed in the table headed "Charges for Council Staff"			
2. Where it states above, 'the fee per hour", please note this should be read in full as "fee per hour or part thereof"			
3. The Environmental Protection Services Manager is authorised to remit, reduce or refund any of these fees or part of a fee in any particular case where there are special grounds for doing so			

Animal Management Fees and Charges

Appendix 6

1. INTRODUCTION

It is the Council policy to review fees and charges each year. The Council's Revenue and Financing Policy (10 Year Plan 2021-31, page 267-8) outlines that the animal control activity is principally related to the actions or inactions of dog owners. These owners, and the public at large (through reduced nuisance), benefit from this. A significant portion of the costs should therefore be borne by dog owners. For the purposes of the Policy this portion is described as high (ie 80-100% of the costs).

The Policy reflects the belief that services related to dog registration, enforcement work, housing and feeding animals be funded by user charges. Also, that patrolling and provision of information be covered by rates.

Registration fees and charges were last increased from 1 July 2022.

2. BACKGROUND

2.1 Statutory Requirements

Animal Control Services includes impounding fees and driving charges that are set under the Impounding Act 1955.

Animal Control Services also includes dog registration and dog control fees that are empowered by Section 37 (1) of the Dog Control Act 1996. It also includes fees for impounding dogs which are empowered under Section 68 of the Dog Control Act 1996. No consultative procedure is required to be followed to adopt the fees but they are required to be publicly notified during June.

3. PROPOSED FEES AND CHARGES

The proposed fees and charges are contained in attached schedule (**Attachment A**).

As there was a significant restructure of the fees in 2019/20 no further structural change is proposed for 2023/24. However to cover increasing costs it is proposed to increase registration fees by approximately 7%.

No change is proposed to the fees for dogs with preferred owners and for preferred owner application.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal: or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed fees and charges will help the budget targets for 2023/24 as defined in the proposed Annual Budget to be met.

Over recent years the actual portion of the costs of the activity funded from fees and charges has varied from 92% in 2018/19 to 77% in 2019/20, 89% in 2020/21 and 90% in 2021/22. The budget for 2022/23 is 89% whilst the draft budget for 2023/24 is 86%. Future costs will rise significantly with the proposed development of the new animal shelter.

Activity	Target Policy	Budget 2023/24	Compliance with Policy?
Animal Control	80 – 100% Fees and Charges	86% Fees and Charges	Yes

Palmerston North City Council		Attachment A		
Animal Management Services		Fees & Charges 2023/24		
Dog Registration and Dog Impounding Fees are imposed under the Dog Control Act 1996. Impounding fees and driving charges are imposed under the Impounding Act 1955. The fees and charges are necessary to recover the cost to Palmerston North City Council of providing animal management services.				
All fees and charges shown are GST inclusive				
The fees are effective from 1 July 2023				
Fixed Fees				
These charges cover the standard cost to Council in undertaking the work listed. However, additional charges may be charged depending on the circumstances such as additional inspection fees that may be incurred in undertaking the work noted below.				
Work Type		Current Standard Fee from 1 July 2022	Proposed Standard Fee from 1 July 2023	Total Fee (incl. penalty) if paid after 1 August 2023
(a) Dog Registration (set under the Dog Control Act 1996)				
General Registration		\$ 154	\$ 165	\$ 247
General Registration (Desexed dog)		\$ 114	\$ 122	\$ 182
Preferred Owner		\$ 92	\$ 92	\$ 138
Rural Working		\$ 53	\$ 57	\$ 85
Disability Assist		\$ nil	\$ nil	\$ nil
Certified for use by Specified Agency		\$ nil	\$ nil	\$ nil
Preferred Owner Application - new		\$ 60	\$ 60	
Work Type		Standard Fee from 1 July 2022	Standard Fee from 1 July 2023	
(b) General Impounding Fees (set under the Impounding Act 1955)				
All animals other than dogs (per head)		\$124 (first offence) \$187 (repeated offence) \$15 per day (sustenance & care)	\$124 (first offence) \$187 (repeated offence) \$15 per day (sustenance & care)	
(c) Dog Pound Fees (set under s.68 of the Dog Control Act 1996)				
Where a dog is registered, microchipped, has had no history within the last 12 months and can be returned immediately		nil	nil	
Where a dog is registered, microchipped, has had no history within the last 12 month and needs to be held in the pound pending same day collection		\$ 50	\$ 50	
First impound		\$ 129	\$ 138	
Second impound - within 12 months of first impound		\$ 194	\$ 208	
Third or subsequent impound - within 12 months of previous impound		\$ 260	\$ 278	
Daily Charge per dog per day or part of a day		\$ 20	\$ 21	
Surrender of a dog		\$ 86	\$ 92	
Adoption fee - covers microchipping, vaccination, neutering, flea and worm treatment. Additionally, a pro-rata registration will apply.		\$ 374	\$ 400	

Other Fees		
These fees may be added to a fixed fee type of work listed earlier or may be applied as a single charge.		
Work Type	Standard Fee from 1 July 2022	Standard Fee from 1 July 2023
(a) Impounding Fees (set under the Impounding Act 1955)		
Supplementary feed for stock	150% of sustenance charge	
(b) Dog Pound Fees (set under the Dog Control Act 1996)		
Emergency release of animals outside normal hours ie 8am - 5pm Monday to Friday excluding statutory and public holidays	\$61 for first impound, \$92 for subsequent impounds (within 12 months)	\$65 for first impound, \$98 for subsequent impounds (within 12 months)
(c) Pound Fees for all other animals (set under the Impounding Act 1955)		
Emergency release of animals outside normal hours ie 8am - 5pm Monday to Friday excluding statutory and public holidays	\$61 for first impound, \$92 for subsequent impounds (within 12 months)	\$65 for first impound, \$98 for subsequent impounds (within 12 months)
(d) Driving Charges (set under the Impounding Act 1955)		
Hire transport	Actual cost incurred by Council	
Council vehicles	\$2.26 per kilometer	
(e) Microchipping (set under the Dog Control Act 1996)		
To undertake microchipping	\$20 per dog	\$20 per dog
Charges for Council Staff		
Council Officer's Hourly Rates (per hour)	Rate per hour from 1 July 2022	Rate per hour from 1 July 2023
Team Leader Animal Management & Education	\$ 194	\$ 208
Animal Management Officer/Kennel Manager	\$ 137	\$ 147
Administration Staff	\$ 125	\$ 135
Environmental Protection Services Manager	\$ 240	\$ 257
General Manager/Group Manager	\$ 256	\$ 275
Notes:		
1	The hourly rates for the services which are listed in the above tables are for those staff listed in the table headed "Charges for Council Staff"	
2	Where it states above the fee per hour, please note this should be read in full as "fee per hour or part thereof"	
3	'Disability Assist' and 'Specified Agency' are as defined in section 2 of the Dog Control Act 1996	
4	The Environmental Protection Services Manager is authorised to remit, reduce or refund the dog control fee or part of the fee in any particular case or class of dog where there are special grounds for doing so	
5	The registration fee for a dog that is declared a dangerous dog will be 150% of the level that would apply if it were not so classified (as required by section 32 (1)(e) of the Dog Control Act 1996)	

Burial & Cremation Charges

Appendix 7

1. INTRODUCTION

It is the Council policy to review fees and charges each year. The Council's Revenue and Financing Policy 2021-31 outlines that as the main beneficiaries of the cemetery and crematorium activity are those who use the service, a significant portion of the cost should be borne by the users. For the purposes of the Policy this portion is described as medium/high (i.e. 60-79% of the costs). The remaining costs are funded from rates recognising there is a wider community benefit to providing cemetery and crematorium services.

Fees and charges were increased from 1 July 2021 by an average of 2.5%, following a similar increase the year before. Fees and charges were not increased in 2022.

2. BACKGROUND

2.1 Statutory Requirements

The Council adopted a revised Cemeteries and Crematorium Bylaw in 2018 under its statutory powers contained in the Burial and Cremation Act 1964. The Bylaw prescribes the Council may, by resolution publicly notified, set fees and charges for all services relating to the operation and maintenance of cemeteries and crematoria.

2.2 Factors Impacting on Setting Fees and Charges

The Council's Community Services and Facilities Plan (developed under the Connected Community Strategy) outlines the Council provides cemeteries that 'meet community needs' now and in the future. Primary community needs are met through providing a final resting place for former residents of the city and surrounding area. Cemeteries are not just a place for burials, they hold significant social connections, historical character, along with amenity features and memorials for living residents. The other focus of meeting community need is the burial and cremation services provided to families of the deceased.

The community has high expectations relating to the standards of presentation of cemeteries. As the cemetery expands, and the Council better meets community needs through enabling family decoration of graves in the lawn cemetery, the cost of management and maintenance of cemeteries increases.

The following factors impact on the fees and charges;

- Costs of managing and maintaining cemeteries and the crematorium
- The number of burials and cremations
- The level of charges set by other providers – i.e. private crematoria.

Cost of Service Provision: Table 1 summarises the budgets for cemeteries for 2021 through to 2024. Cemetery and crematorium revenue represented 64% of the operating costs in 2020/21, and 56% in 2021/22. The budgets for 2022/23 and 2023/24 assume that recoveries of 57% and 51% respectively will be achieved i.e. below the Policy target.

	Actual 2020/21	Actual 2021/22	Budget 2022/23	Draft Budget 2023/24
Expenses (\$k)	1,232	1,369	1,334	1,541
Revenue (\$k)	789	762	755	791
Revenue as % of Expenses	64%	56%	57%	51%

Table 1: Cemeteries Budget Summary

The operating budget in 2021/22 increased by 16% to address cost pressures resulting from changes to levels of service, including more decorated graves which necessitate more hand mowing and the administration of an annual grave decoration permit scheme. Council increased the fees and charges by 2.5%. There was no increase in operating costs in 2022/23 and consequently Council did not increase fees and charges.

The provisional 2023/24 budget forecasts a 15% increase in expenditure compared to 2022/23. Of the \$207K increase, \$100K was anticipated in Year 3 of the Long-Term Plan. Additional depreciation and interest costs over and above the LTP budget assumptions, as a result of the 2022 property assets revaluation, and changes to overhead allocations and remuneration have resulted in further cost increases. The budget assumes an increase in revenue of 5%.

Demand for services: Volumes of burials have remained reasonably static over recent years. By comparison cremations dipped in 2020 and increased in 2021 and 2022. Figure 1 summarises the burial and cremation trends.

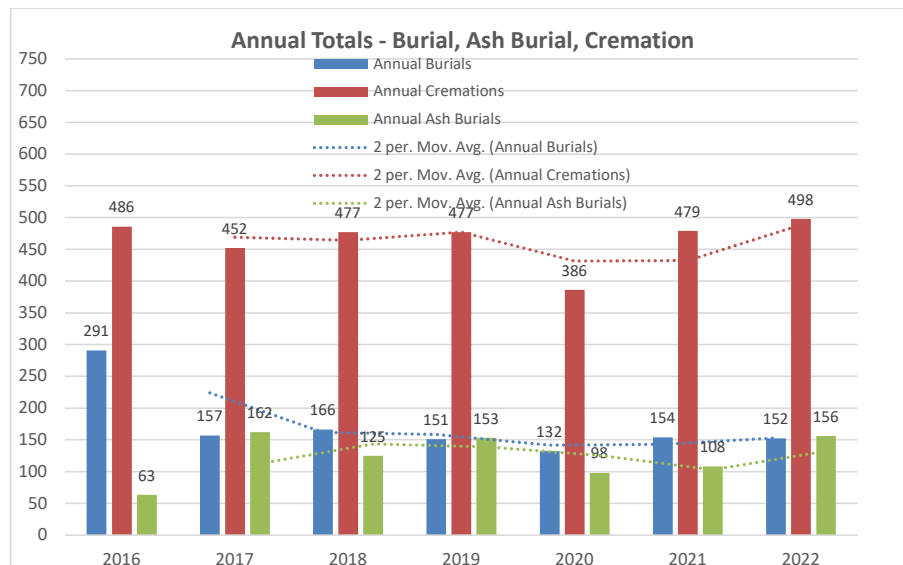


Figure 1 – Palmerston North City Council Burial and Cremation Trends

It is forecast that cremations and burials will remain relatively static, providing fees and charges do not increase to an extent as to alter demand for services.

Level of Charges: Palmerston North City Council charges for burials, including plot purchase, are on par with Horowhenua and Manawatu District Councils and higher than Whanganui District Council. The Council fees for cremation are lower than Whanganui District Council and private crematoria in the district.

3. PROPOSED FEES AND CHARGES

It is recommended that council increases fees and charges for cemetery services in 2023/24. With no forecast change in demand for services, an increase in revenue can only be achieved through increasing fees and charges.

Increasing fees and charges recognises that as the costs of delivering the services are forecast to increase in 2023/24, the share of costs of the activity borne by ratepayers are forecast to increase unless this cost increase is offset by additional revenue.

A 5% increase in fees and charges would achieve the revenue forecast in the budget, but the recovery rate of 51% would be lower than the rate achieved in recent years and would move council further from its Revenue and Financing policy setting for Cemeteries and Crematorium.

If council increased fees and charges by 15%, to reflect the percentage increase in costs, demand for services would decline, and it would be unlikely that the current recovery rate of 57% would be achieved.

Increasing fees and charges by 7% is consistent with the increase in fees and charges for several other activities in this review. Increasing fees and charges by 7% on average would result in a recovery rate of 53% (based on the volume assumptions).

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal: or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed fees and charges would result in a revenue of \$808K based on historical trends in burials and cremations. The revenue is \$17K higher than the budgeted in the proposed 2023/24 Annual Budget.

The budgeted revenue, at 53% of costs, is below the Council's targeted % recovery from users and lower than the recovery percentage achieved in recent years, but marginally higher than the recovery percentage in the proposed 2023/24 Annual Budget.

