



PAPAIOEA
PALMERSTON
NORTH
CITY

PALMERSTON NORTH CITY COUNCIL

AGENDA

COUNCIL

9AM, WEDNESDAY 28 JUNE 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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CITY

COUNCIL MEETING

28 June 2023

ORDER OF BUSINESS

1. Karakia Timatanga

2. Apologies

3. 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.

4. 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.

5. Public Comment

To receive comments from members of the public on matters specified on this Agenda or, if time permits, on other Committee matters.

(NOTE: If the Council wishes to consider or discuss any issue raised that is not specified on the Agenda, other than to receive the comment made or refer it to the Chief Executive, then a resolution will need to be made.)

6. Petition: Stop PNCC from removing car parks Page 7

7. Presentation - King's Birthday Honours List 2023 Page 9

8. Confirmation of Minutes Page 15
 "That the minutes of the ordinary meeting of 14 June 2023 Part I Public be confirmed as a true and correct record."

REPORTS

9. Summerhill Drive Cycleway Update Page 21
 Report, presented by Hamish Featonby, Group Manager - Transport and Development.

10. Featherston Street Cycleway Update Page 53
 Report, presented by Hamish Featonby, Group Manager - Transport and Development.

11. Civic and Cultural Precinct Master Plan Steering Group: Terms of Reference Page 161
 Memorandum, presented by David Murphy, Chief Planning Officer.

12. Bad debt write offs Page 165
 Memorandum, presented by Scott Mancer, Finance Manager.

13. Priority Order for Council-owned Earthquake Prone Buildings Page 169
 Memorandum, presented by Bryce Hosking, Group Manager - Property and Resource Recovery.

- 14. Future Development Strategy: Horizons Regional Council and Palmerston North City Council Joint Steering Group** Page 197

Memorandum, presented by Michael Duindam, Acting City Planning Manager.
- 15. Review of Remuneration for Directors of the Central Economic Development Agency (CEDA)** Page 203

Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor and David Murphy, Chief Planning Officer.
- 16. Support of Remits to Local Government New Zealand 2023 Annual General Meeting** Page 211

Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.
- 17. Invitation for the Mayor to attend Eco Forum Global, Guiyang, China** Page 249

Memorandum, presented by Gabrielle Loga, International Relations Manager.
- 18. Scheduling of additional Council Meeting** Page 253

Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.
- 19. Work Schedule 28 June 2023** Page 255

RECOMMENDATIONS FROM COMMITTEE MEETINGS

- 20. Presentation of the Part I Public Strategy & Finance Committee Recommendations from its 7 June 2023 Meeting** Page 259
- 21. Presentation of the Part I Public Economic Growth Committee Recommendations from its 21 June 2023 Meeting** Page 261

22. Exclusion of Public

To be moved:

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

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

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
23.	Minutes of the ordinary meeting - Part II Confidential - 14 June 2023	For the reasons set out in the ordinary minutes of 14 June 2023, held in public.	
24.	Appointments to the Palmerston North Jaycee Trust Assessment Committee	Privacy	s7(2)(a)
25.	Candidates for President and Vice-President of Local Government New Zealand	Prevent Improper Gain or Advantage	s7(2)(j)
26.	Presentation of the Part II Confidential Economic Growth Committee Recommendations from its 21 June 2023 Meeting	For the reasons set out in the ordinary Economic Growth Committee minutes of 21 June 2023, held in public.	

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].

PETITION

TO: Council

MEETING DATE: 28 June 2023

TITLE: Petition: Stop PNCC from removing car parks

RECOMMENDATION TO COUNCIL

1. That the Council receive the petition 'Stop PNCC from removing car parks' for information.
-

SUMMARY

The petition 'Stop PNCC from removing car parks' was received from Whitehead Chiropractic Clinic.

The petition is as follows:

'The PNCC is going to make both sides of Featherston Street from Botanical Road to Vogel Street cycle lanes only as of July 2024. This will mean there is no car parking available for patients. If you wish to stop this process please sign the below petition'.

The petition has been signed by 149 people.

ATTACHMENTS

NIL

PRESENTATION

TO: Council

MEETING DATE: 28 June 2023

TITLE: Presentation - King's Birthday Honours List 2023

RECOMMENDATION TO COUNCIL

1. That the Council note that congratulations will be conveyed on behalf of the Council to the local recipients of the King's Birthday Honours 2023.
-

ATTACHMENTS

1. King's Birthday Honours List 2023 [↓](#) 

KING'S BIRTHDAY HONOURS LIST – 2023 – Palmerston North Recipients

Name	Type of Honour	Reason	Details
Distinguished Professor Nigel Peter French	Companion of the New Zealand Order of Merit	For services to epidemiology	<p>Professor Nigel French began his career as an epidemiologist in the United Kingdom before moving to New Zealand, where he was appointed Professor of Food Safety and Veterinary Public Health at Massey University in 2004.</p> <p>Professor French pioneered the use of genomic sequencing to trace the source of outbreaks of food and water-borne bacteria, community infections, and controlling Mycoplasma bovis in livestock. His research in 2005 pinpointed sources of food-borne Campylobacter infections, informing interventions which halved the rate of infection by 2007/2008. He helped contain the 2016 waterborne disease outbreak in Havelock North and has worked with iwi and the Uawa/Tolaga Bay community to help ensure food and water quality. He founded the Molecular Epidemiology and Public Health laboratory in 2005 and the Infectious Disease Research Centre at Massey in 2012. He was founder and inaugural Director of the New Zealand Food Safety Science and Research Centre. He founded and led the New Zealand-China Food Protection Network. He was a founder and co-director of One Health Aotearoa (OHA). Through OHA and other initiatives, he has led inter-disciplinary research programmes in both New Zealand and the United Kingdom. He has provided technical advice towards New Zealand's COVID-19 response. Professor French has been involved with international research initiatives, including food safety, infectious diseases and zoonoses in Tanzania.</p>

Professor Ralph Ernest Harper Sims	Companion of the New Zealand Order of Merit	For services to sustainable energy research	<p>Professor Ralph Sims is currently Professor Emeritus, Sustainable Energy and Climate Mitigation at Massey University.</p> <p>Professor Sims first gained national prominence for his work at Massey University in the early 1970s in making and testing biodiesel from animal fats, now a part of New Zealand's renewable fuel mix. He played a key role in 2001, while on the Board of the Energy Efficiency and Conservation Authority (EECA), in establishing New Zealand's first energy efficiency and renewable strategy. He led one of the expert groups contributing to the writing of 'New and Emerging Renewable Energy Opportunities in New Zealand' in 1996 for the Centre for Advanced Engineering and EECA. He chaired the panel of experts that prepared the Royal Society of New Zealand's 2016 publication 'Transition to a low-carbon economy for New Zealand'. He chaired the 2021 conference 'Decarbonising New Zealand: supporting organisations to transition to zero carbon'. From 2006 to 2010 he was seconded to the International Energy Agency. He led the writing of chapters in three assessment reports for the Intergovernmental Panel on Climate Change, including that on 'Energy Supply' for the 2007 Assessment Report that won the Nobel Peace Prize. In 2013 Professor Sims was appointed to the Scientific and Technical Advisory Panel of the World Bank's Global Environment Facility for a four-year term.</p>
Mrs Materoa Vicki-Leigh Mar	Officer of the New Zealand Order of Merit	For services to Māori and Pacific health	<p>Mrs Materoa Mar (Ngāti Whātua, Ngāti Porou, Ngā Puhī) has had a career as a Registered Nurse and Family Therapist over more than 40-years, working in mental health and addiction services.</p> <p>Mrs Mar led specialist Māori and Pacific Island Health Services at Capital and Coast District Health Board between 1998 and 2003. She is CEO of Te Tihi o Ruahine Whānau Ora and</p>

			supported the development of the Te Tihi Alliance, covering the Palmerston North, Tararua, and Manawatu and Horowhenua Districts. She has led and contributed to a range of innovations, provided guidance for health and wellbeing strategies for Māori regionally and nationally, and led Primary health initiatives including the development of an Integrated Family Health Centre. She has worked across sectors including health, welfare, Police, education, local government and Te Puni Kokiri to develop responsive models for whānau. She has provided significant governance leadership, including as past Chair of Te Awhina Kohanga Reo, Hato Paora College Trust Board and Te Kura Kaupapa Māori O Manawatu Board of Trustees. She was Deputy Chair of Te Rau Matatini Trust Board and helped establish their Māori Mental Health Workforce Centre. Mrs Mar has chaired the Mental Health Foundation, Emerge Aotearoa since 2019 and is Co-Chair of a Better Start National E Tipu e Rea National Science Challenge.
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To be moved:

"That Council note that congratulations will be conveyed on behalf of the Council to the local recipients of the King's Birthday Honours 2023".

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 14 June 2023, commencing at 9.04am

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

Apologies: Councillors Roly Fitzgerald and Kaydee Zabelin (lateness).

Karakia Timatanga

Councillor Debi Marshall-Lobb opened the meeting with karakia.

89-23 Apologies

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council receive the apologies.

Clause 89-23 above was carried 14 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, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor and William Wood.

Declaration of Interest

Councillor Leonie Hapeta declared an interest in Item 7 'Fees and Charges - Confirmation Following Public Consultation' (clause 91) and took no further part in discussion or debate on that Item.

90-23 Confirmation of Minutes

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That the minutes of the ordinary meeting of 31 May 2023 Part I Public be confirmed as a true and correct record.

Clause 90-23 above was carried 14 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, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor and William Wood.

REPORTS

91-23

Fees and Charges - Confirmation Following Public Consultation

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

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council approve the fees and charges for Planning & Miscellaneous Services, as scheduled in Attachments A and B, effective from 1 July 2023.
2. That Council approve the fees and charges for Trade Waste Services, as scheduled in Attachment C, effective from 1 July 2023.

Clause 91-23 above was carried 13 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, Patrick Handcock, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor and William Wood.

Note:

Councillor Leonie Hapeta declared an interest, withdrew from the discussion and sat in the gallery.

92-23

2023/24 Annual Budget - Adoption

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

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council adopt the Annual Budget (Plan) for 2023/24 as attached.

Clause 92.1-23 above was carried 13 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, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad and William Wood.

Against:

Councillor Karen Naylor.

Moved Grant Smith, seconded Debi Marshall-Lobb.

2. That Council delegate authority to the Mayor and Chief Executive to approve minor amendments to the final Annual Budget (Plan) 2023/24 for publication.
3. That Council confirm the adoption of the Annual Budget (Plan) 2023/24 is a significant decision within the parameters of the Local Government Act 2002 and that Council is satisfied that all submissions have been considered and that there has been compliance with the decision-making and consultation requirements of the Act.
4. That Council delegate authority to the Chief Executive to authorise payments to Council Controlled Organisations and other external organisations in accordance with their respective service level agreements.

Clause 92.2-23 to 92.4-23 above was carried 14 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, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor and William Wood.

93-23

Setting Rates for 2023/24

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

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council adopt the resolution to set the rates for the 2023/24 year (Appendix One).
2. That Council note that the setting of rates is a significant decision within the parameters of the Local Government Act 2002 and that it is satisfied there has been compliance with the decision-making and consultation requirements of the Act.

Clause 93-23 above was carried 13 votes to 1, the voting being as follows:

For:

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

Against:

Councillor Brent Barrett.

The meeting adjourned at 10.20am.
The meeting resumed at 10.42am.

94-23

Resolutions to Authorise Borrowing

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

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council authorise the Chief Executive to borrow, in accordance with delegated authority, up to \$37 million ("the Borrowing") of additional term debt by way of bank loan or loans or credit facilities or other facilities or the issue of stock for the Borrowing secured by the Debenture Trust Deed.
2. That Council note that the purpose of the Borrowing is the carrying out or continuing of programmes identified in the Annual Budget 2023/24 year.
3. That Council note that any sums raised and subsequently on-lent to Palmerston North Airport Limited pursuant to the loan agreement between the Council and the Company will be in addition to the sums to be raised for the Council's own funding purposes as authorised above.
4. That Council note that the security for the Borrowing may be the charge over rates under the Debenture Trust Deed if the Chief Executive considers appropriate.
5. That Council note that the benefits of the Borrowing are that it will enable the Council to carry out the programmes identified in the Annual Budget while spreading the costs for those programmes over time to recognise future benefits. The risk is that interest rates may vary in the future resulting in higher debt servicing costs to the Council.
6. That Council approve that having regard to the Council's financial strategy, it is prudent and reasonable to enter into the proposed borrowing for the reasons set out in this report.
7. That Council note that the raising of the Borrowing will comply with the Council's Liability Management Policy.
8. That Council note that the decision to borrow up to \$37 million is a significant decision within the parameters of the Local Government Act 2002 and is satisfied that there has been compliance with the decision-making and consultation requirements of the Act.

Clause 94-23 above was carried 14 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, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor and William Wood.

95-23 Work Schedule

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That the Council receive its Work Schedule dated 14 June 2023.

Clause 95-23 above was carried 14 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, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor and William Wood.

EXCLUSION OF PUBLIC

96-23 Recommendation to Exclude Public

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

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

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

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
13.	Tender Award - Custom Street Upgrade	Third Party Commercial	s7(2)(b)(ii)
14.	Proposed District Plan Change G: Aokautere Urban Growth - Appointment of Commissioner	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.

Clause 96-23 above was carried 14 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, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor and William Wood.

The public part of the meeting finished at 10.53am

Confirmed 28 June 2023

Mayor

REPORT

TO: Council

MEETING DATE: 28 June 2023

TITLE: Summerhill Drive Cycleway Update

PRESENTED BY: Hamish Featonby, Group Manager - Transport and Development

APPROVED BY: Chris Dyhrberg, Chief Infrastructure Officer

RECOMMENDATION TO COUNCIL

1. That Council endorse Option 1A for Summerhill Drive: a unidirectional separated cycleway, on each side of the road for sections 1 and 3 and for section 2 the cycleway moved to the berm behind parked cars.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 As part of the Government's Emissions Reduction Plan, the 'Transport Choices' programme has provided an opportunity to Local Government to apply for funding to create a change in the way people move around our towns, cities, and regions. This fund is designed to fast-track projects that support a rapid shift to more sustainable and active ways of getting around.
- 1.2 Palmerston North City Council applied for and had funding approved to contribute toward upgrading and connecting cycleways in Palmerston North. The funding will be utilised to progress strategic cycle networks that sit under the Council's 2019 Urban Cycle Network Masterplan.
- 1.3 'Transport Choices' funding expires at the end of June 2024, meaning that projects must be designed, agreed, procured, and implemented within the next sixteen months. Waka Kotahi has several significant stage gates that must be met to remain eligible for the funding.
- 1.4 The proposed cycleway layout needs to be confirmed at the 28 June 2023 Council meeting in order to have enough design time to be able to meet the funding deadlines.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

2.1 The sections of cycleway chosen for the funding application were derived from a combination of cycling transport corridors identified in the Urban Cycle Network Masterplan which prioritises the top 25 corridors such as Featherston Street and Main Street, and also where a significant need has been identified to complete cycling connections for a growing suburb with the rest of the city via a busy and currently unsafe corridor, for example Summerhill Drive through to Aokautere Drive.

2.2 In February 2023 Council approved the addition of a programme Transport Choices - Cycleways to reflect both the additional capital new expenditure and additional subsidy revenue which breaks down as follows:

- An increase of \$300k in the 2022/23 Capital New Budget for design engineering and engagement and consultation costs.
- An increase to Waka Kotahi Capital Revenue of \$300k being 100% of the new budget for 2022/23.

Council also noted commitment to the addition of the Transport Choices – Cycleways of \$4.834M in the 2023/24 Annual Budget for capital new for construction and an associated increase to Waka Kotahi Capital Revenue of \$4.834M in the 2023/24 Annual Budget (updated figures to align with 31 May Council deliberations).

2.3 One of the sections identified and approved as a component of the Transport Choices Programme was a cycleway for Summerhill Drive from the intersection with Pacific Drive to Tennent Drive.

2.4 Throughout this area, there are already on-road unidirectional cycle lanes delineated by paint only. Parking is also very restricted along the proposed length with no parking lines in place and only a handful of indented carparks or standard spaces without no parking lines. There is a footpath along the length of this area with limited provisions for crossing the road; five pedestrian refuges over the two kilometres.

2.5 The level of service to pedestrians and cyclists is considered as not high enough to make it safe for more vulnerable road users, particularly with the 60-70kmph speed limits in the area

2.6 The Summerhill Drive cycleway project includes a busy section of State Highway 57 between Turitea Road and Pacific Drive – the statistics being:

- Summerhill Drive carries approximately 12,000 to 15,000 vehicles/day.
- Plan Change G provides for the construction of approximately 1,000 additional dwelling in the residential area being developed along Pacific Drive, at the far end of the scope area.

- Council has an active mode target for Summerhill/Aokautere of 7.5% walking and 7.5% for cycling by 2033.
- Currently, about 4.4% of people walk to work and 3.7% cycle to work from the Summerhill area.

2.7 On 2 December 2020 the Infrastructure Committee received a report Outcome of Consultation on Summerhill Cycleway Upgrade Options for Segment 5. The resolutions below were passed:

1. That the Council approves the implementation of Modified Option A of the report titled 'Outcome of Consultation on Summerhill Cycleway Upgrade Options for Segment 5' presented to the Infrastructure Committee on 2 December 2020, comprising of 540m of buffered cycle lanes with indented parking and bus bays.
2. That the Council approves an unbudgeted Capital New Programme entitled 'Summerhill Drive - On-Street Parking Infrastructure' with a budget of \$234k to fund the parking mitigation works required to implement the Summerhill Drive Pedestrian and Cycle Improvements Project.

2.8 This report also details the consultation undertaken at the time.

2.9 In 2021 unidirectional cycleways were installed between Turitea Road and Springdale Grove. To mitigate the loss of parking as a result of introducing the cycleways, indented carparks were installed in the grass berms with the intent of allowing for short term parking for local businesses and visitors to residential properties.

3. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

3.1 Following the Council decision in February 2023 (between late February and April) engagement with the schools, business, and organisations on or near Summerhill Drive/ Aokautere was undertaken. This included:

- A media release
- Social media posts
- Webpage
- Letters to around 2500 residents
- A drop-in session at the New World Aokautere attended by 29 people

3.2 In total Officers connected with around 51 people. This comprised: 14 businesses, 8 other stakeholders (local/government departments, general public who registered an interest, cycling groups, disability groups, and sports users/sporting organisations) and 29 people at a drop-in centre. These were a

combination of face-to-face meetings, emails, phone calls and a drop-in centre.

3.3 Key themes that were raised included:

- Cyclists felt unsafe on the narrow cycleway for reasons including, vehicles cutting into the cycleways, size of the trucks and speed.
- The need for lower speed especially around the shopping area – this has been passed on to Waka Kotahi.
- The need for a signalised crossing (over State Highway 57) by the shops and safe crossing points by the reserve access was also highlighted. The crossings need to provide for students at IPU, as well as shoppers and other pedestrians. The current crossing doesn't feel to be well located or clearly identified, resulting in pedestrians feeling vulnerable.

3.4 From the local businesses the following is noted:

- Several businesses favoured a shared walkway/cycleway on one side of the road.
- There was a range of local business views around the indented parking. Some local businesses noted that it increased the feeling of busyness around the Coffee in A Box and Landscape Yard locations and that as result it was harder for all road users to navigate the area safely.
- The intersection on this stretch of road is hard to navigate because of vehicle speed and volume.

4. DESCRIPTION OF OPTIONS

- 4.1 The scope area for this report is Summerhill Drive, from the intersection of Pacific Drive to Tennent Drive. For the purpose of this report, the approximately 2-kilometre length of Summerhill Drive from Pacific Drive to Tennent Drive, has been separated in three segments. This is due to the changing nature of the road and surrounding environment.

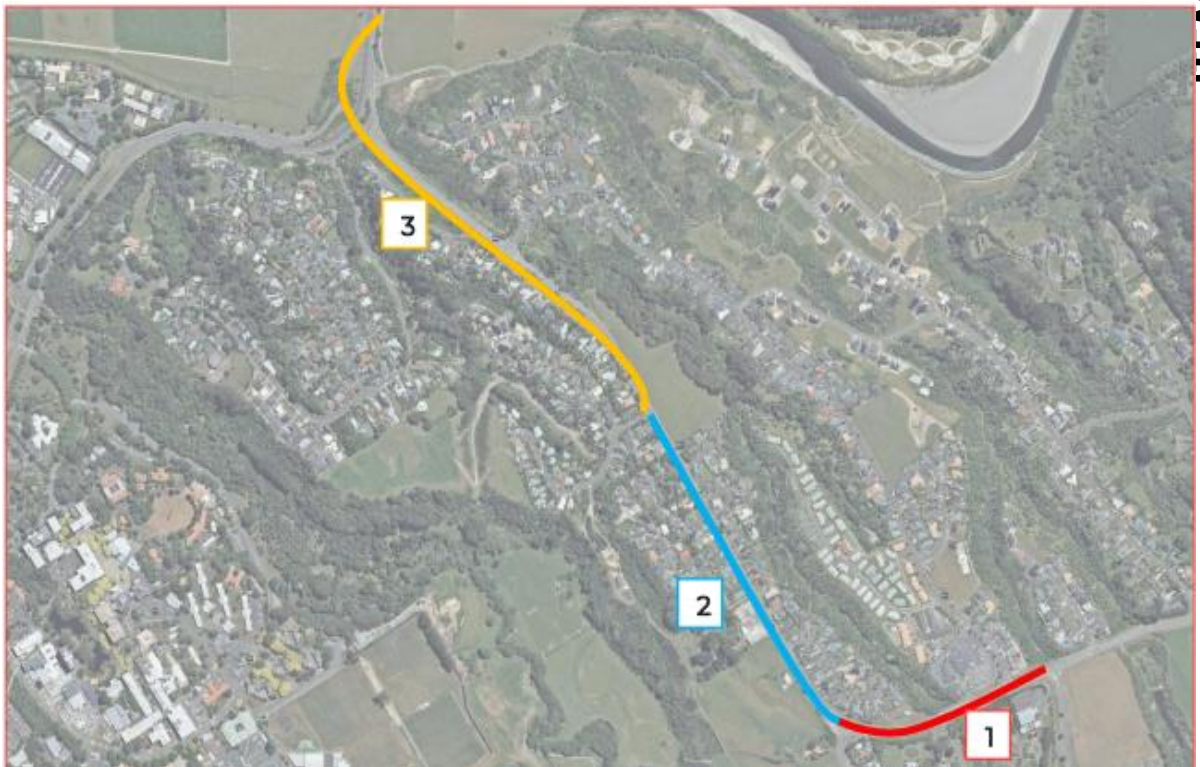


Figure 1-1: Project scope area of Summerhill Drive, divided into three sections

4.2 Figure 1-1 above identifies the sections.

- Section 1 - Pacific Drive to Turitea Road (largely commercial)
- Section 2 - Turitea Road to Springdale Grove (largely residential)
- Section 3 - Springdale Grove to Tennant Drive (bordered by reserve land) and transitions to other active mode connections

4.3 Engineering analysis of the macro-options for Summerhill Drive has meant a focus on a unidirectional cycleway over a bidirectional. There is currently a unidirectional cycleway working at that location that just needs making safer, it requires little engineering change and needs little to no change in motorist and cyclist behaviour. The bidirectional option has been included in the report for completeness', however this is not recommended by Officers. Following investigation of the problems and understanding of the required solutions the following design options have been proposed and evaluated. A particular focus has been on Section 2 as the other two sections are more straight forward and have had less safety concerns raised about them.

4.3 **OPTION 1: Uni-directional separated cycle ways extending the entire way.**

Option 1A - unidirectional separated cycleway for sections 1 and 3.

For section 2 the cycleway is moved to the berm behind the parked cars illustrated in Figure 2 below.



Figure 2

Option 1B:

The unidirectional cycleway continued with additional inset car parks created.

See Figure 3 below.

Provides additional parking but means separators for the cycleway will be sporadic due to cars needing to cross the cycleway.



Figure 3

Option 1C:

Bi-directional cycleway on the northern side of Summerhill Drive for section 2 (transitioning from a unidirectional facility).

See Figure 4 below.

This will require cyclists crossing the road twice if they are heading towards town so compliance could be an issue.

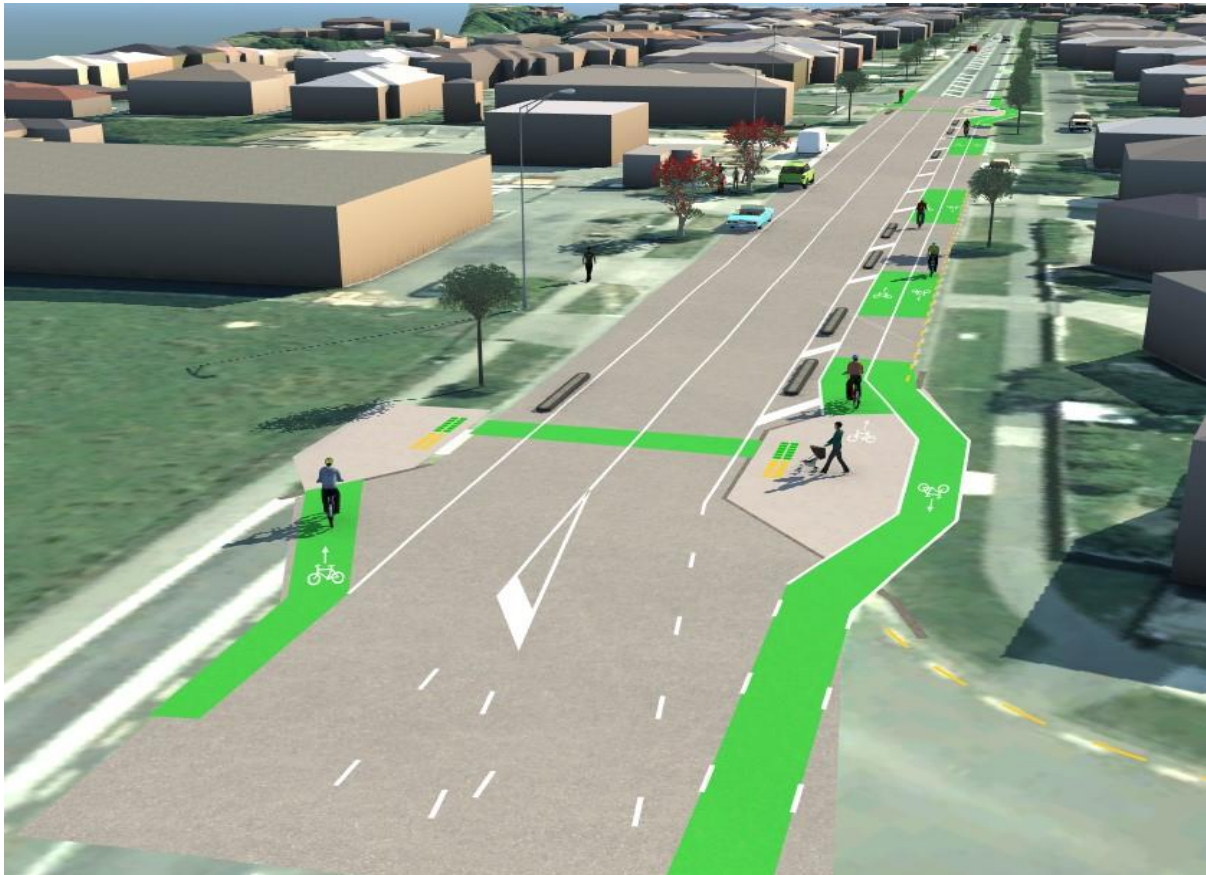


Figure 4

Option 2: Bidirectional separated cycle path

Option 2 proposes an on-road bidirectional separated cycleway along the length of Summerhill Drive, likely along the northern side of the road as this provides the most direct connection from:

- The proposed shared path on the northern side of Aokautere Drive after Pacific Drive,
- The Summerhill Village Hub, and
- The potential link through reserve land to Cliff Road and the Manawatu River Pathway.

5. ANALYSIS OF OPTIONS

OPTION 1: Uni-directional separated cycle ways extending the entire way

- 5.1 Unidirectional separated cycle ways extending the length of the scope area provide an opportunity to make use of existing infrastructure and provide fit for purpose facilities for commuter and recreational cyclists. This option has already been discussed with the community in 2020 for the section of the scope area near the Landscape Yard and Coffee in A Box.

Pros:

- This option takes cyclists off the road and away from high speed-high volume traffic on a busy arterial route.
- With the cycleway already in place and parking prohibited along most of the length already there is very limited change for the residents and road users.
- It makes use of existing road space. In much of the scope area, the cycle lane is already buffered, providing the needed width to place pre-cast separators.
- This option is the most intuitive type of cycle facility for commuters to work and school coming and going from central Palmerston North as they continue to travel on the same side of the road in the same direction as the current cycle lanes.
- Pedestrians and cyclists are kept separate with this option.
- This option most easily transitions into and past the Summerhill Village hub.
- Uni-directional cycleways pose less risk of conflict between cyclists and pedestrians at bus stops, as boarding/disembarking passengers do not have to cross two lanes of cycleway. Thus, provides greatest safety benefits for cyclists and public transport users compared to the bi-directional cycleway options.

Cons:

- This option is less appealing than a fully off-road path for less confident cyclists if the speed remains at 60-70 kmph.
- This option would require realignment of traffic lanes around the bus stops to ensure the integrity of the cycle lane but would be covered in the detail design phase with a likely outcome the being the cycle lane diverting behind the bus stop
- Will require smaller road sweepers to clean the separated cycle ways as per the CBD cleaning.

Short term parking has been identified as important for Section 2 - Turitea Road to Springdale Grove for both visitors of local residents and the small businesses in the area. As a result, further design options have been considered to improve the currently unsafe section for cyclists while also mitigating the loss of parking.

Option 1A

- 5.2 For section 2 the cycleway is moved to the berm on the footpath side of the parked cars (on the South side of the road heading into Palmerston North near Coffee in A Box). The unidirectional cycleway for sections 1 and 3 remains as per option 1.



Pros:

- Moving the cycleway behind parked cars in section 2 creates a physical buffer between cyclists and moving traffic, enhancing safety and separation.
- Provides 9 on-street car parking spaces around the businesses as well as 6 indented carparks nearby.
- Maintains a flush median, allowing for the passage of emergency services.
- The barrier can be designed and placed in a way that allows rubbish trucks to straddle the barrier between the live lane and cycleway. This means that bins and recycling can be placed on the berm as usual. This will allow other motorists to pass rubbish trucks, which will help maintain traffic flow. It reduces the risk to personal collecting recycling of working close to a live traffic lane, particularly in this higher speed area.

- The current indented parking spaces on the south side of the road near the businesses will be repurposed to accommodate the cycleway.
- Relatively intuitive for cyclists to follow as there is no “break” in the cycleway it just moves to the left.

Cons:

- Potential conflicts between cyclists and rubbish trucks if proper timing and coordination are not in place.
- Loss of three pohutukawa trees due to the cycleway placement. These trees were gifted by the Manawatu Tree Trust and so it is proposed that this is offset by planting more pohutukawa trees in conjunction with that group.

Option 1B

- 5.3 The unidirectional cycleway continues with additional indented car parks created in section 2.



Pros:

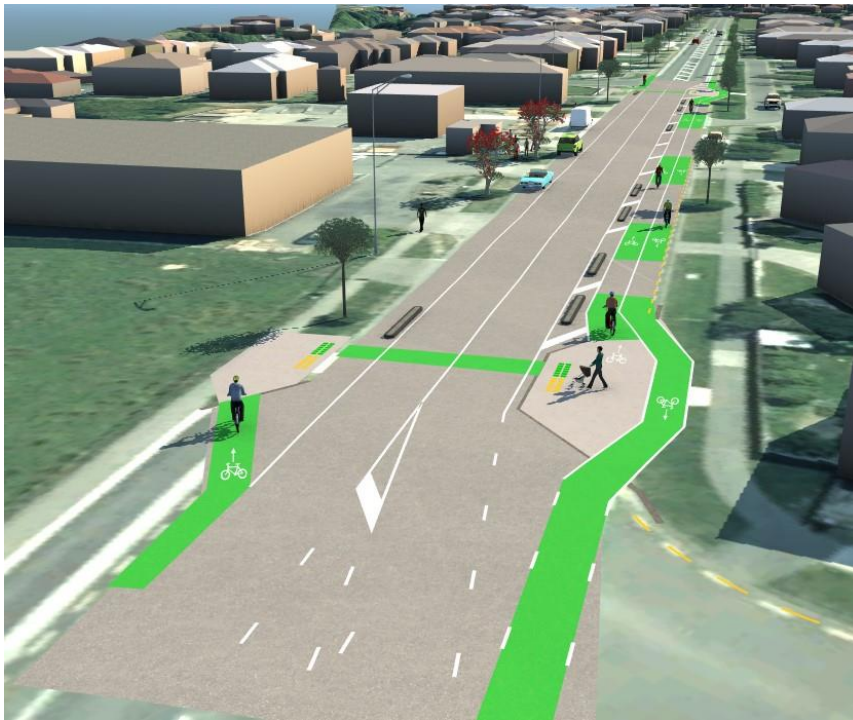
- Provides consistency throughout the cycleway.
- Maintains a flushed median for emergency services.
- Increased visibility of cyclists to motorists.
- More car parking spaces available than current but less than option 1a

Cons:

- Considered the least safe option, with a higher frequency of cars and bikes crossing paths, in an area where there is a high turnover of motorists using the indented parks as short-term parking.
- Potential risk of "dooring" incidents if parked car occupants open doors without checking for approaching cyclists.
- Removal of trees due to the creation of inset car parks as per Option 1A.

Option 1C

- 5.4 Bi-directional cycleway on the northern side of section 2 (transitioning from a unidirectional facility)



Pros:

- Retains car parks around businesses.
- Retains the pohutukawa trees

Cons:

- The inconsistency along the full length of the cycleway is likely to create confusion among cyclists.
- Requires cyclists heading South to cross a busy road

- It would pose challenges in ensuring compliance with the designated cycling paths and expected behaviour is that the path is ignored for that section by some cyclists.
- Removal of flush median may impact the operation of emergency services, particularly in times of high traffic volumes.
- Removal of two indented car parks on the east side.
- The bidirectional cycleways on the northern side of the road presents significant challenges for rubbish trucks to reach the designated area for collection due to the increased distance.

Option 2: Bidirectional separated cycle path extending the entire way

Pros:

- An on-road bidirectional cycleways has the benefit of separating pedestrians from cyclists while requiring somewhat less road width than unidirectional cycleways.
- Cyclists have protection from the high-volume, high-speed traffic.
- Car parking could likely be retained on one side of the road.
- This option could link both directions of cyclists to the Manawatu River Path via a connection to Cliff Road.

