



PAPAIOEA
PALMERSTON
NORTH
CITY

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 (ONZM)	Kaydee Zabelin

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
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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

Page 321

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 Manawatū 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

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

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  

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 [↓](#) 

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: <ul style="list-style-type: none"> • 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.