Palmerston North City Council

Burial and Cremation Charges**Fees & Charges****(Terrace End, Kelvin Grove, Ashhurst & Bunnythorpe Cemeteries)**

All fees and charges shown are GST inclusive

BURIAL FEES *See Note 1		From 1 July 2022	From 1 July 2023
Purchase of Plot			
	Kelvin Grove, Ashhurst & Bunnythorpe Cemeteries (Double beam plots)	\$ 2,087	\$ 2,233
	Kelvin Grove Cemetery (Single beam areas) Section V	\$ 3,083	\$ 3,299
	Children's Section at Kelvin Grove (up to 13 years old)	\$ 1,043	\$ 1,116
	Services Section (RSA) - Kelvin Grove & Ashhurst	\$ 522	\$ 560
NOTE: Each plot is able to be used for two burials providing that, at the first interment, an extra depth requirement is advised to the Cemetery Administration Officer			
Interment Fees (Standard hours Mon-Fri 9.00am - 4.00pm)			
	Adult (14 years or over, including Services Personnel)	\$ 1,013	\$ 1,084
	Child up to 13 years	\$ 400	\$ 400
	Child up to 12 months	\$ 238	\$ 238
	Extra depth surcharge	\$ 222	\$ 238
	"Fill-your-own" surcharge (Clean-up)	\$ 256	\$ 274
	Overtime surcharge per hour or part thereof - applied if funeral activities at the cemetery have not concluded by 4pm Monday - Friday	\$206/hour	\$220/hour
	Disinterment	\$ 2,094	\$ 2,240
Interment Fees (Saturdays) - Applies to Interment, Extra depth and "Fill-your-own" fees			
	Saturday morning	Standard fee x 1.5	Standard fee x 1.5
	Saturday afternoon (By arrangement with cemetery staff) *See Note 3	Standard fee x 2	Standard fee x 2
CREMATION AND ASH BURIAL FEES *See Note 1		From 1 July 2022	From 1 July 2023
(Standard hours: Monday-Friday 9am - 4pm)			
	Adult Cremation only	\$ 638	\$ 683
	Child (1-13 years) - cremation only	\$ 288	\$ 308
	Child (up to 12 months) - cremation only	\$ 80	\$ 80
	Medical Referee's Fee	\$ 60	\$ 64
USE OF CHAPEL - (Standard Hours: Monday-Friday 9am - 4pm)			
	Committal service (total 1 hour)	\$ 126	\$ 135
	Full service (total 2 hours)	\$ 171	\$ 183
CREMATION FEES (Saturdays)			
	Saturday morning cremation	Cremation & chapel fees x 1.5	Cremation & chapel fees x 1.5

	Saturday afternoon cremation (by arrangement with cemetery staff) *See note 3	Cremation & chapel fees x 2	Cremation & chapel fees x 2
CREMATION AND ASH BURIAL FEES (Continued)			
PURCHASE OF ASHES PLOT FOR ASH INTERMENT			
	Lawn Cemetery - (Plaque) Section P/1A, (Headstone) Section T, P/2A,V/A, (Memorial Gardens) - Section T, Bunnythorpe and Ashhurst	\$ 669	\$ 716
	Remembrance Garden Kerb - Section GK 1, 2 & 3	\$ 669	\$ 716
	Niche Walls - Kelvin Grove and Ashhurst	\$ 750	\$ 800
	Services Section (RSA) - Kelvin Grove and Ashhurst	\$ 167	\$ 179
	Child - Section T/4A & Section O ash beams	\$ 625	\$ 625
PURCHASE OF MEMORIAL PLAQUE PLOT			
	Remembrance Garden Kerb - Section GK 4 - Plaques only	\$ 561	\$ 600
OTHER CREMATION FEES			
	Burial of Ashes - Weekdays *See Note 2	\$ 197	\$ 211
	Burial of ashes with no family present and no service	\$ 136	\$ 146
	Burial of Ashes - on Saturday morning *See Note 2	\$ 296	\$ 317
	Burial of Ashes - on Saturday afternoon *See Note 3	\$ 394	\$ 422
	Disinterment of Ashes	\$ 78	\$ 83
	Overtime surcharge (per hour or part thereof) will be applied if funeral activities at the crematorium have not concluded by 4pm Monday - Friday	\$100/hour	\$100/hour
OTHER CHARGES *See Note 1		From 1 July 2022	From 1 July 2023
	Memorial permit fee (for all headstones and plaques)	\$ 45	\$ 45
	Plot cancellation fee	\$ 100	\$ 100
	Entry in Book of Remembrance	\$ 97	\$ 100
	Out of District Surcharge *See note 1	Plus 30% on all services except Chapel and Cremation. Plus 10% on Chapel and Cremation charges.	

NOTES

Note 1: "Out of District" surcharge applies to persons normally resident outside of the Palmerston North City boundary. (These people do not pay rates to Palmerston North City Council). Exemptions apply to persons who can provide evidence of residence in the City for at least 20 years or who have operated a rate-paying business in the City for at least 20 years.

Note 2: For regular ash interment the site is prepared for a ceremony. The hole is cut and tidied, soil left alongside with a shovel, and a container of sand provided. Requests for Ash interment by cemetery staff with no friends or family present will incur the reduced fee.

Note 3: Burials or cremations may be provided by arrangement, subject to availability of staff, after 12.00 noon Saturday.

Service Connecton Fees

Appendix 8

1. INTRODUCTION

Service connection fees are levied on those wishing to connect to one or more of the Council's water, wastewater, or stormwater systems. The actual physical connection is made at the applicant's cost, by an approved contractor. The charges levied by the Council cover the administration of processing the application, and the researching of plans, the inspection of the finished work to ensure it meets Council's standards and the production of as built plans of the connection(s). The data gathered in the as built process is then input to Council's asset management system.

2. BACKGROUND

2.1 Statutory Requirements

The setting of fees and charges for service connections is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

2.2 Factors Impacting on Setting Fees and Charges

The Council's Revenue and Financing Policy (10 Year Plan 2021-31, pages 245-283) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

As service connections is a relatively small activity the policy does not specifically address what proportion of the costs should be covered by user fees.

Service connection fees were considered in detail in 2017 and as a consequence restructured and increased. The charges have increased by an inflationary factor each year since then. The resulting fee structure included a discount for applications for multiple connections at any single property. The discount was introduced on the assumption there was a cost saving to processing and administration, but this was reassessed in 2021 and the fee structure simplified.

The current fees and charges are as follows:

Service required	Current Fees (\$) GST Inclusive from 1 July 2022		
	Application Fee	Inspection Fee	Total Fee
One connection (water, wastewater or stormwater)	105.00	168.00	273.00

3. PROPOSED FEES AND CHARGES

The proposed fees and charges, incorporating an allowance for an increase of approx.7% are as follows:

Service required	Proposed Fees (\$) GST Inclusive from 1 July 2023		
	Application Fee	Inspection Fee	Total Fee
One connection (water, wastewater or stormwater)	112.00	180.00	292.00

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis although a review of these particular fees and charges has been overlooked.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal; or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

It is the expectation that services such as connections to the infrastructure should be funded by users so it is important to adjust charges to reflect changing costs. The proposed charges reflect this.

Resource Recovery Fees & Charges

1. INTRODUCTION

Council's resource recovery activity comprises a number of elements including rubbish collection and disposal and recycling. There are a number of sub-activities with different funding arrangements and each of these has been reviewed for the 2023/24 year.

2. BACKGROUND

2.1 Statutory Requirements

The setting of fees and charges for waste management is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

Rates for kerbside recycling and rubbish and public recycling are set through the processes contained in the Local Government Rating Act 2002.

2.2 Factors Impacting on Setting Fees and Charges

The Council's Revenue and Financing Policy (10 Year Plan 2021-31, pages 245-283) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

The policy outlines that kerbside rubbish collection should be funded by users of the service, that costs of rubbish collection from public spaces should be funded by way of a targeted rate assessed on all properties, that recycling costs should be funded from the sale of recyclables and the balance funded by users of the services (where practicable) and the net cost of the kerbside recycling service be funded by way of a targeted rate on properties on the recycling route.

In addition to the policy fees and charges for waste management activities are impacted by:

- Volumes of rubbish & recycling material
- Costs of waste disposal (including any government waste levies)
- Prices for the products sold from the recycling process
- Plant maintenance and operating costs

3. PROPOSED FEES AND CHARGES

3.1 Kerbside rubbish bags

The Council sets the maximum retail price for the sale of rubbish bags and sells directly to the public from its own office and through wholesale contracts with major retailers. The current maximum price was set from 1 July 2021 with increases in both the 40L and 60L option.

In the past two years the costs of providing the kerbside rubbish service have significantly increased, even more so than assumed when reviewing fees and charges last year.

Several factors have contributed to the increased costs; disposal costs have increased 28% between 1 July 2021 and January 2023, with further increases expected in July 2023 (Waste Levy Increase of \$20 per tonne) and January 2024 (Contract Rate adjustment with disposal provider). These increases have been factored into the calculations.

Labour costs, transport costs and costs to purchase the official Council bags have all considerably increased since 1 July 2021.

Current projections are that the kerbside rubbish collection service will operate at a deficit of up to \$300k this year.

Combining all the items above means that in order to continue to provide the service under the current Revenue and Finance policy the price of the bags would need to be increased as outlined in the column headed "Option 1" in the table below. Not only does this reflect the catch up relating to costs and the increases in costs assumed for next year it also factors in an allowance for a reduction in bag sales post a price increase.

This possible increase is significant and therefore a second option ("Option 2") is shown – this would in effect be phasing the increase over two years. The actual recommendations for 2024/25 will be made next year in the light of further updated information. It is known even now that the waste levy and disposal costs will be even higher for 2024/25. Current projections are prices would need to increase to \$3.90 (60L) and \$2.70 (40L) in 2024/25 to cover costs.

PNCC Official bag size	Current Maximum Retail Price (Incl. GST) 2022/23	Option 1 Maximum Retail Price (Incl. GST) 2023/24	Option 2 Maximum Retail Price (Incl. GST) 2023/24	Indicative Maximum Retail Price (Incl. GST) 2024/25
Large (60L)	\$2.75/bag	\$3.60/bag	\$3.20/bag	\$3.90/bag
Small (40L)	\$1.95/bag	\$2.50/bag	\$2.20/bag	\$2.70/bag

Selecting option 2 with increases of 16% and 13% respectively and based on current assumptions would result in a shortfall of approximately \$200k for the kerbside rubbish collection service for 2023/24.

In terms of context the annual budget assumes the targeted rate for kerbside recycling will need to increase from \$129 to \$148 (15%) and the targeted rate for rubbish and public recycling will increase from \$92 to \$109 (18%).

3.2 Recycling tyres

These were last adjusted on 1 July 2022 following commencement of the service in March 2022. Having been receiving and recycling tyres for just under a year there is now a much clearer picture of the costs to Council in providing this service. In order to continue providing this service on as near a cost neutral basis as possible prices need to be increased.

Additionally, a change is proposed to reflect a change of practice. To avoid contaminating any clean tyres we have stored that have been previously accepted, dirty tyres are no longer accepted. Dirty tyres are considered those that are caked in soil and organic material though small amounts of dirt are acceptable. Relatively clean tyres are a requirement for acceptance by the processor.

There has been some interest in recycling Bicycle/E-Scooter tyres. These will be accepted by the processor so can be added to the offering.

Proposed price increase and minor change to pricing structure for 1 July 2023 is outlined below:

Tyres - Awapuni Resource Recovery Park			
Type of Tyre	Current Charge (Incl. GST)	Proposed Type of Tyre	Proposed Charge (Incl. GST)
Car tyre	\$7	Car/4WD/Motorbike tyre	\$8
Car tyre - dirty	\$8	Bicycle/E-scooter tyre	\$4
4WD tyre	\$7	Truck/OTR tyre	\$22
4WD tyre - dirty	\$8		
Truck/OTR tyre	\$10		
Truck/OTR tyre - dirty	\$12		

Note: dirty tyres (i.e. those caked in soil and organic material) are no longer accepted

3.3 Ashhurst Transfer Station

Changes to charges were last made as at 1 July 2021.

The current fees for rubbish disposal at the Ashhurst Transfer Station are set to recover the costs of transferring the waste to Matthews Avenue and subsequent disposal costs. The fees for greenwaste are set to recover the costs of transferring the material to the Awapuni Resource Recovery Park and contribute to the processing costs of greenwaste. The fixed costs of operating the transfer station are recovered via the targeted rates.

Similar to the kerbside rubbish bag service, costs of providing greenwaste and waste at the Ashhurst Transfer Station have increased. These costs include transport and disposal of the waste to the Matthews Avenue Transfer Station, and the transport of greenwaste to Awapuni.

A net shortfall of approx. \$9k is expected in the current year for providing transport and disposal of rubbish collected at the Ashhurst Transfer Station. If no change is made to pricing this is expected to increase to a shortfall of \$15k for 2023/24.

Although no change is being proposed to the pricing structure, whereby loads are charged by their size versus weight, new charges are being proposed to continue to recover the costs of transport, disposal of rubbish and a contribution towards processing of the greenwaste at Awapuni.

To recover the full costs for rubbish would require significant increases as outlined in the following table in the column headed "Option 1". Recognising the scale of the increases an option ("Option 2") has been included. This assumes the increases would be staged over two years with the 2023/24 charges being as outlined in the column headed "Option 2".

The proposed charges for rubbish disposal and greenwaste are shown in the following tables:

Ashhurst Transfer Station - Rubbish Disposal

Load Size	Current Charge (Incl. GST) 2022/23	Option 1 Charge (Incl. GST) 2023/24	Option 2 Charge (Incl. GST) 2023/24	Indicative Charge (Incl. GST) 2024/25
PNCC Rubbish Bag	Free	Free	Free	Free
60L Rubbish Bag (same as Council Bag)	\$4.50	\$7	\$5	\$5.50
Car Boot	\$50	\$60	\$55	\$60
Station Wagon/SUV/Hatch Back/Double Cab Ute	\$65	\$75	\$70	\$75
Van/Single Cab Ute	\$75	\$85	\$80	\$85
Trailer – up to 8.5' x 4.5' (maximum load height 50cm)	\$85	\$150	\$115	\$140
Trailer – up to 8.5' x 4.5' (load height 50cm to 150cm)	\$130	\$200	\$180	\$200
Trailer – over 8.5' x 4.5' (maximum load height 50cm)	\$115	\$170	\$160	\$170
Trailer – over 8.5' x 4.5' (load height 50cm to 150cm)	\$170	\$230	\$215	\$230

Ashhurst Transfer Station - Greenwaste Disposal

Load Size	Current Charge (Incl. GST) 2022/23	Proposed Charge (Incl. GST) 2023/24
60L Rubbish Bag (same as Council Bag)	\$2.50	\$5
Car Boot	\$10	\$10
Station Wagon/SUV/Hatch Back/Double Cab Ute	\$15	\$20
Van/Single Cab Ute	\$20	\$25
Trailer – up to 8.5' x 4.5' (maximum load height 50cm)	\$15	\$25
Trailer – up to 8.5' x 4.5' (load height 50cm to 150cm)	\$30	\$35
Trailer – over 8.5' x 4.5' (maximum load height 50cm)	\$30	\$35
Trailer – over 8.5' x 4.5' (load height 50cm to 150cm)	\$60	\$65

3.4 Compost (Bulk) - Awapuni

Charges for compost products have remained unchanged for some time.

The costs of providing the greenwaste and compost operations at the Awapuni Resource Recovery Park are rising meaning the overall shortfall in providing this valuable diversion service has risen substantially in the past 18 months.

It is proposed leave the green waste disposal charges at Awapuni the same to encourage the continued diversion of green waste from the waste stream but to increase the charge for bulk compost sold.

Proposed charges from 1 July 2023 are outlined below.