Cons:

- As Section 3 of this cycleway is on a steep hill the cycleway would need to cater for cyclists moving at quite different speeds. It is also possible that some cyclists going uphill will dismount and walk. Both the different speeds and the potential pedestrians add the potential for accidents on the cycleway. Officers have considered this conflict between fast downhill, slow uphill plus the motorist speed environment to be a less safe option than the current situation.
- Bidirectional cycleways limits cyclist mobility and requires cyclists to have to cross the road to reach their destinations, and to access the cycle facility if coming from the other side of the road. Therefore, this option would require additional lateral raised crossing points across Summerhill Drive to increase the level of service and safety for cyclists.
- This option, while requiring fewer separators, would necessitate repainting the road to shift traffic lanes, and moving the existing pedestrian refuges, which would incur additional expense.
- A bidirectional cycleway link from Summerhill Drive to Cliff Road and beyond to the underpass before Fitzherbert Bridge may incur

additional geotechnical and structural costs due to the landform in that area.

- Boarding/disembarking bus passengers would be required to cross two lanes of cycle traffic.
- Rubbish collection methods and timing will need to be reassessed due to the cycle lane separators and potential vertical elements of the design.
- May require specialist road sweepers to clean the separated cycle ways.
- Bidirectional cycleways crossing driveways and commercial properties have a poor safety record, as cyclists' approach from an unexpected direction.

6. CONCLUSION

- 6.1 Option 1A: Unidirectional cycleway for the section 1 and 3 with a moved cycleway to the berm behind the parked cars for section 2 is the recommended choice.
- 6.2 It offers several advantages, including providing a higher level of safety for active modes due to reducing the need to cross the road to reach destinations or access the cycleway, retention of the carparking spaces, and maintaining access to emergency services. though there are some drawbacks, such as potential conflicts with rubbish trucks and tree removal.
- 6.3 Option 1B, which continues the unidirectional cycleway with additional inset carparks is considered the least safe option due to increased interactions between cars and bikes and potential dooring incidents.
- 6.4 Option 1C, involving a bi-directional cycleway on the northern side of section 2, presents challenges in terms of inconsistency, emergency services access, removal of car parks and difficulties for rubbish trucks.
- 6.5 Option 2, which proposes bi-directional cycleways for the full section, while presenting some benefits such as offering protection from traffic, it also poses challenges related to the cyclist mobility and additional infrastructure requirement and potential safety concerns on crossing side roads and driveways.
- 6.6 Therefore, by acknowledging the pros and cons for each option, option 1A is the recommended option. To address the drawbacks of Option 1, the following solutions will be implemented:
 - Conflict with rubbish trucks:

- Installing low separators / barriers to allow trucks to straddle the wheels on either side. This reduces the impact on the flow of the live traffic lane. Barriers can be made of concrete or rubber and contain reflective material. The design will also incorporate flexi posts near key entry and exit points, key intersections and in spaces where there aren't significant waste collections to make the cycleway as visible as possible.
- Proper signage and training for waste collection drivers, can help mitigate any confusion and ensures smooth operations.
- Implement proper coordination between rubbish collection services and cyclists to minimise conflicts, this can involve establishing a clear timing that minimise interaction for example no collections during rush hour traffic.
- Loss of trees:
 - Explore options for compensatory tree planting in nearby areas to offset the loss.

7. NEXT ACTIONS

- 7.1 Detailed design, safety audits, procurement and construction of this work continues at pace, as required to meet the Waka Kotahi 'Transport Choices' tight deadlines necessary in order to receive funding.

8. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 8.1 Continuing engagement with affected business and local community will occur to explain the next steps, timeframes and intended outcomes of the project.

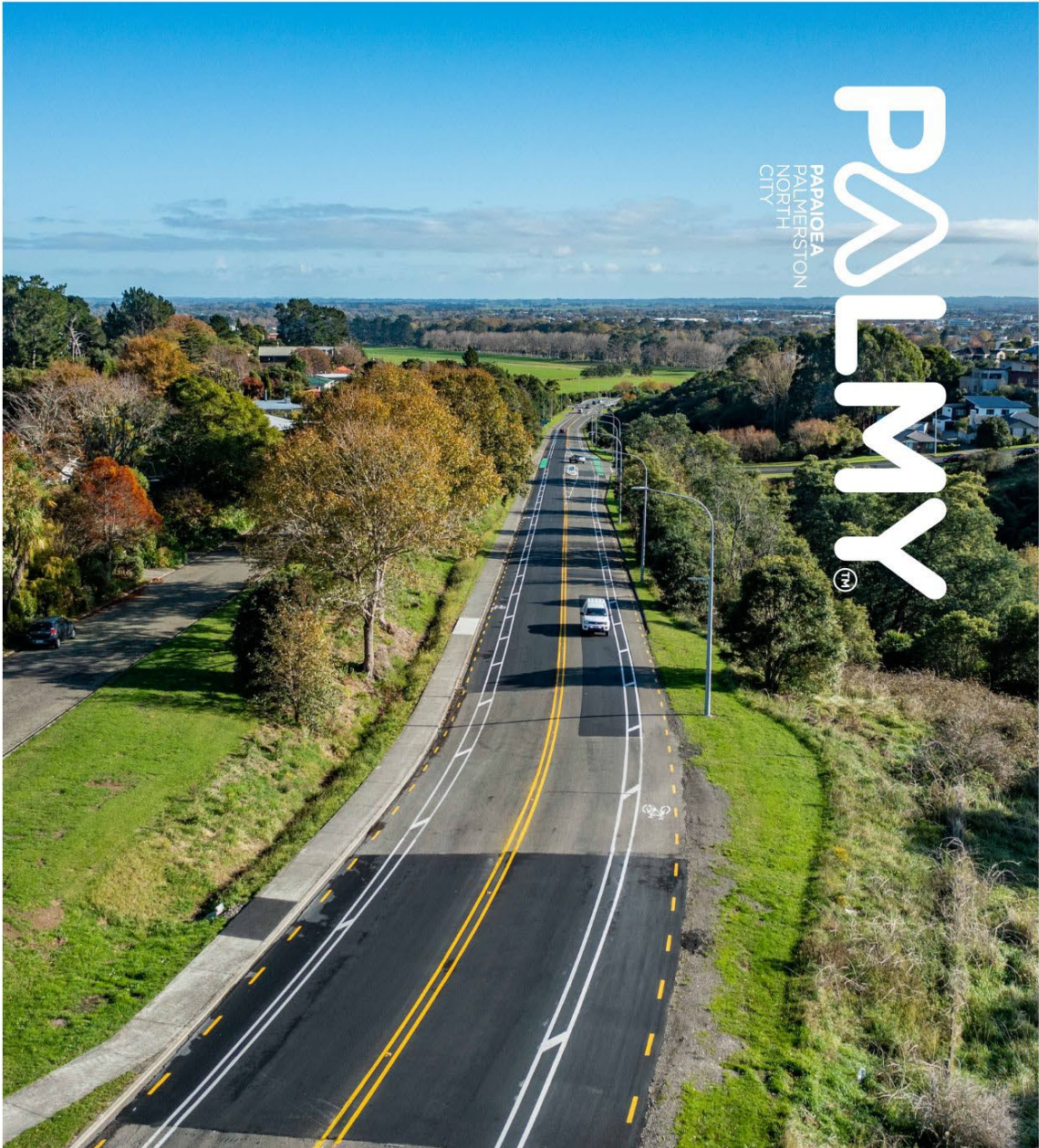
COMPLIANCE AND ADMINISTRATION

Does Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant, do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the achievement of action/actions in	

Transport	
The action is: Prioritise transport programmes that deliver on the Council goals, the purpose of this plan and the Government Policy Statement on Transport.	
Contribution to strategic direction and to social, economic, environmental, and cultural well-being	Waka Kotahi's Streets for People programme aims to create liveable cities through mode shift and creation of low carbon transport choices. Our project aims to improve environmental and social wellbeing for our community.

ATTACHMENTS

1. Engagement summary [↓](#) 



SUMMERHILL DRIVE (TRANSPORT CHOICES PROGRAMME)

ENGAGEMENT SUMMARY
MARCH/APRIL 2023

SUMMERHILL DRIVE

Between February and April our engagement focused on businesses and organisations on or near Summerhill Drive/Aokautere Drive.

Following the Minister's announcement of the Transport Choices programme nationally, we were able to communicate the project with our community also. This included:

- A media release
- Social media posts
- 2500 letters to businesses/schools/organisations/residents/property owners along this section of Featherston St and side streets
- Webpage
- Online feedback form

February saw more intensive engagement with the businesses and organisations on Summerhill Drive, Ruapehu and Aokautere Drive. In total we spoke to around **51** people. This comprised: **14** businesses, **8** other stakeholders (local/government departments, general public who registered an interest, cycling groups, disability groups, and sports users/sporting organisations) and **29** people at a drop-in centre. These were a combination of face to face meetings, emails, phone calls and a drop-in centre. We also sent letters to around **2500** residents.

For businesses and key organisations – such as the Summerhill Shopping Centre, Childcare Centres and the International Pacific College – the key types of questions we asked included: How clients/customers enter/exit their business; how deliveries arrive/depart and what type of delivery vehicles; where do staff park; how do staff get to/from work; what concerns do they have about vehicle, pedestrian and cycle safety; what concerns they have; what would they like to see change; and what matters most to them.

The key findings from businesses were:

Cyclist concerns:

- **Several businesses favour a shared walkway/cycleway on *one side of the road*, with a barrier.**
- Noticeable increase in cyclists heading towards Aokautere – they seem nervous where there is no cycle lane directly in front of them
- Could we incorporate cycle lanes into the current walking tracks?
- Several businesses spoke about the need for more bike racks in the shopping centre.

Pedestrian concerns:

- **Several large businesses say there needs to be a pedestrian crossing on State Highway 57 nearer to IPU, not only for their students, but for all pedestrians to safely cross to the shops.**
- The current pedestrian crossing on State Highway 57 is not well positioned or obvious, is poorly painted and people feel very vulnerable crossing there, especially with speeding traffic.
- One childcare centre has their emergency gathering point on the other side of Aokautere Drive, but fears using the pedestrian crossing to take a large group of children over there - it is so unsafe crossing
- Raised pedestrian crossing on Ruapehu Drive (near 2 childcare centres) is dangerous as the signage is obscured 200 m back from the shops by trees.
- An overbridge would make everyone safer

- About 300 IPU students commute there each weekday, mostly using a mixture of public transport and e-scooters

Traffic volume/future development /parking

- Traffic volume is already high (including heavy vehicles) - expected growth in the area will cause further traffic increase, cyclists and pedestrians are feeling vulnerable. A cycleway/shared path is necessary.
- Try to keep road wide and reduce speed limit further to 50
- From one business owner, Post covid has converted us to a “click and collect” way of shopping, encouraging quick turnover in parking, which favours e-vehicles over cycling.
- From another business owner, their supermarket sees very little “click and collect” shopping happening (about 6 per day maximum).
- Traffic stopping at the coffee cart causes mayhem for all traffic, but mostly cyclists as vehicles pull out in and out of parks and into their live lane.
- Three businesses would like parks outside the coffee cart (Coffee in A Box) *taken away*. There are carparks further down Summerhill Drive (which have recently been painted with yellow lines, which vehicles ignore) which could be used.
- A nearby business has expressed trouble with coffee customers blocking the entranceway to their business, in some cases holding up delivery trucks.
- Indented parking not working well in front of the Landscape Yard, and Coffee in a Box – people were finding it difficult to access and exit, parking and using the kerb which causes damage.

Intersections

- Old West Road/Turitea intersection is dangerous – people try to avoid certain turns there. Many do u-turns further up to avoid the right turn.
- Pacific Drive from Ruapehu is dangerous with a big convergence of traffic
- Traffic in and out of Summerhill Shopping Centre is considerable.
- Yellow lines outside two adjacent childcare centres has caused staff to park further away, causing a parking congestion road narrowing effect on Ruapehu where people also enter/exist the shopping centre.

Speeding

- Speeding is a problem and there seems to be confusion about the speed limit, due to the converging of SH57, Aokautere Drive, Old West Road and Summerhill Drive and changing speed limits (50/60 and 70 kmh)
- Stakeholders were told that speed limits on SH57 are outside the scope of this project, but were assured that the findings in this report would be shared with Waka Kotahi.

Other key themes from stakeholders were:

- Active travel national targets will not be met with the current level of traffic congestion and projected development, making cyclists and pedestrians feel unsafe
- Safety of pedestrians is paramount
- Must maintain the ability to turn in and out of properties when the barriers are installed.
- How rubbish and recycling would be collected without the land being blocked by the trucks.
- Improving safety of cyclists and motorists at the intersection of Aokautere Drive/Summerhill road/Turitea road. (round-about please!)
- Support in reduction of speed limits. Support of the pedestrian crossing islands. Request for more parking bays.

***It is important to note these are just summaries of themes. Extensive notes were taken from all stakeholders that are being considered as part of any design, and these can be made available on request.**

Between March and April, we asked the public for their ideas.

A key part of this project for us is bringing the public along on the journey with us as we move from ideas to design to implementation to monitoring. In the past with a cycleway or other roading projects our engineers have designed options and asked for feedback. For this project, before our engineers work on a design we wanted to get community feedback to supplement that of the stakeholders on or within the vicinity.

This significant public engagement included:

- A media release
- Media interviews with local radio stations
- Digital advertising
- social media posts, ads
- Video
- Drop-in session at New World Aokautere
- Webpage
- Online feedback form

Summerhill Drive cycleway and safety improvements

We want to make Summerhill Drive safer for all road users – whether you walk, bike, catch the bus or drive.

We've recently received 100 percent funding from Waka Kotahi – New Zealand Transport Agency to complete the cycleway between Tennent Drive and Pacific Drive, connecting Summerhill and Aukautere with Fitzherbert Bridge and the Manuato River Pathway.

This stretch is known to be dangerous, so our designs focus on improving safety for all road users and providing a protection barrier on the cycleway.



We want your feedback before we start design

Receiving your general feedback about how the street works, what needs improving and the type of cycleway you want to see means we can have a design that best suits the most peoples' needs.

In March/April we asked for your feedback on how we could make these streets safer. Our team are now working on proposed designs and will again seek your feedback in July/August.

You'll hear from us again in winter to show you our proposed design

We will update everyone with our proposed design for you to give final feedback. Any updates will be posted on this page.

We intend on doing construction over summer, but that could change depending on how long it takes us to get your ideas, do more investigation and work on a detailed design.

For more information

This work will encourage more people to choose to walk, bike or catch a bus to get around town. It supports our goals to be an innovative and growing city, and a creative and exciting city. You can find more detailed information about how we plan to achieve this in our Urban Cycle Network Masterplan, Active Communities and Transport Plans.

Location

Summerhill Drive, Fitzherbert 4410 [View Map](#)



Related Information

- [Urban Cycle Network Masterplan](#) (PDF 10MB)
- [Palmerston North Integrated Transport Initiative](#) (PDF 27MB)

Drop-in session:

New World Aokautere

This informal session was held outside New World supermarket, in Summerhill, scheduled to connect with shoppers and residents after school and work.

- **Monday 27 March, 4 to 6 pm**
- **29 people attended**



What were the key themes raised by the public?

Speed:

- Need for speed reduction on both Summerhill Drive and SH56 (otherwise no-one will feel safe walking or biking in this area).
- "It feels like we're waiting for someone to die before we will take speed seriously in front of the shops," said one resident.
- **We informed residents that speed limits on SH57 are outside the scope of this project but assured them that the findings in this report would be shared with Waka Kotahi.**

Summerhill Shopping Centre:

- There needs to be a signalised crossing outside the Summerhill shops. Whilst there is a refuge in place people do not feel safe crossing it, or being stuck in the middle when large freight trucks are passing by them. "I don't understand how someone hasn't died in this spot yet".
- By Ruapehu drive and the shops a crossing would be good (not the SH)

Road Infrastructure/design/road markings etc.

- Where line marking has been removed on Summerhill Drive, the road surface is poor and reflective and feels dangerous now
- Some more pedestrian refuges by the park (Summerhill Reserve) would be good as that's a popular crossing point for people walking/with dogs
- Barriers essential for cycleway to be safe and would stop people driving over cycle lane when going around the big corners.
- People keen to see cycleway on one side of the road only as that would help traffic flow and parking
- With a fast-growing area and future school soon, we need to be designing to what makes a child feel safe as the minimum point.
- Two people were keen to know what the barrier would be (not yet known) and how that would impact their access to their streets

Intersections

- Needs to be a long-term plan for the Old West Rd/Summerhill/Sh56 intersection – several people have suggested a roundabout.
- Turning out of Pacific Drive as a car and crossing as a pedestrian is really hard. Residents would be keen if this area had some form of control in terms of roundabout/lights. Vehicles are speeding along Pacific Drive quite fast and it is quite scary.
- No turning bays near Williams Terrace and that is proving hard for people to get access in/out

Cyclist concerns

- People don't feel safe on current cycleway and favouring quieter roads (like Cliff) until the street/speed is safer
- Cyclists concerned about the beginning bit between Fitzherbert Bridge and Summerhill Drive, that tight corner is very scary (cars undercut into the cycle lane) - barriers would help but still pretty scary.
- Preference to see the cycleway off road and wider. Current cycleway is quite narrow where it is and people feel exposed, small and unsafe next to the big vehicles. Keen to see the cycleway at the same level as footpath rather than road to help them feel safer.
- Currently people are parking in the cycle lane
- A couple of people said there is no need for a cycleway as people aren't cycling much.

Social Media feedback

We received about 100 comments across our Featherston Street and Summerhill Drive Facebook posts.

This does not include comments on these posts shared by the public or in private groups. Some of the most popular themes are summarised below.

Road and congestion:

- Speed needs reducing
- Congestion at Ruapehu/Summerhill Dr

Pedestrians:

- More visible pedestrian crossing outside the shopping centre
- Pedestrian lights at shopping centre

Cycle lane:

- Separated cycleway desired
- Trying to come out of Ruapehu Drive onto Summerhill with only a footpath on one side is impossible on a bike.

Website survey form

The questions we asked were:

Contact information

- Name
- Age
- Gender
- Email address
- Postal address

Interest in the project

- I am a road user
- I live or own property on Summerhill/Aokautere Drive
- I attend a nearby school as a student, parent or teacher
- I work or own a business on Featherston Street
- Other

How do you currently travel along Summerhill/Aokautere Drive?

- Car
- Bike
- Truck
- Walkjog
- E-scooter
- Public transport

Perceived safety – walking

- How do you feel walking or using E-scooters/mobility scooters/skateboards (1=not safe – 10=safe)
- How safe do you feel crossing the road (1=not safe – 10=safe)
- Comment

Perceived safety – cycling on Summerhill/Aokautere Drive

- How safe do you feel riding a bicycle along this stretch of the road? (1=not safe – 10=safe)
- What would encourage you to ride a bicycle along here more often?
- Comment

Perceived safety – public transport

- How safe do you feel using public transport on this stretch of the road? (1=not safe – 10=safe)
- What would encourage you to use public transport along here more often?
- Your comment

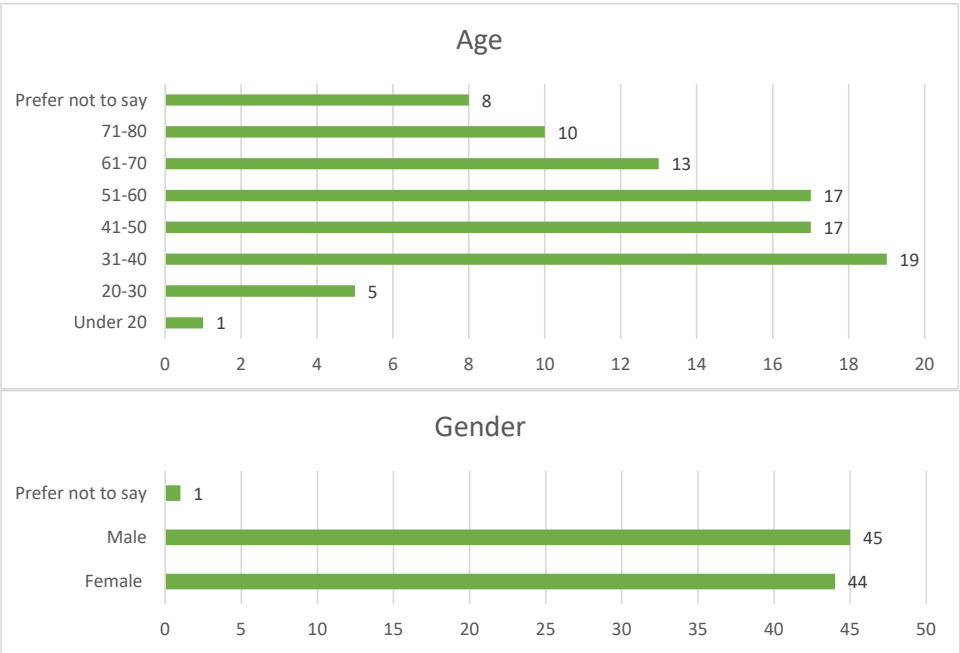
Feedback on 2021 changes:

- What do you like about the changes that we made? What don't you like?
- Do you now choose to cycle more often?
- Do you now choose to cross the road more often?
- Would you like to see this type of cycleway extended for the entire stretch, or would you like us to consider alternative cycleway designs?
- Is there anything else you'd like to tell us?
- Other comments?

Online survey results

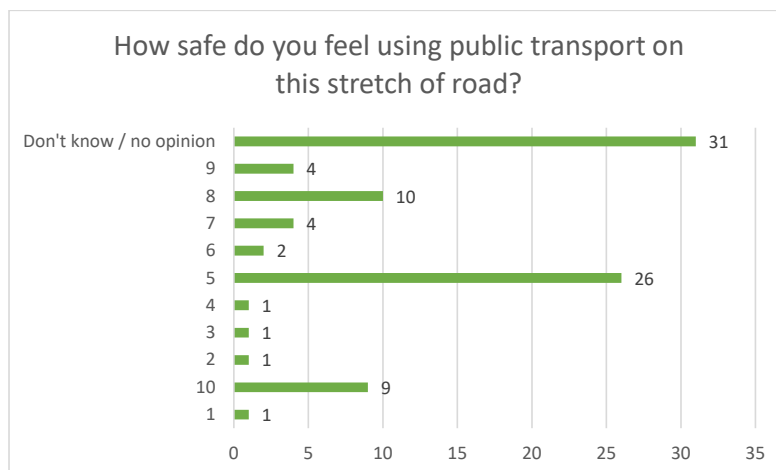
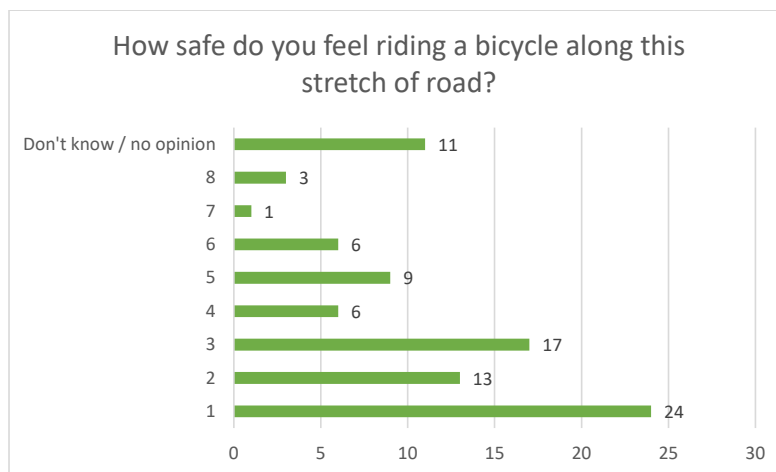
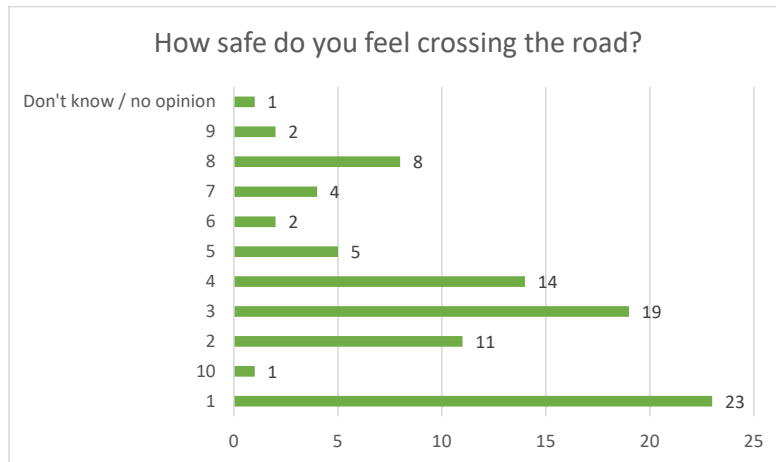
The following data was captured in the 90 online responses on our Council website.

It does not include stakeholder feedback from businesses, drop-in sessions or school visits. These are summarised in the stakeholder feedback section.



Please note for the questions following, the ranking order was 1= unsafe and 10= very safe.

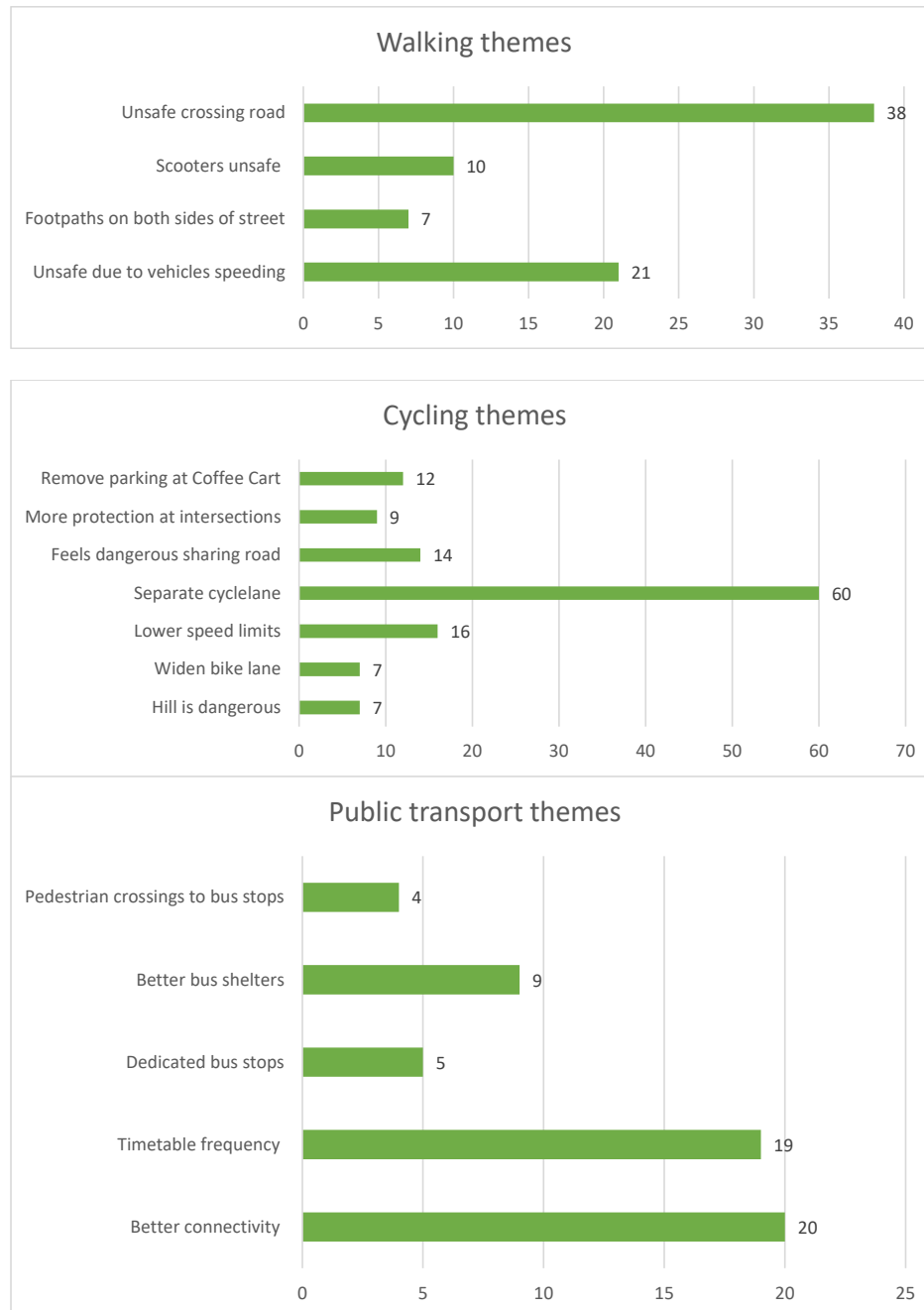




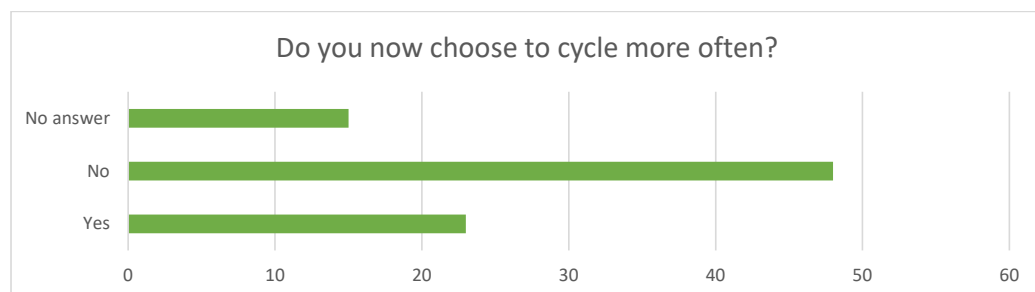
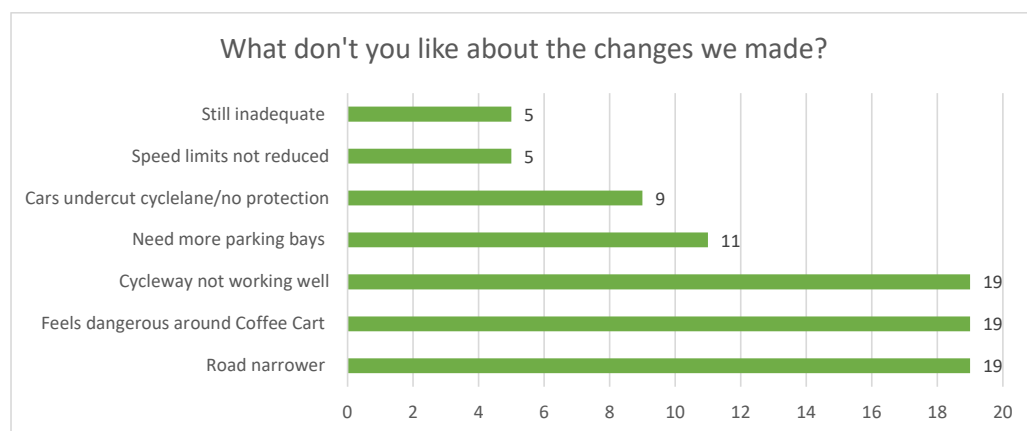
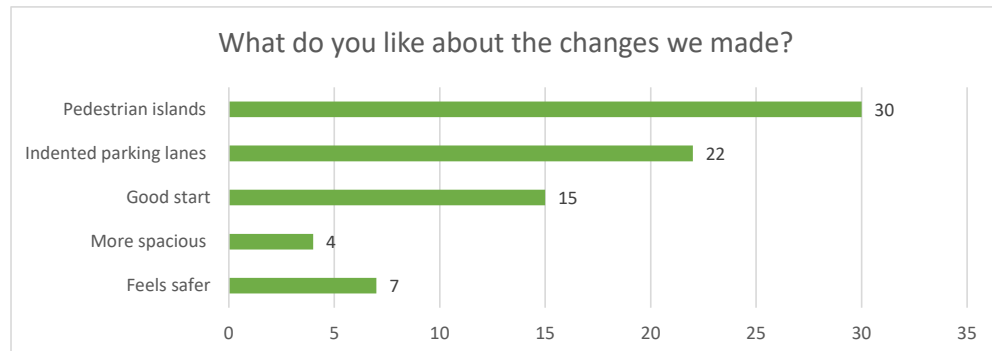
*Please note – Horizons Regional Council manages the bus network. We are working closely with Horizons on this project and will share the bus related feedback with them. We asked bus related

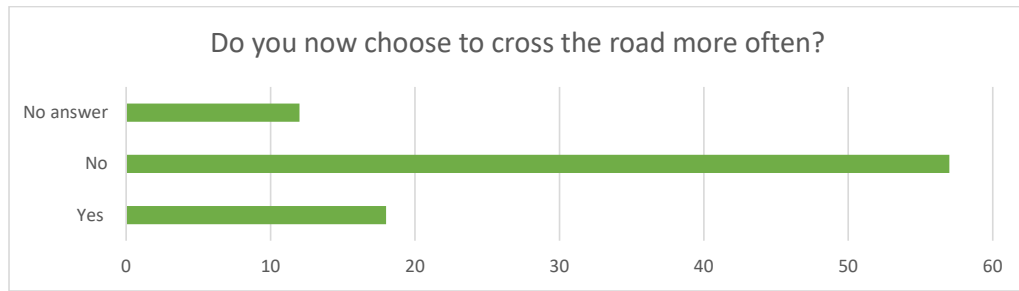
questions to ensure that the location of stops is correct, and because our council manages the bus stops/shelters.

We've summarised the online submissions into key themes, along with the number of submissions that refer to each theme.



Feedback on 2021 road changes:





Next steps

Our team will be taking the feedback and investigating how these concerns can be addressed, where possible.

We expect to have detailed designs ready for public feedback in August 2023.

You can stay up to date with the project at pncc.govt.nz/featherston and pncc.govt.nz/summerhill.



REPORT

TO: Council

MEETING DATE: 28 June 2023

TITLE: Featherston Street Cycleway Update

PRESENTED BY: Hamish Featonby, Group Manager - Transport and Development

APPROVED BY: Chris Dyhrberg, Chief Infrastructure Officer
Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATIONS TO COUNCIL

1. That Council endorse the preferred cycleway option to be implemented on Featherston Street to be either:
 - Option 1: a separated uni-directional cycleway on each side of the road.

OR

 - Option 2: a separated bi-directional cycleway on the northern side of road only.
2. That Council note that with either option, the design of pedestrian crossings will be worked on alongside the cycleway development. Final locations for pedestrian crossings will be part of detailed design, that will be presented to Council for approval later this year.
3. That Council note that several trials are proposed to be undertaken for various elements of the overall project. Public feedback from these trials will be brought back to Council for consideration alongside the final design and tender award.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 Following extensive engagement, co-design, and engineering analysis two clear options have emerged for the cycleway on Featherston Street. Both will deliver a safer environment, however, equally both present trade-offs that need to be considered and explicitly weighed up.
- 1.2 Additionally, as the project is being funded through Waka Kotahi's Transport Choices and Streets for People programmes, there is a tight deadline that needs to be met for when the schematic / developed designs need to be submitted to them for a preferred option (30 July 2023).