Bulk Compost Sales - Awapuni Resource Recovery Park		
Item	Current Charge (Incl. GST)	Proposed Charge (Incl. GST)
30L Bag	\$5	\$5
Small trailer -1/2m ³	\$30	\$50
1m ³ - 3m ³	\$50/m ³	\$80/m ³
Bulk 4+m ³	\$40/m ³	\$70/m ³

3.5 Other Fees and Charges

No changes are proposed to the following fees and charges:

(a) **Car Seats** (accepted at Ferguson Street Recycling Centre)

The current charge is \$5 per car seat and has remained the same since introduction of this service in January 2018.

The fees from the service provider has increased since 2018, with the current cost to Council being \$25 incl. GST per car seat. Based on the number seats collected per year (a reasonably steady number of 250-300 seats), a shortfall of \$4k to \$5k (excl. GST) is anticipated.

(b) **E-Waste and Batteries** (accepted at Ferguson Street Recycling Centre)

There are various E-waste categories with varying pricing based on the item, with some items accepted with no charge.

A previous Council decision introduced a subsidy to promote and encourage E-Waste Recycling. The charges for E-Waste have remained unchanged since this decision (1 July 2018). At the time of this

Council decision officers estimated the subsidy required would be \$25k (excl. GST) per year. The amount of E-waste collected and recycled at Ferguson Street has remained stable since 2018/19, with between 5,000 – 6,000 items received and recycled. As the service provider has made only moderate adjustments to the pricing structure no changes are being recommended to the E-Waste and Batteries fees and charges. Although the shortfall is slowly increasing it is expected this service can continue to be provided within existing budgets. The shortfall in FY 2021/22 was \$30k (excl. GST), with an expected similar value in 2022/23 and 2023/24.

(c) **Compost – Bagged** (sold at Ferguson Street and Awapuni Resource Recovery Park)

Compost that is produced at the Awapuni Resource Recovery Park is packaged in 30L bags and sold for \$5 incl. GST. This product is proving very popular with the community with a steady increase in sales year on year. No change to the sale price of the bagged compost is recommended.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal; or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed increases in charges for the various components of the Resource Recovery activity will help to ensure users meet a reasonable share of the increasing costs. It is noted that there will also be increases for the targeted rates for kerbside recycling and for rubbish and public recycling.

Parks and Reserves Fees and Charges

Appendix 10

1. INTRODUCTION

It is the Council policy to review fees and charges each year. Fees for sportsfields are covered by the Council's Revenue and Financing Policy (10 Year Plan 2021-31, pages 260-1), which outlines that users of sportsfields are expected to contribute through charges a low (i.e. 1-19%) proportion of the costs.

The policy also acknowledges that either it is not practical to identify and charge users (e.g. for city-wide or local reserves) or that in some instances charges would be prohibitively high if they were set at the level which would be necessary to cover the entire cost.

In April 2019 Council reviewed the funding policy for sportsfields, concluding it would continue with its funding model of charging sportsfield users a percentage of the costs of sportsfield provision, targeting a level of approximately 5% cost recovery. Council also resolved to continue its policy of not charging for sportsfields used exclusively by junior players.

Charges for sportsfields, pavilions and commercial occupancy of the Railway Land, events on were last increased in 2022/23. Charges for mobile vendors and bonds for keys and events were last increased in 2021.

The fees for the Ashhurst Campground were last reviewed in 2009, and it is intended that in the future they be incorporated into the annual review of fees and charges.

2. BACKGROUND

2.1 Statutory Requirements

Under its statutory powers contained in the Local Government Act 2002 (LGA) the Council has power to set fees and charges for the use of reserves.

2.2 Factors Impacting on Setting Fees and Charges

The following factors impact on the fees and charges for parks and reserves, including sportsfields:

- Cost of building, maintaining and administering sportsfields and playing surfaces, and associated facilities
- Cost of administering licences and events
- The practicability of charging for some types of use
- Council's policy on the extent to which users should contribute toward the cost
- The utilisation of the sportsfield network
- The standard of playing surface provided (level of service)
- The number of fields required by various sports codes – this varies depending on changing ground allocation practices and the number of teams playing/training each year.

The following factors impact on the fees for the Ashhurst campground:

- Cost of building, maintaining and operating the Ashhurst Campground facilities
- The practicality and cost associated with administering the campground, including the ability to collect and accurately account for revenue
- The utilisation of the camping ground (demand)
- The type and standard of facilities provided (level of service)
- The level of fees charged at campgrounds with similar facilities (the market)

3. PROPOSED FEES AND CHARGES

3.1 Sportsfields

Fees and charges would need to be increased significantly before revenue from sportsfields increased to any significant extent compared with operating costs.

Prior to 2020/21 sportsfield revenue represented between 5% and 6% of operating costs.

The initial draft budget for 2020/21 assumed a 4% recovery. During the adoption of the budget, Council reduced sports user charges by 50% as part of its COVID recovery plan. This budget dropped the recovery percentage to 1.7%.

Table 1 summarises the budget forecasts for sportsfields for 2020 through to 2023/4.

	Actual 2020/21	Actual 2021/22	Budget 2022/23	Draft Budget 2023/24
Expenses (\$k)	3,393	2,946	3,311	3,307
Revenue (\$k)	80	112	123	129
Revenue as % of Expenses	2.4	3.8	3.7	3.9

Table 1: Sportsfield Budget Summary

The revenue received in 2021/22 was slightly lower than forecast, leading to a recovery of 3.8%. This revenue reduction (\$8K) was due to the cancellation of sports tournaments as result of the Government restrictions on gatherings. The forecast revenue for 2022/23 is \$123K.

The budgeted revenue for 2023/24 is 4.9% higher than the budgeted revenue for 2022/23 and assumes there will be no increase in usage. The budgeted expenses for 2023/24 are marginally lower than 2022/23. As the increase in revenue is higher than the forecast percentage increase in costs, the recovery is forecast to increase from 3.7% to 3.9%.

If user fees and charges are not increased again in 2023/24, the Council will not achieve the budgeted income of \$129K and will move no closer its recovery policy of approximately 5%.

If the current policy of not changing fees for junior players is maintained, sports field user charges would need to increase by 28% to enable Council to recover 5% of the overall cost of providing sports.

Priority 5 of Council Goal 2 is to be one of the most active communities in New Zealand. Success measures include an increase in use of parks, sportsfields and playgrounds and an increase in participation rates for all adults in sport and recreation. Whilst Council fees and charges are only a small portion of the overall cost for an adult participating in organised sport, a large increase in Council fees could potentially impact adversely on the attraction and retention of adult players.

It is recommended that the sports fees be increased by 5% for the 2023/24 year.

3.2 Mobile Vendor Fees

Historically sports codes sought Council permission for a mobile vendor to operate at a sportsfield for the season in association with the sporting activity. There were only a couple of vendors operating in the city each season and trading usually only occurred at weekends.

Over time the food trucks and coffee carts have become more prevalent in the city. Many of the mobile vendors with licences to trade on Council land do not operate in association with sporting activity and are in Council off street carparks, including on weekdays – for example the food trucks in the Memorial Park and He Ara Kotahi carparks. There is a need to change the way in which licence fees are charged.

Most of the Council mobile licence fee is to cover the administration. The current fees are based on trading at a single site for up to two days per sports season. Charging for two days ensures that the licence administration costs are covered. The vendor has flexibility as to whether they trade at their allocated site on their two allocated days or not.

A sports season is a six-month period. Given that most mobile vendors are not associated with a sport and may commence a new licence at any time during the year, it is appropriate to change the licence fee period to six-months, rather than a season.

Any vendor can request additional licence days for the site they occupy. At present the fee covers two additional days. It is proposed that this be changed to a per additional day fee.

3.3 Ashhurst Campground

The Ashhurst campground fees were last reviewed in 2009. The fees are not contained within the Council's schedule of fees and charges. However, as the campground provides wider benefits to the city, through tourism, and the affordability of the fees are of interest to the wider community,

it is appropriate to include the campground fees within the annual review of Council fees and charges.

Camping was impacted by COVID, with the need to close the campground for extended periods. The number of campers has now returned to pre-COVID levels. The campground generated a revenue of \$35K in 2020/21, \$30K in 2021/22 and to the end of January 2023, \$35k in camp fees have been recieved.

The current schedule of fees for the Ashhurst Campground are presented below, alongside fees charges at other sites within the Region with a similar level of facilities

Fee per Night	Ashhurst	Totara Reserve	Woodville
Powered Site			
1 adult	\$10	N/A	\$10
2 adults	N/A	\$37	N/A
Additional adult	\$10	\$6	\$10
Children – Under 16	\$4		\$5
Children under 5	N/A	Free	N/A
Unpowered Site			
1 adult	\$7.50	N/A	\$5
2 adults	N/A	\$16	N/A
Additional adult	\$7.50	\$6	\$5
Children- under 16	\$4	N/A	\$2
Children under 5	N/A	Free	N/A

Table 2: Campground fee comparison

Overall, the level of fees at the Ashhurst Campground appear to be market comparable for the level of service provided. Whilst the way in which fees are charged varies between campgrounds, the overall per night fee for a family is similar for the 3 camping grounds.

Staff note that several campers using powered and unpowered sites at the Ashhurst Campground are travelling on their own. The Ashhurst fees are comparable to Woodville for a person staying on their own on a powered site for, and slightly more expensive per person for an unpowered site. Both camping grounds are cheaper than Totara Reserve due to the single adult fee charging model

used. It is recommended that the Council continue with a per camper / night fee model to meet the needs of users.

The current fee schedule did not account for the cost of hot showers, with campers required to pay for hot water in showers via a coin operated system – with the cost of a shower \$2. After repeated vandalism of the coin system, it was removed in 2021. The system is now a push button system, with campers having to leave the shower cubicle to reactivate it if they want an extended length shower. The showers are not locked, and therefore available to all users, whether they are staying in the campground or not. There has not been a noticeable increase in power costs as a result of the change.

In December 2021, the Business Assurance Manager provided advice on the payment processes associated with the Ashhurst Campground. It was noted that the current payment process is cash only. Campers make payment by enclosing a form with their details and the cash, in an envelope through a slot into a locked box. While reliance is placed on campers using the honesty system, the staff do walk around the ground to ensure that vehicles parked have filled out the form. It was recommended that cash receipts are reduced where possible and alternative payment options are considered.

EFTPOS was investigated and deemed to not be a viable option. The relatively low number of transactions does not justify the ongoing service cost of the machine and without a fulltime Manager onsite, payment would become limited to a small period of time each day, which would be less convenient to campers than the current cash system. An option to pay online is about to be introduced to support a better customer experience which should also reduce the volume of cash handled.

The current Ashhurst Campground fee schedule is relatively simple, and it is recommended that this continue. It is recommended that the fee for an adult using an unpowered site decreases from \$7.50 to \$7.00 per night to remove the need for a 50c coin. It is also proposed to increase the per child fee from \$4 to \$5 for the same reason. These changes will have minimal impact on the overall revenue to Council. It is recommended that all other fees remain at the current level. The current fees are market comparable and increasing patronage is ensuring that revenue at the campground is keeping pace with increasing costs.

3.4 Recommended changes to fee schedule

Recommended changes shown in the **attached schedule** comprise the following elements:

- An increase of 5% on the current fees and charges
- Continuing to impose zero fees for fields used exclusively for junior sport (school age teams)
- Change the wording of the mobile vendor licence fee, from per season to per six months, and the additional site fee from two days to one day – with no overall increase in the level of fees charged.
- No change to bonds
- Inclusion of fees for the Ashhurst Campground

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal: or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed fees and charges will enable an increase in budgeted revenue for sportsfields of \$6K, and a lift in the budgeted percentage recovery, in the draft 2023/24 Annual Budget from 3.7% to 3.9%.

Palmerston North City Council

Parks and Reserves Fees and Charges

All fees and charges shown are GST inclusive

Sportsfield Season Charges		Current For summer 2022/23 and Winter 2023	Proposed For summer 2023/24 and Winter 2024
Winter			
Rugby Union	per field (8,280 m ²)	\$1,273	\$1,337
League	per field (8,280 m ²)	\$1,127	\$1,183
Football	per field (7,300 m ²)	\$1,191	\$1,250
Netball (Vautier Park)	per court (665 m ²)	\$565	\$593
Lacrosse	per field (5,500m ²)	\$858	\$900
Skating (Memorial Park)	per rink	\$300	\$315
Winter Training Grounds			
Football	1 @ Skoglund - 3,000 m ²	\$521	\$547
	1 @ Waterloo - 11,000 m ²	\$1,916	\$2,012
	1 @ Takaro - 8,400 m ²	\$1,462	\$1,535
	1 @ Hokowhitu - 2,500 m ²	\$436	\$458
	2 @ Monrad - 5,580 m ²	\$975	\$1,024
	2 @ Bill Brown - 6,000 m ²	\$1,151	\$1,209
	1 @ Ashhurst Domain - 8,400 m ²	\$1,462	\$1,535
	2 @ Ongley - 7,000 m ²	\$1,241	\$1,303
	1 @ Bill Brown - 7,000 m ²	\$1,241	\$1,303
	1 @ Lincoln - 6,050 m ²	\$1,052	\$1,105
Rugby	1 @ Colquhoun - 6,050 m ²	\$1,052	\$1,105
	1 @ Bunnythorpe – 4,000 m ²	\$694	\$729
	1 @ Coronation - 7,700 m ²	\$1,193	\$1,193
Summer			
Cricket	Per field (14,320 m ²)	\$2,754	\$2,892
	per grass wicket	\$261	\$274
	per artificial wicket	\$198	\$208
Softball	per grass diamond (playing/ training) (6,013 m ²)	\$846	\$888
	per skin diamond (6,013 m ²)	\$766	\$804
Touch	per field (3,500 m ²)	\$359	\$377
	Coronation Pavilion	\$2,077	\$2,181
Athletics	per grass track	\$1,118	\$1,174
Tennis (669sq m)	per court @ Vautier	\$472	\$496
	per court @ Colquhoun	\$161	\$169
	per court @ Awapuni per season	\$396	\$416
	per court @ Takaro and Wallace	\$300	\$315
	per court @ Wallace - deleted	\$300	n/a
Summer Football	per field	\$596	\$626
Rugby 7's	per field	\$636	\$668
Skating (Memorial Park)	per rink	\$300	\$315
Charge Grounds			
Fitzherbert Park	Summer	\$4,424	\$4,645
	Winter	\$4,297	\$4,512
Memorial Park	Summer	\$4,445	\$4,667
	Winter	\$4,445	\$4,667
Winter Season = 2nd week April to 3rd week September. (22 weeks)			

Summer Season = 2nd week October to 3rd week March. (22 weeks)

ONE OFF COSTS (Inc GST)				Current For summer 2021/22 and Winter 2022	Proposed For summer 2022/23 and Winter 2023
Sportsfields	Playing Field	Pre-Season	per game	\$92	\$97
	Playing Field	Casual	per game	\$118	\$124
	Touch field	Casual/Preseason	per game	\$42	\$44
	Ongley Park	Tournament	per day (excl change rooms)	\$705	\$740
	Ashhurst Domain	Tournament	per day (excl change rooms)	\$705	\$740
	Fitzherbert Park	Casual	1/2 day	\$208	\$218
	Fitzherbert Park	Casual	per day	\$398	\$418
	Memorial Park	Casual	1/2 day	\$208	\$218
	Memorial Park	Casual	per day	\$398	\$418
	Cricket	Grass Wicket	per day	\$324	\$340
Manawaroa Pavilion	Cricket	Artificial Wicket	per day	\$144	\$151
	Pavilion Hire	Regular	1/2 day per week per season	\$545	\$572
	Pavilion Hire	Regular	1/2 day per week per year	\$1,090	\$1,145
	Pavilion Hire	Regular	1 day per week per season	\$930	\$977
	Pavilion Hire	Regular	1 day per week per year	\$1,857	\$1,950
	Pavilion Hire	Casual	per day	\$92	\$97
The Square	Pavilion Hire	Casual	per hour	\$28	\$29
	Serviced Rest rooms open after hours		per hour	\$57	\$60
Railway Land	Commercial				
	Occupancy		Small event per day	\$166	\$174
	Commercial Occupancy		Large event per day	\$333	\$350
Bonds	Large commercial event	Major Event	e.g. Food & Wine Festival	\$2,000	\$2,000
	Large tournament	Large Event	e.g. NZ Touch Nationals	\$1,000	\$1,000
	All other events	Medium Event	e.g. Marching	\$250	\$250
	Key Bond	Building key		\$50	\$50
	Key Bond	Gate Key		\$25	\$25
Commercial usage					
Mobile vendor e.g. coffee cart, food truck (Note 1)	Up to 2 days – 6 months		Per site - licence to occupy	\$500	\$500
Mobile vendor	Up to 2 additional days – per season - Deleted		Per site - licence to occupy - deleted	\$500	N/A
Mobile vendor	Each additional day - six months		Per site - licence to occupy	N/A	\$250
	Power		per site per six months	\$140	\$147
Tennis Coaching	Per season		Per court	\$488	\$532
	Per day		Per court	\$28	\$30

Note 1: All applications are assessed against the Council policy for the use of public spaces - applies to all Council sites, not just parks. Vendor applications for trading on sportsfields requires support from the sports code allocated the grounds.

Note 2: Playing season 6 months – deleted

Ashhurst Campground Fees per night		Current	Proposed
Powered Site	Per Adult/night	\$10	\$10
	Per Child/night	\$4	\$5
Unpowered Site	Per Adult/night	\$7.50	\$7
	Per Child/night	\$4	\$5

Backflow Preventer Charges

Appendix 11

1 INTRODUCTION

Testable backflow preventers (BFPs) are required on all non-residential water connections. These prevent any contaminated water from within a property affecting the water supply and other consumers. There are in excess of 450 properties classified as requiring BFPs.

In an effort to reduce public health risks the Council, as from 1 July 2021, assumed full responsibility for repairs and renewals of all BFPs as well as for annual testing to confirm compliance. An annual charge was introduced for this work. The fixed annual fee avoids the need for large one-off fees to be recovered from property owners when major upgrade work is required for a specific BFP. It also ensures that issues are solved quickly to protect public health. The fee is only payable on the property water connection at the boundary and not any internal connections which are dealt with under the Building Warrant of Fitness.

Costs associated with BFPs consist of:

- Regular testing
- Repairs
- Replacements
- Administration

While repairs and replacements are more expensive for larger BFPs, the uniform charge that applies to all premises spread costs, provides clarity to customers, and reduces administration cost and time for Council.

There are 455 BFPs on the Council's reticulation. These are tested annually, with the exception of 25 which are tested six-monthly. This equates to 480 total tests per year.

2. BACKGROUND

2.1 Statutory Requirements

The setting of fees and charges for wastewater is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

Rates for water services are set through the processes contained in the Local Government Rating Act 2002.

2.2 Factors Impacting on Setting Fees and Charges

The Council's Revenue and Financing Policy (10 Year Plan 2021-31, pages 245-283) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

The policy makes no specific mention of backflow preventers.

3. PROPOSED FEES AND CHARGES

It is proposed that the fees be increased by approx. 7% to cover increases in costs, as shown in the following table.

Proposed Fees and Charges for BFP testing and maintenance

Item	Current Charges (GST incl.)	Proposed Charges (GST incl.)	Unit
Annual BFP charge	\$252	\$270	Per BFP per year
Administration fee	\$26	\$28	Per BFP per year
Total charge	\$278	\$298	Per BFP per year

Note that properties with multiple BFPs pay separately for each. For example, a property with two BFPs would pay $\$298 \times 2 = \596 per year.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis although a review of these particular fees and charges has been overlooked.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal; or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed Annual Plan 2023/24 includes provision of revenue of \$48k pa from these charges, thereby reducing the sum required to be collected from rates.

Corridor Access Request Fee

Appendix 12

1 INTRODUCTION

A Corridor Access Request (CAR) is an application to the Council for access to the road corridor in order to carry out works. It is required to ensure all work sites on roads are as safe as possible for workers, motorists, pedestrians, and cyclists. As from 1 July 2021 a fee for CARS was introduced. Prior to that the costs associated with administering and issuing CAR were funded by rates.

This user pays model is working satisfactorily and it is proposed to increase the charges to cover increasing costs.

2. BACKGROUND

2.1 Statutory Requirements

The setting of fees and charges for an activity such as corridor access is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

2.2 Factors Impacting on Setting Fees and Charges

The Council's Revenue and Financing Policy (10 Year Plan 2021-31, pages 245-283) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

The policy makes no specific mention of corridor access fees.

3. PROPOSED FEES AND CHARGES

Reflecting the cost of issuing CARs there are two types of CAR charges:

- Standard CAR Charges
- Generic CAR Charges

3.1 Standard CAR Charges

The standard CAR is a one-off corridor access request. The following table contains the current charging schedule showing proposed increases to cover rising costs:

Item	Charges from 1 Jul 22 (GST incl.)	Charges from 1 Jul 23 (GST incl.)	Comment
Administration Fee	\$115	\$123	Per application
Reinstatement Inspection Fee – first 20m of trench opening	\$80	\$86	Provides for two reinstatement inspections to be made per CAR.
Standard CAR Charge	\$195	\$209	Assuming no more than two reinstatement inspections required
Additional Reinstatement Inspection fee – payable for every additional 100m of road opening >20m	\$41	\$44	An additional reinstatement fee would be payable for one additional inspection for each additional 100m of trench beyond the 20m standard fee.
Rebate for Overlap CAR and Vehicle Crossing Inspection	-\$80	-\$86	When CAR and Vehicle Crossing Inspections overlaps, a rebate payment of \$86 would apply

3.2 Generic CAR Charges

The generic CAR is a long-term permit that allow utility service contractors to work on road corridors without having to apply for a different CARs for each job. The following table contains the current charging schedule showing proposed increases to cover rising costs:

Item	Charges from 1 Jul 22 (GST incl.)	Charges from 1 Jul 23 (GST incl.)	Comment
Administration Fee	\$230	\$246	Per application
Reinstatement Inspection Fee	\$80	\$86	Provides for two reinstatement inspections
Generic CAR Charge	\$310	\$332	Assuming no more than two reinstatement inspections required
Additional Reinstatement Inspection fee	\$41	\$44	Additional reinstatement will incur an additional charge on a per visit basis.

4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis although a review of these particular fees and charges has been overlooked.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal; or
- changing fees by a different amount.

5. FINANCIAL IMPLICATIONS

The proposed annual budget 2023/24 includes provision for revenue of \$140k from these charges.

MEMORANDUM

TO: Council

MEETING DATE: 15 March 2023

TITLE: Adoption of the Local Governance Statement 2022-25

PRESENTED BY: Sarah Claridge, Democracy & Governance Advisor

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATIONS TO COUNCIL

1. That Council adopt the Local Governance Statement 2022-2025 (Attachment 1) to replace the Local Governance Statement 2019-2022.
2. That Council delegate authority to the Chief Executive to make minor amendments to the Local Governance Statement 2022-2025 to keep it up to date.

1. ISSUE

The Local Governance Statement is one way that members of the public can learn about what Council does and how the public can engage in Council processes.

The Local Governance Statement outlines the Council's governance structure, its strategic goals, policies, and bylaws and how the public can engage in Council meetings and consultations. [Section 40 of the Local Government Act](#) sets out 16 types of information which must be covered in a local governance statement, all of which are covered in the attachment.

The Act requires a territorial authority to publish a Local Governance Statement within 6 months of the triennial election (before 1 April 2023).

Although not a requirement of the Act, Council's Delegations Manual requires Council approval of the Local Governance Statement before it is published.

2. BACKGROUND

The draft Local Governance Statement 2022-25 has been updated for currency of content, including all of the structures set up for the 2022-25 Palmerston North City Council term.

Additionally, officers have incorporated Council's voice and style in the document. This softens the formality of the document and the processes it describes and makes these more personable and engaging.

To make the document more accessible, officers also plan to present the content on the website in a format (similar to [Wellington Regional Council](#)) which is more bite-size and user-friendly for various device types.

3. NEXT STEPS

If approved, the Local Governance Statement 2022-25 will be published on the website and kept up to date.

4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual: Terms of Reference		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 & Enabling Council		
The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship		
The action is: Legal requirement under the Local Government Act 2002		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The Local Governance Statement collates information for the public on how to engage with Council processes.	

ATTACHMENTS

1. Local Governance Statement 2022-2025 [↓](#) 

Cover Page TO BE ADDED– Local Governance Statement 2022-2025
Palmerston North City Council
Approved by Council XXX 2023

What is a Local Governance Statement?

Palmerston North City Council's Local Governance Statement describes the processes of local government in Palmerston North City. The focus of the Statement is to provide residents with an explanation of the legislative framework of local government in New Zealand and specific information on how your Council makes decisions and how residents can engage with Palmerston North City Council.

The purpose of local government in New Zealand, as set out in section 10 of the Local Government Act 2002, is to:

- Enable democratic local decision-making and action by, and on behalf of, communities; and
- Promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

To this end, the Local Governance Statement covers:

- The functions, responsibilities and activities of Palmerston North City Council
- Local legislation and bylaws
- Electoral and representation arrangements
- Governance structure and processes, including meetings
- The way elected members make decisions and relate to each other, to the management of the local authority and to local Iwi
- Key policies of Palmerston North City Council, including consultation
- How to contact your Councillors
- Processes for accessing official information

The Council must publish a Local Governance Statement under section 40 of the Local Government Act 2002 within six months of a triennial election. As the statement links to information on our website it will be updated frequently.

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1. WE HAVE MANY FUNCTIONS AND RESPONSIBILITIES

Our purpose is to enable democratic local decision making by and on behalf of our community. Our vision for Palmerston North is for every resident to be able to enjoy the benefits of living in a small city, with the advantages of a big city - He iti rā, he iti Pounamu. We want Palmerston North to be recognised for its great quality of life while at the same time offering the lifestyle, education and business opportunities available in much larger cities. We have five goals that contribute to our vision: Each of these goals inform our strategies and activity plans. Check this out below.

Ahunga rautaki



Strategic direction



To achieve our strategic vision, we undertake the following activities, as found in the Long Term Plan:

- City Development
- Strategic Transport (Roothing)
- Economic Development
- Active Public Space
- Arts, Culture & Heritage
- Active Community
- Active & Public Transport
- Connected Communities
- Safe Communities
- Rubbish and Recycling
- Biodiversity and Sustainable Practices
- Stormwater
- Waste Water
- Water Supply
- Leadership
- Corporate Support
- Commercial and Strategic Investment

We have 16 elected members, including the mayor, who are ultimately responsible for our Council's performance. Council employs the chief executive, who then employs staff, on behalf of the council. The role of the chief executive and their staff is to provide advice to the council and implement its decisions.

Most of these decisions are made in formal hui, or under delegation by staff or our committees. And the way that these decisions are made are all subject to a number of rules and regulations set out in the Local Government Act 2002 and other statutes.

2. WE HAVE SOME OF OUR OWN LAWS IN PALMY

Local Legislation

In addition to the legislation that applies to all local authorities, Palmerston North City Council is bound by some local legislation (Acts that apply specifically to it). These Acts enable past actions of the Council, which were not provided for by the legislation governing the Council at that time. (see Appendix One)

Bylaws

Bylaws are rules or regulations made by the Council by virtue of powers contained in legislation. The Local Government Act 2002 provides Council with general bylaw making powers, and more specific bylaw making powers are also found in certain other legislation; for example the Health Act 1956 and the Dog Control Act 1996.

The Local Government Act 2002 sets out the responsibilities of councils in making and retaining bylaws. Councils must consider a range of options available to solve an identified problem before deciding if a bylaw is the most appropriate method of addressing the problem. If Council decides that a bylaw is appropriate, then a bylaw is drafted and made available for consultation with the public, particularly those most affected by the proposed bylaw.

Once passed, bylaws can only be retained if they are reviewed periodically. Failure to do so will result in bylaws ceasing to have effect after a further two years. Bylaws made after 1 July 2003 must be reviewed within five years of the date they were made. After the first review all bylaws must be reviewed every ten years.

Although the legislation sets out the maximum timeframes for a bylaw to be reviewed, bylaws can be reviewed at any time if it becomes evident that there are emerging problems or issues that need to be addressed or if there are changes to enabling legislation. Amendments to parts of bylaws can also be made outside of the review process.

If a bylaw lapses or expires then it is automatically revoked. This would happen if the bylaw was no longer being used or required for the purpose it was created for. If a bylaw lapses, the Council can no longer continue any enforcement action or prosecution. Instead the issues previously dealt with under the bylaw would be managed using other options available to Council such as the District Plan or education.

The bylaws in force for Palmerston North City as at December 2022 are listed below with the date by when the next review must be completed¹. All bylaws are available on the Council's website www.pncc.govt.nz and a copy is available for inspection at the Council's Customer Service Centre.

Alcohol Control Bylaw 2015

Purpose: reducing the potential for public nuisance and offensive behaviour by people drinking and becoming intoxicated in a public place.

Last reviewed/adopted: 24 August 2015

Review due date: 24 August 2025

Animals and Bees Bylaw 2018

Purpose: to specify the requirements for the keeping on animals in the Palmerston North district and to protect the public from general nuisances related to the keeping of animals.

Last reviewed/adopted: 30 April 2018

Review due date: 30 April 2023

Cemeteries and Crematorium Bylaw 2018

Purpose: to regulate cemetery and crematorium activities.