- 1.3 To ensure the current concept designs can be completed to schematic design level by the Waka Kotahi deadline, this report seeks Council's direction on their preferred option so this can be advanced with urgency.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

Urban Cycle Network Masterplan & Strategic Networks (Priority Routes)

- 2.1 Council adopted an Urban Cycle Network Masterplan in 2019. Its purpose is to map out an investment programme for the urban cycle network and to create an environment and culture that encourages more people in Palmerston North to choose cycling more often. The Urban Cycle Network Masterplan commits Council to (but not limited to):
 - Expand the network of cycle lanes, including physically separated cycleways
- 2.2 Featherston Street forms a key route in the Urban Cycle Network Masterplan and is a priority cycling route in the Strategic Networks document.
- 2.3 As detailed in the Strategic Networks document, the Urban Cycle Network Masterplan and identified priority routes have been prepared in order to give effect to a number of high-order documents approved by Government, Horizons Regional Council and Council, which have been the subject to public consultation. For example, the GPS on Land Transport, Regional Land Transport Plan, Strategic Transport Plan (2021 LTP), Transport Asset Management Plan and Palmerston North Spatial Plan 2021 (2021 LTP).

Waka Kotahi Streets for People Programme

- 2.4 In late 2022, Council received \$1.875M from Waka Kotahi's 'Streets for People' programme to create a cycleway and pedestrian improvements between Aroha Street and North Street (i.e. Central Normal School to Palmerston North Boys High School).
- 2.5 Stakeholder engagement commenced in September 2022, with public feedback sought in November/December 2022, seeking ideas on the cycleway, pedestrian improvements, and general ideas to make the area safer. This feedback is summarised later in this report and appendices.

Waka Kotahi Transport Choices Programme

- 2.6 In March 2023, Council confirmed additional funding from Waka Kotahi from its 'Transport Choices' programme. Noting that funding was received for both Featherston Street and Summerhill Drive through this programme; however, this report will only focus on Featherston Street.
- 2.7 This additional funding allows for cycleway and pedestrian infrastructure to be created along Featherston Street in the sections between Botanical Road to Aroha Street and between North Street to Ruahine Street, essentially either

side of the section of Featherston Street covered by the Streets for People funding.

- 2.8 The final section of Featherston Street (between Ruahine to Vogel Streets) will be designed; construction timing and funding constraints mean it will not be constructed as part of this project and instead will be planned through Programme 1559 (City-wide Urban Cycle Infrastructure Network Improvements) in the 2024-34 Long Term Plan.
- 2.9 Figure 1 below shows the sections of Featherston Street being addressed by the different budgets; red being Transport Choices; blue Streets for People; and yellow being the portion to be considered by Council in the Long-Term Plan.



Figure 1: Funding components for Featherston St.

3. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 3.1 A considerable level of engagement has been undertaken for the Featherston Street project.
- 3.2 Officers have met on multiple occasions with businesses, organisations and stakeholders who are based on and/or own land on Featherston Street, have a special interest in the project, or the impact of the work we do may affect them. This engagement process has included individual conversations, public feedback sessions, and the co-design workshops. The conversations articulated the timelines and objectives for the project and focused on understanding the needs and concerns of the stakeholders and how we could improve safety on the street.

Co-design Workshops

- 3.3 The three co-design workshops in March, May and June allowed stakeholders including businesses and the public to feed into the design and help shape the outcome.
- 3.4 There are minimum engineering and legislative requirements that impact on the final design and what we can do in the corridor. Therefore, the scope of co-design was limited in that regard compared to a placemaking or property project.
- 3.5 Updates have been provided to all stakeholders and the community throughout the process. This includes updates and invites to the upcoming co-design meetings and sending out the copies of summaries from these sessions. The engagement efforts will continue as the project moves forward.

- 3.6 The co-design workshops have also been a productive way to communicate any compromises and trade-offs that will be required as part of the project and demonstrate the balanced approach being considered.

4. DESCRIPTION OF OPTIONS

- 4.1 Three design options were considered through the co-design process which were supported by the engineering design work:
1. A separated uni-directional cycleway on each side of the road.
 2. A separated bi-directional cycleway on the northern side of road only.
 3. A separated bi-directional cycleway on the southern side of road only.
- 4.2 Through the process, the bi-directional cycleway on the southern side of road only was able to be discounted with the remaining two options preferred.
- 4.3 Figure 2 below demonstrates Option 1 (separated cycle lane on each side of the road), whereas Figure 3 demonstrates Option 2 (a single cycle lane to cater for both directions of cycling traffic on the northern side of Featherston Street).



Figure 2: A separated uni-directional cycleway on each side of the road.



Figure 3: A separated bi-directional cycleway on the northern side of road only.

5. ANALYSIS OF OPTIONS

- 5.1 Considering the feedback from co-design workshops, a multi criteria analysis (Engineering analysis) was used to assess the benefits and risks of the two options. Please refer to Appendix 1: Featherston Street Multi Criteria Analysis for the full report.
- 5.2 The below table provides a summary comparison of the two options:

	Option 1: A separated uni-directional cycleway on each side of the road.	Option 2: A separated bi-directional cycleway on the northern side of road only.
Community Views	<ul style="list-style-type: none"> • Differing views from differing stakeholders. • Strongly supported by cyclists. • Businesses/organisations concerned about on-street parking loss. Petition to this option with 150 signatures from Chiropractor. 	<ul style="list-style-type: none"> • Differing views from differing stakeholders. • More supported by businesses and organisations due to parking impacts.
Safety	<ul style="list-style-type: none"> • Improves the safety of cyclists by providing a dedicated separated cycleway space. • The most intuitive option that has the safest 	<ul style="list-style-type: none"> • Improves the safety of cyclists by providing a dedicated separated cycleway space. • Less intuitive, accessible, and safe for cyclists and creates complicated intersection

	Option 1: A separated uni-directional cycleway on each side of the road.	Option 2: A separated bi-directional cycleway on the northern side of road only.
	<p>transitions on/off and intersection interactions.</p> <ul style="list-style-type: none"> Because it is one way, it means no cyclist risk of head on collision and vehicles exiting driveways will only need to look for cyclists in one direction as they would for other traffic flows. Waka Kotahi guidance indicates a uni-directional cycleway being 3 times safer than a bi-directional. 	<p>arrangements especially at roundabouts.</p> <ul style="list-style-type: none"> It is not consistent with other cycleways in Palmerston North so would require some education for both cyclists and motorists. This is not the same as an off-road shared path due to there not being a run-off space with kerb one side and traffic on the other, so has a higher risk of conflict.
Engineering Analysis (Section 4.5 Multi Criteria Analysis in attached Appendix A)	<ul style="list-style-type: none"> For the three other sections in the table the scores were 1.22, 1.17 and 1.25, respectively. Higher scores across the board – clear winner compared to bi-directional. 	<ul style="list-style-type: none"> For all three other sections in the table the scores were 0.65, 0.65 and 0.75, respectively. Worth noting this is still a significant improvement over the current state.
Carparks (Out of the current 579 on street carparks on Featherston St)	<ul style="list-style-type: none"> Sees the highest loss of carparks. Number of carparks retained: <ul style="list-style-type: none"> Botanical to Rangitikei – 26 Rangitikei to Ruahine – 57 Ruahine to Vogel – 0 	<ul style="list-style-type: none"> Sees the lowest loss of carparks. Number of carparks retained: <ul style="list-style-type: none"> Botanical to Rangitikei – 50 Rangitikei to Ruahine – 102 Ruahine to Vogel – 41
Rubbish and Recycling Collections	<ul style="list-style-type: none"> Both sides impacted. Mitigation will be for trucks to mount the cycleway when collecting as per trials highlighted in later sections of this report. 	<ul style="list-style-type: none"> Only one side of the road impacted. Mitigation will be for trucks to mount the cycleway when collecting as per trial highlighted in later sections of this report.
Bus Stops	<ul style="list-style-type: none"> The provision of bus stops will require specific 	<ul style="list-style-type: none"> The provision of bus stops will require specific engineering

	Option 1: A separated uni-directional cycleway on each side of the road.	Option 2: A separated bi-directional cycleway on the northern side of road only.
	engineering to ensure cyclist safety with an impact on both sides of the road.	to ensure cyclist safety with an impact on only one side of the road.

6. ADDITIONAL CONSIDERATIONS

Trials

- 6.1 As part of Waka Kotahi's 'Streets for People' programme, a short-term trial of some, or all, of a concept is required.
- 6.2 Officers are still confirming which components of the project to trial as the intent is to trial something that will add value to the end outcome. This can include trialling the type of separator. It could also see us look at whether to trial a raised median/right turning bay in the areas between Ngata and Taonui Streets. It could also include trialing lane layouts or gradients of pedestrian crossings. The type of trial and the extend hasn't been confirmed at this point.

Other changes already incorporated into design

- 6.3 Some changes consistent across both protected cycleway options have been discussed throughout the co-design process and incorporated into the concept designs. These changes include:
- Removal of sections of the existing flush median.
 - Retaining right turn bays at higher volume side streets including Wood, Waldegrave, Bourke, Albert, and Heretaunga Streets.
 - A reduction in lanes on the Featherston Street approaches to both the Ruahine and Rangitikei Street intersections. The Rangitikei Street intersection layout will be confirmed in conjunction with the Waka Kotahi project to upgrade the intersection accordingly.
 - In-lane bus stops would be required.
 - The three existing pedestrian crossings would be upgraded by raising them, like the recent ones completed on Vogel and Ruahine Street, as well as installations of an additional five raised pedestrian crossings near numbers 107, 165, 309, 471 and 641 Featherston Street.
 - On Featherston Street right hand bays or a median island could be installed between Taonui and Ngata Streets, in response to strong public feedback and crash history in the area. If approved, right hand bays could be used, or a raised media island which would restrict right turns across traffic in a similar manner to the Palmerston North City

Council Depot entry on Ferguson Street. Either option (right hand bays or raised median) could be part of a trial before permanent installation is confirmed. It's important to note, any decision regarding this can be made separately to any cycleway or pedestrian safety improvements.

- The cycleway barrier would be chosen during detail design but would be low, like what you see at a raised median or intersection and will be consistent across other projects already completed in the city. We will continue to work with emergency services and our resource recovery team on this.

7. CONCLUSION

- 7.1 Following extensive engagement, co-design, and engineering analysis the project has landed on two potential options for the cycleway on Featherston Street.
- 7.2 Both the uni-directional and bi-directional options will create a safer environment for cyclists and the ancillary work that will happen under both options will increase pedestrian and motorist safety as well.
- 7.3 The option for a uni-directional is a clear winner for safety but at the expense of carparks and the bi-directional vice versa.
- 7.4 There will be some negative impact on parking regardless of which option is chosen, however there will be every effort in the detailed design to strategically place the remaining carparks in locations to support local businesses and organisations.
- 7.5 A short-term trial of some of the components of the design will occur prior to completion of the detailed design to ensure there are no unknown unintended consequences, and the results fed back into the design process and reported back to Council as part of the final design and procurement process.
- 7.6 This project is one of the most significant changes to a street in our city for decades. Regardless of the option selected, this will receive a significant amount of public feedback as people learn to adapt to the change. However, this project plays a fundamental role in the city's Urban Cycle Network Masterplan and is a core component in achieving the ambitions and funding support by Waka Kotahi as part of the Palmerston North Integrated Transport Initiative (PNITI).

8. NEXT ACTIONS







- 8.1 Conduct the short-term trials on some of the components of the design to inform the final design.
- 8.2 Designs will ensure the schematic/developed design for the endorsed option is ready for the Waka Kotahi milestone date of 30 July 2023.

- 8.3 Concurrently with the design process, the procurement process will begin for procurement of materials and of a contractor to ensure the project can be completed during the 2023/24 financial year.

COMPLIANCE AND ADMINISTRATION

Does Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do, they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the achievement of action/actions in Transport	
The action is: Prioritise transport programmes that deliver on the Council goals, the purpose of this plan and the Government Policy Statement on Transport.	
Contribution to strategic direction and to social, economic, environmental, and cultural well-being	Waka Kotahi's 'Streets for People' programme aims to create liveable cities through mode shift and creation of low carbon transport choices. Our project aims to improve environmental and social wellbeing for our community.

ATTACHMENTS

1. Appendix 1: Featherston Street Multi Criteria Analysis [↓](#) 
2. Engagement Summary 2022 [↓](#) 
3. Engagement Summary March-April 2023 [↓](#) 
4. Co-design Session 1 Report [↓](#) 
5. Co-design Session 2 Report [↓](#) 
6. Co-design Session 3 Report [↓](#) 



PALMERSTON NORTH CITY COUNCIL

Featherston Street Cycleway and Pedestrian Update

Appendix A

CURRENT ROAD ENVIRONMENT	Section 1
ENGAGEMENT	Section 2
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CYCLEWAY OPTIONS	Section 4
TRAFFIC MODELLING	Section 5
RANGITIKEI STREET INTERSECTION	Section 6
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1. CURRENT ROAD ENVIRONMENT

- 1.1** Featherston Street is classified as a minor arterial road in the Palmerston North District Plan, carrying between 9,000 and 14,000 vehicles per day. Heavy commercial vehicles make up between 4% and 8% of these vehicle movements.
- 1.2** In the previous 10 years (between 2013 and 2022), there have been 434 recorded crashes on Featherston Street including 2 fatal crashes, 18 serious crashes, 102 minor-injury crashes, and 312 non-injury crashes.
- 1.3** There were 28 cycle crashes in this 10-year period, including 1 fatal, 2 serious, 10 non-injury, and 15 minor-injury. Similarly, there were 19 pedestrian crashes including 3 serious, 14 minor-injury and 2 non-injury.
- 1.4** Although cycle and pedestrian crashes account for only 11% of all crashes that occurred on Featherston Street in this 10-year period, pedestrians and cyclists are over-represented in fatal and serious injury crashes (accounting for 30% of fatal and serious injury crashes).
- 1.5** Existing cycle facilities on Featherston Street are limited to painted on-road cycle lanes that 'start-stop' –that is, cycle lanes painted at intersections that do not continue midblock (between the intersections). In these midblock sections, cyclists compete with other road users for road space between the kerb and edge line (e.g. motorists using on-street carparking, buses pulling into and out of bus stops, and vehicles entering or exiting driveways)
- 1.6** As part of monitoring and evaluation requirements for the Streets for People programme, pedestrian and cycle counts were completed on Tuesday 2nd May at peak travel times, between 7:00am-9:00am and 3:00pm-6:00pm only. Results from this survey are shown below.

Table 1: Pedestrian and Cycle survey results

Location	Time	Pedestrians	Cyclists	E-Scooters
206 Featherston Street	7:00am-9:00am	203	33	7
	3:00pm-6:00pm	249	44	12
274 Featherston Street	7:00am-9:00am	736	83	6
	3:00pm-6:00pm	387	61	20

- 1.7** Council officers are planning for further pedestrian and cycle counts as the project progresses into trial and post-construction phases to measure the impact of any improvements to provision for pedestrians and cyclists.

2. ENGAGEMENT

- 2.1** When Streets for People funding was confirmed and council signed the funding contract in 2022, officers met with more than 120 businesses, organisations and stakeholders who are based on/own land on Featherston Street, have a special interest in the project, or the impact of the work we do may affect them.
- 2.2** These conversations were focused on learning their needs and their concerns for how we could improve safety on Featherston St.



- 2.3** In November 2022, Council held a public feedback period where we explained that we were working to make Featherston Street safer for all road users, and had funding from Waka Kotahi for a cycleway and pedestrian improvements. The timeframes were also explained. Information also explained that officers would assess any other ideas that were suggested during feedback.
- 2.4** Questions focused on: what were their safety concerns? What would they change? We also asked questions for specific users and their perceptions of safety and improvements. This included pedestrians, cyclist, bus user or someone with a disability.
- 2.5** During this period we had a wide range of engagement methods including letters, signs on street, radio and digital advertising, website, social media, posters, drop in sessions, bbq's etc.
- 2.6** A wide range of public feedback came in, which mirrored the same feedback we'd received from stakeholders earlier. A report summarising this in in the appendix.
- 2.7** Once Transport Choices funding was confirmed for the two other segments of Featherston St, we then commenced more stakeholder engagement and public engagement for this stretch and surrounds. This is also detailed in a separate report in the appendix.
- 2.8** For all of Featherston Street, the key themes included:

Pedestrian improvements.

Pedestrian safety was by far the overwhelming concern in all feedback received. This included both crossing the street, but also just using footpaths and walking along one side of the street. Many said they simply feel unsafe to even walk down the street at any time of the day.

People were keen to see far better pedestrian crossing improvements around Central Normal, Boys' High and Freyberg/Ross. The schools all strongly echoed their concerns and for Central Normal this is their most significant concern regarding safety currently on the street.

People were also keen to see more crossing options along the length of the street, these tended to be staggered throughout the street but there was a definite desire for an additional crossing especially around the Wood St/CET Arena area.

Businesses around the Rangitikei intersection are concerned about the number of people crossing the road between Jaycar/Office Max and Countdown. They are concerned about the safety of these people but also the impact on the live traffic lanes. This is a concern we detail further in the trial section of this report.

Lastly, people were keen to see the pedestrian phasing at the Rangitikei and Ruahine intersections last longer for pedestrians. Many said the 'green man' ends whilst they're still at the middle of the street and motorists start turning at that point, which leaves pedestrians stranded in the middle.



This map currently shows pedestrian points across Featherston St.

Later in this report we outline the key pedestrian improvements we're proposing to make.

Need for a safe protected cycleway

A protected cycleway was the overwhelming call during stakeholder and public feedback, with comments saying they would not feel safe if it was simply paint on the road – for both adults and children. Motorists were also keen to see this.

Cyclists shared their first-hand accounts of crashes and near-misses on Featherston St in their feedback and the long term impact that has had on their health and their confidence cycling long term.

Consistent network

People want a consistent cycleway network where major arterial streets utilise the same type of cycleway. Many said this is key for them feeling safe having their children bike on our roads, and for people who may not have been raised in New Zealand to understand.

Median strips

Medians had a mixed response during the feedback period. People tended to favour them as it meant they had a safe place to wait while entering the live traffic lane or a side street. There were many instances though where in some locations, especially by signalised intersections, people raised concerns about motorists using medians as a traffic lane to speed up to the front of the intersection if they wanted to get into the right-hand turn lane. Medians are important for large trucks for entering and accessing businesses.

A couple of key intersections

Bourke/Annandale intersection: This intersection, by the Botanical Laundry and pharmacy, had many mention it due to how people travelled between Annandale and Bourke and the number of crashes and near misses the businesses witness. The issue here is the intersection is slightly off centre, so to move between Bourke and Annandale requires a zig-zag type movement.

Russell St roundabout area: This intersection was raised due to the volume of different users navigating this intersection, especially families and children walking to Russell St school. People believe this intersection needs to be safer especially for pedestrians.



Right hand turns

Right hand turns by motorists turning from a side street into Featherston St was raised significantly and referenced as a major reason for congestion and the impact of the significant wait times on motorist behaviour.

Congestion

Congestion was a key concern raised during the stakeholder and public feedback and was also a common phrase heard during the co-design process too.

Concerns about congestion around McDonalds/Countdown and Mitre 10 complex.

Other than pedestrian and cycling comments, this was the other most overwhelming concern raised by stakeholders and the community. This primarily focuses on when a motorist is turning right into or out of the business and the impact this has on the traffic behind them, causing large queues. Feedback stated they often saw near misses happening around these locations. Crash data supports the anecdotal feedback.

It's important to note that these businesses have stated repeatedly during the process that people being able to turn right into their business forms part of their resource consent, but that it is also vital to their businesses.

In the trial section of this report we will outline a trial we are considering for this concern.

Ability for Emergency Services to use the street easily.

Many stakeholders, especially those closer to the Ruahine end of Featherston St shared their concerns about how important it is for emergency services to be able to use the street easily and safely. Many stakeholders raised concerns about the difficulty they already face and noting that as ambulances are often going to hospital they are driving faster than other vehicles. People were keen to ensure that emergency services, and especially ambulances, wouldn't be adversely affected, but also that motorists had a clear space to pull over to let these services through.

Parking

Featherston St has a wide range of stakeholders who rely on on-street carparking. This includes:

- Residents: Featherston differs throughout the street, but there is a significant number of residential properties, and in many locations there are a number of properties where there is a shared driveway with flats or 2-3 homes, which means on-street parking is utilised in the evenings by residents. The majority of the street and many side streets are also proposed medium density which will see more people living here in the future. Residents also said that the parking is needed for when they have visitors.
- CET Arena and users: The CET Arena is a key economic contributor to our city and with most major events on street parking is heavily utilised between Shamrock and Bourke Streets. Parking is also well utilised for after school and evening sports training.
- Medical centres and practices- There are a number of GP's, medical centres, Chiropractor and specialist medical services on Featherston St. While supportive of active transport, they are concerned about any loss of on-street parking as many of their



clients are elderly, have disabilities, recovering from surgery or have special health needs that mean walking short distances is very difficult

- Sport clubs and sports fields: Along Featherston there are both sports clubs like Takaro and the Northern (on North St) as well as Papaioea Park, and Takaro and Vautier Parks on the cusp. Users and their associations have shared that due to the age of users (often young children or elderly) carparking is needed. That is because the weight and amount of gear required for their activity is significant, or because children are too young to get there alone. Parking is also important for spectators.
- Schools: especially for Central Normal. Children are being dropped off and picked up and that is unlikely to change with the introduction of only the Featherston St cycleway. Safe parking helps keep the children safe too by not crossing in unsuitable locations. Mornings are less of a concern as parents drop children off over a period, but the after-school period is very busy with parents parking before 2pm to get a spot. The school is already facing difficulties with people parking on yellow lines during those times due to a lack of enough parks and the impact that is having on visibility for their young students.
- High School students (who have their restricted licenses) and employees of local businesses and organisations: Currently some students from all High Schools (and those close by) park on Featherston Street or the side streets. Employees from most businesses also park on side streets. This trend is consistent throughout the stretch of Featherston St including the Hospital. Large retailers do provide some parking for staff.
- Small Businesses: most of the small businesses believe on-street parking is necessary for their survival and they are deeply concerned about any impact on parking. Whilst large retailers are largely 'destinations' and have their own off-street parks, most small businesses do not. They say the ability for someone to stop briefly to drop off/collect/make a purchase will determine their survival. Small businesses range the entire width of the street and include- dairies, takeaway stores, cobblers, barbers and hairdressers, coffee shops, flower shop etc. Some of them are also at intersections where other protected cycleways are planned e.g.- Botanical, Ruahine, Albert so they're concerned now but also for the future.

3. CO-DESIGN PROCESS

- 3.1** The co-design process is a requirement of the Streets for People component of this project, which is the area between North St and Aroha St (Palmerston North Boys' High School to Central Normal School).
- 3.2** This is a somewhat new type of process for Council on a transport project and focused on the community feeding into the design and shaping the outcome.
- 3.3** It's important to note that significant engineering and legislative requirements did impact the extent of co-design which could occur, compared to a solely placemaking or a property project.
- 3.4** Three co-design sessions were held. These occurred in March, May and June. Between 80-100 people attended each of the sessions.
- 3.5** All the stakeholders that were spoken to during the first round of feedback were invited to the first session. This included Businesses, Schools, Horizons, Waka Kotahi, the hospital, emergency services, AA, landowners, Utility companies, all of councils sector lead and reference groups, Rangitāne, cycling advocacy groups, members of the Manawatu Forum for better biking, CET



Arena, Sports user groups etc. Council officers, management team and elected members were also invited.

We also invited anyone who gave formal public feedback in November/December 2022 to join the sessions.

As we'd just started public engagement for the area between North to Vogel Streets around the time of the first session, we also invited these stakeholders and the people who gave feedback to the second and third sessions.

While co-design was only in-scope for the Streets for People element of the project, officers believed it was important to invite stakeholders for the whole street as the cycleway component would be consistent along the entire road. The activities we did at co-design also focused on the whole street.

All the co-design sessions had a very wide range of our community. This includes a wide range of ages (including children), people with disabilities and a range of different ethnicities. This meant we had a very representative sample of our community attending these sessions.

Representatives from Countdown, McDonalds and Mitre 10 attended all the co-design sessions.

Co-design saw participants sit at tables of 6-8 people. Each table included a member of the project team to help guide and answer questions. Many of the tables also had an elected member or a member of ELT.



This picture shows one of the co-design sessions underway.

Each session differed slightly, but consisted of being presented information, and then being asked to complete an activity based on that information. Details of each of the sessions and activities are detailed in the appendix reports.



The sessions also included a large period of time explaining Council's transport plans and explaining what PNIT is, the Urban Cycle Network Masterplan, and how Featherston St and the surrounds are proposed to be medium-density, extensive information about crash statistics and causes, parking use and impacts.

Activities included: what does a safe Featherston street look like, what matters most for people for Featherston St, best locations for pedestrian crossings or waiting points, where we could alter time-restricted parking, thinking about different users and what their needs and desires were, thoughts on Waka Kotahi intersection plans, feedback on cycleway options, placemaking ideas etc.

Some activities were reported back to the group and some were given to council officers to help feed into the design process.

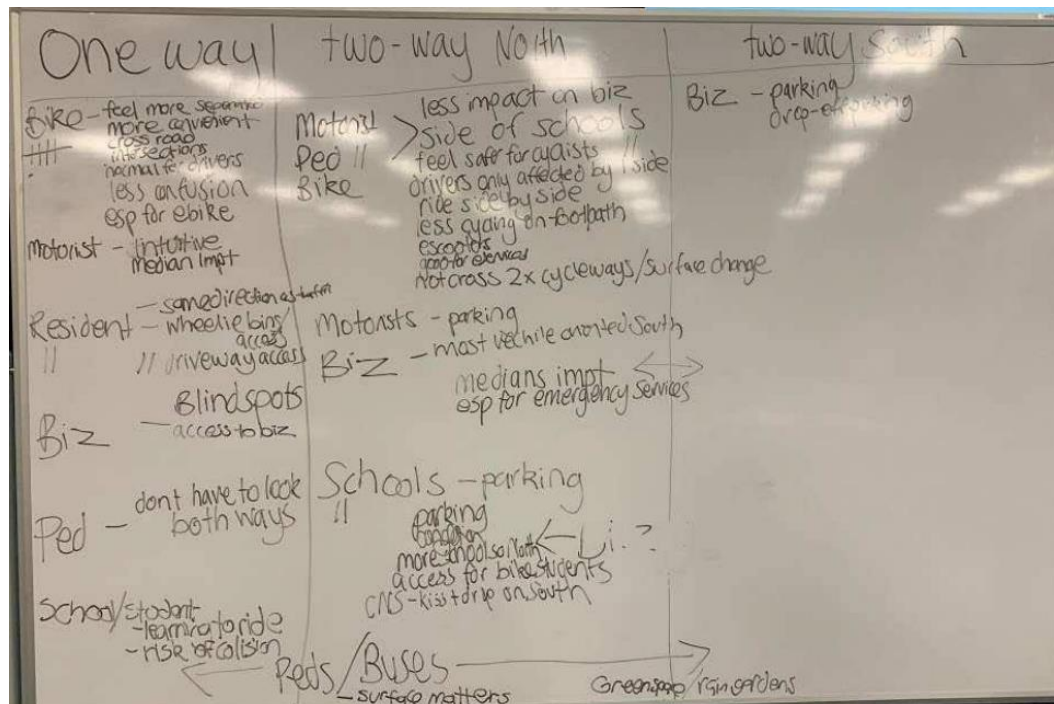
In the first session, when asked what matters most to people at co-design and what they want to see, the themes were consistent regardless of the stakeholder. Eg- Businesses were keen to see safer facilities for all modes, and others recognised the significance of good access to businesses. The key themes were:

- Safer for everyone.
- The street functions well
- Pedestrians, cyclists, motorists all catered for
- Designed for people with disabilities
- Supports residents and businesses, including good access to business and parking.
- Wanted to see a good process for the project
- Want to save the planet
- A street that is safer for kids and families
- Works for parents
- People want to use the street but don't feel safe now
- Interested in how the Waka Kotahi funding is being used and how the project will affect businesses, considering current cost of living pressures.

While people attended co-design representing themselves, their business or organisation, all the activities were focused on user needs. In the first session, one of the activities required participants to think of all the things that might matter to each road user. This included: pedestrians, people with disabilities, motorists, truck drivers/emergency services, businesses, people on bikes, school children, bus users etc.

These users and their 'needs' then became the benchmark for the other activities during the three sessions. This meant that people were required to think of impacts for all users and therefore a representation of the community, rather than solely their own desires.

In the second co-design session we showed the three options for the cycleway component. We asked participants to select what option was best for the different users. Overwhelmingly the two top options were a cycleway on each side of the street (unidirectional) and bidirectional (a two-way cycleway on one side of the street). The image below shows the feedback from the night. It also shows that there is also a differing view as to which is best for different users. There was little support for a bidirectional cycleway on the southern side of the street. Regarding the bidirectional options, feedback during the activity explained that people thought a bidirectional along the northern side made more sense than along the southern side as most people park on the southern side of the street where the majority of small businesses and sports facilities are, but also that all schools are on the northern side of the street.



This image of the whiteboard from Co-Design summarises what participants thought was the best option for different user types and why.

At the end of that session (#2) we asked people to anonymously drop a piece of paper stating their preferred option into a box as they left. Only about half of the participants did this. More people favoured the unidirectional option. While we have had different representation levels from different groups at the different sessions we have also had several meetings with the schools and some of the small businesses throughout the processes so have a good grasp of their thoughts.

As at the time of writing this document plans, are underway for the third session due to occur on the 15th June 2023. At the third session we will go through the unidirectional cycleway and the bidirectional cycleway on the northern side of the road in more detail and answer some of the questions they had from the previous session regarding each option. These include things like parking loss and whether bidirectional cycleways could work on other connecting streets in the city. For the activity we will ask them to give us feedback on what would need to happen for each option to make it as easy as possible for each road user to be able to understand how to use the road and look out for each other. E.g.- education sessions, pamphlets, more road markings, signage and barriers.

In the third session we will also discuss placemaking and seek ideas from the group. Officers will then work with the stakeholders in between the co-design area of Featherston Street on a more detailed plan for these types of opportunities.

Co-design has provided a great opportunity for a range of stakeholders to come together and hear each other's views, understand very in-depth information that influences the design, and



provide feedback to officers. It has become clear to those at co-design and the project team that the themes raised are consistent with other cycleway projects in the past, and therefore will be the same challenges for other cycleways in the future also.

This process has demonstrated and reminded officers that even with a representative sample of our community that it is still very difficult to cater for so many stakeholders needs, and regardless of the choice selected, some will be disappointed.

Day to Day Engagement:

Throughout this process we've continued to provide extensive updates to all stakeholders. This includes updates and invites to co-design and sending out the copies of reports about these sessions. With many of the key players on the street like schools and businesses we've had multiple meetings over the past months and have built strong relationships with them. This intensive level of engagement will continue as the project moves forward. At each stage of the project, we've also put updates on our website, including the results of engagement and the summaries of the co-design sessions to ensure this project is very transparent with our community.

4. CYCLEWAY OPTIONS

4.1 Three protected cycleway options for Featherston Street were developed through the co-design and concept design process, including, (1) unidirectional cycleway on both sides of the road, (2) bidirectional cycleway on the north side of road, and (3) bidirectional cycleway on the south side of the road.

4.2 Alternative options were proposed by members of the public during public engagement held late-2022 however have not been pursued during the co-design phase of the project for the following reasons:

- Extending painted cycle lanes with no physical separation from vehicles will not be funded by the Transport Choices Programme. Additionally, this option would still require the removal of on-street carparking and would not provide physical separation needed to attract the 'interested but concerned' user group (as outlined further in the Urban Cycle Network Masterplan).
- A shared pathway option utilising the existing footpath increases the likelihood of people on bikes being struck by vehicles entering or exiting driveways, particularly high/commercial driveways with higher vehicle movements, as well as those driveways with limited visibility due to high fences or parked vehicles. The speed differential between cyclists and pedestrians also creates safety concerns for pedestrians, including those with impairments and disabilities.

4.3 The construction of a protected cycleway will require change to the current road layout due to the physical constraints of Featherston Street. This will require trade-offs between the needs of different road users and changes to the current road layout. Understanding these different road user needs and the trade-offs between each option was key in the co-design process in seeking robust feedback from stakeholders.



4.4 There are however changes that are consistent across all three protected cycleway options. These changes were discussed throughout the co-design process and have been incorporated into the concept designs accordingly. These changes include:

- Removal of sections of the existing flush median.
- A Right-turn bay retained at higher volume side streets, including Wood Street, Waldegrave Street, Bourke Street, Albert Street and Heretaunga Street.
- On-street carparking would be reduced across all three options, however the extent of carpark loss and the side that carparking would be retained depends on the cycleway option.
- A reduction in lanes on the Featherston Street approaches to both Rangitikei Street and Ruahine Street intersections, including changes to traffic light phasing to accommodate new cycle phasing through these intersections. Waka Kotahi have a project planned for this intersection as per the section 6 regarding Rangitikei Street below.
- In-lane bus stops would be required along Featherston Street, again the side of the road and the extent of how many depends on the cycleway option.
- Bus shelters are planned for upgrade under a separate Transport Choices Funding Programme, scheduled to be delivered by June 2024.
- The raising of three existing zebra crossings on Featherston Street, located outside Central Normal School, Palmerston North Boys' High School, and near Freyberg Street.
- The inclusion of additional raised zebra crossings for pedestrians, earmarked for 107, 165, 309, 471, and 641 Featherston Street.
- The potential inclusion of a median island or physical barrier between Taonui Street and Ngata Street in response to public feedback and crash history in this area involving right turning vehicles. This is still being investigated and is likely to be part of a trial before permanent installation is confirmed.

Multi Criteria Analysis

4.5 Following the second co-design workshop held on 3 May 2023, a Multi-Criteria Analysis (MCA) workshop was facilitated by WSP consultants and attended by Council officers and representatives from Waka Kotahi (NZ Transport Agency) and Horizons Regional Council.

4.6 The purpose of this workshop was to evaluate the three cycleway options by scoring each option against a set of criteria, aiding in robust discussion between stakeholders that would help inform selection of a preferred solution. The individual criteria roll up to a group of Critical Success Factors of which the weighting is shown in the diagram below.

Critical Success Factors	Mode that Benefits	Weightings
Road safety improvement for cyclists (real and perceived)	Cycling	15%
Cyclist improvements (accessibility and amenity improvements)	Cycling	15%
Network performance	Traffic	20%
Parking impacts	Parking	30%
Alignment and interaction with side roads	Traffic	15%
Safety impact on all road users (Safe System Assessment Framework)	All	5%
		100%

4.7 For the purposes of the MCA, Featherston Street was divided into three distinct sections, including Botanical Road to Rangitikei Street (SH3), Rangitikei Street (SH3) to Ruahine Street,



and Ruahine Street to Vogel Street. Signalised intersections at both Rangitikei Street (SH3) and Ruahine Street intersections would provide a convenient transition point between different types of cycleway treatments if this was found to have greatest benefit.