Last reviewed/adopted: 27 November 2017

Review due date: 27 November 2027

Dog Control Bylaw 2018

Purpose: to give effect to the Palmerston North Dog Control Policy 2018 by specifying requirements for the keeping of dogs.

Last reviewed/adopted: 13 August 2018

Review due date: 13 August 2023

Signs and Use of Public Places Bylaw 2015

Purpose: to regulate the use of footpaths and other public places, including the display of signs.

Last reviewed/adopted: 25 August 2014

Review due date: 25 August 2024

Speed Limits Bylaw 2020

Purpose: to set speed limits in areas within the Palmerston North City Council jurisdiction.

Last reviewed/adopted: 3 March 2021

Review due date: the Speed Limits Bylaw is due to be revoked. Speed limits are now set via a different process through the Speed Management Plan

Stormwater Bylaw 2022

Purpose: to manage the stormwater system to promote a sustainable urban drainage system, safeguarding public health, property, and the environment.

Last reviewed/adopted: 4 May 2022

Review due date: 4 May 2027

Trade Waste Bylaw 2022

Purpose: to regulate the discharge of trade waste to the sewerage system and discharges to the stormwater system

Last reviewed/adopted: 4 May 2022

¹ A bylaw which is not reviewed by this date is automatically revoked two years after the date the review should have been completed, unless it is replaced earlier by a new bylaw.

Review due date: 4 May 2027

Traffic and Parking Bylaw 2018

Purpose: to regulate parking and traffic safety matters

Last reviewed/adopted: 28 May 2018

Review due date: 28 May 2028

Waste Management and Minimisation Bylaw 2016

Purpose: to protect, promote and maintain public health and safety by regulating the collection and disposal of waste.

Last reviewed/adopted: 11 August 2021

Review due date: 11 August 2031

Wastewater Bylaw 2019

Purpose: to ensure that wastewater is removed from both domestic and trade premises in an efficient manner that safeguards public health.

Last reviewed/adopted: 5 November 2018

Review due date: 5 November 2028

Water Supply Bylaw 2015

Purpose: to provide for the management of the supply of water to customers of Palmerston North City Council.

Last reviewed/adopted: 25 March 2020

Review due date: 25 March 2030

3. ELECTORAL SYSTEMS AND THE OPPORTUNITY TO CHANGE IT

Our elections operate under the Single Transferable Voting (STV) Electoral System. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' next preferences.

The other option permitted under the Local Electoral Act 2001 is the First Past the Post (FPP) Electoral System.

Before 2013, Palmerston North City Council used the FPP electoral system. In 2011, after consulting with the public, Council resolved to change the electoral system to STV. This meant the electoral system was changed to STV for the 2013 election. All Council elections since 2013 have been held using STV. Under the Local Electoral Act 2001, the Council can resolve to change the electoral system to be used or conduct a binding poll on the question. Alternatively, a signed petition of at least 5 per cent of electors can demand that a poll be held. Poll results are binding for the two subsequent elections. A petition for a poll would need to be presented by mid February 2024, if it were to apply to the 2025 election.

(Local Electoral Act 2001; Local Electoral Regulations 2001; Local Government Act 2002)

4. HOW YOU ARE REPRESENTED

The Council is made up of a Mayor and fifteen Councillors. Council has two city-wide wards:

- Te Hirawanui General ward consists of 13 councillors elected by people on the General electoral roll; and
- Te Pūao Māori ward consists of two councillors elected by people on the Māori electoral roll.

Having a Māori ward provides a way for Māori to contribute to decision-making and have representation at council. Te Pūao Māori ward councillors will have a particular responsibility to represent people of Māori descent and bring forward Māori views and aspirations. But just like Te Hirawanui General Ward councillors, they also represent the entire city. Candidates can decide which ward they wish to stand in. But only those on the Māori electoral roll are able to vote for candidates who stand in Te Pūao Ward.

The Mayor is elected 'at-large' by electors on both rolls. There are no community boards in Palmerston North.

The Council's current arrangements were reviewed in 2021 and agreed by Council after public consultation. No appeals were received.

Review of Representation Arrangements

The Council is required to review its representation arrangements at least once every six years. Council initiated a representation review in 2021, after resolving to have Māori wards for the 2022 election.

The review included the following:

- The number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor).
- Whether the elected members (other than the Mayor) shall be elected by the entire City, or whether the City will be divided into wards for electoral purposes, or whether there will be a mix of 'city-wide' and 'ward' representation.
- If election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward.
- Whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

During the Representation review, the public had the right to make a written submission to the Council and to be heard if desired.

Members of the public have the right to appeal any decisions made to the Local Government Commission, which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

We now have a Māori Ward

The Local Electoral Act 2001 gives the Council the ability to establish wards for General and Māori electors. The option of Māori wards was developed by Parliament to enhance the role of Māori in

local government. One of the requirements of the Local Government Act 2002 is to facilitate participation by Māori in local authority decision-making processes.

Council had previously resolved to establish a Māori ward in Palmerston North however this was overturned by poll demand. In 2021, the right to call a poll on Māori wards was removed by the Government when it passed the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021. This Act aligns the requirements around Māori wards with other elements of a representation review.

In 2021, following the amendment to the Electoral Act, Council decided again to establish a Māori ward. As a consequence, through the Representation Review, Council then determined the details of the general and Māori wards, considering how this affected other representation arrangements.

Following public consultation, Council resolved to have two wards representing the whole city at the 2022 local government elections:

- a Māori ward called Te Pūao Ward, with 2 councillors
- a general ward called Te Hirawanui Ward, with 13 councillors
- A mayor across the whole city.
- No community boards

The Local Government Commission is currently investigating an appeal to establish a community board for Greater Bunnythorpe, under Schedule 6 of the Local Government Act.

The Re-organisation Process

A re-organisation application is separate to a representation review which as described above looks at governance arrangements within the Council.

Schedule 3 of the Local Government Act 2002 sets out procedures which must be followed for local government re-organisation proposals to do any or all of the following:

- amalgamate districts or regions
- create a new district or region
- dissolve a district or region
- make changes to the boundaries of a district or region
- transfer a particular function or functions to another council
- create a unitary authority.

The process begins with an application to the Chief Executive of the Local Government Commission from any person, body or group including one or more affected local authorities or the Minister of Local Government. If the application is from a group of electors, it must include evidence of support for the proposal from at least 10% of electors in the affected area. Any proposals for reorganisation are listed on the Local Government Commission website.

Once the Local Government Commission has completed its process of consultation and issued a final proposal A poll of electors on the re-organisation plan must be held in the affected area if the re-organisation plan relates to one of the following:

- the union of districts or regions
- the creation of a new district or region including a new local authority for that district or region
- the abolition of a district or region including the local authority for that district or region
- the assumption by a territorial authority of the powers of a regional council as a unitary authority
- the transfer from one local authority to another of:

- responsibilities in relation to water services or transport services
- responsibilities, duties and powers under the Resource Management Act 1991

A poll of electors will not be held on re-organisation plans solely involving boundary alterations; the establishment of joint committees or the establishment, abolition or alterations to local board areas and local boards.

In May 2021 the Local Government Commission decided not to adopt a reorganisation plan for including Ōpiki and Tokomaru in Palmerston North City. This means that Ōpiki and Tokomaru remain part of Horowhenua District.

Further information on these requirements can be found in the Local Government Act 2002. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

(Local Electoral Act 2001; Local Electoral Regulations 2001; LGA 2002 amendment act 2019)

5. WHAT OUR ELECTED MEMBERS DO

The Mayor

Following enactment of the Local Government Act 2002 Amendment Act 2012, the Mayor has been granted certain powers and assigned certain duties in relation to the Council and the City.

The Mayor is to provide leadership to the members of the Council and the people of the City. It is the role of the Mayor to lead the development of the Council's plans (including long term plan and annual plan), policies, and budgets for consideration by the members of the Council.

The Mayor has the power to appoint the Deputy Mayor, establish committees of the Council and appoint the chairperson of each committee.

The Mayor is responsible for the following roles:

- Ensuring the orderly conduct of business during meetings (as determined in Standing Orders).
- Advocating on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of the Council.
- Providing leadership and feedback to other elected members on teamwork and chairing committees.
- Declaring a state of civil defence emergency in the City if the need arises.

Deputy Mayor

The Deputy Mayor is appointed by the Mayor. The Deputy Mayor exercises the same roles as other elected members, with the following additional responsibilities:

- Managing the Chief Executive Performance review process
- Deputising for the Mayor when the Mayor is absent for Committee
- Deputising for the Mayor at community events
- Assuming any powers of the Mayor if the Mayor is incapacitated or unavailable

- Speaking to the media at request of the Mayor
- Assume any appointments to council organisations as set out in Policy and/or Delegations

Committee Chair

A Committee chair is appointed by the Mayor unless the Mayor declines to exercise this power, in which case it defaults to the Council.

Committee chairs are responsible for:

- presiding over meetings of the committee and ensuring that the committee acts within the powers delegated by the Council
- representing the Council at community events relating to their Committee's responsibilities and
- speaking to the media on matters relating to their committee

Deputy Chair of Committee

A Deputy Chair of a Committee is appointed by the Council.

Deputy Committee Chairs are responsible for:

- Deputising for the Chair when the Chair is absent for Committee
- Supporting the Chair to uphold Council's meeting procedures and agreed principles.
- Attending community events relating to Committee responsibilities and
- Deputising for the Chair (when required) at community events

The Deputy Mayor, a committee chair or deputy chair may be removed from office by a resolution of the Council.

The names of Committee Chairs and Deputy Chairs can be found in Section 14; further detail about the structure of Council Committees can be found in Appendix 2.

All Councillors

The Mayor and Councillors have the following roles:

- Setting the policy direction of the Council.
- Monitoring the performance of the Council.
- Prudent management of council resources.
- Representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the City).
- Employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive, and to abide by the current Code of Conduct and Standing Orders.

- The Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards that could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

All elected members are required to adhere to the [Code of Conduct](#). The code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in possession of elected members, and contains details of the sanctions that the Council may impose if an individual breach the code

6. OUR COMMITTEES, DELEGATIONS AND COUNCIL RELATED ORGANISATIONS

Governance Structures

Council

The Council comprises the Mayor and 15 Councillors. The Council is elected every three years. The Council retains the sole power to perform a number of functions and is responsible for approving all Council plans, policies and strategies.

Standing Committees

The Council reviewed the structure of its committees following the 2022 election. It is the responsibility of the Mayor (as required by section 41A of the Local Government Act 2002) to lead this process but the Council retains the power to revisit the structure. Committees scrutinise the progress of Council projects and strategies and make recommendations to Council on new policies. The committee structure is reviewed every three years after each election.

For the 2022-2025 term, the standing committees are:

- Economic Growth Committee,
- Culture and Sport Committee,
- Community Committee,
- Sustainability Committee,
- Strategy and Finance Committee,
- Rangitāne o Manawatū Committee, and
- Risk and Assurance Committee

All Council and committees meetings are on Wednesdays at either 9am or 1pm in the [Council Chambers](#). An annual calendar of meetings is produced each year and up-to-date information can be found on the Council's [website](#). All Council and committee meetings for the forthcoming month are published in the local newspaper and can be found on the website.

The [terms of reference](#) of the Council and committees can be found in the Delegation Manual and is attached as Appendix Two.

Appointed Members on Council Committees

In 2022 Council agreed that two members be appointed onto the Risk and Assurance Committee, one of which will chair the committee; and three iwi representatives onto the Rangitāne o Manawātū Committee. These appointed members have full voting and participation rights.

Public Participation at Committee meetings

There are several ways members of the public can speak at committee meetings:

- The **Public Comment** section enables members of the public to speak for up to 3 minutes each at Council or committee meetings; on any topic listed on the agenda, or if time permits, on other matters related to that committee. Each committee has set aside up to 30 minutes for public comment and for Members' questions of the speaker. To take up this opportunity, please advise the Chair or Committee Administrator either before the meeting or at the start of the public comment period.
- Arrange a **presentation**
This is a formal mechanism through which members of the public can speak to Council or committees on a particular matter of concern. Up to two people may speak for 10 minutes each. The presentation can be about anything within the Committee's terms of reference and does not need to be linked to an item on the agenda. To request a presentation please contact the Democracy & Governance Manager governance@pncc.govt.nz.
- Present a **petition**
If you have organised a petition and wish to present it to Council, please email governance@pncc.govt.nz or call us.

Petitions should not exceed 150 words, and any petition with disrespectful content may be rejected. You will be given an opportunity to present your petition in person.

For further information on how to participate at Council please contact the Democracy and Governance Manager governance@pncc.govt.nz

Delegations

The Council believes that it is essential, in the interests of good management and effective administration, to encourage the delegation of decision making to the lowest competent level. To achieve the best use of the abilities of elected members and officers, minimises the cost of material, technical and financial resources, promotes the development of effective managers and minimises bureaucratic interference in the daily affairs of the City's residents.

The Council's [Delegations Manual](#) contains the Council powers that have been delegated to Council committees and officers. The Council reviews its Delegations Manual regularly.

Council Controlled Organisations

In order to achieve its objectives for Palmerston North, the Council has established several Council-controlled organisations (CCOs). These organisations were set up to independently manage Council facilities, or to deliver significant services and undertake significant developments on behalf of the residents of Palmerston North. They receive an annual grant from Council to assist in delivering these services, with the expectation that they also seek additional funds through external providers.

CCOs are organisations in which the Council controls 50% or more of the voting rights or has the right to appoint 50% or more of the directors or trustees. CCOs have a legal obligation to regularly report to Council and must prepare and adopt a statement of intent, six month report and Annual Report, which is presented to a Council committee. Council (as shareholder) may also ask CCOs to develop long term, thematic and asset management plans.

Organisation	What it does/Why it exists	Reports to
Central Economic Development Agency (CEDA) (50/50 shareholding with Manawātū District Council) Annual Council Grants: \$ 1,890,713 (PNCC) \$ 619,288 (MDC) (2022)	To: <ul style="list-style-type: none"> • Drive and facilitate the creation and growth of economic wealth for Manawātū and beyond. • Attract, retain and develop talent in the region • Attract, retain and develop business and investment in the region • Profile the region to attract people, business and investment • Lead inclusive and sustainable economic development for the Region 	Economic Growth Committee
Globe Theatre Trust Board Annual Council Grant: \$118,075 (2022)	To: <ul style="list-style-type: none"> • Ensure the theatre remains available as a community theatre and, particularly, as the home of Manawatu Theatre Society Incorporated. • Increase the number of art performances and activities at the Globe. • Support the local performing arts community to showcase their diverse talents at the Globe. • Maintain and develop facilities that enable our communities to produce and enjoy the very best performing arts that can be offered. 	Culture and Sport Committee
Regent Theatre Trust Board Annual Council Grant: \$370,669 (2022)	To: <ul style="list-style-type: none"> • Maintain the Regent Theatre so that it may be utilised and enjoyed by the inhabitants of the Manawatu area. 	Culture and Sport Committee

	<ul style="list-style-type: none"> • Programme and present the best live performances from all over the region, the nation and the world. • Secure the future of New Zealand's most valued historic regional venue. • Foster local sustainable practice within the performing arts sector. 	
Te Manawa Museums Trust Board Annual Council Grant: \$3,264,227 (2022)	To: <ul style="list-style-type: none"> • Provide educational and enjoyment opportunities through exhibiting material evidence of people and their environment • Maintain collections and keep them relevant to the people of the Manawatu and New Zealand. • Recognise and act in accordance with the principles of the Treaty of Waitangi and to involve and give special attention to the history of the Tangata Whenua in the Region. • Ensure that the facility functions as an education resource and community asset for the citizens of Palmerston North and the Manawatu Region. 	Culture and Sport Committee

Council Controlled Trading Organisations

The Palmerston North Airport Limited is a council controlled trading organisation, this means it operates as a business for the purpose of making a profit:

Organisation	What it does/Why it exists	Reports to
Palmerston North Airport Limited	To operate an airport located in Palmerston North for commercial aviation users providing both scheduled and chartered passenger services and airfreight services.	Economic Growth Committee

Exempted Council Controlled Organisations

Council has approved to exempt the following organisations from the obligations of council-controlled organisations. They are exempted for 3 yearly periods upon resolution from Council:

Organisation	What it does/Why it exists
Manawatū Whanganui Disaster Relief Fund Trust (exempted Aug 2021- Aug 2024)	To: <ul style="list-style-type: none"> • Provide financial and any other assistance to meet the needs of people who have suffered any damage or loss following a significant natural or man-made disaster in the Manawatu-Wanganui Region or elsewhere in New Zealand. • Seek public donations and raise funds

Palmerston North Performing Arts Trust (exempted June 2022- June 2025)	<ul style="list-style-type: none"> • Provides educational opportunities for the development of talented emerging performing artist in the Palmerston North region. • Runs two funding schemes annually.
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Further information on any of the above organisations can be obtained from the Council's [website](#).

We also get Feedback and Advice from various Reference and Advisory Groups

These groups provide a link between Council and our community, helping us shape a number of our decisions. Normally meeting every 6 weeks, these groups bring knowledge and extra insight into Council about how the different needs of our communities can be addressed.

The Disability Reference Group ensures that the needs of disabled people are appropriately given consideration when the Council plans projects and activities across the city.

A **Seniors Reference Group** and **Pasifika Reference Group** were established in 2022. Both of these groups came out of our 10-Year Plan 2021-2031 and will provide dedicated platforms for older and Pacific people's voices to be heard and considered by Council.

We love getting feedback from residents (community organisations and individuals) who make submissions and come and speak to councillors at committees or whenever councillors are out and about in our community.

7. THE WAY OUR MEETINGS WORK

The legal requirements for Council meetings are set down in the Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings are open to the public unless there is reason to consider some items with the public excluded. Although meetings are open to the public, members of the public do not generally have speaking rights. Council and its committees have set aside a part of their meeting for the public to comment on items listed on the agenda paper and with prior approval to the Chief Executive, members of the public can give a 10-minute presentation to Council and committees.

LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order. The council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chair is responsible for maintaining order at meetings and may, at their discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders.

Minutes of meetings are kept as evidence of the decisions of the meeting. These are available for inspection on the council's [website](#), subject to the provisions of the LGOIMA.

For an ordinary meeting of the Council, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on three working days' notice.

During meetings the Mayor and Councillors must follow [Standing Orders](#) (a set of procedures for conducting meetings). The Council may suspend Standing Orders by a vote of 75% of the members present.

8. WE CONSULT WITH OUR COMMUNITIES

Community engagement is important to enable participation in decision making and for Council to understand the views and preferences of people who are likely to be affected by or interested in an issue, proposal or decision.

The Council's [Significance and Engagement Policy 2021](#) describes the principles Council will use to determine how to engage with the community during the Council's decision-making processes.

The Policy sets out the Council's approach to significance. The Local Government Act requires Council to take into consideration the significance of a decision when designing a community engagement process. The Act defines significance in terms of:


- a) the current and future social, economic, environmental, or cultural well-being of the district or region;
- b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;
- c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.

Hence Council defines Significance as an assessment of how important a decision is in terms of its impact on:

- achieving the Council's Long Term Plan,
- Its impact on those persons who are particularly affected by or interested in the decision and
- its impact on Council resources and capacity to perform its role.

In general, the higher the impact a decision has on these three criteria, the more significant a decision is. The level of significance a decision has will determine the level of community engagement. However, the Council will ensure that its community engagement is always appropriate to the significance of the decision.

The Council uses the following model to guide its engagement level:



	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TOOLS	<ul style="list-style-type: none"> • Fact sheets • Websites • Open houses 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen Advisory committees • Consensus-building • Participatory decision-making 	<ul style="list-style-type: none"> • Citizen juries • Ballots • Delegated decisions

The IAP2 model is at <http://www.iap2.org.au/documents/item/84>

The nature of Community engagement will differ depending on the issue. In some cases the Council will use engagement techniques from a mix of levels and it may use different levels at different points of the engagement. Council's approach is to select appropriate techniques based on the issue it is engaging on and the communities it is engaging with, within appropriate levels of resource.

Council documents that are currently out for consultation and information about making a submission are listed on the [Have your Say](#) page on the Council website.

Council also has an [Active Citizenship Plan](#) that shows how it will engage residents and organisations in its decision making and elections.

9. WE ACTIVELY ENGAGE WITH IWI AND MĀORI

Palmerston North City Council engages with Māori formally and informally in its day to day operations and has many commitments at a strategic level which support the development of Māori capacity to participate more fully and effectively in the Council's decision-making processes.

Staff Resources

Underpinning Council's commitment to the effective engagement of Māori in decision-making is the Māori Advisory Team, who work closely with our mana whenua partners Rangitāne o Manawatū to build relationships and identify how Council can more effectively engage and respond to Iwi and wider Māori interests. The Advisers provide advice and support to staff to ensure broader Māori community perspectives are reflected across the organisation in everything we do. This includes helping staff

navigate through Iwi and Māori relationships, and building confidence around working in tikanga and te reo Māori environments.

Management of Reserves

In 2019, Palmerston North City Council signed the Kawenata Te Motu o Poutoa Agreement with local iwi, Rangitāne o Manawatū. This agreement builds on the strong relationships Council has with Rangitāne to work together to develop the reserve Te Motu o Poutoa (Anzac Park).

The Rangitāne o Manawatū committee has been formed to administer Te Motu o Poutoa under the Reserves Act 1977 and to recommend other Council reserves which are wāhi tūpuna to Rangitāne that will come under the Kawenata arrangement. The [Committee Terms of Reference](#) for all committees are listed in the Council's Delegations Manual.

Partnership with Rangitāne o Manawatū

We have a strong relationship with our Te Tiriti o Waitangi partner and tangata whenua, Rangitāne o Manawatū. This relationship is founded in Rangitānenuirawa and is essential to the long-term future and wellbeing of Palmy people.

A partnership agreement was signed in 2019, formally acknowledging Rangitāne as mana whenua, and ensures that Rangitāne values and perspectives have significant weight in decision making, as Council works towards becoming a Te Tiriti-led city. In this current term, Rangitāne representatives sit on the Community Development, Economic Development and Environmental Sustainability Committees, as well as on the co-governance committee for Te Motu o Poutoa.

Council officers and management have regular hui with Rangitāne o Manawatū leaders and this is enhanced by kanohi-ki-te-kanohi (face to face) proactive engagement with our elected members on the Long-Term Plan, major projects and programmes and the general direction of the city.

Through this partnership, Council gains a better understanding of the views and needs of Māori. We're provided with invaluable history and knowledge of Rangitānenuirawa, tikanga Māori, te ao Māori and together we set out to deliver the aspirations of a multi-cultural city.

Wider Māori community

Engagement, including formal consultation, is a strategic priority, undertaken as a matter of course in the following key, but not exclusive areas: long-term plan, district plan, annual plan, roading, heritage, walkways, and reserves. Consultations use a range of approaches including focusing on community organisations who work closely with Māori, marae, Māori health providers and community groups. This engagement uses a range of approaches including targeted communication and use of te reo Māori, sometimes face-to-face with key staff alongside community development staff or Māori responsiveness staff.

10. WE'RE COMMITTEED TO EQUAL EMPLOYMENT OPPORTUNITIES

Palmerston North City Council is committed to equal employment opportunity for all employees and regards the elimination of discrimination, the implementation of the Treaty of Waitangi, and the provision of equal opportunities as essential components in its relationships with its employees. In all employment matters the Council will uphold the requirements of the Human Rights Act 1993 and Employment Relations Act 2000.

11. OUR POLICIES AND PLANS

A summary of Council's key strategies are listed below. More details on the Council's [policies](#) and plans are available on the council website.

Long Term Plan (LTP)

The LTP is the Council's 10-year plan which outlines what the Council intends to do to help contribute to the community's desired social, economic, leisure and environmental outcomes.

It identifies:

- The Council's Vision and Goals
- What services the Council intends to provide to work towards the Vision and Goals.
- What these services are expected to cost.
- How they will be funded.
- How Council's success will be judged.

The Council has to prepare a LTP every three years. This includes a proposed LTP for public consultation (in about March of the year in which it is adopted).

The current [LTP 2021-2031](#) was adopted in July 2021. It sets out the Council's Vision and Goals and how we plan to achieve them.

Vision: Palmerston North: He iti rā, he iti pounamu Small city benefits, big city ambition.

City Goals:

1. An innovative and growing city
2. A creative and exciting city
3. A connected and safe community
4. An eco-city
5. A driven and enabling city

Strategies

Palmerston North City Council has adopted five strategies to help achieve its vision and goals. The first four strategies are community focussed and reflect how the Council wants to improve Palmerston North city. The fifth one – A driven and enabling city focuses on how the Council can transform its own processes to become more efficient and enabling.

The strategies are:

Te rautaki tāone auaha, tāone tiputipu – **Innovative and growing city strategy** (Goal 1)

A city that is clever about the way it uses its natural advantages to encourage and support innovation, entrepreneurship and new industries, and positions itself to take advantage of change to fuel sustainable growth, prosperity and wellbeing.

The [Innovative and growing city strategy](#) describes Council's 10-year plan vision for Goal 1. Three plans sit beneath this strategy and describe Council's activities for the first three years of the 2021-2031 10-Year Plan: City growth, Economic development and Transport.

Te tāone whakaihiihi, tapatapahi ana – Creative and liveable city strategy (Goal 2)

A city that draws inspiration from the diversity within its culture and creates a vibrant urban environment that attracts creative and clever people, and nurtures creative talent.

The [Creative and liveable city strategy](#) describes Council's 10-year plan vision for Goal 2. Three plans sit beneath this strategy and describes Council's activities for the first three years of the 2021-2031 10-Year Plan: Active communities, Arts and heritage and City shaping.

Te rautaki hapori tūhonohono – Connected communities' strategy (Goal 3)

A city that includes, supports, connects and uses the talents and advantages of the whole community in the pursuit of prosperity and wellbeing. A city that has an international reputation as a safe city in which to live, study, work and play. A city that embraces its iwi heritage and partnership, and where people connect with the city's past, celebrating its history and heritage.

The [Connected communities' strategy](#) describes Council's 10-year plan vision for Goal 3. Two plans sit beneath this strategy and describe Council's activities for the first three years of the 2021-2031 10-Year Plan: Connected communities and Safe communities.

He rautaki tāone tautaiiao – Eco city strategy (Goal 4)

We want a future-focused city that plans for and cares about the future, enhancing its natural and built environment. Our city will realise the benefits to society from creating clean energy, lowering carbon emissions, and reducing our ecological footprint.

Five plans sit beneath the [Eco-city strategy](#) and describes Council's activities for the first three years of the 2021-2031 10-Year Plan: Climate change, Environmental sustainability, Manawatū River, Resource recovery and Waters.

Driven and Enabling Council (Goal 5)

A Council and organisation that works as one team with its communities and is a catalyst and enabler for change in the city.

One plan sits beneath the [Driven and Enabling Council](#) and describe Council's activities for the first three years of the 2021-2031 10-Year Plan: Governance and Active Citizenship.

More information on the [strategies](#) is available on the council website

Annual Report

The Council produces an Annual Report that shows how well the Council performed against what it said it would do in the Long-Term Plan or Annual Budget. The Annual Report is adopted by Council 4 months after the end of the financial year.

Due to delays in the Report being audited by Audit New Zealand, Palmerston North City Council adopted the [Annual Report 2021-22](#) late on 14 December 2022

Annual Budget²

The Council produces an Annual Budget which sets out what it plans to do in the current financial year and shows how this will impact rates and Council's debt. Every three years the Annual Budget forms part of the 10 Year Plan.

Palmerston North City Council adopted the [Annual Budget 2022-23](#) on 29 June 2022.

Funding and Financial Strategies and Policies

The Council is required to adopt a number of funding and financial strategies and policies. These include the following:

- [Treasury Policy](#) – outlines the framework within which the Council will prudently plan and manage its borrowings and investments.
- [Development Contributions Policy](#) – outlines the nature and level of charges the Council will charge developers to fund infrastructure required due to growth. Charges in the Developments Contributions Policy are updated annually.

The following form part of the Long Term Plan and are reviewed 3 yearly in conjunction with it:

- **Financial Strategy** – provides a framework which guides the Council to make decisions in a financially responsible and transparent way, and is used in the formulation of the budgets for the 10 Year Plan.
- **Infrastructure Strategy** – identifies the keys issues, options and implications of them over a period of at least 30 years for the Council's core activities of Roding and Footpaths, Stormwater Drainage, Wastewater Collection and Treatment and Water Supply.
- **Rating Policies** – outline Council's rating objectives and the key elements of the rating system together with policies on the remission or postponement of rates in certain circumstances.
- **Revenue and Financing Policy** – sets out how the Council will fund its services.

District Plan

The [District Plan](#) is a statutory requirement under Section 73 of the Resource Management Act. Its purpose is to control the effects of the use, development and protection of land within the context of promoting sustainable management. It is a living document that is regularly reviewed and updated.

The District Plan is periodically reviewed and updated through a process known as a plan change. Changes to the plan may be initiated by the council or by individuals.

A proposed plan change must be publicly notified, and there is then the opportunity to make a submission (during the first phase) and then a further submission (during the second phase) on the proposal.

² Palmerston North City Council's Annual Budget is the Annual Plan under s95 Local Government Act 2002

Asset Management Plans

Asset Management Plans provide a framework for the efficient stewardship of Council's infrastructural assets.

They show how the Council will meet current and future levels of service required by the community through the creation, operation, maintenance, renewal, and disposal of infrastructural assets in the most cost-effective way.