- 4.8** The overall results of the MCA workshop are summarised in the table below and indicates Option 1 (unidirectional cycleway) as the preferred option.

Section	Option 1 – Unidirectional Cycleway	Option 2 – Bidirectional Cycleway (North)	Option 3 – Bidirectional Cycleway (South)
Botanical Road to Rangitikei Street (SH3)	1.22	0.65	0.50
Rangitikei Street (SH3) to Ruahine Street	1.17	0.65	0.45
Ruahine Street to Vogel Street	1.25	0.75	0.75

- 4.9** Based on the results of the MCA process, Option 3 (bidirectional cycleway on the south side of Featherston Street) was discounted due to scoring a lower overall score and several other underlying factors, including:

- Greater loss of carparking on the south side of Featherston Street where there is greater intensity of smaller businesses that rely on on-street carparking;
- Less direct connectivity to schools on the south side of Featherston Street compared to Option 2 on the north side;
- Greater number of side roads on the south side that would increase the potential conflict points with motorists Entering and exiting these side roads from Featherston Street.
- Greater overall preference of Option 1 and Option 2 at the second co-design workshop held on 3 May 2023.

- 4.10** While Option 1 (unidirectional cycleway) scored higher than Option 2 (bidirectional cycleway on the north side), both options have trade-offs that require further decision from Council before a preferred option is selected to progress into the detailed design and subsequent phases of the project.

Preferred Options

- 4.11** The pros and cons for **Option 1** unidirectional cycleway provided on both sides of the road is summarised below.



Pros

- Provides greatest safety benefits for cyclists compared to Option 2 and Option 3 - Waka Kotahi guidance indicates a unidirectional cycleway system is three times safer than a bidirectional facility (based on international studies).
- Provides good cycle connectivity to existing and future cycle routes identified in the Urban Cycle Network Masterplan, including Botanical Road, Ruahine Street and Vogel Street.
- Provides consistency with existing cycling network and will be a layout that is familiar and intuitive for motorists and cyclists, as cyclists will be travelling on the same side of the road and direction as motorists.
- Is best practice in New Zealand and internationally
- For vehicles entering and exiting driveways and side roads, drivers will only need to look for cyclists in one direction only, compared to a bidirectional facility where drivers will need to look in both directions.

Cons

- This option has the greatest reduction in on-street carparking, retaining only 83 on-street carparks on Featherston Street and not meeting the current peak parking occupancy of 223 carparks. In this scenario the balance of 140 would be diverted to adjacent side streets.
- On-Street carparks are only retained in the Botanical Road to Ruahine Street section – no on street carparks are retained between Ruahine Street and Vogel Street.
- Businesses and other organisations on Featherston Street have raised concerns about the impact of carpark loss for customers and staff, particularly for businesses that do not have off-street parking available to customers – this was raised of particular concern from smaller businesses. On street parking for mid-block businesses without dedicated off street parking would be addressed through detail design, with for example indented parking or other treatments; ensuring that motoring customers will continue to be able to access these businesses.

- Central Normal School have raised concerns about the significant reduction of parking on Featherston St and the impact on families for drop-off and pick-up times, as well as concerns that the age of the child not being able to use cycling as a viable form of transport. The reduction in on street parking on Featherston St would be mitigated by efficient use of adjacent side street parking and school accesses

4.12 The pros and cons for Option 2 bidirectional cycleway provided on north side of the road is summarised below.



Pros

- This option retains the greatest number of on-street carparks, retaining 193 on-street carparks on Featherston Street from a current supply of 223 carparks. In this scenario, the balance of 30 would be diverted to adjacent side streets.
- Provides for a protected cycleway, and an improvement on what exists currently

Cons

- Provides less safety benefits when compared to Option 1, as vehicles entering and exiting driveways and side roads will be required to check in both directions for oncoming cyclists using the cycleway in addition to giving way to general traffic using general traffic lanes.
- It is less intuitive, accessible and safe (perceived and objectively) for people on bikes, who will have to check in multiple directions at each intersection, driveway and vehicle crossing
- Is not consistent with the existing cycling network and will be an unfamiliar type of cycleway layout for both motorists and cyclists, as cyclists will be travelling in both directions on one side of the road.
- Education will be required for all road users to increase familiarity for all road users; however this does not mitigate all risk where blind spots for drivers exist.
- Is not best practice in New Zealand and internationally.

5. TRAFFIC MODELLING

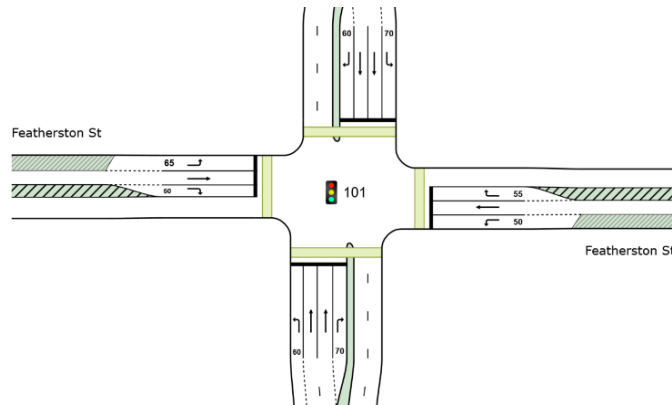
5.1 In March 2023, Officers commissioned WSP to assess the current performance of both Rangitikei Street (SH3) and Ruahine Street intersections, assessing the traffic conditions of both intersections to understand how traffic flow would be impacted for general traffic if the cycleway was implemented.

5.2 Four scenarios were modelled for both intersections were:

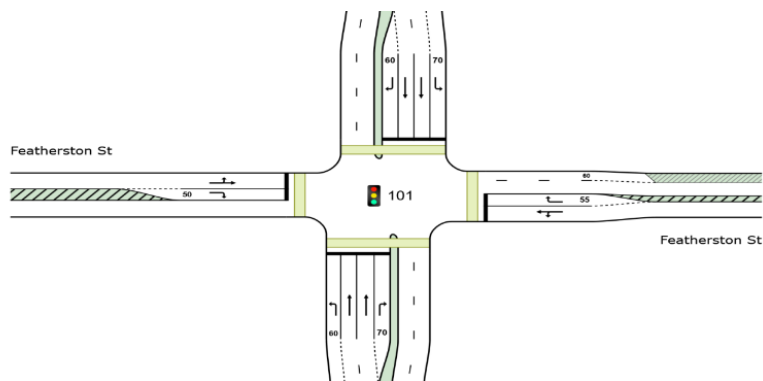
- Unidirectional cycleway
- Bidirectional cycleway on the north side only
- Bidirectional cycleway on the south side only
- Unidirectional cycleway with shared pathways

5.3 At the Rangitikei Street intersection, all four options would require the removal of the existing dedicated left-turn lane on both Featherston Street approaches, replaced with a combined left-through traffic lane. The existing and proposed layouts are shown below.

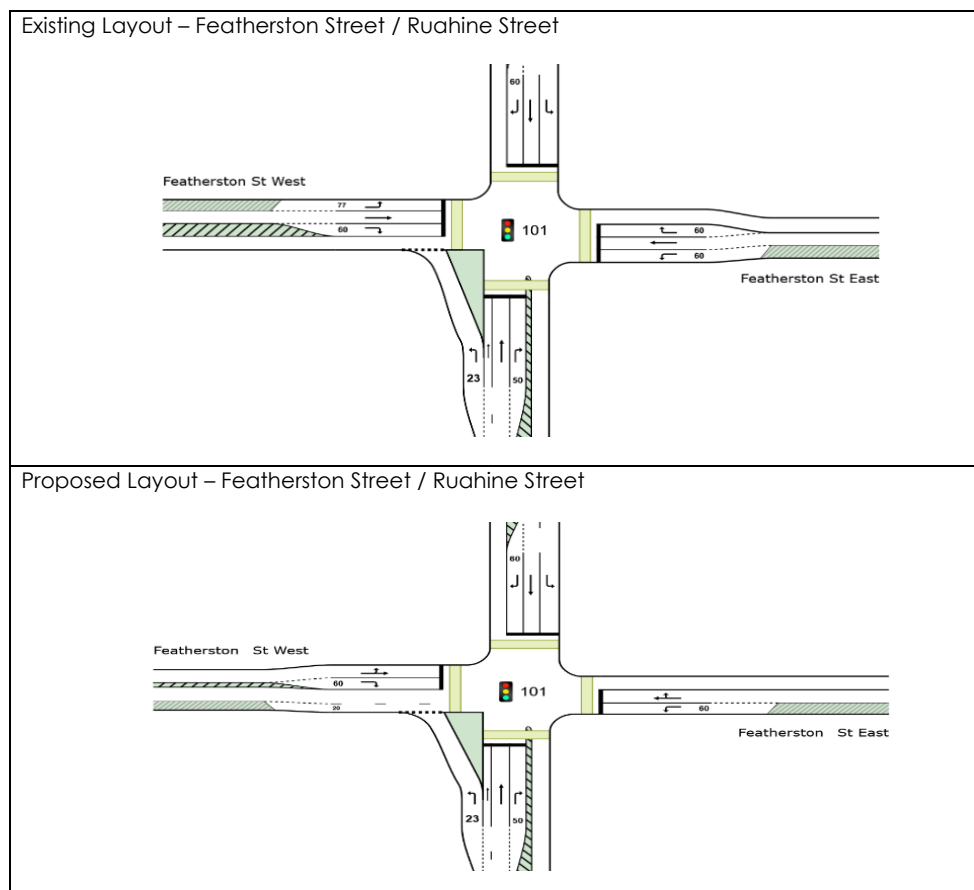
Existing Layout – Featherston Street / Rangitikei Street (SH3)



Proposed Layout – Featherston Street / Rangitikei Street (SH3)



- 5.4** At the Ruahine Street intersections, all four options would require an alteration to lane layouts on both Featherston Street approaches. The eastbound approach would require the removal of a dedicated left-turn lane and a combined left-through lane, while the westbound approach would require the removal of a dedicated right-turn lane with a combined right-through lane. The existing and proposed layouts are shown below.



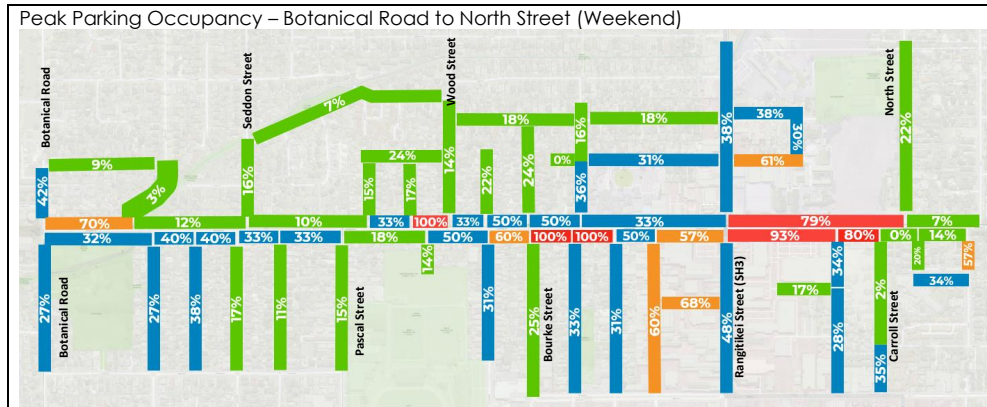
- 5.5** The traffic modelling has highlighted that all four scenarios will result in a lane reduction on the Featherston Street approaches and therefore will cause an increase in traffic queue lengths and delay times.

6. RANGITIKEI STREET INTERSECTION

- 6.1** The Rangitikei Street (State Highway 3) and Featherston Street intersection is a strategically important intersection within this project due to the very high usage and competing modes.
- 6.2** Waka Kotahi (NZ Transport Agency) have informed Council Officers of their intention to upgrade this intersection in the 2023/24 period, focused on reducing speeds at the intersection and reducing the number of fatal and serious crashes at this intersection.

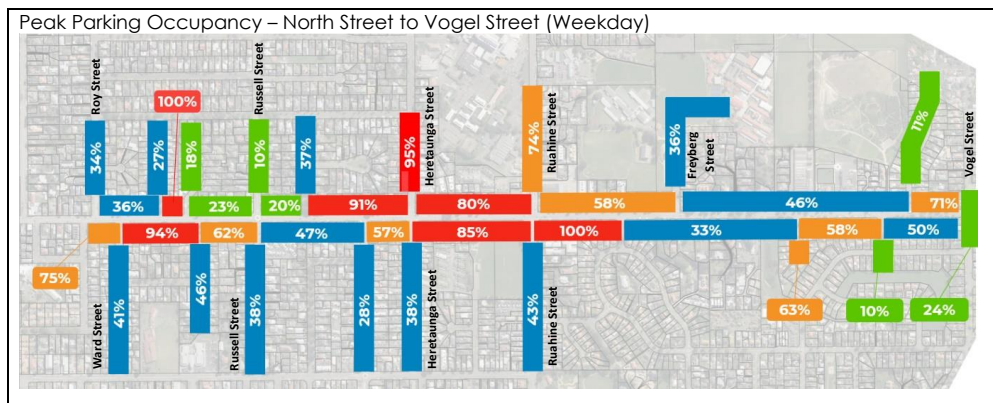
- ## 7. CURRENT PARKING SUPPLY AND OCCUPANCY

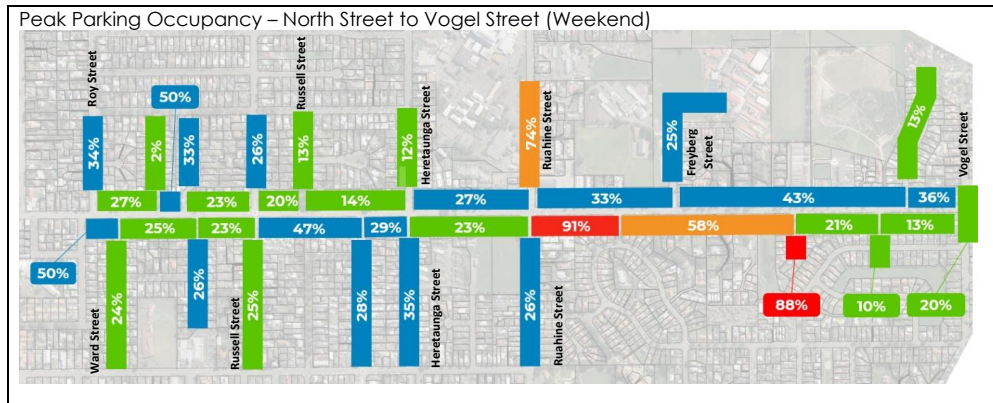
- Peak Parking Occupancy – Botanical Road to North Street (Weekday)
-
- | Street Segment | Occupancy Percentage |
|--------------------------------------|----------------------|
| Botanical Road (Northbound) | 42% |
| Botanical Road (Southbound) | 18% |
| Botanical Road (Eastbound) | 50% |
| Botanical Road (Westbound) | 37% |
| Seddon Street (Northbound) | 11% |
| Seddon Street (Southbound) | 14% |
| Seddon Street (Eastbound) | 12% |
| Seddon Street (Westbound) | 40% |
| Wood Street (Northbound) | 5% |
| Wood Street (Southbound) | 7% |
| Wood Street (Eastbound) | 14% |
| Wood Street (Westbound) | 44% |
| Pascal Street (Northbound) | 15% |
| Pascal Street (Southbound) | 21% |
| Pascal Street (Eastbound) | 33% |
| Pascal Street (Westbound) | 24% |
| Wood Street (Northbound) | 26% |
| Wood Street (Southbound) | 0% |
| Wood Street (Eastbound) | 50% |
| Wood Street (Westbound) | 21% |
| Bourke Street (Northbound) | 22% |
| Bourke Street (Southbound) | 77% |
| Bourke Street (Eastbound) | 100% |
| Bourke Street (Westbound) | 80% |
| Rangitikei Street (Sta) (Northbound) | 21% |
| Rangitikei Street (Sta) (Southbound) | 96% |
| Rangitikei Street (Sta) (Eastbound) | 100% |
| Rangitikei Street (Sta) (Westbound) | 100% |
| Rangitikei Street (Sta) (Northbound) | 48% |
| Rangitikei Street (Sta) (Southbound) | 85% |
| Rangitikei Street (Sta) (Eastbound) | 86% |
| Rangitikei Street (Sta) (Westbound) | 71% |
| Rangitikei Street (Sta) (Northbound) | 58% |
| Rangitikei Street (Sta) (Southbound) | 100% |
| Rangitikei Street (Sta) (Eastbound) | 100% |
| Rangitikei Street (Sta) (Westbound) | 100% |
| Rangitikei Street (Sta) (Northbound) | 46% |
| Rangitikei Street (Sta) (Southbound) | 60% |
| Rangitikei Street (Sta) (Eastbound) | 100% |
| Rangitikei Street (Sta) (Westbound) | 94% |
| North Street (Northbound) | 36% |
| North Street (Southbound) | 0% |
| North Street (Eastbound) | 40% |
| North Street (Westbound) | 57% |
| Carroll Street (Northbound) | 100% |
| Carroll Street (Southbound) | 100% |
| Carroll Street (Eastbound) | 100% |
| Carroll Street (Westbound) | 64% |



7.5 Key findings for the Botanical Road to North Street section include:

- Higher peak parking occupancy rates were observed in the vicinity of Ruahine Street and the Palmerston North Hospital, as well as along Featherston Street in the vicinity of smaller businesses.
- Lower parking occupancy rates were observed to the west of Ruahine Street in the vicinity of residential land-use.





8. PARKING SUPPLY WITH THE PROPOSED CYCLEWAY OPTIONS

8.1 The table below compares the current supply of on-street car parks with the surveyed peak occupancy of on-street car parks, and the number of on-street car parks that will be retained with each cycleway option.

Featherston Street Section	Status Quo		Unidirectional Cycleway	Bidirectional Cycleway (North)	Bidirectional Cycleway (South)
	Number of On-Street Car Parks	Peak Occupancy	Number of On-Street Car Parks Retained		
Botanical Road – Rangitikei Street	192	58	26	50	56
Rangitikei Street – Ruahine Street	233	95	57	102	90
Ruahine Street – Vogel Street	154	70	0	41	44
Total	579	223	83	193	190

8.2 The unidirectional cycleway retains 83 on-street car parks and will result in the greatest reduction in on-street carpark supply when compared with the bidirectional (north) and bidirectional (south) cycleways that retain 193 and 190 on-street car parks respectively.

8.3 All three cycleway options will not meet the current peak on-street parking demand for parking, requiring motorists to utilise off-street parking or parking on adjacent side streets.

8.4 Mitigations to manage any parking shortfall will be investigated further during the detailed design phase, however possible mitigation measures could include installing parking time restrictions to promote greater availability of shorter-term parking for businesses.

8.5 Infrastructure that is out of scope from Transport Choices funding includes car parking retained between kerb line and cycle lane and removing trees instead of car parking.

9. WASTE COLLECTION AND SEPERATORS

9.1 The collection of rubbish and recycling by both council and commercial operators has been a key consideration for the project, as the installation of a barrier poses difficulty for trucks to access wheelie bins.



9.2 The variety of providers and services mean that there is some form of collection on most streets most days, and with incoming changes to government waste guidelines, we have considered the impact of there being more collections (and therefore more bins/containers/crates) in the coming decade (e.g. a food waste service). Food waste and glass services also need to be seriously considered as they require our staff to manually pick up the container and sort at the roadside.

9.3 We considered these options and are suggesting the fourth option as the most suitable outcome.

1. Whether the truck could stop in the live lane for collections and stretch the arms out over the cycleway to collect the bins. We discounted this choice for three key reasons. Firstly, the impact on congestion and therefore driver behaviour as motorists would be having to wait behind the truck to empty a significant number of bins without being able to pass the truck. This is especially the case for a unidirectional cycleway as the cycle lane is narrower than a bidirectional cycleway which means most of the truck would be in the live traffic lane. Secondly, this option would mean crews would be sorting glass and food waste while standing in the cycle lane which poses a health and safety risk to our staff. The third consideration is the truck arms would enter the cycleway and there is a chance younger cyclists or cyclists looking down may not see the arms and this could pose a safety risk to people on bikes.
2. Whether we could create a pad every so often and ask everyone to store their bins in that location. We deemed this not practical due to space restraints on the street. People would be unlikely to walk their bins a far distance, and this would also be a problem for carrying heavy glass crates and food waste bins, especially for elderly people or people with disabilities. It would also likely create confusion between the ownership of each bin/crate. The impact on traffic would also likely be the same.
3. We considered having wheelie bins placed in between the separator. As Palmerston North experiences high winds regularly we believe this poses a significant risk to bins falling on both the live traffic lane and on the cycleway. This poses a safety risk, but also a strong possibility of creating a litter issue. This also wouldn't work for glass crates, food waste services, or areas where there are a large number of properties in one area (for example where there are flats or multiple houses on a long driveway).
4. The final option we considered was whether the trucks could use the cycleway for collections. This requires a low separator/barrier where a trucks' wheels are on either side of the barrier. This means there isn't significant impact to the live traffic lane. This option means people could continue to store their wheelie bins, crates and containers and bags on the kerb as they do currently, which means there is no increased chance of bins/crates blowing onto the traffic lane and creating litter issues. Whilst the truck would be in the cycle lane, it would be very obvious to people on bikes, so they would have an option to either use the footpath or the live traffic lane instead. Council's internal resource recovery team, who have staff with experience with the other local waste providers, have explained that waste companies avoid collections during peak times on major arterials, so this means there is a reduced chance of cyclists using the cyclelane when collections occur. They also explained this is essentially what is done at the moment, with trucks using the space where existing cycle lanes are for delivery. Lastly, additional signwriting could be added to trucks, and added training for drivers could be provided.

9.4 These options are all consistent with Waka Kotahi guidelines that the agency has worked on with the agency organisation Waste MINZ. Option 4 is currently in use in Christchurch,



Wellington and Auckland and is the option we believe is the most practical for major arterials to ensure we can provide a safe cycleway, continue effective waste collections and not have a significant impact on congestion and safety of road users and waste staff.

The exact barrier would be chosen during detail design but would be low like what you see at a raised median or intersection. They can be made of concrete or rubber and contain reflective material. We would also look at using flexi posts near key entry and exit points, key intersections and in spaces where there aren't significant waste collections. During detail design we'd work with emergency services and our resource recovery team on this further.

10. HERITAGE

The project team has had some early conversations about heritage with some of the stakeholders. At this early stage we expect this is likely to include the schools (noting Central Normal is the oldest school in the city). We will also be fleshing this out more as part of the placemaking component of the project.



FEATHERSTON STREET SAFETY IMPROVEMENTS

Engagement summary 2022

We started working on this project in September.

In September 2022, we learnt we'd received funding from the Waka Kotahi Streets for People programme. This would allow us to in some places upgrade or install a cycleway on Featherston St between North St and Aroha St, as well as pedestrian improvements. Waka Kotahi is contributing 90% of the costs, with us paying the remainder. We also made the call to extend the scope to Botanical Rd, with us funding this work out of existing budgets.

Featherston St is one of the streets prioritised for an improved cycleway as part of our Urban Cycle Network Masterplan and was already programmed in our Long-Term Plan. This funding meant we could do the work sooner than planned.

For this project we wanted to look at the street and how it functions, rather than just a cycleway or pedestrian improvements, and were keen to get ideas from the community. If things are raised, our transport team can then look into, investigate and if deemed appropriate, seek funding for them as part of our next Long-Term Plan.

This work under the Streets for People programme needs to be delivered by mid-2024 and is for a semi-permanent solution. In time, we'll need to look at longer lasting permanent options. The work also requires a trial element to it to ensure any solution is effective.

This report summarises the engagement with our community and feedback between September and mid-December 2022.

Between September and mid-November our engagement focused on the businesses and organisations on the street, or in close vicinity.

Following the Minister's announcement of the Streets for People programme nationally, we were able to communicate the project with our community also.

Initially this included:

- a media advisory
- social media posts
- letters to businesses, schools and organisations and residents and property owners along this section of Featherston St and side streets
- A web page developed on Council's website

In early October we began more intensive engagement with the businesses, schools and organisations directly on Featherston Street or within close proximity. In total we spoke to around 100 people. These were a combination of face to face meetings, virtual sessions and phone calls.

For the businesses, the key types of questions we had were focused on : How customers enter/exit their business, how deliveries arrive/depart and what type of vehicles, where do staff park, how do staff get to work, what concerns do they have about vehicle safety/pedestrian/cycling safety, what concerns do they have, what would they like to see change, what matters most to them.

For schools we asked many of the same questions as above but also focused on how we could make the areas around the schools safer. We also asked questions about how students arrive at school, where they are dropped off and collected from, if they're parking where do they do that, proportion of students biking/walking, how staff get to work, how we can work with the students on the design, and the concerns they share and would like to see improved.

For other stakeholders like Horizons, PowerCo, Waka Kotahi and council teams responsible for transport and property and parks we asked about work they had coming up, any concerns they had, if there was anything we needed to factor in as part of the design.

It's important to note that these stakeholders did not fill in the survey that was open for public feedback, and their feedback is summarised separately.

The key themes for businesses were:

- Agreement that the road is very busy and safety improvements would be welcomed
- Concern about right hand turning especially around McDonalds/Countdown and the backlog issues these create on-street.
- Side street parking is very important for staff carparking, as customers park on-site or on street.
- Support for improved cycleway and many have expressed an interest in it being a dual shared pathway like what is emerging frequently in Christchurch and Wellington, and at the very least being physically separate from vehicles. It's important to note Council's transport team has not yet investigated whether a shared path could be possible in this area.
- Need significant improvements to pedestrian safety, especially around the schools and their crossings, but also around the CET Arena where there currently aren't any crossings
- Almost every stakeholder has acknowledged concerns with people turning right from the side streets onto Featherston, especially in the area between Aroha Street and Botanical Rd, and the flow on impact this causes on traffic.
- On-street parking is vitally important for school pick up and drop off, and customers. It is especially important outside Boys High and Central Normal, where there are also smaller businesses with frequent short stay customers visiting. These businesses also asked if these parks could be 'policed' better.
- Between Rangitikei St and Taonui St (the area between Countdown/McDonalds/Jaycar - the businesses have requested the removal of on-street parking due to visibility concerns. They've asked us to look at also extending the yellow lines in this area, and relocate the two bus stops closer to Central Normal School as they cause visibility concerns in peak traffic. Some of these businesses also queried whether we could put a pedestrian refuge in the median here as several people cross the road at this point.
- In some instances, there have been requests for us looking at the time limits on some of these on street parks on Featherston.
- The median in front of Mitre 10 is used as a spare traffic lane and this causes some safety concerns as motorists often cross into the other lane to access this.
- Access to businesses needs to be core to design to encourage and support economic development.
- Some businesses queried why we put a cycle lane on Featherston and instead encourage cyclists to use the side streets.
- Concerns about Bourke St intersection and the number of crashes that occur as people try and cut across the street to Annandale Ave, or do right hand turns. Requests for us to change the intersection to prevent these movements.
- Plea that council does not attempt to acquire land (reduce their carparking) for the project.

The key themes from the schools (Boys' High, Queen Elizabeth College and Central Normal School)

- On street parking is vital. Clearways currently in place and work well. Outside these times these parks support the small businesses during the day.
- Pedestrian safety is especially important. At Boys High, a staff member must stand on the crossing to pause traffic so students can cross safely. Kerb buildout currently is a concern with people turning right into the school and people doing U-turns by lights.
- No space between clearway and cycle lane and live traffic lane. If someone opened a car door cyclist would get hit.
- Cyclists enter Boys High Wellsborne St as the bike cage is at the back of the school.
- Many students drive and park on side streets off Featherston and Rangitikei
- North St is working well for buses for the two high schools.

- Drop offs and pick ups still very common. QEC drops happen around the BP and the side streets, Boys High usually occurs in the Mitre 10 carpark.
- At Central Normal there are three pedestrian crossings (Featherston, Aroha and Beresford St) and they're all used equally.
- Calming mechanisms that don't affect parking needed
- School and neighbouring businesses and stakeholders have asked for improvements to make the Featherston St and Aroha St crossings more visible and improved for safety.
- The Aroha St crossing doesn't have kerb buildouts and that means that the students doing the stop/go cannot see well as there are vehicles parking close to them. Buildouts needed.
- School fond of what Whakarongo School has with the slip lane.
- A lot of people u-turning on Beresford St, be good to encourage people to use the roundabout so its safer.
- Only a small number walking/scootering to school.
- Mixed views on cycleway- would prefer shared path if possible, for safety.
- For the two high schools, access to bikes and helmets and students living outside of the city are factors to take into account regarding cycling safety. For Central Normal a cycleway still unlikely to be used due to age of the children at school.

The key themes from stakeholders are:

- Waka Kotahi is currently looking at speed management around some schools and will be engaging with these schools directly.
- Council officers met with Waka Kotahi to discuss the intersection at Featherston and Rangitikei and if Waka Kotahi had any plans for it. Two organisations agreed to do some more intensive monitoring and modelling as part of this project.
- Horizons', which manage our bus network, are planning some major changes and these are likely to come into effect in early 2024. We will work with them closely as part of the design surrounding where bus stops are.
- Takaro Sports Club, on the corner of Featherston and Botanical Rd, is very busy and operating 7 days a week. While it has some off street parking the on-street parking is vital and due to the age and accessibility of some users, and the weight of some of the equipment being used, the on street parking is crucial.
- The Central Energy Trust Arena team said the area is very busy during major events, and on-street parking on Featherston is important for major events that support city's economic development. Pedestrian crossings on Pascal and on Featherston would be useful. Sports groups that use the Arena have echoed these thoughts.
- Greasy Chain Charitable Trust's feedback includes: Separated cycleways adjacent to the curb on both sides of the street, or alternatively, a two-way, separated cycleway be included on one side of the street. Current wide centre-lane marking be reduced. Parking be restricted to one side of Featherston Street only. Dangerous entry/exit to major retailers (e.g., Mitre 10, McDonalds, Countdown) be altered to allow left-turning exit only. Improve intersection design. The trust supports prioritisation of cyclists and pedestrians and has a key focus on seeing more children riding bikes.
- Streets Ahead: Current wide centre-lane marking be reduced. Right-hand turn bays only introduced at certain locations. Parking be restricted to one side of Featherston Street only. Separated cycle-ways adjacent to the curb, be included. Raised pedestrian crossings be included. Dangerous entry/exit to major retailers (e.g., Mitre 10, McDonalds, Countdown) be altered to allow left-turning exit only. Improve intersection design. Pedestrians should have priority over vehicles in road design in our city.
- Landowners have echoed the views of their business tenants, especially regarding parking.
- Emergency Services are being spoken to and will work with us during the design
- We'll also be working closely with Rangitane during the project.

Between mid-November and mid-December we asked the public for their ideas.

A key part of this project for us is bringing the public along on the journey with us as we move from ideas to design to implementation to monitoring. In the past with a cycleway or other roading projects our engineers have designed options and asked for feedback. For this project, before our engineers work on a design we wanted to get community feedback to supplement that of the stakeholders on or within the vicinity.


This significant public engagement included:

- A media release and media interviews with local radio stations
- A website hub with survey questions (see below for questions and responses)
- Radio advertising
- Digital advertising
- On site footpath signs
- Posters for businesses
- social media posts, ads and video.
- Flyers for businesses to hand out to customers
- Virtual session focused on cycling
- Drop-in sessions for the community to chat to the project team
- Awareness session at the Highbury Flea Market
- A bbq and ideas session at Palmerston North Boys' High with the year 9/10 students

Footpath stickers



Flyer & Posters



WE'VE SECURED FUNDING TO PROVIDE A SAFE ROUTE FOR PEOPLE TO MOVE ALONG FEATHERSTON STREET - BOTANICAL STREET TO NORTH STREET.

We have spoken with schools and many businesses and now we want to hear from you!

Featherston Street has had **270 crashes** in the past 10 years, including **two fatal crashes**.

We need to make this stretch of road safer for all. A cycleway is just one element of making the area safer though. We want to know what your ideas are for making this area safer for pedestrians, bus users, mobility scooters and motorists.

DON'T WORRY - THERE'LL BE NO PLANTER BOXES!

Waka Kotahi is funding a new, or in some locations, upgrading the existing cycleway in this area. Between Boys' High and Central Normal it will fund 90% as part of its Streets for People project, and the other portion receives 51% funding.

We want your feedback by **9 December** so we can work on a proposed design over summer for your feedback.

► **Highbury Flea Market** / 27 November / 9am - midday
► **Palmerston North Boys' High School** / 1 December / 5.30pm - 7pm
► **Central Energy Trust Arena** / Fly Palmer Arena 2 Floor / 5 December / 9.30am - 1pm


Tell us at one of our drop-in sessions or have your say online at **PMCC.GOV.TZ/FEATHERSTON**

Website

Home / Participate Palmy / Have your say / **Feedback | Featherston Street safety upgrades**

Feedback closes 5pm on Friday 9 December.

Feedback | Featherston Street safety upgrades



We want to make Featherston Street safer for everyone and we want to hear your ideas.

There have been 270 crashes in the past 10 years between Botanical Road and North Street. Within this area, do you feel safe walking along our footpaths, biking on the existing cycleway or navigating the street in your vehicle? How could your experience be improved?

Have your say now

Contact details

To sign up for our updates, email us on cyclenetwork@pmcc.govt.nz

Drop-in sessions

We are holding three drop-in sessions in November and December. Come and talk to us.

Event details

Related Information

- [Featherston Street safety upgrades](#)
- [Urban Cycle Network Masterplan](#)
- [Palmerston North Integrated Transport Initiative \(PNITI\)](#)

Social media



Newspaper advert

WE'RE PLANNING SAFETY IMPROVEMENTS TO FEATHERSTON STREET

2 fatal accidents

270 crashes in last 10 years

What changes would you make?

PNCC.GOV.T.NZ/FEATHERSTON

Feedback opens 14 November closes 9 December 2022

WAKA KOTAHI NZ TRANSPORT AGENCY

PALMY

Virtual cycling session

On the 21st of November, we held a virtual session to discuss the cycleway element of this project. People in our cycling community requested a virtual session online for this chat. The project team gave a short brief on the project and then answered questions and sought feedback. 8 people attended the online session, with four additional members of the team. Questions included queries about a shared path, whether the cycle lane or on street parking gets prioritised, how council could make other cycleways safer in the city, and how roundabouts are a real concern for people on bikes.



Public drop-in sessions:

Palmerston North Boys High School

- 1 December, 5.30pm to 7pm
- 5 people attended

Central Energy Trust Arena

- 5 December, 5.30pm to 7.30pm
- 8 people attended



Key themes from the public drop-in sessions were

- Footpath camber needs to be better, trees are damaging the footpaths in some instances
- Central Normal pedestrian crossing needs to be raised as a speed bump
- The pedestrian crossings are too close to lights, could they be moved?
- A high standard quality cycleway is needed
- Cycleway should be on secondary streets
- Don't mix users together, everyone should remain separate.
- Minimise parking and have a protected cycle lane
- A shared pathway for pedestrians and cyclists would be good
- Footpath repairs needed – lots of bumps
- Trucks often block access to streets
- On-street parking to access businesses is essential
- Ban right hand turns out of McDonald's and Countdown
- Traffic light phasing needs improvement
- Bourke St is a very dangerous intersection
- Mitre 10 median is a problem.
- Lower the speed limit
- E-scooter parking should be considered
- Congestion around Wood St makes it hard to cross – put a crossing between Wood and Waldegrave.
- The street needs to feel more alive and vibrant like The Square
- Traffic can be overwhelming with big events like speedway.

Palmerston North Boys High School (BBQ with students)

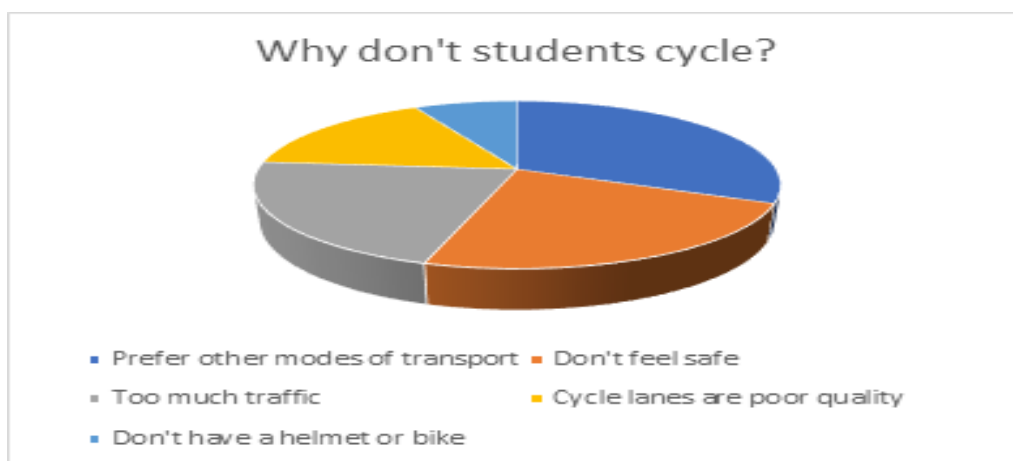
- Tuesday 6 December
- 725 students surveyed
- 76 safety suggestions received

We held a BBQ during the school lunch hour to ask for student suggestions about how we can make Featherston Street safer. They did this by writing ideas on a large map of the street.

We also set up an interactive survey to find out why some students don't bike to school – as they lined up for a sausage, students were given a Palmy coin and asked to place it in a box with options for why they don't currently cycle on our city's roads.

Of the 725 students who don't bike to school and took part in the survey:

- 228 preferred other modes of transport
- 169 didn't feel safe enough to start cycling
- 157 said there was too much traffic
- 116 said the existing cycle lanes were not of a high enough quality
- 55 didn't have access to a helmet or bike



We also received 76 suggestions for how we could make the street safer.

Many reiterated similar themes as the survey above, such as too many vehicles on the street and not feeling safe. Others suggested flying cars could make the street safer, alongside another Uncle Bills Wholesale store.

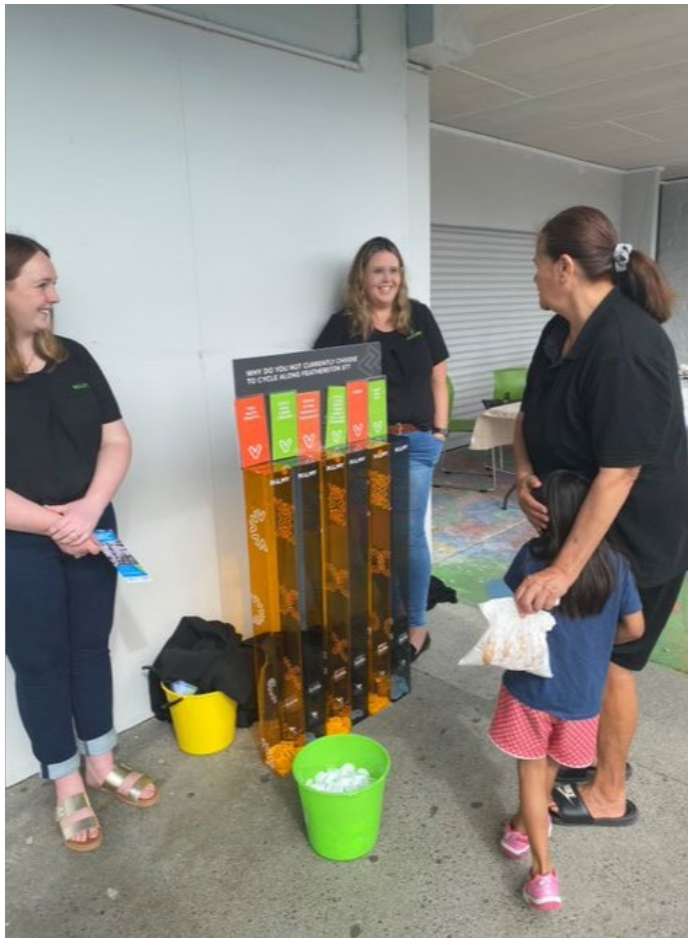
Other popular suggestions included:

- Building bike lanes on quieter streets
- Extending the bike lanes through the Rangitikei intersection
- Preventing right hand turns from some streets along Featherston
- Removing car parks from cycle lanes
- Creating a barrier between the cycleway and road
- Creating larger or wider bike lanes



Highbury Flea Market

On 27 November, we attended the Highbury flea market in the city. The market is located in the heart of the suburb of Highbury, which is close to the Botanical Rd end of the street. We intentionally spaced out the drop in/awareness sessions to fit different stakeholders needs. This session was to raise awareness of the project, and encourage people to head to our website to find out more. We also had some tokens and got people to put them in a series of boxes asking them why they don't currently choose to cycle along Featherston St. Most of the people who interacted with us put their 'token' in the 'don't feel safe' category



Social Media feedback

We received 550 comments across our Featherston Street Facebook posts. This does not include comments on these posts shared by the public or in private groups. Some of the most popular themes are summarised below.

Road and congestion:

- No right turns in and out of any of the major businesses, i.e McDonalds, Countdown etc.
- Build a traffic island to stop traffic turning right from Featherston into McDonalds
- Mitre 10 entrance on Featherston St should be an entrance only
- Mitre 10 exit should be redirected via side streets
- Reduce the speed limit
- Widen the roads and remove roadside parking, so cyclists don't weave around parked cars
- Make Aroha St one way and prevent traffic from entering Aroha from Featherston to stop U-turns. This would also allow angled parking outside Central Normal School – increasing the number of parks available on the side street for parents.
- Reseal Featherston St between Rangitikei and Botanical Rd
- Install a median barrier in the middle of Featherston Street to stop traffic making right turns into Countdown and McDonald's. This blocks the road and creates congestion.

Pedestrians:

- Improve the footpaths – they're shocking.
- Build an over bridge at the PNBHS pedestrian crossing
- Pedestrian crossing for the two schools makes the traffic so bad
- Add in a crossing to Wood Street for the kids

Cycle lane:

- If you intend to keep the cycle lane on both sides, then create a one-way street.
- Build a shared pathway on one side of the street
- Don't take away any parking spaces
- Don't do the cycleway – there is not enough room

Examples of Facebook posts:



Palmerston North City Council

December 5 at 1:15 PM · 🌐

We spotted 12 safety issues that worried us during this video of Featherston Street. One of them was cars being forced to drive over the median to give width to cyclists. How many others can you spot in the video? ... [See more](#)





Liana Mare and 53 others

104 comments

6 shares



Palmerston North City Council

November 21 at 5:45 PM · 🌐

Thanks for everyone's feedback on our Featherston Street safety improvements. You've still got 2 more weeks to tell us what you think, here: www.pncc.govt.nz/featherston... [See more](#)





Liana Mare, Greg Berry and 13 others

1 comment

1 Share



Palmerston North City Council

November 14 at 7:37 PM · 🌐

We're making Featherston St safer for everyone- and want your say on how to do that. To start we're looking at the section between Boys High and Botanical Rd where there have been 270 crashes in recent years. Part of this project includes improving or installing a cycleway along this stretch. Waka Kotahi is funding 90% of the stretch between Boys High and Central Normal and 51 % of the other section. Awesome eh! And don't worry- there'll be no planter boxes! ... [See more](#)





176

221 comments

19 shares



Palmerston North City Council

November 17 at 4:45 PM · 🌐

We're making Featherston St safer for everyone- and want your say on how to do that. To start we're looking at the section between Boys High and Botanical Rd where there's been 270 crashes in recent years. Part of this project includes improving or installing a cycleway along this stretch. Waka Kotahi is funding 90% of the stretch between Boys High and Central Normal and 51 % of the other section. Awesome eh! And don't worry- there'll be no planter boxes! A cycleway is just one element of making the area safer though. What are your ideas for making this area safer for pedestrians, bus users, mobility scooters and motorists? We want your feedback by 9 December so we can work on a proposed design over summer for your feedback.



PNCC.GOV.TZ.NZ

Feedback | Featherston Street safety upgrades

We want to make Featherston Street safer for everyone and we want to h...

[Learn more](#)



163

Boost this post to reach up to 895 more people if you spend NZ\$11.

[Boost post](#)

220 comments

7 shares

Featherston Street – Engagement Summary

15

Page | 98

Website survey form

The questions we asked were:

Contact information

- Name
- Age
- Gender
- Email address
- Postal address

Interest in the project

- I am a road user
- I live or own property on Featherston Street
- I attend a nearby school as a student, parent or teacher
- I work or own a business on Featherston Street
- Other

How do you currently travel along Featherston Street?

- Car
- Bike
- Truck
- Walkjog
- E-scooter
- Public transport

Perceived safety – walking

- How do you feel walking or using E-scooters/mobility scooters/skateboards on Featherston Street *(1=not safe – 10=safe)*
- How safe do you feel crossing Featherston Street, including at pedestrian crossings? *(1=not safe – 10=safe)*
- Comment

Perceived safety – bicycle

- How safe do you feel riding a bicycle on Featherston Street *(1=not safe – 10=safe)*
- What would encourage you to ride a bicycle along Featherston Street more often?
- Comment

Perceived safety – public transport

- How safe do you feel using public transport on Featherston Street? *(1=not safe – 10=safe)*
- What would encourage you to use public transport along Featherston Street more often?
- Your comment

Functionality/connectivity

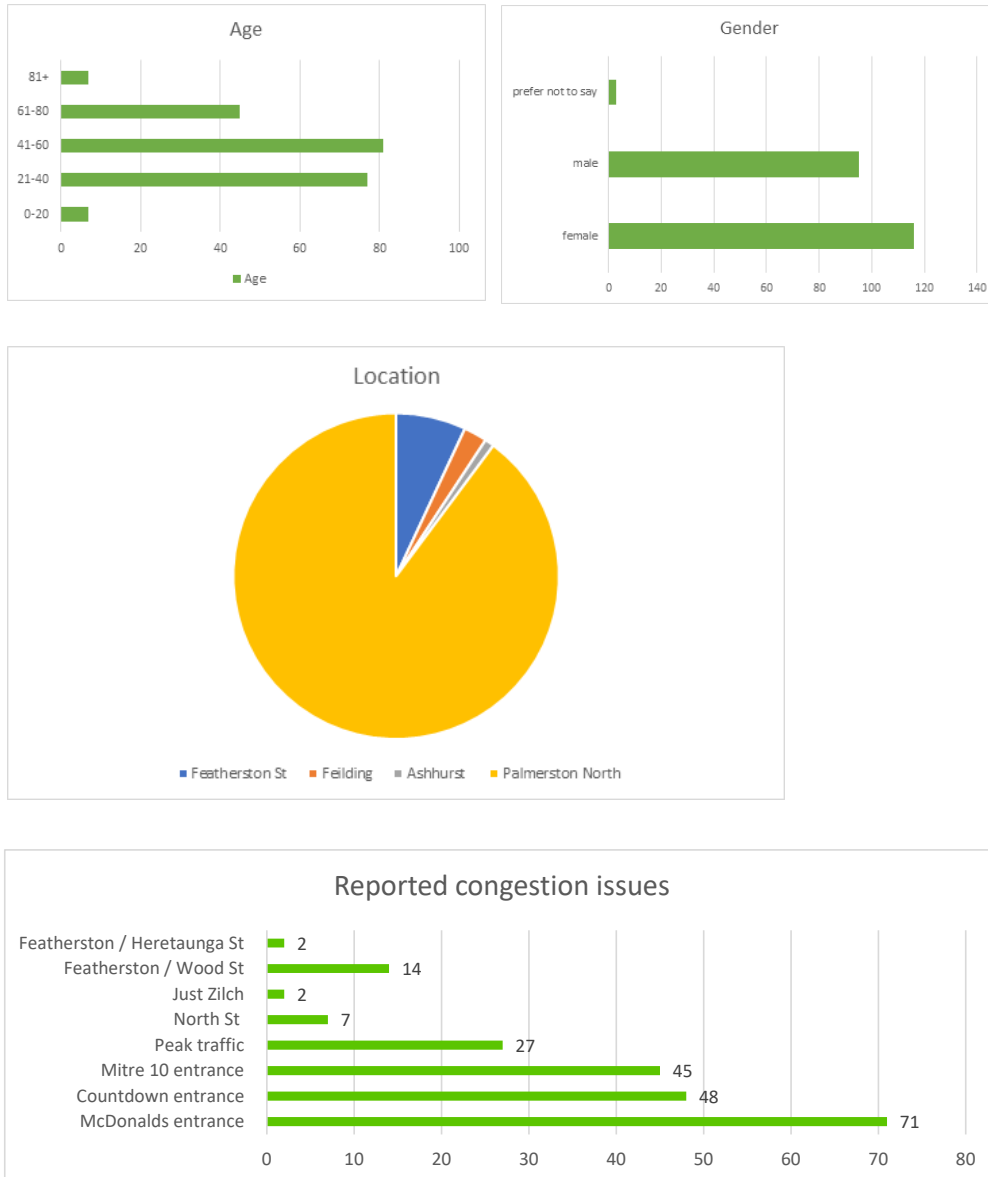
- How easy do you find getting to the places you want to go on Featherston Street, including homes, businesses and schools? *(1=not easy – 10=easy)*
- How easy do you find using cycle lanes on Featherston Street? *(1=not easy – 10=easy)*
- How easy do you find using footpaths on Featherston Street? *(1=not easy – 10=easy)*
- How easy do you find crossing the road on Featherston Street? *(1=not easy – 10=easy)*
- Comment

Other comments:

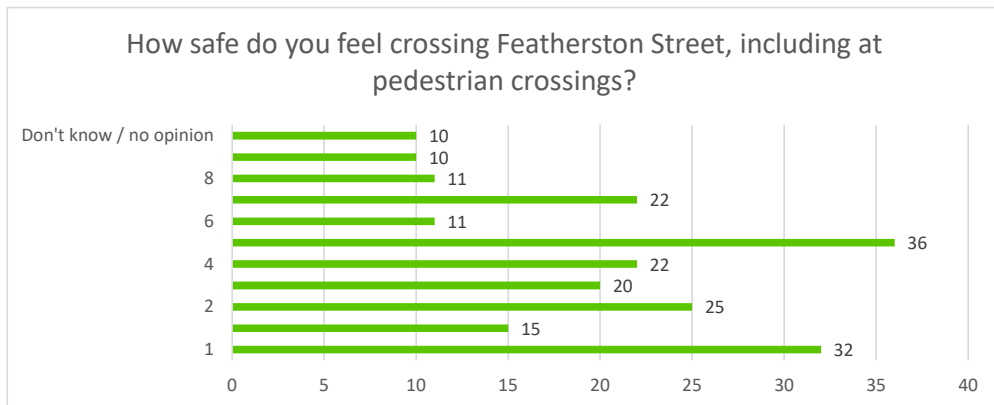
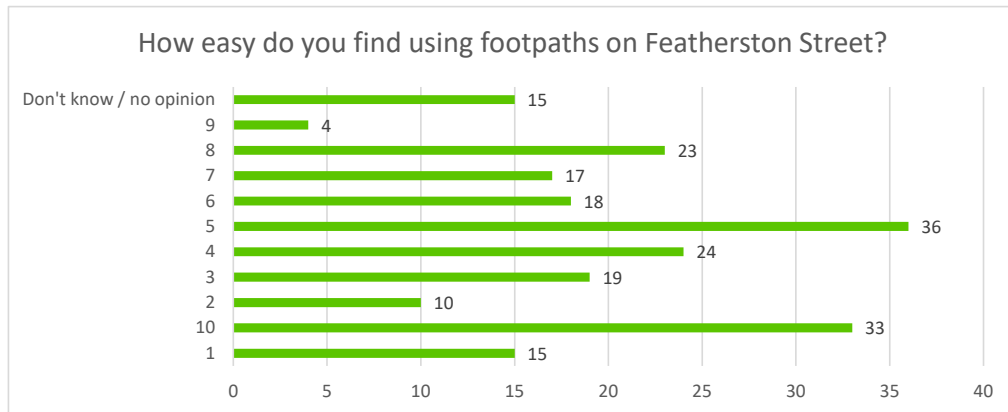
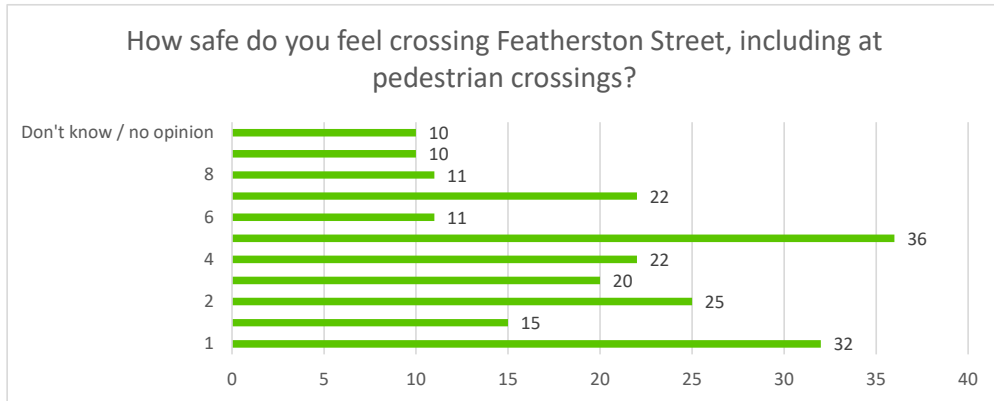
- Please add any other comments you have about Featherston Street.

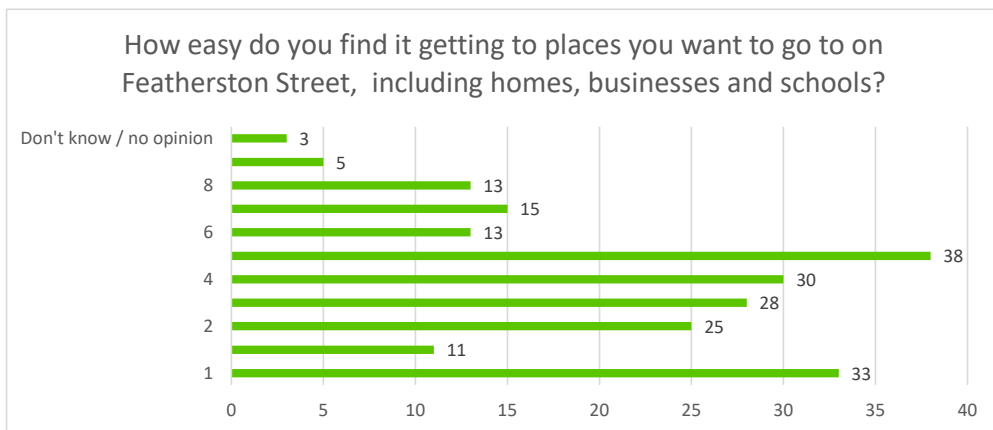
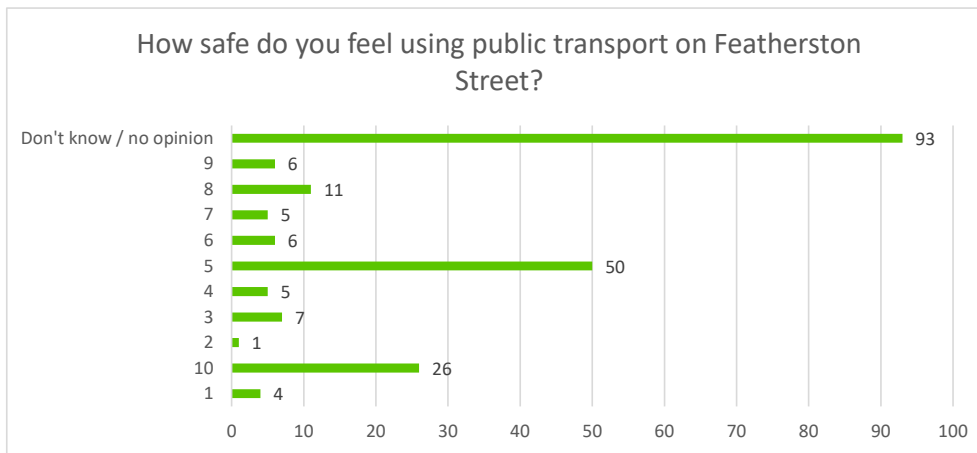
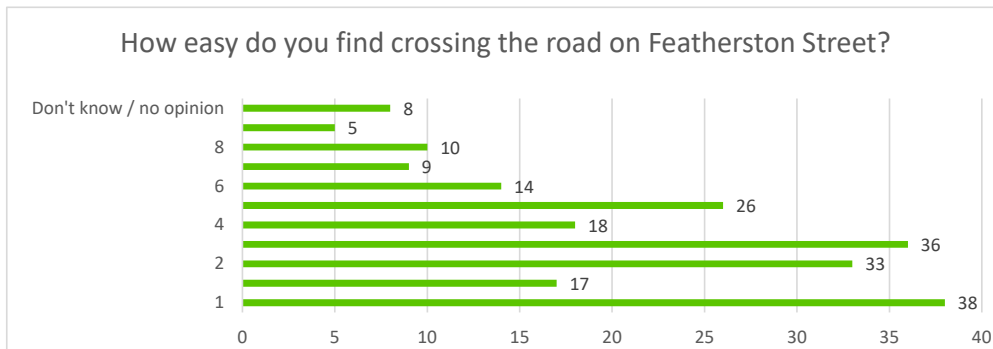
Submission Results

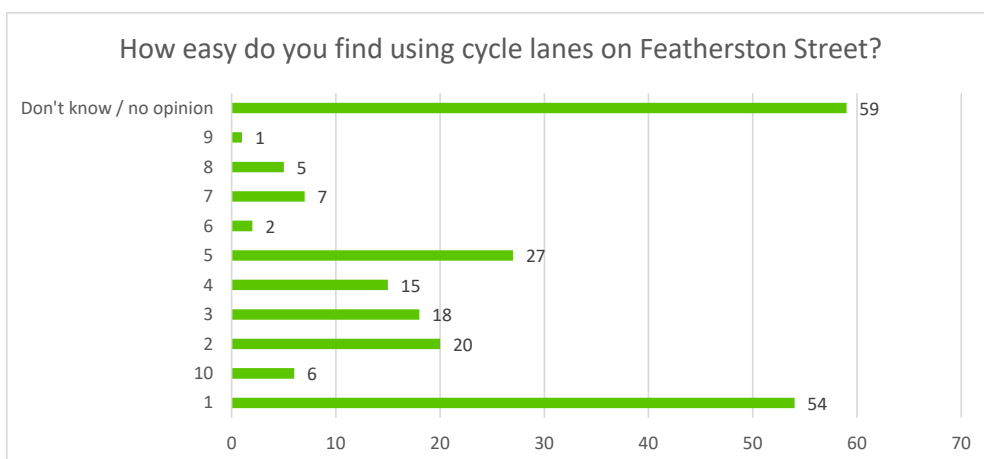
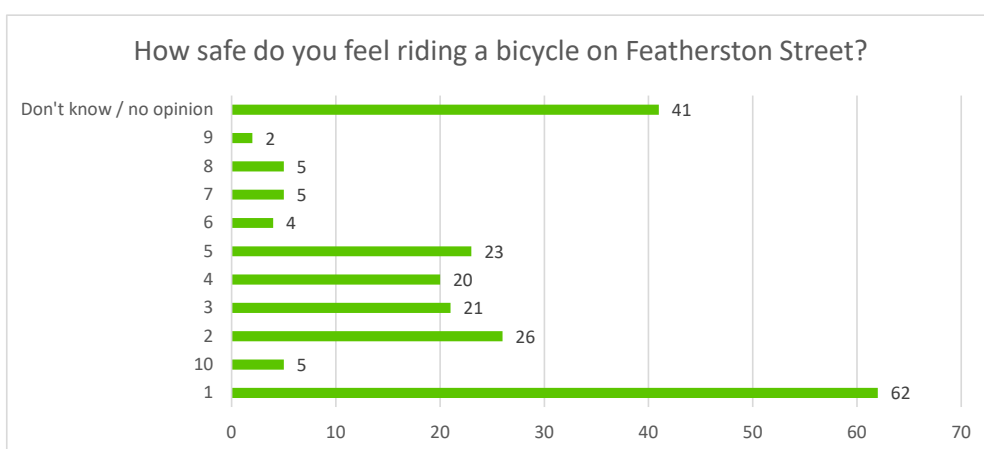
The following data was captured in the 216 online responses on our Council website. It does not include stakeholder feedback from businesses, drop-in sessions or school visits. These are summarised in the stakeholder feedback section.



Please note for the questions following, the ranking order was 1= unsafe and 10= very safe.



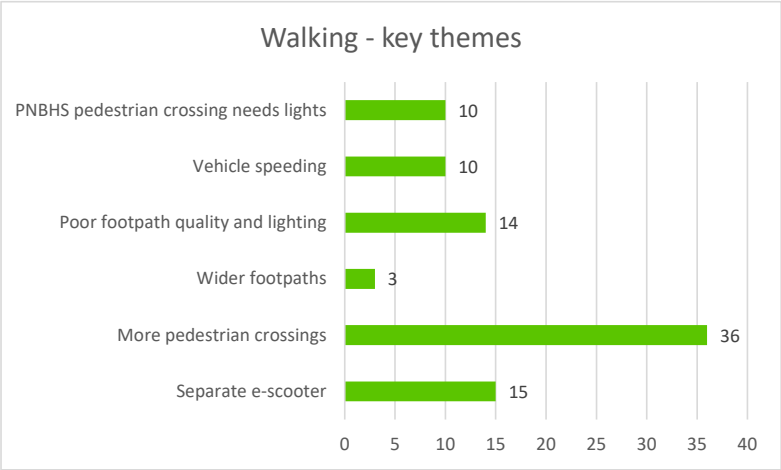




Walking themes

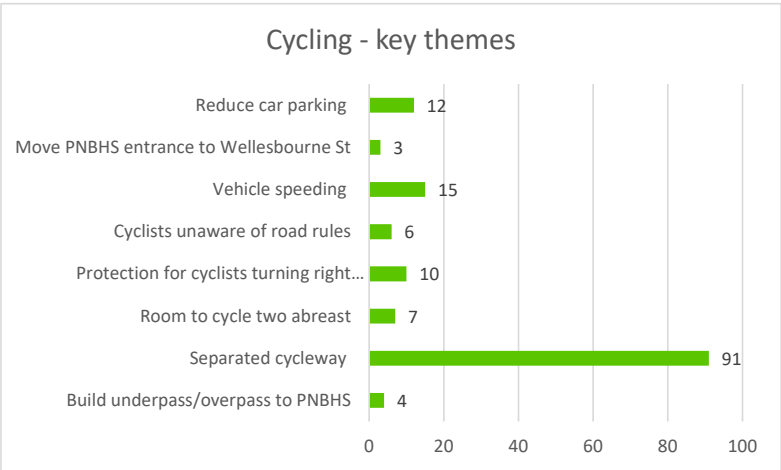
The theme is stated, as well as how many people mentioned the topic

- Pascal St Congestion x2
- McDonalds congestion x14
- Countdown congestion x11
- Mitre 10 congestion x8
- Ngata St congestion x1
- E-scooters need to be seperate x15
- More pedestrian crossings x36
- Wider footpaths needed x3
- Poor footpaths and lighting x14
- Speed limits x10
- Boys High crossing needs to be traffic light signals- x10



Cycling key themes

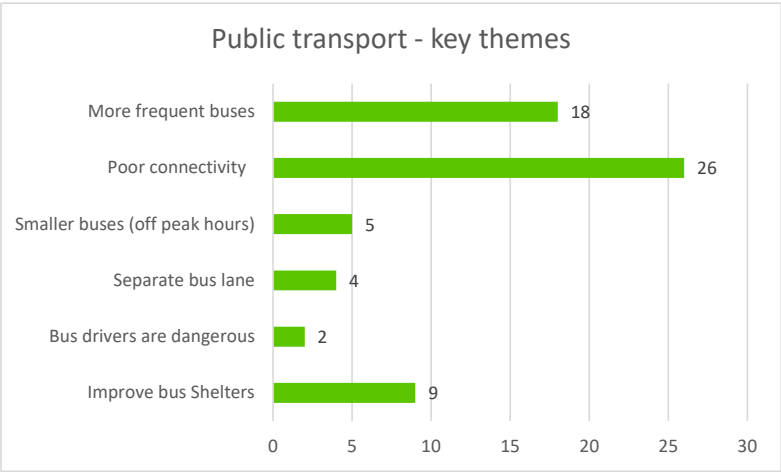
- Build an overpass to access Boys’ High x4
- Separated cycleway needed x91
- Room to cycle 2 abreast x7
- Cyclists are currently unprotected as they turn right from Rangitikei to Featherston x10
- Cyclists need to be more aware of road rules x6
- Vehicles speeding/not stopping for cyclists/pedestrians x15
- Move Boys’ High entrance to Wellesborne St x3
- Reduce carparking on Featherston x12



Public transport key themes

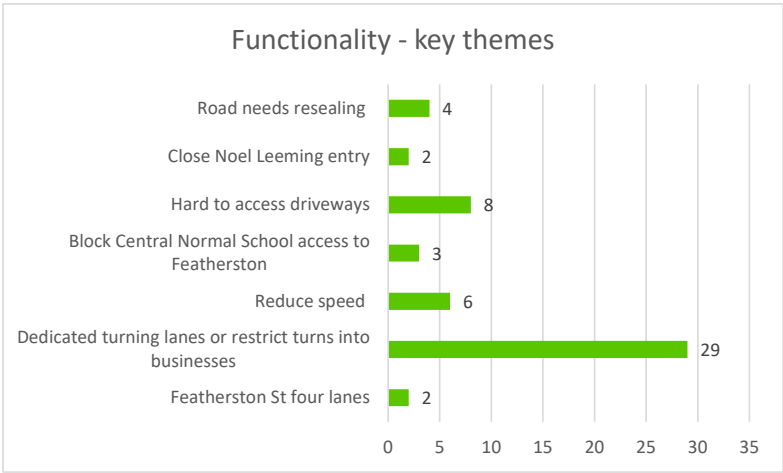
*Please note – Horizons Regional Council manages the bus network. We are working closely with Horizons on this project and will share the bus related feedback with them. We asked bus related questions to ensure that the location of stops is correct, and because our council manages the bus stops/shelters._

- Improve bus shelters x9
- Separate bus lane x4
- Smaller busses and run off-peak x5
- Poor connectivity in city and out of town x26
- More frequent buses x18



Street functionality key themes

- McDonalds entrance- x57
- Countdown entrance x37
- Mitre 10 entrance x37
- Peak traffic congestion x27
- Visibility due to parked cars x8
- Rangitikei/Featherston St intersection x7
- Dedicated turning lanes/restricting right hand turns into businesses x29
- Featherston St/Wood St congestion x14
- Reduce speed on Featherston x6
- Featherston residents find it hard to access driveway/road x8
- Poor road surface x4



Next steps

We're now reviewing all the feedback received over the past couple of months from both stakeholders and our community. Our team will be taking the feedback and investigating how these concerns can be addressed, where possible. We will be working with a small group of the community who represent businesses, schools and stakeholder groups on the design, and that's expected to happen in February 2023. We are hoping to get further feedback on the design from the community in March/April 2023. In winter 2023 we hope to begin work on making changes to the street. You can stay up to date with the project at pncc.govt.nz/featherston





FEATHERTSON ST (TRANSPORT CHOICES PROGRAMME)

ENGAGEMENT SUMMARY
MARCH/APRIL 2023

We started working on this project in early 2023

In 2022 we received funding from the Streets for People programme by Waka Kotahi to make cycling and pedestrian improvements on Featherston St between Boys High and Central Normal. We also planned on extending this work, through council funding, to Botanical Rd. We sought public feedback on what improvements people would like to see late in 2022.

Then early this year we received additional funding from Waka Kotahi (NZ Transport Agency) to extend the Featherston cycleway and some pedestrian improvements either side of the Streets for People area as part of its Transport Choices programme.

This programme is also funding cycling and pedestrian improvements on Summerhill Drive.

This report summarises the first round of stakeholder and public engagement for the rest of Featherston St and Summerhill/Aokautere Drive that occurred in early 2023.

For this part of the project, we wanted to look at how the street currently functions for all road users, rather than just on cycleway or pedestrian improvements, and were keen to get ideas from the community. If things are raised, our transport team can investigate these further and if deemed appropriate, seek funding for them as part of our next Long-Term Plan.

Findings will also be shared with Waka Kotahi as some of the safety suggestions identified in this report are related to State Highway 57 in Summerhill.

FEATHERSTON STREET (North Street to Vogel Streets)

Between February and April our engagement focused on businesses and organisations on or near Featherston Street, between North Street and Vogel Streets.

Following the Minister's announcement of the Transport Choices programme nationally, we were able to communicate the project with our community also. This included:

- A media release
- Social media posts
- 1500 letters to businesses/schools/organisations/residents/property owners along this section of Featherston St and side streets
- Webpage
- Online feedback form

February saw more intensive engagement with the businesses, schools and organisations on the northern section of Featherston Street between North Street and Vogel Street. In total we met with about **73** people. This comprised: **34** businesses, **3** schools, **23** other stakeholders (local/government departments, general public who registered an interest, cycling groups, disability groups, and sports users/sporting organisations). These were a combination of face to face meetings, video interviews, emails, phone calls and a drop-in session. We also sent letters to around 1500 residents.

For businesses and key organisations like Mid-Central District Health Board (Hospital on Ruahine Street), the key types of questions we asked included: How clients/customers enter/exit their business; how deliveries arrive/depart and what type of delivery vehicles; where do staff park; how

do staff get to/from work; what concerns do they have about vehicle, pedestrian and cycle safety; what concerns they have; what would they like to see change; and what matters most to them.