The Council has [Asset Management Plans](#) for:

- Parks and Reserves
- Property
- Resource Recovery
- Stormwater
- Transport
- Wastewater
- Water

The Plans are constantly refined and are reviewed every three years as part of the LTP review.

12. OUR MANAGEMENT

The Chief Executive is appointed by the Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under section 42 of the Local Government Act 2002 the responsibilities of the Chief Executive are:

- Implementing the decisions of the Council.
- Providing advice to elected members of the Council.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
- Managing the activities of the Council effectively and efficiently.
- Facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001.
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council.
- Providing leadership for the staff of the Council.
- Employing staff (including negotiation of the terms of employment for the staff).

The Chief Executive is responsible for employing all staff on behalf of the Council and is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or Councillors.

Council operations are managed by the Chief Executive and the Executive Leadership Team which consists of the Chief Executive, Personal Assistant, and the lead officers of each of the Council's units.

The Executive Leadership Team consist of:

Chief Executive: Wald Crockett
Personal Assistant to Chief Executive: Sheila Monaghan
Acting Chief Executive Unit Manager: Donna Baker
Chief Customer Officer: Chris Dyhrberg
Chief Financial Officer: Cameron McKay
Acting Chief Infrastructure Officer: Bryce Hosking
Chief People and Performance Officer: Danelle Whakatihi
Chief Planning Officer: David Murphy

The Units of Council as of March 2023 are:

Headquarters

Office of the Chief Executive;
 Waid Crockett, Chief Executive
 Contact 063568199 waid.crockett@pncc.govt.nz

Sheila Monaghan, Personal Assistant to Chief Executive
 Contact 063568199
sheila.monaghan@pncc.govt.nz

Chief Executive's Unit

Managed by Donna Baker, Acting Chief Executive's Unit Manager
 email: donna.baker@pncc.govt.nz

Responsibilities: Marketing and Communications, Events, Legal Services, Democracy and Governance, Business Assurance and Executive Support

Customer

Managed by Chris Dyhrberg, Chief Customer Officer
 email: chris.dyhrberg@pncc.govt.nz

Responsibilities: Business Support, Building Services, Planning Services, Environmental Protection Services, Contact Centre Services, Venues, Library Services, Community Development, Housing Tenancy, Wildbase Recovery Centre, Risk & Resilience

Finance

Managed by Cameron McKay, Chief Financial Officer
 email: cameron.mckay@pncc.govt.nz

Responsibilities: Finance, Commercial Advisory, Procurement, Financial Strategy, Treasury

Infrastructure

Managed by Bryce Hosking, Acting Chief Infrastructure Officer
 email bryce.hosking@pncc.govt.nz

Responsibilities: Property, Parks and Reserves, Transport and Infrastructure, Waste Management, Logistics and Support, Asset Planning, Project Management Office

People and Performance

Managed by Danelle Whakatihi, Chief People & Performance Officer
email: danelle.whakatihi@pncc.govt.nz

Responsibilities: Organisational Development, Strategic HR, Health, Safety & Wellbeing, Business Partners, HR Services, Transformation, Information Management

Strategic Planning

Managed by David Murphy, Chief Planning Officer
email: david.murphy@pncc.govt.nz

Responsibilities: Strategy and Policy, Community Planning, City Planning, International Relations, Maori Advisory, External relations.

Three Waters – reporting directly to the Chief Executive

Managed by Mike Monaghan, Group Manager- Three Waters
email mike.monaghan@pncc.govt.nz

Responsibilities: Water, Wastewater and Stormwater Management

13. YOU CAN MAKE REQUESTS FOR OFFICIAL INFORMATION

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. Any request for information is a request made under LGOIMA. You do not have to say you are making a request under LGOIMA.

Once a request is made the Council must supply the information unless reason exists for withholding it. LGOIMA says that information may be withheld if release of the information would:

- Endanger the safety of any person.
- Prejudice maintenance of the law.
- Compromise the privacy of any person.
- Reveal confidential or commercially sensitive information.
- Cause offence to tikanga Maori or would disclose the location of waahi tapu.
- Prejudice public health or safety.
- Compromise legal professional privilege.
- Disadvantage the local authority while carrying out negotiations or commercial activities.
- Allow information to be used for improper gain or advantage.

The Council must provide an answer within 20 working days (although there are certain circumstances where this timeframe may be extended). The Council may charge for official information under guidelines set down by the Ministry of Justice.

In the first instance you should address requests for official information to LGOIMA@pncc.govt.nz

14: GET IN CONTACT WITH OUR ELECTED MEMBERS


[Contact details](#) for the Elected Members are available on the website.



Grant Smith ^{JP}
Kāhika Mayor

06 356 8199
mayor@pncc.govt.nz

Committee Leadership
Chair – Council
Chair/Deputy – Rangitāne o Manawatu (annually alternate)



Debi Marshall-Lobb
Kāhika Māiārua Deputy Mayor

021 240 7297
debi.marshall-lobb@pncc.govt.nz


Committee Leadership
Deputy Chair – Council



Mark Arnott

021 240 8035
mark.arnott@pncc.govt.nz


Committee Leadership
Chair – Sustainability



Brent Barrett

022 014 1749
brent.barrett@pncc.govt.nz


Committee Leadership
Chair – Sustainability



Rachel Bowen

021 167 2267
rachel.bowen@pncc.govt.nz

Committee Leadership
Chair – Culture and Sport



Vaughan Dennison

027 601 1428
vaughan.dennison@pncc.govt.nz

Committee Leadership
Chair – Strategy and Finance



Lew Findlay ^{QSM}

021 615 245
lew.findlay@pncc.govt.nz


Committee Leadership
Chair – Sustainability



Roly Fitzgerald

021 240 6596
roly.fitzgerald@pncc.govt.nz


Committee Leadership
Chair – Sustainability



Pat Handcock ^{QNZM}

027 978 9313
pat.handcock@pncc.govt.nz


Committee Leadership
Deputy Chair – Community



Leonie Hapeta ^{JP}

027 5307 207
leonie.hapeta@pncc.govt.nz


Committee Leadership
Chair – Economic Growth



Lorna Johnson

021 246 0668
lorna.johnson@pncc.govt.nz


Committee Leadership
Chair – Community



Billy Meehan

021 197 2513
billy.meehan@pncc.govt.nz


Committee Leadership
Deputy Chair – Culture and Sport



Orphée Mickalad

021 539 793
orphée.mickalad@pncc.govt.nz


Committee Leadership
Deputy Chair – Strategy and Finance
Deputy Chair – Risk and Assurance



Karen Naylor

027 562 0470
karen.naylor@pncc.govt.nz


Committee Leadership
Deputy Chair – Strategy and Finance
Deputy Chair – Risk and Assurance



William Wood

021 169 2299
william.wood@pncc.govt.nz

Committee Leadership
Deputy Chair – Economic Growth



Kaydee Zabelin

021 240 8371
kaydee.zabelin@pncc.govt.nz

Committee Leadership
Deputy Chair – Sustainability

APPENDIX ONE: LOCAL LEGISLATION

TITLE OF ACT	REFERENCE NO.
Local Legislation Act 1926	1926 section 26
Local Legislation Act 1927	1927 sections 20, 21
Local Legislation Act 1935	1935 section 14
Local Legislation Act 1936	1936 section 36
Local Legislation Act 1938	1938 section 26
Local Legislation Act 1939	1939 sections 14, 16
Local Legislation Act 1943	1943 section 16
Local Legislation Act 1947	1947 sections 3, 4
Local Legislation Act 1950	1950 section 21
Local Legislation Act 1956	1956 sections 17, 18, 19
Local Legislation Act 1957	1957 section 28
Local Legislation Act 1958	1958 section 10
Local Legislation Act 1959	1959 section 20
Local Legislation Act 1969	1969 section 3
Palmerston North City Council Empowering Act 1938	
Palmerston North City Council Empowering Act 1995	
Palmerston North Insurance Funds Act Repeal Act 1998	
Palmerston North Library Empowering Act 1927	
Palmerston North Reserves Act 1922	
Palmerston North Reserves Empowering Act 1966	
Palmerston North Reserves Empowering Amendment Act 1988	
Palmerston North Reserves Empowering Amendment Act 2003	
Palmerston North Reserves Empowering Amendment Act 2021	
Palmerston North Showgrounds Act Repeal Act 2009	
Palmerston North Town Planning Empowering Act 1951	
Reserves and Other Lands Disposal Act 1930	1930 section 9
Reserves and Other Lands Disposal Act 1939	1939 section 26
Reserves and Other Lands Disposal Act 1946	1946 section 23
Reserves and Other Lands Disposal Act 1947	1947 section 11

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Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1912 sections 40, 41, 71
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1915 sections 54, 117;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1916 sections 41, 42, 45, 48;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1917 section 60;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1919 section 51;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1920 sections 46, 108;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1922 section 151;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1923 section 70;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1924	1924 section 123
Special Powers and Contracts Act 1882	1882 clause 23 of the Schedule;
Special Powers and Contracts Act 1884	1884 clauses 31 of the Schedule
Special Powers and Contracts Act 1885	1885 clauses 29 of the Schedule
Wellington College Reserves Confirmation Act 1884	

APPENDIX TWO: TERMS OF REFERENCE FOR COUNCIL AND COMMITTEES**Council**

Chair	Mayor Grant Smith
Deputy Chairperson	Deputy Mayor Debi Marshall-Lobb
Membership (16)	Mayor and all Councillors
Meeting frequency	Monthly
Quorum	8

Terms of Reference:

1. To exercise any powers that cannot be delegated under law (as set out in Local Government Act 2002 Sch 7, cl 32) and that have not otherwise been delegated to Committees, including to agree:
 - a. Strategic Direction, community outcomes and priorities through the Long Term Plan (10 Year Plan)
 - b. Annual Plan (Budget)
 - c. Rates
 - d. Schedule of fees and charges
 - e. District Plan
 - f. Policies and Bylaws
 - g. Borrowing or loan guarantees
 - h. Disposal of assets other than in accordance with the Long Term Plan
 - i. Elected Member remuneration
 - j. Terms of Reference of Committees
 - k. Submissions to Select Committee and any proposal to promote legislation in the name of Palmerston North City Council
 - l. Any financial commitment above the specified sum
2. To have oversight of progress and implementation of programmes of work agreed in Goal 5: Driven and Enabling Council (Performance and Governance and Active Citizenship Plans), including but not limited to the following:
 - a. Partnership with Rangitāne o Manawātū
3. To monitor:
 - a. Civic and Cultural Precinct Masterplan (under development)
 - b. Asset management plans: Strategic Assets
 - c. Section 17A of the Local Government Act 2002 reporting
 - d. Residents Survey results
4. To consider and adopt, amend, receive, note or not adopt:
 - a. Annual Report
 - b. Committee recommendations
 - c. Exempted Council Controlled Organisation annual reporting
 - d. Chief Executive performance review
 - e. Travel of the Mayor or Chief Executive outside of New Zealand and Australia
5. To monitor, review, agree for consultation, hear submissions and approve the following policies:
 - a. Significance and Engagement; Financial Strategy; Infrastructure Strategy; Asset Management Plans; Treasury Policy
 - b. Long Term Plan (10 Year Plan) and subsequent Annual Plans (Budgets)
 - c. Representation Review

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6. To monitor, review, consider and approve the following Governance Policies:
 - a. Delegations; Local Governance Statement; Appointment of Directors
 - b. Code of Conduct; Elected and Appointed Member Development and Training Policy; Expenses and Allowances Policy, Standing Orders
7. To appoint:
 - a. Chief Executive
 - b. Appointed Members to Standing Committees
 - c. District Licensing Commissioners, Resource Management Act Commissioners; Panel of Independent Complaints Investigators
 - d. Council representatives to external bodies, except where those bodies have granted authority to appoint to the Mayor or Chief Executive
 - e. Trustees and Directors to Council Controlled Organisations
 - f. Civic Honours awardees

Committees**Economic Growth Committee**

Chair	Councillor: Leonie Hapeta
Deputy Chair	Councillor William Wood
Membership (12)	Mayor and Councillors Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Roly Fitzgerald, Lorna Johnson, Debi Marshall-Lobb, Billy Meehan and Orphée Mickalad.
Meeting frequency	6-weekly
Quorum	6

Terms of Reference:

1. To consider matters relating to economic wellbeing.
2. To have oversight of progress and implementation of programmes of work agreed in Goal 1: Innovative and Growing City (Transport, City Growth and Economic Development Plans), including but not limited to the following strategic projects:
 - a. Masterplans: Streets for People; Urban Cycleway
 - b. Housing development (except social housing)
 - c. Te Utanganui Central New Zealand Distribution Hub
3. To monitor, review, agree for consultation, hear submissions and make recommendations to Council on relevant policies, strategies and plans.
4. To monitor:
 - a. Council Controlled (trading) Organisations: Central Economic Development Agency, in collaboration with Manawātū District Council; and Palmerston North Airport Limited.
 - b. Asset management plans: Property

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5. To receive:

- a. Memoranda: transport network safety; transport maintenance report; city economic performance data; international relations activity
- b. Presentations from related strategic and city partners and external bodies

Delegations

The Economic Growth Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Develop and approve for consultation relevant strategies, plans and policies.
- Agree the Statement of Expectation for the relevant Council Controlled Organisations.
- Monitor and agree the performance of the relevant Council Controlled Organisations, including the Statement of Intent, six monthly and annual reporting.
- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.

Culture and Sport Committee

Chair	Councillor Rachel Bowen
Deputy Chair	Councillor Billy Meehan
Membership (12)	Mayor Grant Smith and Councillors Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Pat Handcock, Leonie Hapeta, Debi Marshall-Lobb, William Wood and Kaydee Zabelin
Quorum	6
Meeting schedule	6-weekly

Terms of Reference:

1. To consider matters relating to cultural wellbeing.
2. To have oversight of progress and implementation of programmes of work agreed in Goal 2: Creative and Liveable City (Active Communities, City Shaping and Arts and Heritage Plans), including but not limited to the following strategic projects:
 - a. Masterplans: Victoria Esplanade; Central Energy Trust Masterplan; Caccia Birch Masterplan and conservation plan (under development)
 - b. Regional and city sports facilities' plans
3. To monitor, review, agree for consultation, hear submissions and make recommendations to Council on relevant policies, strategies and plans.
4. To monitor:
 - a. Cultural Council Controlled Organisations: Te Manawa Museums Trust, Regent Theatre Trust, Globe Theatre Trust
 - b. Contractual relationships: Sport Manawatū
 - c. Asset management plans: Parks and Reserves

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- d. Reserves and pathways management plans: Ahimate Reserve Development Plan, Ashhurst Domain Reserve Management Plan, Kahuterawa Outdoor Recreation Plan, Memorial Park development plan,
- 5. To receive:
 - a. Related annual Sector Lead reports
 - b. Memoranda: Cultural facilities maintenance; Heritage themes in Council programmes; Artist in residence scheme
 - c. Presentations from related strategic and city partners and external bodies

Delegations

The Culture and Sport Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Develop and approve for consultation relevant strategies, plans and policies.
- Agree the Statement of Expectation for the relevant Council Controlled Organisations.
- Monitor and agree the performance of the relevant Council Controlled Organisations, including the Statement of Intent, six monthly and annual reporting.
- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.