The key findings from businesses were:

- Yellow lines across business entrances reduces customer parking
- E-scooters and mobility scooters dangerous, but also vulnerable
- Ruahine/Featherston St very busy intersection, especially with vehicles entering businesses
- Cycleway barrier installed needs to be high enough to see
- Raised median strip on Ruahine not ideal with large vehicles/trucks
- Ruahine/Featherston St crucial for emergency services – extra wide space needed to allow vehicles to pull over
- Street parking important for clients
- Street infrastructure needs to allow access for shuttle buses and vehicles for disabled
- Hospital future expansion will reduce car parks on site, impacting staff travel (potentially more active travel, but current PT model not efficient for most)
- Congestion at Tremaine and Featherston St lights also affects Ruahine Street/Featherston Street intersection

We continued involving Palmerston Boys High School and began engagement with Ross Intermediate and Freyberg High School, asking many of the same questions as above but also focused on how we could make the areas around the schools safer. We also asked: how students arrive/depart school; where they are dropped off and collected from, if they're parking where do they do that, proportion of students biking/walking, how staff get to work, how we can work with the students on the design, and the concerns they share and would like to see improved.

The key findings from the schools were:

- Safer pedestrian crossings required at Featherston/Freyberg
- Roundabout at Featherston/Freyberg is too small

For other stakeholders like Horizons, PowerCo, Waka Kotahi and council teams responsible for transport and property and parks we asked about work they had coming up, any concerns they had, if there was anything we needed to factor in as part of the design. It's important to note that these stakeholders did not fill in the survey that was open for public feedback, and their feedback is summarised separately.

The key themes from stakeholders were:

- Greasy Chain Charitable Trust feedback includes:
 - Increase raised pedestrian crossings as there are few pedestrian crossing points along Featherston St. Added raised crossings at routine intervals along the length of the street (e.g. Oakley St Bus Stop, Marlene's Dairy, Kingswood Street) will increase pedestrian safety and convenience, and slow vehicular traffic.
 - Would like to see good consideration between cycleway lanes/footpath design and crossings/intersection and how they interrelate.
 - Parking should be restricted to one side of Featherston St only (between Botanical and North Streets)
 - No parking/no stopping 200 metres either side of PNBHS would provide clearer visibility of people arriving/exiting, encouraging students to walk some way to school and make drop-offs safer
 - Separated cycleways adjacent to the kerb

***It is important to note these are just summaries of themes. Extensive notes were taken from all stakeholders that are being considered as part of any design.**

Between March and April, we asked the public for their ideas.

A key part of this project for us is bringing the public along on the journey with us as we move from ideas to design to implementation to monitoring. In the past with a cycleway or other roading projects our engineers have designed options and asked for feedback. For this project, before our engineers work on a design, we sought community feedback to supplement that of the stakeholders on or within the vicinity.

This significant public engagement included:

- Media release
- Media interviews with local radio stations
- Digital advertising
- social media posts, ads
- Video
- Online feedback form
- Drop-in session at Papaeoia Park

PNCC website


Featherston Street safety upgrades

We want to make Featherston Street safer for everyone and we want to hear your ideas.

There have been 462 crashes in the past 10 years between Botanical Road and Vogel Street. Two people were killed.

Waka Kotahi - NZ Transport Agency is funding pedestrian improvements and upgrades to the existing cycleway in this area under its Streets for People project and Transport Choices programmes.

We identified the street as one of the top priorities in our 2019 Urban Cycle Network Masterplan, which aims to provide a network of protected safe cycleways to encourage more people to choose to ride bikes. We can promise that planter boxes will not feature in the final cycleway design!



Contact details

To sign up for our updates, email us on cyclenetwork@mta.govt.nz

Related information

- [Urban Cycle Network Masterplan](#)
- [Palmerston North Integrated Transport Initiative \(PTI\) 3](#)
- [Featherston Street safety improvement engagement report 2022](#)

Where we are now

In late 2022, we completed the first phase of community feedback on the proposed upgrade. This focused on the section from Botanical Road to North Street.

We received more than 210 submissions online, along with extensive feedback at our online and drop-in sessions.

[Read our Engagement Summary](#) (PDF, 30K)

In March 2023, we held our first co-design session which is primarily focused on the area between North Street to Arahu Street (Boys' High to Central Normal).

[Read the summary of the first co-design session for Featherston Street](#) (PDF, 30K)

We recently received more funding, which we are using to extend these improvements to the rest of Featherston Street, that means we're now keen to get your feedback on the area between North and Vogel Streets.

Our next steps

We will be completing construction to Huahine Street to start, and then over the next couple of years we'll connect the section to Vogel Street.

After getting your feedback, we'll start working on what we can incorporate into our design. There are some things we can't do due to engineering requirements or road safety requirements – for example there are lots of rules about how wide traffic lanes or cycleways can be. We also don't have space on Featherston Street to create more roundabouts as they would cause traffic issues close to Huahine and Rangitikei Streets.




We're aiming to show you our proposed design from late-July to get your final comments.

For more information

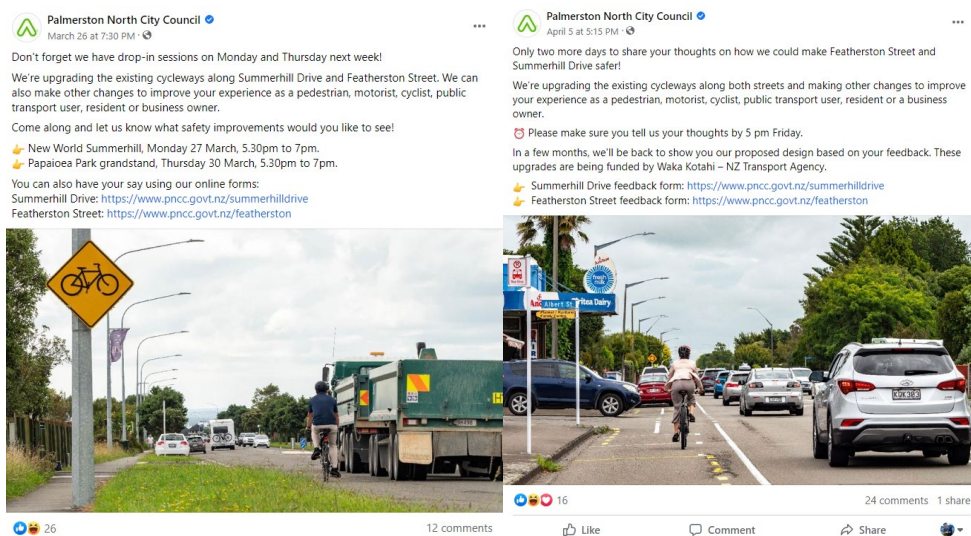
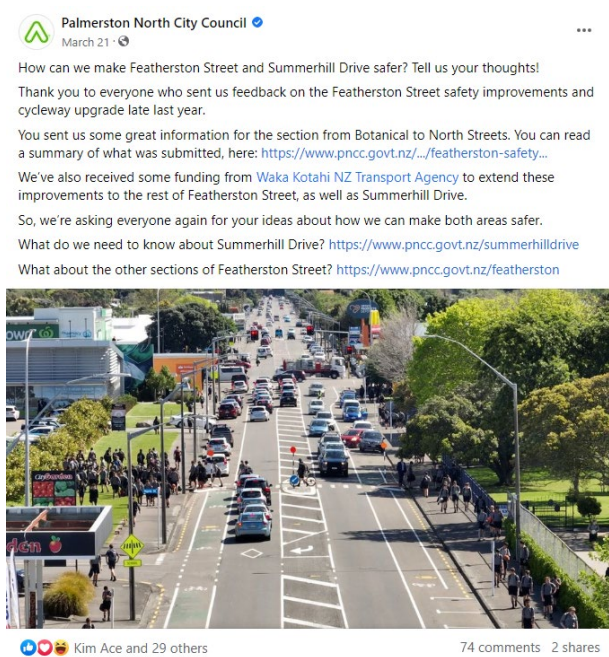
This work will encourage more people to choose to walk, bike or catch a bus to get around town. It supports our goals to be an [progressive and growing city](#) and a [greener and exciting city](#). You can find more detailed information about how we plan to achieve this in our Urban Cycle Network Masterplan, Active Communities and Transport Plans.

This is also part of the Palmerston North Integrated Transport Initiative (PTI) 3, a 30-year plan and a package of transport projects to increase freight efficiency over time and make the CBD more focused on moving people around.

Part of this project is funded from the Streets for People and Transport Choices programmes by Waka Kotahi. You can read about it on [Waka Kotahi's Streets for People programme](#) or [Transport Choices](#) webpages.

Share   

Social media



Social media feedback

We received 110 comments on our Featherston Street and Summerhill Drive Facebook posts.

This does not include comments on these posts shared by the public or in private groups. Some of the most popular themes are summarised below:

Road and congestion:

- Reduce speed on Summerhill Drive
- Roundabout at intersection of Featherston and Heretaunga
- Congestion at roundabouts/Seddon/Lyndhurst
- Remove right turns near Rangitikei intersection
- Make aroha street one way, so school traffic can't enter Featherston St

Pedestrians:

- More pedestrian crossings on Featherston
- Pedestrian lights at Boys High
- Pedestrian bridge at Boys High
- Spray weeds and lichen on the footpath and roadside in Featherston St

Cycle lane:

- Combine cycle lane with the footpath.
- Separated cycleway

Drop-in session:**Papaeoia Park**

This informal session was held at Papaeoia Park, a busy sports field on the corner of Featherston and Ruahine Streets.

- Thursday 30 March, 5.30pm to 7pm
- 10 people attended

Key themes from the public drop-in sessions were

- Need parking on Featherston St
- Cycleway barrier shouldn't impact residents' driveways
- Need to find the right type of barrier
- Cycleway shouldn't negatively affect congestion at any intersection

Website survey form

The questions we asked were:

Contact information

- Name
- Age
- Gender
- Email address
- Postal address

Interest in the project

- I am a road user
- I live or own property on Featherston Street
- I attend a nearby school as a student, parent or teacher
- I work or own a business on Featherston Street
- Other

How do you currently travel along Featherston Street?

- Car
- Bike
- Truck
- Walkjog
- E-scooter
- Public transport

Perceived safety – walking on Featherston Street (North Street to Vogel Street section)

- How do you feel walking or using E-scooters/mobility scooters/skateboards on Featherston Street (*1=not safe – 10=safe*)
- How safe do you feel crossing the road, including at pedestrian crossings? (*1=not safe – 10=safe*)
- Comment

Perceived safety – cycling on Featherston Street (North Street to Vogel Street section)

- How safe do you feel riding a bicycle (*1=not safe – 10=safe*)
- What would encourage you to ride a bicycle along Featherston Street more often?
- Comment

Perceived safety – public transport on Featherston Street (North Street to Vogel Street section)

- How safe do you feel using public transport on this section of Featherston Street? (*1=not safe – 10=safe*)
- What would encourage you to use public transport along here more often?
- Your comment

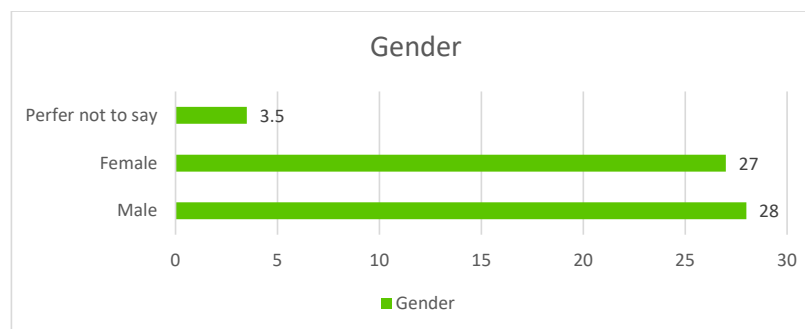
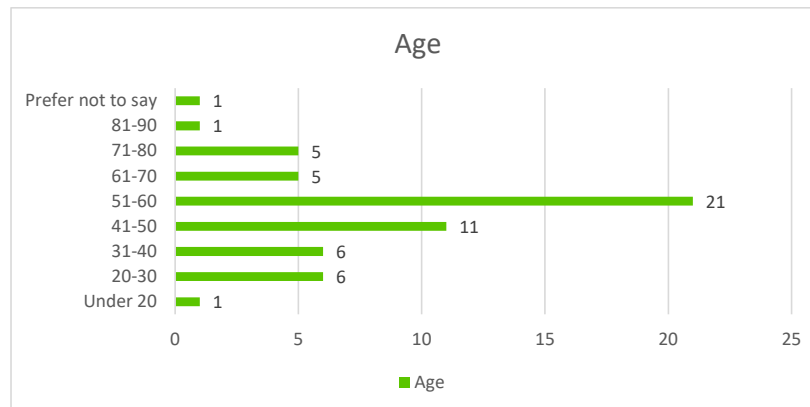
Other comments:

- Please add any other comments you have about Featherston Street.

Online survey results

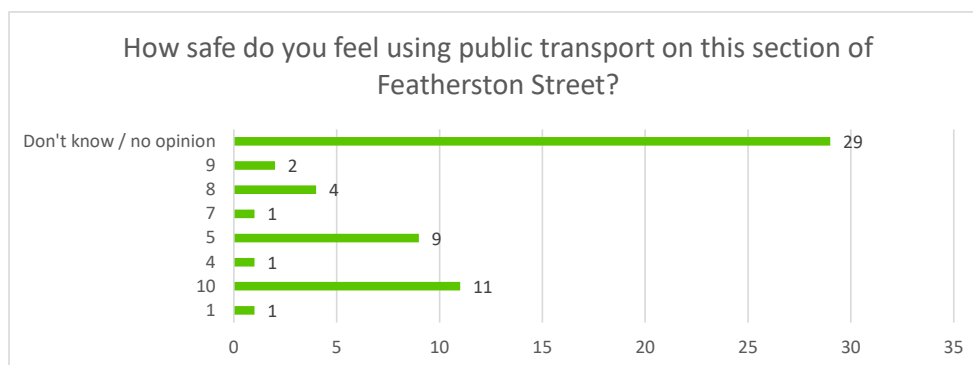
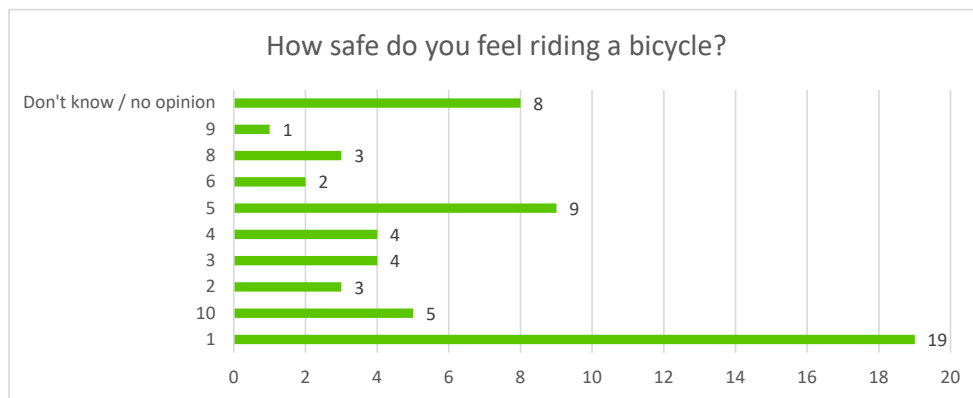
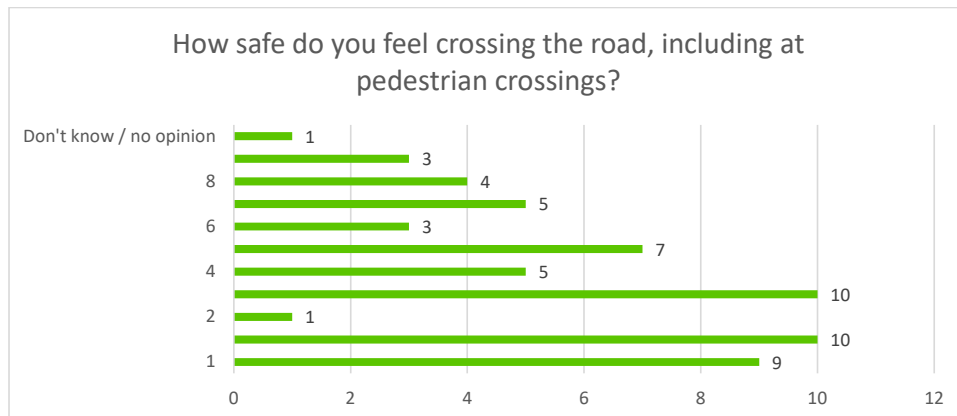
The following data was captured in the **61** online responses on our Council website.

It does not include stakeholder feedback from businesses, drop-in sessions or school visits. These are summarised in the stakeholder feedback section.

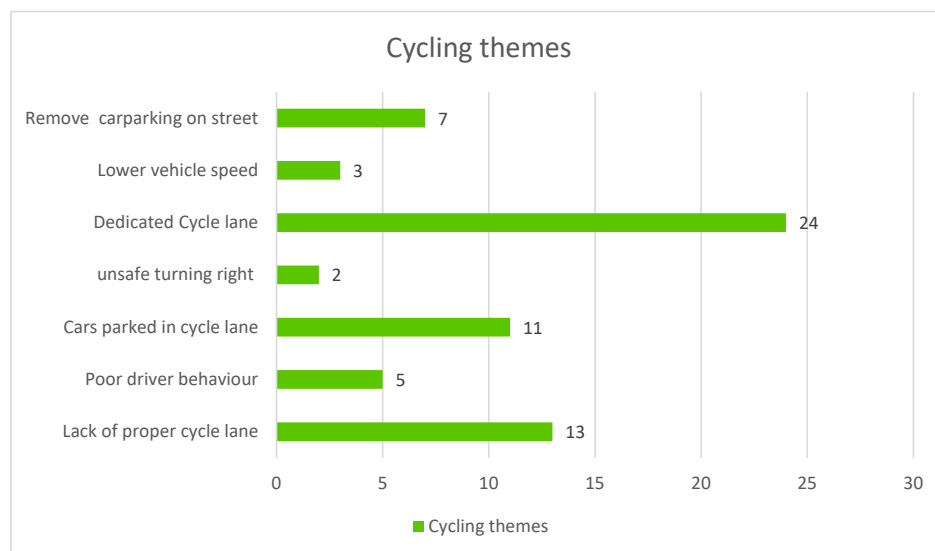
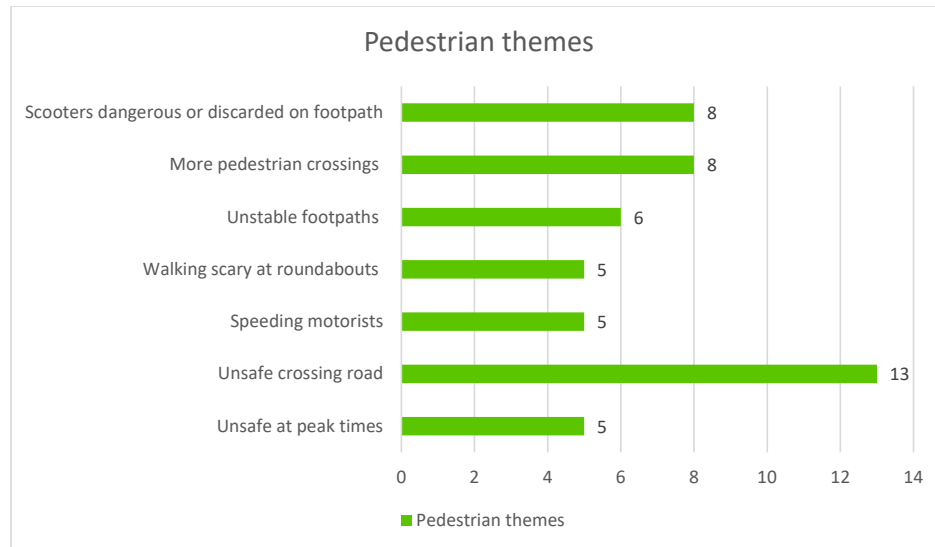


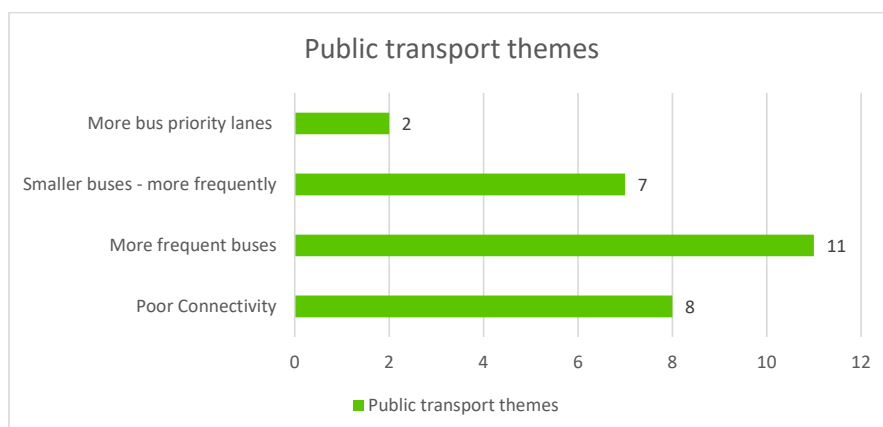
Please note for the questions following, the ranking order was 1= unsafe and 10= very safe.





We've summarised the online submissions into key themes, along with the number of submissions that refer to each theme.





*Please note – Horizons Regional Council manages the bus network. We are working closely with Horizons on this project and will share the bus related feedback with them. We asked bus related questions to ensure that the location of stops is correct, and because our council manages the bus stops/shelters.

Other themes raised during consultation:

- Roundabouts dangerous for cyclists/pedestrians
- E-scooters too fast – dangerous
- Create new route for trucks (away from Featherston)
- Add protected pedestrian crossings
- Limit parking on Featherston
- Featherston/Rangitikei/Albert/Ruahine intersections dangerous
- McDonalds/Mitre 10 – control vehicles turning into these
- Don't need cycleways
- Ramp flyover for Central Normal and PNBHS
- Poor lighting on side streets
- Don't Remove carparking on street

Co-design involvement:

As part of the Streets for People programme between Boys' High and Central Normal School, we are hosting co-design sessions for the area. As this includes the cycleway, and the cycleway will be the same throughout the street, we invited stakeholders and people who made submissions to also attend our sessions. Two sessions have been held so far- one in March and one in May. There is no element of co-design for the work around Summerhill.





Streets for People



Featherston St Co-Design workshop 1.

On 22 March 2023 we held our first co-design session for Featherston St. The co-design is primarily focused on the area between North St to Aroha St (Boys High' to Central Normal) which forms part of the Waka Kotahi funded 'Streets for People' programme. Our work on this project will include a cycleway, pedestrian improvements and we will consider any other concerns raised by our community. The work involves trialling different options this year and completing installation before June 2024.

Either side of this project area we have separate funding from the Transport Choices programme by Waka Kotahi which will see cycleway and pedestrian improvements either side of this area.

This first co-design session follows significant stakeholder and community engagement in late 2022.

Following the 3-4 co-design sessions, we will test certain elements of the design, before seeking public feedback again.

The final design will be signed off by safety auditors, Waka Kotahi and Council.

Just under 100 people attended the session, which ran from 6-9pm. Attendance included representatives of both the big and small businesses within the scope, Boys' High, the hospital, residents, cycling advocates, people with disabilities, Waka Kotahi, council elected members and staff and technical consultants.

The session was facilitated by Council's Communications Manager Olivia Wix and Senior Planner Keegan Aplin-Thane.



The beginning of the session focused on important information regarding the project and wider transport plan for Palmy.

At the beginning of the session, we went through housekeeping and some ways we can all look after each other as we work through the co-design process to ensure everyone feels comfortable taking part.



Looking out for each other

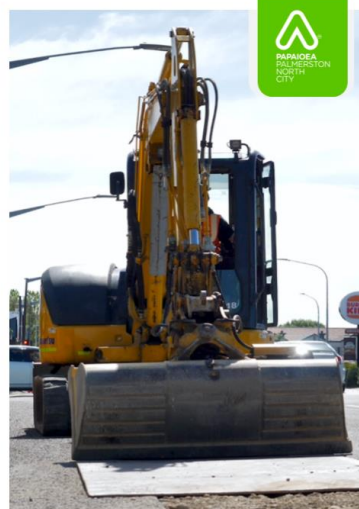
- We treat each other respectfully
- We have 2 - way conversations - both listening and speaking
- We keep it brief, so that everybody has a chance to be heard
- We'll critique a problem or opportunity, not the individual or user group
- We'll document our workshops together
- We'll use the Parking Bay for topics that might be out of scope, need more info, or relevant for a future session

Chief Planning Officer, David Murphy, then spent some time talking about our city's long-term transport plan including the movement of freight, vehicles, pedestrians and people on bikes. He also spoke about housing zone changes in the city, and especially the proposed changes about medium density housing, of which a significant part of Featherston St is proposed.

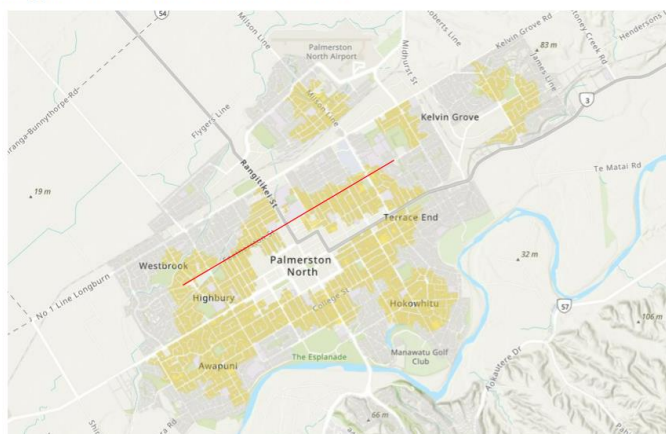
We're planning how we move in the future

Council and Waka Kotahi initiative known as the Palmerston North Integrated Transport Initiative (PNITI)

- 70+ transport projects over the next 30 years
- Hero projects include a second bridge over the river, and a ring road around the city for freight
- But dependent on a range of other projects first-intersection safety improvements, public transport improvements, making it safer for people to walk and ride bikes



We're planning how we live in the future



**The red line shows Featherston Street within the current proposed area for medium-density housing.*

Urban Cycle Masterplan



*This map shows what the network of cycleways will look like in time. You can read more in our Urban Cycle Network Masterplan

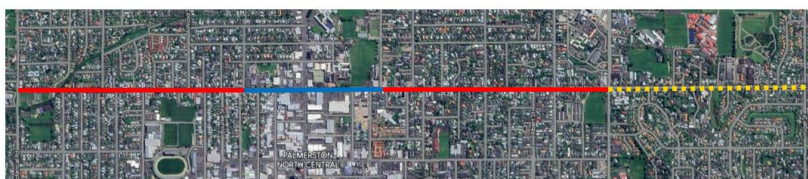
[urban-cycle-network-masterplan-2019.pdf \(pncc.govt.nz\)](https://pncc.govt.nz/urban-cycle-network-masterplan-2019.pdf)

Olivia then gave background to the Waka Kotahi funding we have received and the scope of the project for the co-design.

The opportunity we have

Waka Kotahi is funding the accelerated delivery of Palmerston North's strategic walking and cycling network through:

- Streets for People – aiming to make it easier and faster to create more people friendly streets in our towns and cities
- Transport Choices – aiming to rapidly relocate existing space to walking and cycling



Streets for People



Transport Choices

Climate Emergency Response Fund Programme

You can read about the Streets for People programme here: [Streets for People programme 2021–2024](https://nzta.govt.nz/streets-for-people-programme-2021-2024) | [Waka Kotahi NZ Transport Agency \(nzta.govt.nz\)](https://nzta.govt.nz)

You can read about the Transport Choices programme here: [About the programme | Waka Kotahi NZ Transport Agency \(nzta.govt.nz\)](#)

Olivia then explained how the co-design process will work.

The Collaborative Design Process

- Collaborative Design allows users to be involved in shaping the way the project is created and delivered
- We'll be working with this group over the coming months to help shape a design
- The trial will be monitored and assessed for effectiveness, able to be modified before a permanent solution is installed

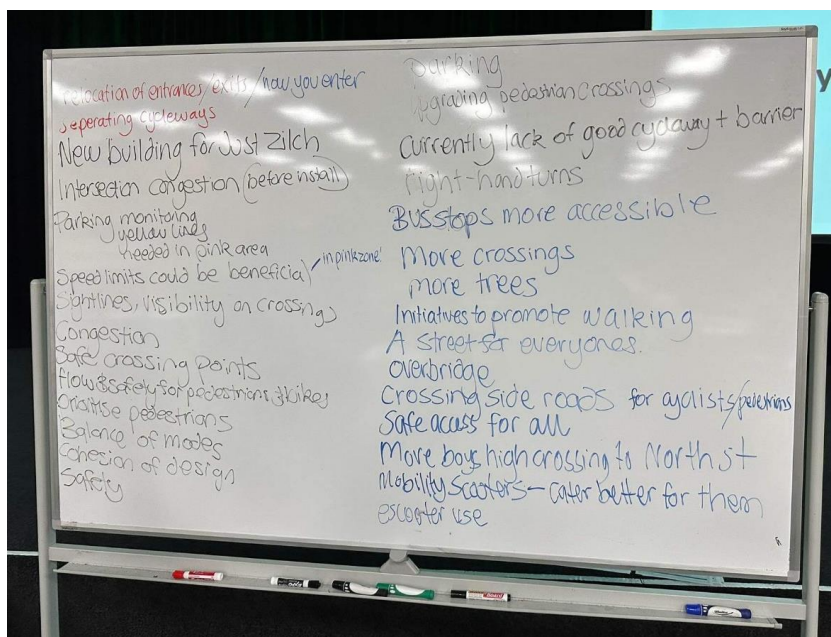


Activity 1

Activity 1 focused on people within their tables explaining why they had come to the co-design session and their aspirations for the street.

These were shared with the room and include the following:





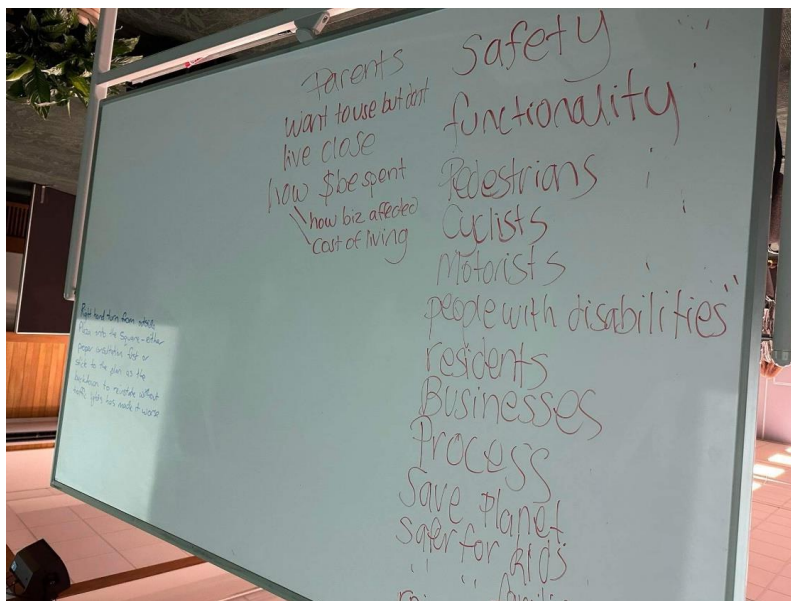
The points on the whiteboard below and are summarised here:

*in no particular order

- New building for Just Zilch
- Intersection congestion (before install)
- Parking monitoring / yellow lines / needed in pink area
- Speed limits could be beneficial
- Sightlines, visibility on crossings
- Congestion
- Safe crossing points
- Flow & safety for pedestrians & bikes
- Prioritise pedestrians
- Balance of modes
- Cohesion of design
- Safety
- Parking
- Upgrading of good cycleway and barrier
- Right hand turns
- Bus stops more accessible
- More crossings
- More trees
- Initiatives to promote walking
- A street for everyone

- Overbridge
- Crossing side roads for cyclists/pedestrians
- Safe access for all
- More boys high crossing to North St
- Mobility scooters – cater better for them
- E-scooter use

Why people came/what matters to them.



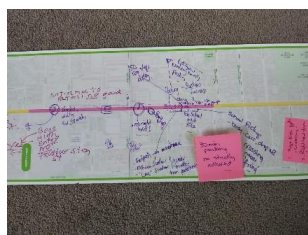
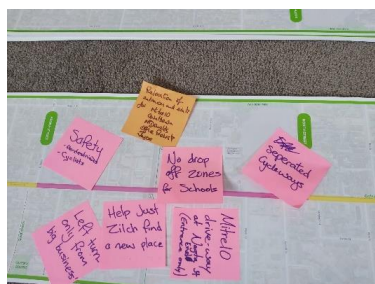
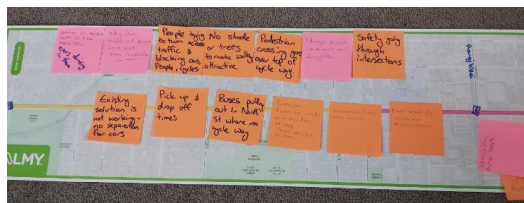
***The points on the whiteboard below and are summarised here:**

- Safety (raised by each group)
- The street functions well
- Pedestrians, cyclists, motorists all catered for
- Designed for people with disabilities
- Supports residents and businesses
- Wanted to see a good process for the project
- Want to save the planet
- A street that is safer for kids and families
- Works for parents
- People want to use the street but don't feel safe at the moment
- Live close to the road
- Interested in how the Waka Kotahi funding is being used and how the project will affect businesses, considering current cost of living pressures.

We then asked participants to use the large maps on their table to highlight what they see as the opportunities for the street.

Please note, we've only included a couple of pictures of maps, but had maps from all 12 tables

These were analysed afterwards and the common themes included:



These were analysed afterwards and the common themes included:

***In no particular order**

- People trying to turn across traffic blocking cars, people, cycles
- Pedestrian crossing goes over top of cycleway
- Safety going through intersections
- Existing solution is not working, no separation for cars
- Restricted access for trucks at certain times of day to use early am for trucks
- Pedestrian bridge near schools
- More trees for shade for pedestrians
- More crossings
- Shorten median strip outside PNBHS to 40 metres back from Rangitikei
- Speed Limit – 30/40kph everywhere at all times in all of Palmy
- Reduce noise
- Stormwater urban garden as cycleway barrier
- Restrict right turns
- Proper biking infrastructure (not just paint)

Welly has crossings with flavour
 How to put the Palmy stamp on just another road project
 Problem – busy driveways (businesses)
 Remove right hand turns at McDonalds and Countdown
 Consider smaller businesses that have lots of people parking for shorter periods of times
 Consider location of bus stops.
 Raise the pedestrian crossings at PNBHS and Central Normal
 Zebra crossing across side street intersection for disabled people eg. Low vision
 Roundabout at Freyberg needs redesigning

Following a short break for kai, Olivia then went through what the project team had identified as the objectives for the project.

Our project objectives

- Reduce deaths and serious injuries, particularly vulnerable road users (i.e. children, people with disabilities, pedestrians, people on bikes)
- Improve people's transport choices in getting to where they live, work, shop and play.
- Walking, cycling and public transport are safe, convenient and genuine transport options
- Support lower speeds outside of schools

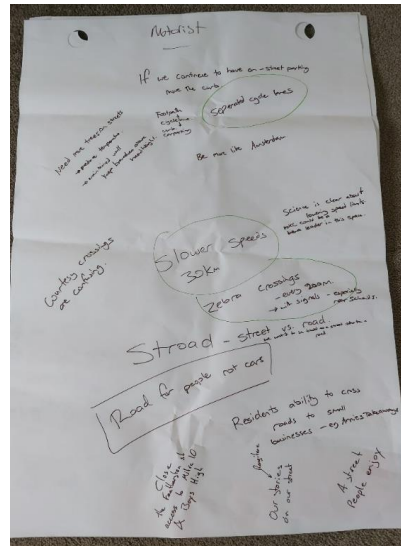


We had the participants tell us what their objectives for the street were first – so we wouldn't influence what people said. The good news is that we can see that everyone is in agreement on what we'd like to see.

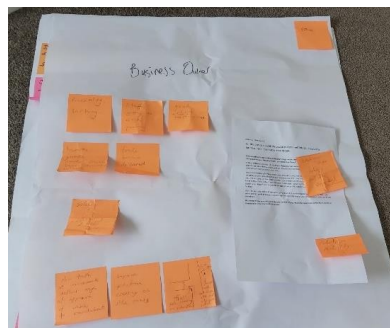
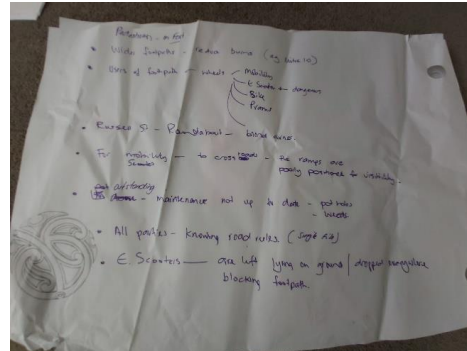
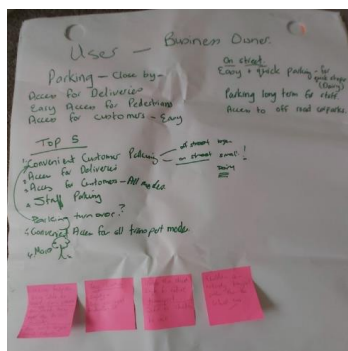
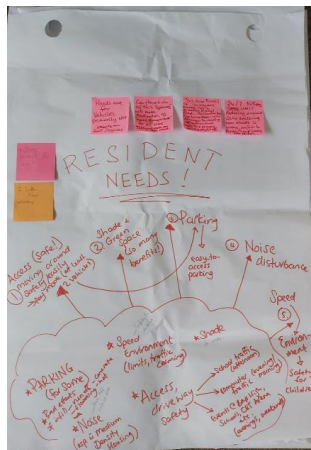
Olivia then went through the summary of feedback from stakeholders on, or who use the street as well as the public feedback from November/December 2022. You can read the report summarising the engagement here:

<https://www.pncc.govt.nz/files/assets/public/documents/services/transport-amp-riding/featherston-safety-improvement-engagment-report.pdf>

ITEM 10 - ATTACHMENT 4



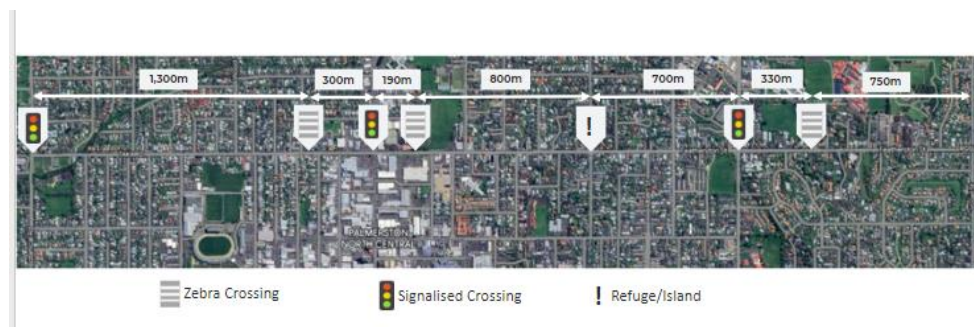
ITEM 10 - ATTACHMENT 4



Activity 3

The final part of the first session focused on pedestrian safety. Summaries of the comments received during the public feedback were turned into a short video for participants to listen to. You can listen to these here: <https://www.youtube.com/watch?v=ADmgzHsnoyE>

Liv then showed where there are currently pedestrian crossing points currently on the street, which are shown on the map before. There are three crossings at traffic lights at Botanical Rd, Rangitikei St and Ruahine St. There are traditional zebra style pedestrian crossings at Central Normal School, Boys High and by Freyberg/Ross schools. By the Russell St roundabout there are some 'waiting' points.



For activity 3 we asked people to take a post-it and stick on large maps on the room where they thing we need to consider more pedestrian crossing points.

This photograph below shows the post its.

You can zoom in more on this link here:

<https://www.google.com/maps/d/u/0/viewer?mid=1TPbn9p759R7-GoOTCCeMkgyePdgZOPo&ll=40.35387910805626%2C175.59775382258547&z=19>



Wrapping up our first session

We wrapped up by thanking people for coming, and explained that the next session would be held in early May and would focus primarily on the cycleway component. We asked participants to fill out an anonymous feedback form on the first session.

These were analysed after the session and the results from those who filled in the form included :

- Everyone was happy that they had come to the session
- People were keen to get into activities sooner with less talking at the beginning
- People were keen to hear about and see examples of what is possible (These weren't ready for session 1, but we will show these in session 2)
- People were happy to have some pre-reading ahead of the session so we could get into activities sooner.

Want to stay updated?

Each co-design session will be summarised and placed on our website. You are welcome to share. To stay up to date on this project head to www.pncc.govt.nz/featherston or join our email list at cycleways@pncc.govt.nz

Featherston Street Co-Design Workshop 2

On Wednesday 3 May, we held our second co-design workshop about the Featherston Street safety improvements at the Conference and Function Centre, Palmerston North.

The session was focused on gathering feedback on three proposed cycleway options for the area between North Street to Aroha St (PNBHS to Central Normal School), which forms part of the Waka Kotahi (NZ Transport Agency) funded 'Streets for People' Programme.

Our work on this project will include a cycleway, pedestrian improvements and we will consider any other concerns raised by our community. The work involves testing elements of the design mid-late 2023.

Following the third co-design session, we will test and adapt elements of the design on the street to see how they perform in real time. The final design will be safety audited and signed off by Waka Kotahi and Council.

More than 70 people with an interest in the project attended the session.

This included representatives of both big and small retailers, schools, residents, cycling advocates, people with disabilities, Waka Kotahi, council elected members and staff and technical consultants.

The session was facilitated by Council's Communications Manager Olivia Wix, who was supported by WSP Senior Project Manager Dhruv Grover.



Reminder of timeframes:

- Co-Design Process (March – June 2023)
- Multi Criteria Analysis (MCA) Process to find preferred option (between co-design 2 and co-design 3)

- Trial some design elements (mid-late 2023)
- Consult with the community on detailed design (August – September 2023) ➤
- Council approval processes (December 2023)
- Construction (January – June 2023)

Waka Kotahi updated us on plans to raise the Rangitikei Street intersection

Glen Connolly, Waka Kotahi Senior Road Safety Engineer, presented safety improvement plans for the intersection of Featherston Street and Rangitikei Street (State Highway 3). The improvements would aim to reduce death and serious injury crashes at the intersections by reducing vehicle speeds through the intersection.

Two initial concepts that were being investigated were:

- To raise the entire intersection (an example shown below of the intersection of Church Street and Linton Street, Palmerston North).



- To install raised platforms on each approach to the intersection (an example shown below of the intersection of Gordonton Road and Thomas Road, Hamilton).



Feedback provided to Waka Kotahi at the workshop included:

- Platforms likely to be a better option
- Concern around whether speed humps would create more congestion/delays
- Humps need to be level with footpath
- More information needed on how raised platforms would integrate with the cycle lane
- Ensuring the angle of the platform is correct (not too steep or flat)
- This approach seems to be consistent with feedback received so far on community desire for lower speed limits on Featherston Street.

Parking occupancy

We presented the map and table below showing parking occupancy results from a survey that was undertaken between 7am and 8pm on a weekday in November 2022.

On Featherston Street parking occupancy was highest between Wood Street and Pirie Street, reflective of the business and commercial land-use that is occurring in this area. Comparatively lower parking occupancy was lowest between Botanical Road and Wood Street, reflecting residential land-use and greater availability of off-street parking.

The below map shows the highest percentage of occupancy throughout the day – importantly, it does not show that a given area was occupied at this rate for the entire surveyed period. For a more detailed analysis, the table below shows the parking occupancy fluctuations throughout the day.



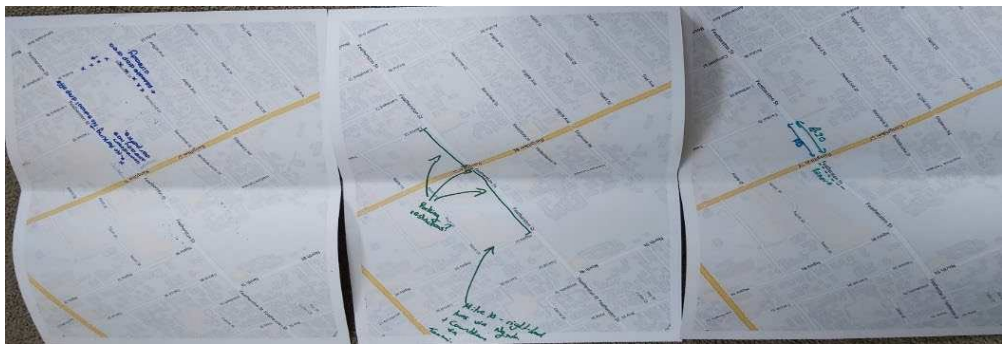
Side	Block	7am – 8am	8am-9am	9am-10am	10am-11am	11am-12pm	12pm-1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm
North	Roy St - North St	0	7	7	7	7	7	7	13	40	0	7	27	27
	North St - Rangitikei St	4	7	46	39	32	32	46	25	25	46	32	21	21
	Rangitikei St - Aroha St	19	48	52	59	44	56	56	85	81	33	26	19	41
	Aroha St - Annandale Ave	14	14	43	71	29	14	14	29	29	0	0	100	29
	Annandale Ave - Nikau St	0	0	0	0	0	0	17	0	0	17	33	0	50
	Nikau St - Wood St	0	0	0	0	0	33	33	33	33	0	0	100	0
South	Roy St - North St	0	0	0	0	14	0	0	14	57	14	0	0	0
	Elizabeth St - Carroll St	0	0	0	0	0	0	0	0	0	0	0	0	0
	Carroll St - Ngata St	0	0	40	80	80	100	100	60	60	20	20	0	0
	Ngata St - Rangitikei St	0	0	0	40	27	33	33	20	27	60	53	33	7
	Rangitikei St - Taonui St	71	86	86	86	86	86	86	57	29	29	29	0	14
	Taonui St - Lombard St	33	17	50	100	83	50	83	83	100	50	50	50	33
	Lombard St - Campbell St	0	0	100	100	100	100	75	100	100	100	75	75	75
	Campbell St – Bourke St	0	13	100	100	33	33	67	33	67	33	33	100	100

You told us that better parking restrictions are needed

On a map, we asked everyone to highlight the areas they thought we should consider a change to parking time restrictions based on the data presented above.

Many people wanted to see:

- P10 around small businesses, such as dairies/takeaway shops/flower shop
- P60/P120 for big business areas
- P240 or no limits around residential areas (prevents all day parking but allows for visitors)
- Better enforcement and monitoring



We presented three cycleway options...

We asked for feedback on the three cycleway options from everyone at the workshop.

We asked different tables to brainstorm the pros and cons of each cycleway for different user groups. They jotted down on paper which option suited each user best, and why.

The three options are outlined in detail below – alongside the feedback we received.

One-Way Cycleway	Two-Way Cycleway (North)	Two-way (South)
Cycleway on each side of the road, with bikers travelling in the direction of traffic	Cycleway on north side of the road, with bikers travelling in either direction.	Cycleway on south side of the road, with bikers travelling in either direction.

One-Way Cycleway:**Features:**

- Separated cycleway with traffic separator
- Retains parking on one side of the road but removes flush median
- Raised zebra crossings at CNS and PNBHS
- Combined left turn/through lane at Rangitikei Street (SH3) intersection
- Potential traffic island to restrict right turns between Taonui Street and Ngata Street
- Combination of in-lane and kerb-side bus stops (pair outside Countdown tbc)

Two-Way Cycleway (northern side):

Features:

- Separated cycleway with traffic separator
- Retains parking on both side of the road in some locations but removes flush median
- Raised zebra crossings at CNS and PNBHS
- Combined left turn/through lane at Rangitikei Street (SH3) intersection
- Potential traffic island to restrict right turns between Taonui Street and Ngata Street
- Combination of in-lane and kerb-side bus stops (pair outside Countdown tbc)

Two-Way cycleway (southern side):



- Separated cycleway with traffic separator
- Retains parking on both side of the road in some locations but removes flush median
- Raised zebra crossings at CNS and PNBHS
- Combined left turn/through lane at Rangitikei Street (SH3) intersection
- Potential traffic island to restrict right turns between Taonui Street and Ngata Street
- Combination of in-lane and kerb-side bus stops (pair outside Countdown tbc)

People were able to review these early concept plans between Boys High and Central Normal and provide any thoughts, questions and feedback.

The most common things raised included:

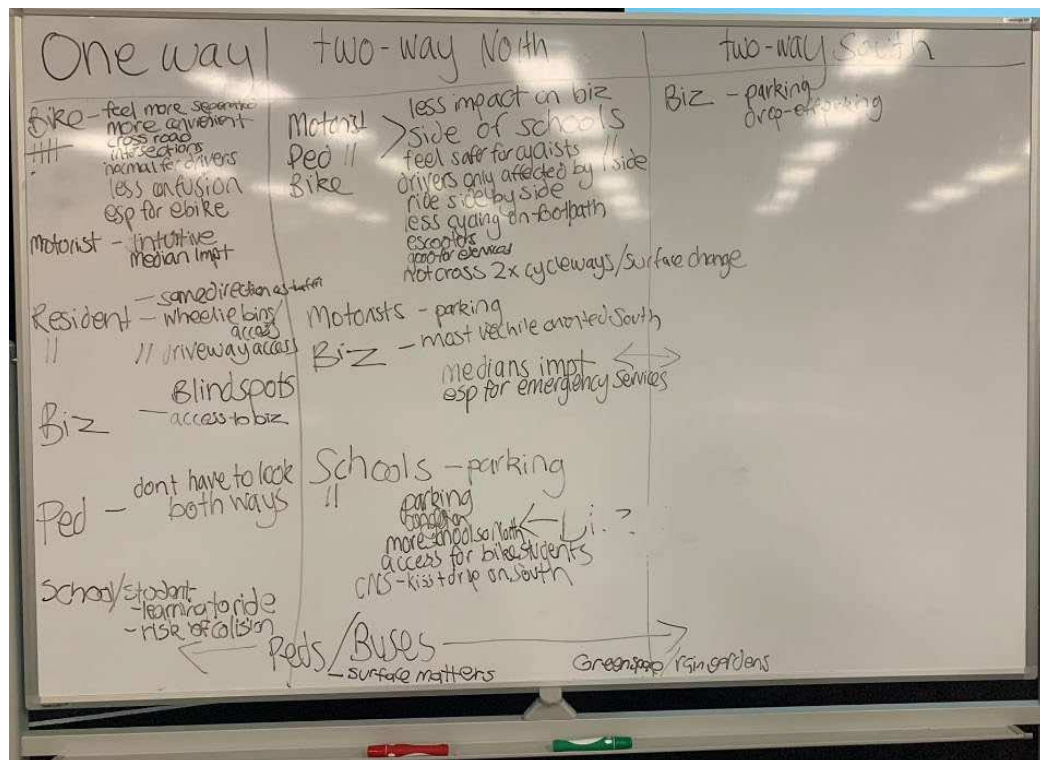
- How many parking spaces are lost in each option?
- What happens to median?
- How do people get across?
- How cycleways interact with pedestrian crossings?
- How right-hand turns will be managed

- Are bidirectional cycleways able to be built on other streets in the city?
 - Will we do education on bidirectional options to teach motorists to look both ways? ➤
- Uni-directional cycleways could make it harder to cross the road mid-point
- Parking loss impact is greater for uni-directional option
 - Cyclists raised concerns about bidirectional if motorists and other cyclists are going fast.
 - Impact of in-lane bus stops to congestion/safety.

We then asked everyone to consider what option was better for different types of users.

Those user groups were people on bikes, businesses, residents, motorists, pedestrians and school parents/children/staff.

The below image of the whiteboard shows feedback that was provided from attendees on each of the three options, highlighting the pros/cons of each option for each road user group.



People voted for their preferred option

At the end of the night we asked people to vote anonymously which cycleway option they preferred. The votes were more supportive of a one-way cycleway on each side of the road.

It's important to note that for this co-design session we didn't have many representatives of small businesses or schools in the room. We don't know whether this would have impacted the outcome.

NEXT STEPS:

- **Co design workshop 3** – date TBC – we'll be asking for feedback on specific elements of the cycleway, including bus stops, placemaking and trial elements.
- **Preferred option** – goes to a council meeting at the end of June for early concept signoff.
- **Detailed design** – expected to be completed and ready for public feedback in September.

Featherston Street Co-Design Workshop 3

On Thursday 15 June, we held our third and final co-design workshop on the Featherston Street cycleway and safety improvements at the Conference and Function Centre in Palmerston North.

The session was focused on gathering feedback on two proposed cycleway options (a one-way cycleway and two-way cycleway on the north side) for the full length of Featherston Street between Botanical Road and Vogel Street, which forms part of the Waka Kotahi (NZ Transport Agency) Streets for People and Transport Choices Programmes. Feedback gathered from all three workshops will be used to help inform Council's Elected Members on what cycleway design proceeds to detailed design and construction (Council meeting scheduled for 28 June 2023).

We discussed locations for five new pedestrian crossings along the length of Featherston Street, based on feedback from the first co-design session. We also spoke about placemaking ideas and locations (placemaking shapes public spaces by harnessing the ideas, resources and assets of the people who use them). Waka Kotahi provided an update on its plans to raise the intersection at Rangitikei Street (SH3)/Featherston Street.

Our work on this project will also include testing some elements of the design later this year prior to construction starting in early 2024.

More than 50 people with an interest in the project attended the session.

This included both big and small retailers, schools, residents, cycling advocates, people with disabilities, Waka Kotahi representatives, council elected members and staff, and technical consultants.

The session was facilitated by Council's Communications Manager Olivia Wix, who was supported by WSP Senior Project Manager Dhruv Grover and Council Senior Planner Keegan Aplin-Thane.



Reminder of timeframes:

- Co-design process (*March-June 2023, now complete*)
- Elected Members' decision on preferred cycleway option (*28 June 2023*)
- Trial some design elements (*mid-late 2023*)
- Council approval processes (*November-December 2023*)
- Construction (*early-2024*)

Waka Kotahi is proceeding with plans to raise the Rangitikei Street intersection

Glen Connolly, Waka Kotahi Senior Road Safety Engineer, updated us on their plans to raise the Featherston Street/Rangitikei Street (State Highway 3) intersection.

The improvements aim to reduce the severity of serious injury crashes by reducing vehicle speeds through the intersection. They are considering two different design options and will keep us updated on which one proceeds. One option includes raising the entire intersection, while the other option includes installing raised platforms or speed bumps on each pedestrian crossing.

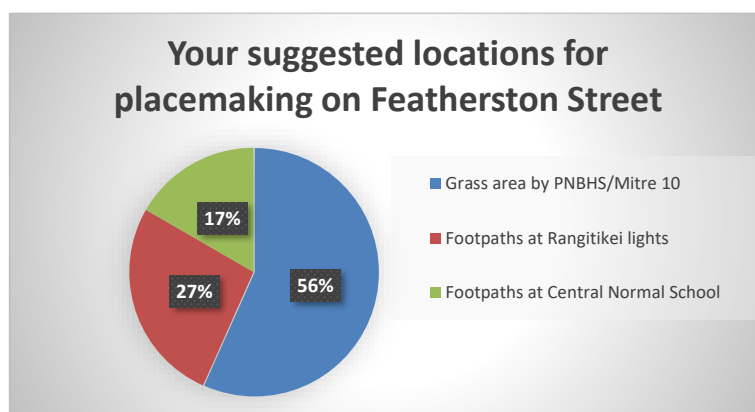
Next steps for Rangitikei Street intersection:

- Design work on raised intersection ongoing
- Options will be considered, and Waka Kotahi will engage with public and businesses
- Any feedback on the Rangitikei Street intersection, you can contact glenn.connolly@nzta.govt.nz

Placemaking between Aroha to North Street

Our Senior Planner Keegan Aplin-Thane outlined our plans to include some placemaking elements along Featherston Street between from Central Normal School to Palmerston North Boys' High School (PNBHS). This forms part of the requirements for the 'Streets for People' project funding.

Placemaking helps to foster a sense of identity, connection, and belonging. It makes use of underutilised space along streets to enhance the area for pedestrians – using things such as art, play elements, wayfinding tools, signage or celebrating heritage. We asked you to suggest some potential locations for placemaking along Featherston Street, as well as some ideas for what we could include.



You suggested these types of placemaking elements:

- Plants and seats by the crossing at Central Normal School
- Seating by PNBHS
- E-scooter parking area on grass by Mitre 10 and PNBHS
- Trees on grassy area near Mitre 10 and PNBHS
- Colourful pedestrian crossing near Central Normal School.
- Getting plants back along the street where appropriate would be great + herb gardens + seating
- Shelter or welcoming waiting space for Just Zilch
- Wayfinding for businesses
- Lighting for separations to illuminate cycleway
- Outside Mitre10 is there space for bike ramps, fun things for kids and adults
- Street art stencils in cycle lane
- Near PNBHS – street art/digital designs/art on fences and windows.
- Drop off zone on Mitre10 grass area for PNBHS
- Make Campbell Street a play area inviting pedestrians from Featherston St
- School art near Central Normal
- Seating near grass area at PNBHS
- Pick up zone and seating near PNBHS
- Wanting school art – get schoolchildren involved
- Seating near Central Normal
- Cycle shaped bike stands near Central Normal
- Painted permanent games on the footpath to encourage interaction and play
- Painted park benches at bus stop along Featherston
- Outer gym equipment outside Torpedo 7 or Mitre10 grass space
- Utilise grass area for pump track, sculpture, interactive, trampolines
- Art on crossings, bike racks, activities for kids near schools
- Activate outside vege shop with seating, vege garden or Just Zilch or Bath
- Art on McDonalds wall/fence that speaks to Palmy Stories (and any other vertical surface)

We've created a group of people that will help us see through any placemaking initiatives.

Let us know if you are willing to be part of the group, or if your organization can supply resources, labour or creative leadership. Email your details to cycleways@pncc.govt.nz and we will be in touch.

We invited feedback on concept plans for two cycleway options along the length of Featherston Street

We explained that after the second co-design session, we made the decision to remove the southern bi-directional option, as it had almost no support. In the second session we asked people to consider user types and which option was best for each user. The one-way and two-way scored most highly, with the one-way leaning slightly higher in this exercise.

The third session was the first time we had presented concept plans for the entire length of Featherston Street – whereas the previous workshops only looked at the section between Central Normal School and PNBHS

We had maps of the design along the full length of the street and asked everyone to give us their thoughts, including how they would adapt their journey for each option. It's important to note that these were concept plans only, and there will be changes as we move through the detailed design process.

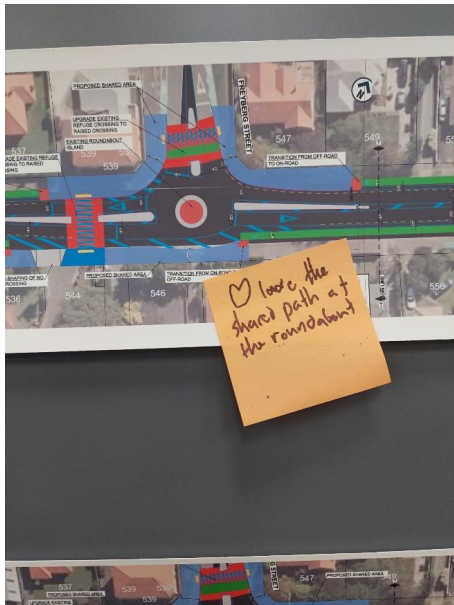
One-Way Cycleway	Two-Way Cycleway (North)
Cycleway on each side of the road, with bikers travelling in the direction of traffic	Cycleway on north side of the road, with bikers travelling in either direction.
	

You told us at previous co-design workshops you wanted to see a wider buffer between parking and cycleway, new pedestrian crossings, upgraded bus stops and changes to the flush median to mitigate the loss of on-street parking and to allow enough space for a cycleway. These are some of the elements we have included in the design.

The most common themes you raised during the third workshop were the impact on parking, how the raised crossings would interact with the cycle lane, refuge spots for pedestrians and access to businesses. People generally liked the two plans and felt like they would consider cycling more often.

Other comments raised during the third workshop on the concept plans for the entire length of Featherston Street included:

- Could build crossing nearer to bus stops and health care
- Go for it, I like it
- Do not like one-way cycleway because of loss of carparks
- Could there be refuge on Featherston, right near Albert Street?
- There should be a pedestrian crossing for Russell Street school access from South of Featherston St
- This option (1 way) will have a negative effect on business because of carparking
- Please put in raised crossings.
- Please do not put in raised crossings. They will impede the main arterial route 24/7 365 days
- Please do not put in raised median barriers on either side of the Rangitikei St. This will impede free and safe movement of traffic, especially the emergency services where seconds matter.
- Don't remove car parks!
- More likely to use this crossing to get my son to dance @ Red Star, if it's more prominent and safer. Also it would slow traffic, making it safer to cross where the dance school is. Very dangerous currently!
- We have five consulting rooms at Kauri Healthcare. Parking in carpark is pretty tight and inaccessible
- I would cycle on Featherston more often
- Those from Kelvin Grove say no safe cycle link to Featherston. Staff would move to parking in side streets
- Kauri has 90 staff, 8 cycle regularly, others drive and park on Featherston
- Prefer this option for increased parking (North 2-way)
- Don't remove car parks! You are anti-residents and businesses who pay rates and your wages.
- Preference is North cycleway to have more car parking for business
- A park for electric scooters would be good. Keep them from blocking pavements
- This would be very hectic with two way. Raise the crossing for Wood St
- Love the shared path at the roundabout
- I would cycle Featherston St more often
- Parking at Troy Howard Motors! NB for operation
- Drop off point for PNBHS
- Move bus stops near Countdown
- I would feel safer and more of my friends would cycle

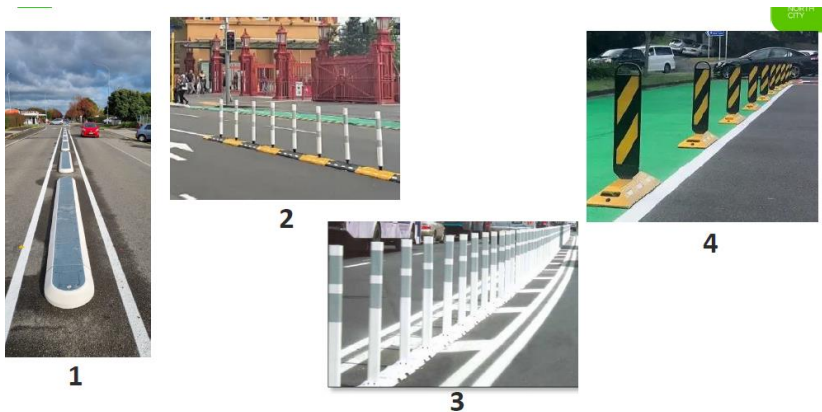


Examples of types of cycleway separators

We have not selected what type of barrier will be in place yet, but the options below are likely.

We will be trialing separators with waste services and emergency services to ensure they can continue to operate.

Waste services is one of the key factors due to the number of wheelie bins, crates and bags, and as more services like food waste are likely due to Government changes. As Featherston St is also, at this stage, zoned for medium density this means there will be far more bins and crates in the future.



Parking – you asked us at previous workshops to provide more detail about the impact of each option

	Status Quo		One-Way Cycleway	Two-Way Cycleway (North)
Section	Number of On-street Carparks	Peak Occupancy	Number of On-Street Carparks Retained	
Botanical Rd – Rangitikei St (SH3)	192	58	26	50
Rangitikei St (SH3) – Ruahine St	233	95	57	102
Ruahine St – Vogel St	154	70	0	41
Total	579	223	83	193

This table shows how many existing parking spaces there are on Featherston Street, as well as how many are in the two options. Peak occupancy refers to the highest number of parking spaces on the street that are occupied at any given time.

You can also see our manual counts for cyclists, pedestrians and E-scooters in the table below. A manual count is someone standing at one spot with a clipboard counting each user as they go past.

Location	Time	Pedestrians	Cyclists	E-Scooters
206 Featherston Street (near Ebony Coffee)	7am-9am	203	33	7
	3pm-6pm	249	44	12
274 Featherston Street (near North Street)	7am-9am	736	83	6
	3pm-6pm	387	61	20

Once an option is chosen and detail design begins, the project team will be working with stakeholders on the street to determine how the design could be altered to allow for parking options and where they should be located.

The project team will also look at whether there needs to be additional parking restrictions along the street and in side streets to allow for parking. Featherston St does have several side streets which can also provide parking – especially for staff working close to Featherston St.

You provided feedback on the locations of five new pedestrian crossings

Improving pedestrian safety and increasing the number of crossing points along Featherston Street was one of the key themes raised during the public feedback period and earlier co-design workshops.

We invited everyone to give us feedback on the placement of five new proposed pedestrian crossings, which we included at locations that were identified in the earlier co-design workshops.

The image below shows the locations of existing crossings, as well as the proposed new locations. Your comments on each crossing have also been included.



New crossing near Pascal Street:

- Desired line is closer to Pascal St
- Needs wayfinding
- Tick mark

New crossing between Bourke Street/Waldegrave Street:

- Need for access to Waldegrave St and Arena entrance as well as onward to town, suggested to move between Wood St and Nikau St
- Asked for pedestrian connection between Wood St and Waldegrave St
- Why is this crossing so close to existing crossing near Aroha St
- Improve existing crossing near Aroha St for school
- Question around needing the new crossing and existing crossing near Aroha St
- Paint maintenance down Waldegrave St
- Tick mark

- Move crossing to the left of Waldegrave St, between Wood St and Kikau St for the pedestrians coming from Kowhai Ave, Wood St, Nikau St, etc

New crossing near Pirie Street

- Suggested to put an additional one near Roy St, close to Featherston St
- My aunty was killed crossing the road near here. The raised crossings will prevent more accidents.

Existing crossing at Russell Street

- Safer in general
- Very dangerous crossing, cars accelerate into you
- Suggested additional crossings between Langston Ave and Albert St and Albert St and Heretaunga St
- Crossings for residents to supermarkets
- Kids from Albert St to Russell St

New crossing near Papaioea Park

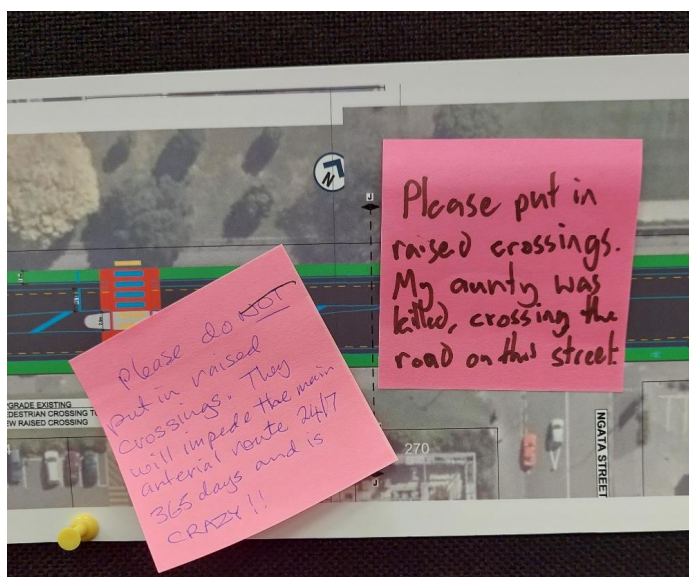
- Suggested to move near Heretaunga St as proposed is too close to intersection and backed up cars will cover crossing
- Move this crossing near Albert St
- Crossed out existing crossing as already have red light crossing here
- Suggested to move crossing to the right of Heretunga St
- Suggested additional crossing to the left of Heretaunga St
- Cars back up at Ruahine St intersection (but they would stop around pedestrian crossing so might be fine)
- Good that it's next to a public toilet. Yay!

Existing crossing near Freyberg Street

- At least raised platform!
- Suggested additional crossing near Kings Crt for kids to Freyberg, Ross, etc.

New crossing near Elliot Street and Tweed Street

- Suggested to duplicate as crossings are sparse – suggested one close to Belfast Pl and one between Tweed St and Vogel St
- Move this across from Kauri Health Care near Vogel St



We asked for feedback on which elements of the design we should trial before construction

We were asked to include several elements in the design of Featherston Street during the public and stakeholder engagement periods, as well as the earlier two co-design workshops.

We're keen to test some of these elements on the street later this year to see what impact they have before construction starts. We'll use the trials to monitor the effectiveness each element, as well as how road users and the wider public react to them.