Community Committee

Chair	Councillor Lorna Johnson
Deputy Chair	Councillor Pat Handcock
Membership (11 Members)	Mayor Grant Smith and Councillors Brent Barrett, Rachel Bowen, Lew Findlay, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin
Quorum	6
Meeting schedule	6-weekly

Terms of Reference:

1. To consider matters relating to social wellbeing.
2. To have oversight of progress and implementation of programmes of work agreed in Goal 3: Connected and Safe Community (Connected and Safe Plans), including but not limited to the following strategic projects:
 - a. Social Housing
 - b. Animal Shelter
 - c. Strategic Grant funding
 - d. Libraries
 - e. Community Centres

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3. To monitor, review, agree for consultation, hear submissions and make recommendations to Council on relevant policies, strategies and plans.
4. To monitor:
 - a. Civil Defence
 - b. City Safety
5. To receive:
 - a. Related annual Sector Lead reports
 - b. Memoranda: Welcoming Communities activities; libraries activities; enabling good lives in service delivery including accessibility; community facilities
 - c. Presentations from Disability Reference Group, Pasifika Reference Group, Seniors Reference Group and Youth Council
 - d. Presentations from related strategic and city partners and external bodies

Delegations

The Community Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Develop and approve for consultation relevant strategies, plans and policies.
- Approve the allocation of grants to community groups by the Palmerston North Community Services Council, from the funds granted to the Palmerston North Community Services Council by the Council for that purpose.
- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.

Sustainability Committee

Chair	Councillor Brent Barrett
Deputy Chair	Councillor Kaydee Zabelin
Membership (9)	Mayor Grant Smith and Councillors Roly Fitzgerald, Pat Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall- Lobb and Karen Naylor
Quorum	5
Meeting schedule	6-weekly

Terms of Reference:

1. To consider matters relating to environmental wellbeing.
2. To have oversight of progress and implementation of programmes of work agreed in Goal 4: Eco-City (Sustainability, Waters, Climate Change, Resource Recovery, the Manawātū River Plan), including but not limited to the following strategic projects:
 - a. BPO consent project – wastewater
 - b. Low Carbon Fund allocation
 - c. Low Carbon Roadmap

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3. To monitor, review, agree for consultation, hear submissions and make recommendations to Council on relevant policies, strategies and plans.
4. To monitor:
 - a. PNCC and City Emissions Inventory
 - b. Water Conservation Management Plan; water safety plans and compliance; Waste Management and Minimisation Plan progress
 - c. Reserves and pathways management plan: Turitea Reserve Management Plan
 - d. Asset management plans: Resource Recovery; Stormwater; Wastewater; Water
5. To receive:
 - a. Regional Climate Change Committee presentations
 - b. Annual Sector Lead report from Environment Network Manawātū
 - c. Regular reporting on city sustainability; biodiversity activity

Delegations

The Sustainability Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Develop and approve for consultation relevant strategies, plans and policies.
- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.

Strategy and Finance Committee

Chair	Councillor Vaughan Dennison
Deputy Chair	Councillor Karen Naylor
Membership (12)	Mayor Grant Smith and Councillors Mark Arnott, Brent Barrett, Lew Findlay, Pat Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood and Kaydee Zabelin
Quorum	6
Meeting schedule	6-weekly

Terms of Reference:

1. To consider matters relating to Council's planning and finance activity.
2. To monitor:
 - a. Council's financial and non-financial performance against the Long Term Plan or subsequent Annual Plans (Budgets).
 - b. Treasury reporting
3. To have oversight of development and progress of:

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- a. District Plan Changes
 - b. Council bylaws
 - c. Financial commitments above Officer financial delegation or unbudgeted items
4. To consider (agree for public notification, consultation and agree) any leases entered into by Council under the Support and Funding Policy or where the lease relates to a reserve under the Reserves Act 1977.
5. To consider rate remission and postponement where Officers delegated this authority seek the Committee's guidance.
6. To set, vary or waive rental fees for subsidised housing; charges for admission to aquatic facilities; charges for the use of reserves, and burial and cremation charges.

Delegations

The Strategy and Finance Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Make any determination required under s155 of the Local Government Act 2002.
- Agree for consultation, hear submissions and make recommendation for adoption to Council bylaws.
- Agree for consultation changes to the District Plan.
- Accept, decline or vary any contract for the purchase or supply of goods, services, plant, capital works, etc. to the value of the specified sum, as long as it has been agreed in the Council's Long Term Plan or subsequent Annual Plans (Budgets).
- Agree for notification, accept or decline any lease agreement entered into by Council under the Support and Funding Policy or that relate to a lease of a Reserve.
- Set, vary or waive the following classes and categories of fees and charges:
 - (a) Rental fees for subsidised housing;
 - (b) Charges for admission to aquatic facilities;
 - (c) Charges for the use of reserves;
 - (d) Burial and cremation charges.
- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.

Rangitāne o Manawatū Committee

Chair*	Mayor Grant Smith
Deputy Chair	Mr Wiremu Te Awe Awe
Membership (10) (Mayor, 4 Hirawanui ward councillors, 2 Te Pūao ward councillors and 3 Rangitāne representatives)	<p><i>Te Hirawanui ward councillors</i> Councillors Vaughan Dennison, Karen Naylor, Billy Meehan and Kaydee Zabelin</p> <p><i>Te Pūao ward councillors</i> Councillors Roly Fitzgerald and Debi Marshall-Lobb</p> <p><i>Rangitāne representatives</i> Ms Danielle Harris and Mr Chris Whaiapu</p>
Quorum	6 (minimum of 3 members from Council and 3 members from Rangitāne)
Meeting schedule	Quarterly
Venue	Meetings may be held at Council Chambers and marae.

* Chair and Deputy Chair to alternate annually

Terms of Reference:

1. To consider matters relating to the wellbeing of Māori in Palmerston North, by monitoring:
 - a. City wellbeing data from a demographic perspective (Māori)
 - b. Long Term Plan community outcome commitments and impact on the local Māori communities
2. To have oversight of progress and implementation of programmes of work agreed in Kawenata in Relation to Te Motu o Poutoa Agreement, including but not limited to the following strategic projects:
 - a. Development of a reserve management plan for Te Motu o Poutoa
 - b. Manawatū River Framework
3. To consider matters of strategic relevance to Māori, including but not limited to:
 - a. The Manawatū River Plan
 - b. urban development and infrastructural capacity
 - c. boundary issues
 - d. water and wider environmental issues within Palmerston North City Council's authority
 - e. the development of relationships between other Iwi/Hapū and Council
 - f. participation and access
4. To receive presentations on:
 - a. Te Apiti Manawatū Gorge Masterplan
 - b. Any matter that may impact on Māori in the city
5. In the spirit of partnership, to recommend to Council:

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- a. Leadership direction or guidance with regard to Council's obligations or responsiveness to Māori in the city and related budget implications for future planning
- b. The reserve management plan for Te Motu o Poutoa
- c. Any emerging matters for submission to Central Government
- d. Reserves which are wāhi tupuna to Rangitāne o Manawatū which could also fall under te Kawenata
- e. Any modifications to Standing Orders or meeting procedures to enable the Committee to effectively operate.

Delegations

Rangitāne o Manawatū Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.
- To undertake any special project oversight as requested by Council.

Risk and Assurance Committee

Chair	Mr Steve Armstrong
Deputy Chair	Councillor Karen Naylor
Membership (12)	Mayor Grant Smith, Councillors Mark Arnott, Brent Barrett, Vaughan Dennison, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin and 1 Appointed Member (<i>vacant</i>)
Quorum	6
Meeting schedule	Quarterly

Terms of Reference:

1. To independently consider matters which will assist the Council to discharge its responsibilities to exercise due care and diligence to manage risk robustly and appropriately.
2. To agree:
 - a. Business Assurance forward work programme
3. To monitor the effectiveness of risk identification and mitigation measures and assess the impact of emerging risks by overseeing risk management activities, including but not limited to receiving:
 - a. Health and Safety reporting
 - b. Business Continuity planning
 - c. Business Assurance reviews

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- d. Enterprise risk reporting
 - e. Audit NZ annual report management report
 - f. Lessons Learned project reporting
4. To assess the effectiveness of Council's work programme by considering accountability reporting, including but not limited to monitoring progress against recommendations in:
 - a. Business Assurance accountability reporting
 - b. External review action plans
 5. To review and monitor:
 - a. Business Assurance charter
 - b. Enterprise Risk Management policy
 6. To recommend to Council:
 - a. Any new policies or changes necessary to improve effectiveness of internal controls or communication of statutory reporting.

Any purchase of external audit services that is outside of budget agreed in the Long Term Plan or subsequent Annual Plans (Budgets) that may be necessary to prioritise an urgent external audit.

Delegations

The Risk and Assurance Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.
- Commission independent reviews as appropriate through internal Business Assurance activity.
- To undertake any special project oversight as requested by Council.

REGULATORY

District Licensing Committee

Commissioners	Susan Baty Aleisha Rutherford
Deputy Chair	<i>vacant</i>
List Members	Cr Rachel Bowen Vicki Beagley Stewart Davies Rod Titcombe
Meeting Schedule	As and when required

Terms of Reference:

Council operates a District Licencing Committee established under the Sale and Supply of Alcohol Act 2012. The purpose of this committee is to decide applications relating to licencing of premises and certification of individuals in relation to the sale and supply of alcohol.

Hearings Panels List

Hearing Commissioners (Independents)	Jane Black Dean Chrystal Lindsay Daysh John Maassen Judith Makinson David McMahon Chris Mitchell Miria Pomare Reginald Proffit Paul Rogers Mark St Clair Robert Schofield Gina Sweetman Eileen von Dadelszen
Hearing Commissioners (Elected Members)	Councillor Brent Barrett Councillor Lorna Johnson Councillor Patrick Hancock Councillor Leonie Hapeta Councillor Karen Naylor
Panel Schedule	As and when required

COMMITTEE WORK SCHEDULE

TO: Council

MEETING DATE: 15 March 2023

TITLE: Council Work Schedule

RECOMMENDATION(S) TO COUNCIL

1. That the Council receive its Work Schedule dated 15 March 2023.

COUNCIL WORK SCHEDULE 15 MARCH 2023					
#	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause number
1.	15 March 2023	Palmerston North Civic and Cultural Precinct Masterplan – Final Report	Chief Planning Officer	Deferred from 1 March Council meeting	1 April 2019 Clause 16.1
2.	15 March 2023	Annual Budget – Adopt Consultation Document and Supporting information	Chief Financial Officer		Terms of Reference
3.	15 March 2023	Fees and Charges Review	Chief Financial Officer		Terms of Reference
4.	15 March 2023	Local Governance Statement – Adopt	Assistant Chief Executive		Terms of Reference
5.	15 March 3 May 2023	Appointment of CEDA Director	Assistant Chief Executive	Delayed due to Electoral College availability	Terms of Reference

COUNCIL WORK SCHEDULE 15 MARCH 2023					
#	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause number
6.	5 April 2023	Agree Terms of Reference and appoint to Steering Groups: • Civic and Cultural Master Plan • Streets for People and • Nature Calls Adaptive Management	Chief Planning Officer/ Chief Infrastructure Officer		30 November 2022 Clause 168- 22
7.	5 April 2023	City Transportation Review Scope	Business Assurance Manager		Infrastructure 17 August 2022 Clause 14.3-22 Council 5 October 2022 Clause 123.2-22
8.	3 May 2023	Standing Orders - Managing conflicts of interests at meetings	Assistant Chief Executive		15 February 2023 Clause 7-23
9.	3 May 2023	Rating Valuation & District Valuation Roll Services - contract approval	Chief Financial Officer		Terms of Reference
10.	31 May - 1 June 2023	Annual Budget - Deliberations	Chief Financial Officer		Terms of Reference
11.	1 June 2023	Fees and Charges - Confirmation following public consultation	Chief Financial Officer		Terms of Reference

COUNCIL WORK SCHEDULE 15 MARCH 2023					
#	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause number
12.	1 June 2023	Remits received from other Territorial Authorities	Assistant Chief Executive		Council 24 June 2020 Clause 67-20
13.	14 June 2023	Annual Budget - Deliberations incorporated into document	Chief Financial Officer		Terms of Reference
14.	28 June 2023	Annual Budget - Adopt Final document	Chief Financial Officer		Terms of Reference
15.	First half of 2023	Options to address the key challenges identified in the 2022 Residents' Survey	Chief Planning Officer		14 December 2022 Clause 197-22.3
16.	First half of 2023	Approve list of Code of Conduct Investigators	Assistant Chief Executive		16 November 2022 Clause 153-22
17.	First half of 2023	Approve Remuneration of CEDA Directors	Chief Planning Officer		CEDA Appointment of Directors Policy
18.	4 October 2023	Annual Report 2022/23 - Adopt	Chief Financial Officer		Terms of Reference

ATTACHMENTS

Nil

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 15 March 2023

TITLE: Presentation of the Part I Public Economic Growth Committee Recommendations from its 22 February 2023 Meeting

Set out below is the recommendation from the Economic Growth Committee meeting Part I Public held on 22 February 2023. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

7-23 Main Street Cycleway - Permanent Solution Decision

Report, presented by Hamish Featonby - Group Manager Transport and Development.

The **COMMITTEE RECOMMENDS**

1. That Council endorse Option 1: Retain the existing Pioneer Highway temporary cycleway infrastructure until it reaches the end of its useful life and replace it and progress the remaining pieces as a permanent solution to create a complete and safe cycleway along that route.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 15 March 2023

TITLE: Presentation of the Part I Public Culture & Sport Committee Recommendations from its 8 March 2023 Meeting

Set out below are the recommendations only from the Culture & Sport Committee meeting Part I Public held on 8 March 2023. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

6-23 Victoria Esplanade User Group - Amendments to Terms of Reference

Memorandum, presented by Aaron Phillips, Activities Manager - Parks.

The **COMMITTEE RECOMMENDS**

1. That Council approve amendments to the 2018 Victoria Esplanade User Group Terms of Reference, as detailed in Attachment 1 of this report.

8-23 Artificial Football Turf Feasibility Study (Long Term Plan Programme 1906)

Report, presented by Ann-Marie Mori, Policy Analyst.

The **COMMITTEE RECOMMENDS**

1. That Council note the feasibility study report found that an artificial football turf is feasible at Massey University, in partnership with Central Football and Massey University, as part of a 'Home for Football' in the Manawatū.
2. That the Chief Executive consider an artificial turf on Council land and report back to this Committee.