These are the elements we suggested at the workshop that we'd consider testing following feedback from stakeholders and the community:

- Merging the left and straight traffic lane and signal phasing at the Rangitikei and Ruahine Street intersections (Featherston Street approaches only)
- Changes to the median strip
- Prevent right turns into some entrances
- Pedestrian crossings
- In-lane bus stop
- Rubbish/recycling collection

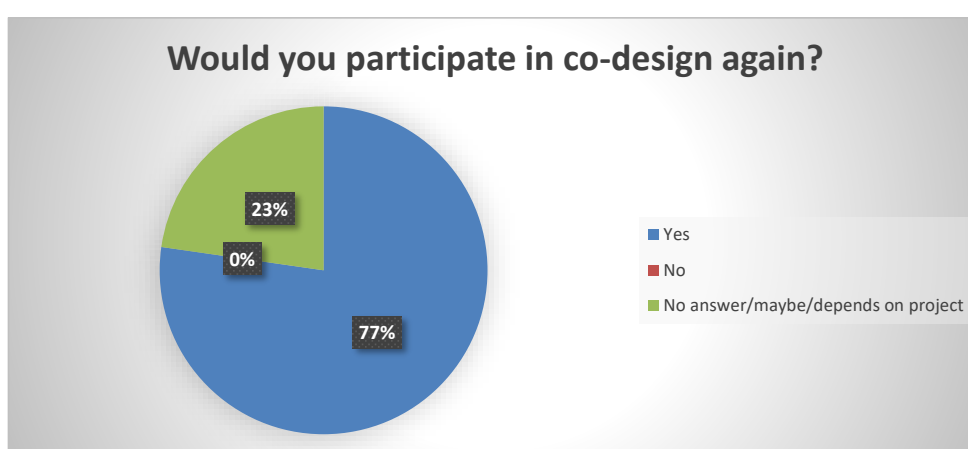
We asked everyone to jot down their thoughts on the above elements, as well as their suggestions for any other elements they'd like to see tested prior to construction.

The most common elements you told us at the workshop to trial:

- Prevent right turns into some businesses (near the Rangitikei intersection to decrease congestion). Noting businesses are extremely concerned about the impact of this.
- In lane bus stops (to assess the impact of vehicles queuing in the traffic lane)
- Raised pedestrian crossings (locations and angle of the bump)
- Types of cycleway separators (to find best one for rubbish and recycling services + emergency services)

You gave us your feedback on the co-design process:

We asked everyone at the third workshop to provide feedback on how they had found the co-design process and whether they would participate if we held co-design for future council projects. We've included your comments below.



Your comments on the co-design process:

- Has been a good process to see the different stages
- Yes, I think it is good to be part of co-design and I would like to participate again
- I am glad I came to these sessions. They have been well run.
- It has been interesting, informative and challenging. The contact has been well organized and full information has been supplied.
- Hard to make every session – make options for written submissions? Some outline of what is going to be discussed ahead of time would be good – also helps to give options for keeping outspoken people back on track. Well run, intensive and informative. Good exercise in co-design. Thanks for the opportunity to contribute.
- Good.
- Great to see a lot of engagement from so many people at the events.
- Thank you

- Good to speak to others attending. Good there was a translation of the Maori prayer. Bad that all still seems orchestrated and a fait accompli – you don't see, to be listening but working to a preset 2019 agenda.
- Enjoyed being part of the process and seeing how hard it is to do anything.
- Interesting process. I enjoyed being part of this. Although I support the cycleway, I did feel a vote for not doing it might have been appropriate.
- It wasn't co-design. It was 3 weeks and only the southern bi-directional path deleted.
- Lovely to be included in planning the city.
- Yay! I like the goals of the long-term vision for the city. It's factoring growth, changing environments (car centric to walk centric) and city design.
- Excited to progress on a more walkable city. It would be nice if there is a bike lane on both sides.
- Yes
- Been well organized. Very difficult to get a consensus for this type of thing. The devil will be in the detail so be very interested to head the preferred option and see final design.
- Worthwhile talking out issues
- Thank you for allowing everyone to participate in the process. Like that there were different options to be involved in the feedback about redesigning Featherston Street and recognizing that it is a space for people and enabling people to use different modes of transport.
- Comprehensive. Gave us clear instruction to discuss. Useful for building knowledge/awareness across the community. Quite fun too.
- Thank you for including us. I'm a resident of Featherston and I work on it too.
- Certainly a better process than consultation.

Next steps?

This was our last co-design workshop, so we'd like to thank everyone for your contributions throughout the process.

Your feedback on our two cycleway options and wider safety improvements will be presented to Council's elected members on 28 June when they choose a preferred option to proceed to detailed design.

Following the council decision, we will send the link to the youtube link and resolution to stakeholders and those who attended co-design.

We'll look to bring the group together again as 'drop in sessions' where you can come and chat to the project team as part of the trials and construction.

If you have any questions in future, feel free to contact the project team by emailing cycleways@pncc.govt.nz

MEMORANDUM

TO: Council

MEETING DATE: 28 June 2023

TITLE: Civic and Cultural Precinct Master Plan Steering Group: Terms of Reference

PRESENTED BY: David Murphy, Chief Planning Officer

APPROVED BY: Waid Crockett, Chief Executive

RECOMMENDATIONS TO COUNCIL

1. That Council adopt the Terms of Reference for the Civic and Cultural Precinct Master Plan Steering Group (Attachment 1).
2. The Council approve the Mayor's recommendation for membership of the Civic and Cultural Precinct Master Plan Steering Group: The Mayor and Councillors Barrett, Bowen, Fitzgerald and Hapeta.

1. ISSUE

- 1.1 In [November 2022](#), as part of the report Appointment of Council representatives to external bodies, the Mayor recommended the creation of a new Steering Group for the Civic and Cultural Precinct Master Plan project.
- 1.2 The Mayor also nominated the appointment of the following elected members to the Civic and Cultural Precinct Master Plan Steering Group: The Mayor and Councillors Barrett, Bowen, Fitzgerald and Hapeta. As this was a new group, these appointments are being brought in parallel with the proposed Terms of Reference for the Steering Group (Attachment 1).

2. BACKGROUND

- 2.1 On 5 April 2023 Council passed a series of resolutions regarding next steps for the Civic and Cultural Precinct Master Plan, including the following recommendation:

That Council direct the Chief Executive to establish a Civic and Cultural Precinct Steering Group and prepare a terms of reference to be approved by Council.

- 2.2 A community-based 'steering group' existed during the work undertaken on the Civic and Cultural Precinct Master Plan during 2021 and 2022. A similar community-based group is likely to be required should the Council decide to

confirm its decision to complete the Civic and Cultural Precinct Master Plan as part of the 2024/34 Long Term Plan.

- 2.3 Given that external funding and private investment will be critical to delivering the Civic and Cultural Precinct Master Plan, the recommended membership for the Steering Group includes the option to co-opt external commercial advisor(s).

3. NEXT STEPS

- 3.1 Arrange the first meeting of the Steering Group to guide the preparation of a set of programmes to progress the Civic and Cultural Precinct Master Plan to be considered by the Council for inclusion in the 2024/34 Long Term Plan.

4. COMPLIANCE AND ADMINISTRATION

Does Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven & Enabling Council	
The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship	
The action is: Ongoing review of governance systems and structures to support Council's effectiveness and reputation	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Council staff and elected member decision-making focuses on agreed strategic priorities.

ATTACHMENTS

1. Civic and Cultural Precinct Master Plan Steering Group Terms of Reference [↓](#) 

Civic and Cultural Precinct Master Plan Steering Group

Terms of Reference

Introduction & Background

In 2019 the Council considered an initial Civic and Cultural Precinct Master Plan (CCPMP). As the project was progressed with a revised brief and new lead consultant, the original expectations and aspirations for the project were not achieved. Work on the CCPMP was paused in November 2022.

In April 2023, the Council formally resolved to use the 2019 CCPMP to inform the preparation of a set of programmes to progress the CCPMP. The programmes will be considered for inclusion in the 2024-34 Long Term Plan.

The Objectives of the Civic and Cultural Precinct Master Plan

The CCPMP will provide opportunities to:

- Direct coordinated public and private development and design in a manner that aligns with Council strategic direction and delivers an aspirational, vibrant and attractive civic and cultural destination for the City.
- Optimise the future use and development of Council's civic and cultural facilities located within the precinct while resolving associated earthquake prone building issues.
- Seek external funding and private developer investment to help deliver the CCPMP.
- Build a strong sense of commitment by mana whenua, key city partners and stakeholders to enhance the civic and cultural elements and experiences within the precinct area over time.

Terms of Reference

1. Provide strategic leadership on the CCPMP
2. Guide the preparation of a set of programmes to progress the CCPMP to be considered by the Council for inclusion in the 2024-34 Long Term Plan.
3. Guide the preparation of the material that describes the options to advance the CCPMP to be considered by the Council for inclusion in the 2024-34 Long Term Plan.

4. Provide strategic leadership on the implementation of any CCPMP programmes approved as part of the 2024-34 Long Term Plan.
5. Provide strategic leadership and advocacy to help secure external funding and private developer investment to help deliver the CCPMP.

Accountability

The CCPMP Steering Group will report back to Council or the Economic Growth Committee on a 6 monthly basis.

Membership

The membership shall be:

- Mayor (Chair)
- Councillors Barrett, Bowen, Fitzgerald and Hapeta.
- Rangitāne representative
- Chief Planning Officer
- Chief Infrastructure Officer
- Chief Customer Officer
- Chief Executive, Te-Manawa
- Chief Executive, CEDA
- Palmy BID
- Co-opted external commercial advisor(s) as required
- Administrator

Frequency of Meetings

Bi-monthly or other such frequency as appropriate to consider matters arising.

MEMORANDUM

TO: Council

MEETING DATE: 28 June 2023

TITLE: Bad debt write offs

PRESENTED BY: Scott Mancer, Finance Manager

APPROVED BY: Cameron McKay, Chief Financial Officer

RECOMMENDATIONS TO COUNCIL

1. That Council write off the bad debt of \$162,527.77 (excl. GST) owed by Fortress Information Systems Limited.
 2. That Council write off the bad debt of \$20,009.30 (excl. GST) owed by Palmerston North Jets Basketball Incorporated.
 3. That Council write off the bad debt of \$58,363.91 (excl. GST) owed by Pioneer City West Limited.
-

1. ISSUE

Clause 221(c) of the Delegations Manual limits the Chief Executive to write off bad debts up to a maximum of \$8,000, being 0.5% of the Specified Sum and provided such debtor accounts have been outstanding in excess of six months.

Authorisation is therefore required to enable Council to write off the following bad debt (all exclusive of GST) owed to Council by;

- Fortress Information Systems Limited - \$162,527.77
- Palmerston North Jets Basketball Incorporate - \$20,009.30
- Pioneer City West Limited - \$58,393.91

These debtors have had bad debt provisions expensed in previous financial years.

2. BACKGROUND

Council officers have taken all steps to attempt to recover these amounts and believe that these are highly unlikely to be recovered. It is requested that Council approve writing off these bad debts, noting that this does not impact the operational surplus/(deficit) for the 2022/23 financial year as provisions have already been put in place for these debtors, in prior years.

Fortress Information Systems Limited:

Fortress Information Systems Ltd., trading as TicketDirect, were Council's ticketing merchants prior to 2020. The company was placed into receivership 31 August 2020 and into liquidation on 22 October 2020.

At the time they were placed into liquidation, Fortress Information Systems Ltd. owed Palmerston North City Council \$162,527.77 excluding GST. The invoices were raised during the 2019/20 financial year and relate to two events;

- Superstock Teams Champs 2020
- Under 18 Men's Softball Champs 2020

Palmerston North City Council is an unsecured creditor of Fortress Information Systems Ltd.

The most recent liquidators report, publicly available on the companies register, is the Six Monthly Liquidators Report for the period 22 October 2020 to 22 April 2023. In this report the liquidators have noted that a dividend to unsecured creditors is stated as being unlikely.

Council has an insurance claim for the loss suffered by the liquidation of Fortress Information Systems Ltd., and this is a separate matter. The insurance claim is not affected by this bad debt being written off.

Palmerston North Jets Basketball Incorporated:

For clarity, this is not the current Manawatu Jets basketball organisation that is operating today. There is no responsibility and/or direct links operationally between the previous organisation and the current one.

On 18 October 2021, Palmerston North City Council received a letter from Palmerston North Jets Basketball Incorporated advising that they have ceased all operations, relinquished its Nation Basketball League License, and had no cash or assets to pay any outstanding amounts owing.

At the time of receiving this letter, Palmerston North Jets Basketball Inc. owed Council overdue invoices of \$20,009.30 excluding GST. These invoices were dated between May and June 2021.

At the Council meeting on 15 September 2021, Council was presented with a paper seeking funding for the new organisation. It was noted at this time that this was a new organisation and these debts mentioned above were still owed to PNCC.

Pioneer City West Limited:

Council, at its meeting on 17 June 2019, previously provided for the negotiation of the debt to be written off, subject to one of two conditions being met. The two conditions to be met were either;

- 1(a) - Pioneer City West Limited agrees to formally withdraw Private Plan Change B and work collaboratively with Council on a Council-led District Plan Change at Kakatangiata.
- 1(b) - Pioneer City West Limited agrees not to progress Private Plan Change B for a period of 18 months to work collaboratively with Council on a Council-led District Plan Change at Kakatangiata

Council officers have met with John Farquhar, the director of Pioneer City West Ltd. and have agreed that condition 1(b), above, has been met subject to the release of the recommendation from Part II. These recommendations have subsequently been released from Part II, and approval is now sought to write this debt off.

The debt relates to an invoice for work relating to Private Plan Change B, raised in June 2014 of the 2013/14 financial year.

3. NEXT STEPS

Following Council approval, Officers will write these debts off the respective debtor accounts on the balance sheet which in turn will reduce the provisions previously made for these doubtful debts.

4. COMPLIANCE AND ADMINISTRATION

Does Council have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual – Clause 221(c)	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 (Not Applicable)	
Contribution to strategic direction and to social,	

economic, environmental and cultural well-being	
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ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 28 June 2023

TITLE: Priority Order for Council-owned Earthquake Prone Buildings

PRESENTED BY: Bryce Hosking, Group Manager - Property and Resource Recovery

APPROVED BY: Chris Dyhrberg, Chief Infrastructure Officer

RECOMMENDATION TO COUNCIL

1. That Council approve the proposed strengthening order of the council-owned earthquake prone buildings as set out in Appendix 5 of this memorandum.

1. ISSUE

- 1.1 Council owns 21 facilities (some made up of multiple buildings) that have been confirmed as being earthquake prone buildings (EPBs). Council has 15 years or less from the date at which each building was identified as an EPB to complete remediation. Seismic remediation can include full or partial demolition, retrofit strengthening, or rebuilding.
- 1.2 The final strengthening solutions will be considered on a building-by-building basis as part of the respective design phases for each project. These will be brought to Council individually in the future.
- 1.3 A proposed order of strengthening has been determined through scoring each of the buildings against a set of criteria. Once the order of strengthening is finalised it will be used to inform a work programme within the 2024-34 Long Term Plan and beyond.
- 1.4 This memorandum seeks Council's approval of the proposed order of strengthening to remedy each of Council's EPBs.

2. BACKGROUND

- 2.1 In July 2017, the Earthquake-Prone Buildings Amendment Act came into force. It determines a nationally consistent way of identifying and managing the most vulnerable buildings in terms of people's safety. A glossary of key terms is attached as Appendix 1.

- 2.2 The Act identifies Palmerston North as a "High Seismic Risk Area", which requires building owners to address EPBs within 15 years of receiving an Earthquake Prone Building Notice.
- 2.3 Several risk factors help predict what may happen to a building in an earthquake. These include its age, size, shape, and construction materials. The Initial Evaluation Procedure (IEP) and Detailed Seismic Assessment (DSA) process assesses a building to indicate performance in an earthquake. This is represented as a percentage of the New Building Standard (NBS). EPBs are those classified as less than 34% of the new building standard.
- 2.4 Council adopted an Earthquake Prone Buildings Policy in 2019 which provides a framework for decision making around the strengthening of all EPBs within Council's building portfolio. This is attached as Appendix 2.
- 2.5 The seismic strengthening of Council's earthquake prone buildings, including the crematorium, is provided through Programme 902 – Seismic Strengthening of Council Owned Buildings.

3. OVERVIEW OF THE PORTFOLIO – COUNCIL OWNED BUILDINGS

- 3.1 The list of 21 council-owned facilities that have been confirmed as being earthquake prone, along with their respective percentage of the NBS, is attached as Appendix 3.

4. ASSESSMENT CRITERIA

- 4.1 To develop a draft order of strengthening Officers recommend all Council-owned EPBs are considered against key criteria which have been informed by Council's policy along with other key considerations such as potential cost and other significant renewal works that may need to be considered.
- 4.2 Each building has been allocated a score against each of the criteria from 1-5. The recommended order of strengthening is then be driven from those with the highest score through to the lowest.
- 4.3 A summary of the assessment criteria and scoring definitions is attached as Appendix 4.
- 4.4 All Council-owned EPBs have been be assessed and provided a score based on the criteria to provide an initial strengthening order against Council's policy. The additional considerations of estimated total project cost and level of other significant renewal work needed have then been applied to produce a final proposed order of strengthening.
- 4.5 It should be noted that where a building is deemed to be a critical asset (scoring a 5 in this criteria) it has been prioritised over other buildings regardless of score.
- 4.6 The assessment and scoring are attached as Appendix 5.

4.7 The proposed order of strengthening is attached as Appendix 6.







5. NEXT STEPS

5.1 Once the order of strengthening is finalised it will be used to inform a work programme within Programme 902 to be considered as part of the 2024-34 Long Term Plan.

6. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do, they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the achievement of action/actions in Arts and Heritage	
The action is: Carry out seismic strengthening of the Council-owned facilities.	
Contribution to strategic direction and to social, economic, environmental, and cultural well-being	Ensuring the Council-owned earthquake prone buildings are seismically strengthened will ensure the occupants, neighbours, and the public can vacate the respective buildings safely in an earthquake event. In addition, Council will be seen to be leading by example in strengthening its owned buildings in a timely manner.

ATTACHMENTS

1. Appendix 1: Glossary of Terms [↓](#) 
2. Appendix 2: Council Owned EPB Policy 2019 [↓](#) 
3. Appendix 3: Council-owned EPBs [↓](#) 
4. Appendix 4: Criteria and Scoring Definitions [↓](#) 
5. Appendix 5: Assessment and Scoring [↓](#) 
6. Appendix 6: Proposed Order of Strengthening [↓](#) 

GLOSSARY OF KEY TERMS

DSA	Detailed Seismic Assessment - This involves a physical onsite assessment and is more comprehensive than the IEP. The DSA assesses the structural load paths for the whole building, the capacity of each structural element, the likely inelastic mechanisms, the global building response to earthquake shaking and the impact of secondary structural and critical non-structural building elements.
EPB	Earthquake Prone Building - A building is defined as earthquake prone if it will have its ultimate capacity exceeded in a moderate earthquake, and if it were to collapse, would do so in a way that is likely to cause injury or death to persons in or near the building or on any other property, or damage to any other property.
IEP	Initial Evaluation Procedure - This is an evaluation procedure devised by the New Zealand Society for Earthquake Engineering (NZSEE) in 2006. This is the first step in the seismic evaluation of a building with the purpose to identify EPBs. Essentially this is a desktop exercise based on assessment of plans.
IL	<p>Importance Level - New Zealand Standards and NZSEE guidelines rank EPBs by their importance level which is based upon their function, location and total occupancy. The five levels of importance are defined in Clause A3 of the Building Code, Schedule 1, Building Regulation 1992.</p> <ul style="list-style-type: none"> • Level 1: Structures presenting a low degree of hazard to life or property, such as walkways, outbuildings, fences and walls. • Level 2: Normal structures and structures not covered in other importance levels, such as timber-framed houses, car parking buildings or office buildings. • Level 3: Buildings of high value or benefit to the community. These buildings have increased performance requirements because they may house large numbers of people or fulfil a role of increased importance to the local community or to society in general. The Building Act defines IL3 as: <ul style="list-style-type: none"> ○ Buildings where more than 300 people congregate in one area ○ Any other building with a capacity of more than 5,000 people ○ Buildings for power generating facilities, water treatment for potable water, wastewater treatment facilities, and other public utilities facilities not included in importance level 4 • Level 4: Buildings that must be operational immediately after an earthquake or other disastrous event, such as emergency shelters, hospital operating theatres, triage centres and other critical post-disaster infrastructure. • Level 5: Structures whose failure poses a catastrophic risk to a large area or many people, such as dams, nuclear facilities or biological containment centres.
NBS	New Building Standard - The NBS is the rating given to a building to indicate its seismic standard (or the ability to withstand an earthquake). A seismic assessment report compares existing building's % of structural earthquake strength relative to NBS (%NBS). This is used to compare a building against the construction standards if an equivalent building was newly built in the current environment.

Priority Building	These are buildings that are defined under the legislation as priority buildings – by the regulatory arm of Council. They are considered to pose a higher risk to life or buildings that are critical to recovery after an earthquake. This includes properties that are based on roads deemed as priority routes for moving around the city post event.
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EARTHQUAKE PRONE BUILDINGS POLICY

FOR PALMERSTON NORTH CITY COUNCIL
OWNED PROPERTY



George Street - Palmerston North City



INTRODUCTION

Building (Earthquake-prone Buildings) Amendment Act 2016

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

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

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

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



COUNCIL PROPERTY

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

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

Critical properties owned by the Council include:

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

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

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

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



THE CHALLENGE WITH EARTHQUAKE PRONE BUILDINGS

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

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

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

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

STRATEGIC ALIGNMENT

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

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

City Development Strategy 2018

The City Development Strategy provides the following direction:

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

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

Creative and Liveable City Strategy 2018

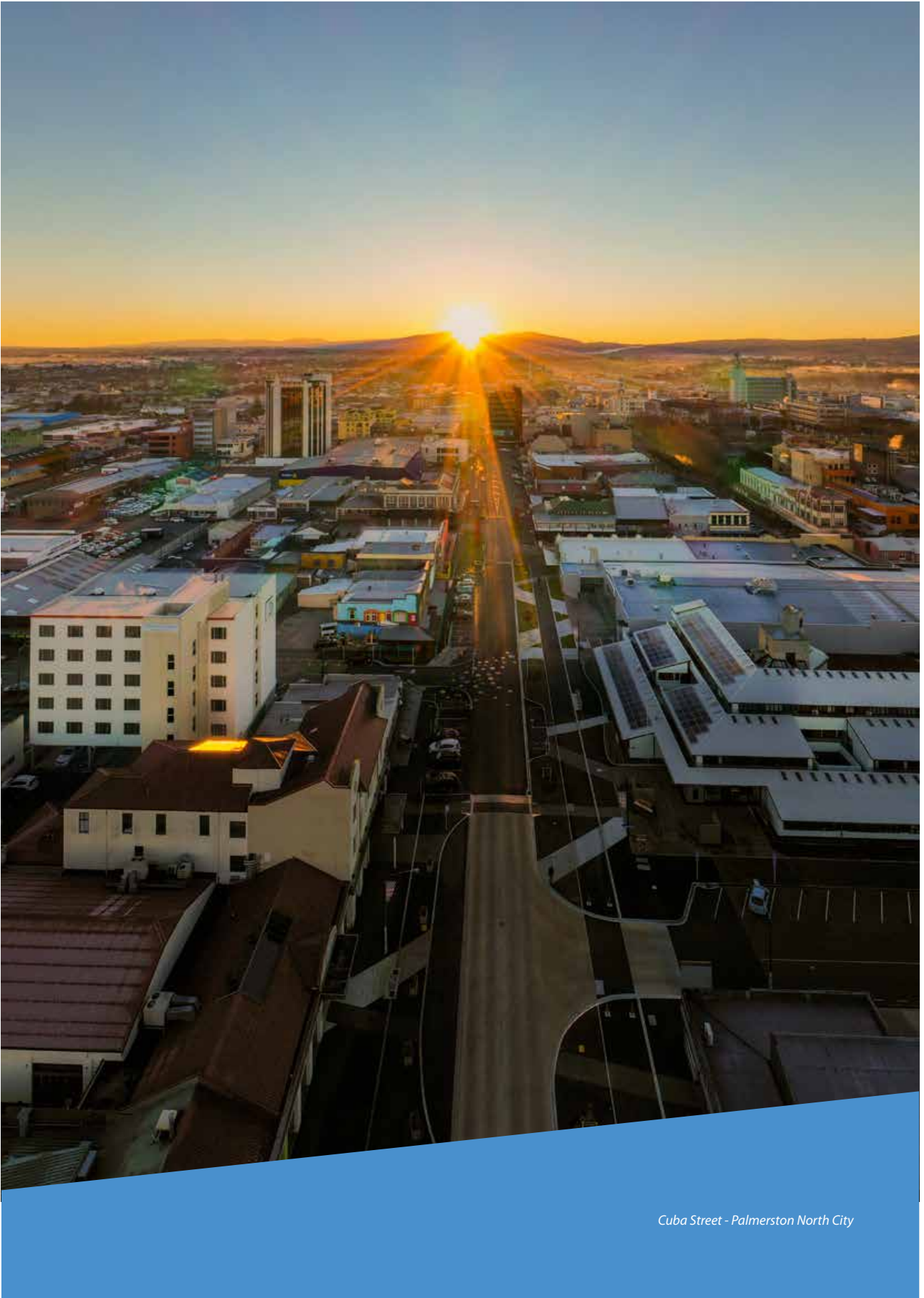
The Creative and Liveable City Strategy provides the following direction:

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

Heritage Management Plan 2018 and Culture & Heritage Plan 2018

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

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



Cuba Street - Palmerston North City



INFRASTRUCTURE STRATEGY 2018

The Infrastructure Strategy provides the following direction:

Increasing resilience of infrastructure

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

Te Manawa

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

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

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

Section 17 of the District Plan provides the following direction:

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

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

To ensure our heritage is safeguarded, the Council will:

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



POLICY OBJECTIVES AND GOALS

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

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

GUIDELINES

Identification of Earthquake Prone Buildings

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

Asset Planning & Funding

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

Building Act 2004

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

Percentage of New Building Standard (NBS)

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

Heritage Values, District Plan and RMA

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

ADMINISTRATION

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

REVIEW

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



Caccia Birch House - Palmerston North City



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COUNCIL-OWNED EARTHQUAKE PRONE BUILDINGS

NO	FACILITY NAME	NUMBER OF EPB IN THE FACILITY	NBS % (INDICATIVE)
1	The Regent Theatre	1	20%
2	The Central Library	3	20%-25%
3	Te Manawa	8	12%-20%
4	Civic Administration Building	5	20%-25%
5	Caccia Birch House	1	10%
6	Crematorium	1	20%
7	Wastewater Treatment Plant	2	20%
8	Water Treatment Plant	1	20%
9	Fitzherbert Park Grandstand	1	18%
10	Square Edge (Main Building)	1	25%
11	Square Edge (Rear Building)	1	20%
12	Arena 5 (Barber Hall)	1	30%
13	Lido Aquatic Centre (Indoor Pool)	1	20%
14	Keith Street Power Station	1	10%
15	The Chalet	1	25%
16	Ashhurst Domain Changing Rooms*	1	34%
17	Creative Sounds	1	26%
18	Memorial Park Grandstand Canopy	1	25%
19	Papaioea Pavilion	1	24%
20	266 Rangitikei (MTF Building)	1	25%
21	Victoria Esplanade Paddling Pool Structure	1	20%

* Technically not an EPB at 34%, but so close suggest treat as one anyway.

ASSESSMENT CRITERIA AND SCORING DEFINITIONS

Rating Criteria	Description	Scoring
Business Continuity	The ability for the services provided from the building to either continue during construction, continue remotely, or can resume the services in the alternative locations.	<ol style="list-style-type: none"> 1. Able to fully function 2. Part(s) of the building will close, but full services are still able to be provided 3. The building will be closed to the public with limited services able to be provided 4. The building will be closed to staff and users, but limited services can be provided remotely or through other locations 5. Services will cease for the duration of the works
Criticality	The criticality of the services being provided from the building and the level of impact on the population should these services not be available in a post event situation.	<ol style="list-style-type: none"> 1. Not a critical service 2. Impacts a small number of residents. (1000-5000) 3. Impacts a medium number of residents (5001-20,000) 4. Significant social and economic impact – No/limited alternate service available (affect 20,000+ residents) 5. Critical service in a post event situation- affect city wide
Priority Buildings	Defined under the legislation, these buildings are considered to present a higher risk due to construction type, use, or location. Building owners must undertake the necessary seismic work on any priority buildings determined to be earthquake-prone in half the time available for other buildings. Note: There are no scores in between for this criterion, just a 1 or a 5	<ol style="list-style-type: none"> 1. Not a priority building under the legislation 5. Is a priority building under the legislation
Occupancy Level	The maximum legal occupancy level and regular peak occupancy level including how often the building reaches the peak level occupants. This is a formal threshold identified as part of a Buildings Warrant of Fitness (BWOFF).	<ol style="list-style-type: none"> 1. 50 people or less 2. 50-100 people 3. 100-200 people 4. 200-300 people 5. 300+ people
Importance Level	The significance of a building by its IL as defined under legislation and is related to the consequences of failure.	The 1-5 scores reference are included in the glossary of terms (Appendix 1)

Heritage Value	The building is listed with Heritage New Zealand or has significant historical, cultural, and social values to the City.	<ol style="list-style-type: none"> 1. No historic/ heritage value 2. Building has architectural quality and artistic characteristics 3. Building contributes to city shaping and urban characteristics 4. Significant Heritage values, Iconic structure, historical and social attachment to the locals 5. Registered heritage building
Te Ao Māori	The building, the land the building is built on and its impact on the sourcing environment reflecting Te Ao Māori and Rangitāne perspective and values.	<ol style="list-style-type: none"> 1. The building has insignificant value to Te Ao Māori 2. The function of the site and connection to the environment 3. The historical and ancestral relationship of Te Ao Māori with the site and building 4. Major internal and external architectural features of the building and the site reflecting Te Ao Māori and Rangitāne values 5. The building and the site have significant value to Te Ao Māori and Rangitāne
Strategic Alignment	The extent to which the building aligns to or forms a part of, wider strategic pieces of work, programmes, and projects.	<ol style="list-style-type: none"> 1. No alignment to other programmes of work and can be addressed independently 2. Some reference to other programmes or plans 3. Upgrading and building improvement needs to be completed parallel to seismic strengthening or after structural upgrade, refurbishment etc. 4. Is waiting on strategic decisions and direction 5. Multiple alignment to major strategic and urban development

Additional Factors		
Other Significant Works	Other significant renewal work needs to be undertaken in the building. These works may either need to be deferred until strengthening is complete or practical to be undertaken as part of the strengthening project.	<ol style="list-style-type: none"> 1. No significant project/upgrading work is planned or dependent 2. Some building/compliance work will be triggered along, accessibility improvements, fire alarm upgrade 3. Some project works to be taken along or after the strengthening work is completed, refurbishment, doors & window replacement, 4. Major upgrade work and building improvements 5. 5- Significant structural upgrade and improvements
Cost	Whilst the estimated cost of strengthening is not directly factored into the prioritisation process, the need to spread the financial impact across the 15-year timeframe is an important consideration. The buildings which are estimated to be significant cost (\$10M+) are suggested to be spread over the period. Exact costs for each of the projects will not be known until the detailed design of the respective strengthening schemes is complete.	<ol style="list-style-type: none"> 1. Below \$1Mil 2. \$1-2 Mil 3. \$2-3Mil 4. \$3-5Mil 5. \$5Mil+

KEY CRITERIA ASSESSMENT RATING

Buildings	Business Continuity	Criticality	Priority Building	Occupancy Level	Importance Level	Heritage Value	Iwi Value	Strategic Value	Total Score	Initial Order
Crematorium	5	5	1	5	4	1	3	2	26	1
The Central Library	4	3	1	4	3	4	4	5	28	2
The Regent Theatre	4	3	5	4	3	4	4	2	29	3
Te Manawa	4	3	1	4	3	2	4	5	26	4
Civic Administration Building	2	3	1	5	3	3	3	5	25	5
Caccia Birch House	5	1	1	5	3	5	3	2	25	6
Water Treatment Plant - Admin Block	3	5	1	1	4	1	3	1	19	7
Wastewater Treatment Plant - Admin Block and Digesters	3	5	1	1	4	1	3	1	19	8
Square Edge (Front Building)	5	1	1	3	2	2	2	5	21	9
Fitzherbert Park Grandstand	5	1	1	4	3	1	1	2	18	10
Arena 5 (Barber Hall)	4	1	1	5	3	1	2	1	18	11
Keith Street Power Station	5	1	1	1	2	5	1	2	18	12
The Chalet	5	1	1	2	2	1	1	3	16	13
Lido Aquatic Centre (Indoor Pool)	2	1	1	4	3	1	1	1	14	14
Square Edge (Rear Building)	5	1	1	1	2	1	1	2	14	15
Creative Sounds	5	1	1	1	2	1	1	1	13	16
Ashurst Domain Changing Rooms	5	1	1	1	1	1	1	1	12	17
Memorial Park Grandstand Canopy	5	1	1	1	1	1	1	1	12	18
Papaieoa Park Pavilion	5	1	1	1	1	1	1	1	12	19
266 Rangitikei Street (MTF Building)	5	1	1	1	1	1	1	1	12	20
Victoria Esplanade Paddling Pool Structure	5	1	1	1	1	1	1	1	12	21

ADDITIONAL CONSIDERATIONS ASSESSMENT RATING

Buildings	Other Significant Renewal Works	Estimated Total Project Cost (\$M)	Other Significant Works Rating	Cost Rating	Total Score
Crematorium	Cremator Upgrade, staff facilities upgrade	5	4	5	9
The Central Library	HVAC replacement, Roof replacement, Escalators and Lifts replacement, Significant refurbishment	50	5	5	10
The Regent Theatre	Public-facing facilities refurbishment	15	4	5	9
Te Manawa	Significant refurbishment	50	4	5	9
Civic Administration Building	Window replacements	15	3	5	8
Caccia Birch House	Fire upgrade, 1st floor strengthening	5	5	3	8
Water Treatment Plant - Admin Block		3	1	3	4
Wastewater Treatment Plant - Admin Block and Digesters		5	1	3	4
Square Edge (Front Building)		10	2	4	6
Fitzherbert Park Grandstand		15	2	5	7
Arena 5 (Barber Hall)	Possible replacement as part of CET Arena Masterplan	15	1	5	6
Keith Street Power Station		5	1	3	4
The Chalet	Significant refurbishment	3	4	2	6
Lido Aquatic Centre (Indoor Pool)		3	1	2	3
Square Edge (Rear Building)		0.5	1	1	2
Creative Sounds		1	1	1	2
Ashhurst Domain Changing Rooms		0.5	1	1	2
Memorial Park Grandstand Canopy		0.5	1	1	2
Papaioea Park Pavilion		0.5	1	1	2
266 Rangitikei Street (MTF Building)		0.5	1	1	2
Victoria Esplanade Paddling Pool Structure		0.5	1	1	2
Total		\$203M			

PROPOSED ORDER OF STRENGTHENING

Buildings	Key Criteria Rating Score	Additional Considerations Score	Combined Score	Proposed Order of Strengthening
Crematorium	26	9	35	1
Water Treatment Plant - Admin Block	19	4	23	1
Wastewater Treatment Plant - Admin Block and Digesters	19	4	23	1
The Central Library	28	10	38	2
The Regent Theatre	29	9	38	3
Te Manawa	26	9	35	4
Civic Administration Building	25	8	33	5
Caccia Birch House	25	8	33	6
Square Edge (Front Building)	21	6	27	7
Fitzherbert Park Grandstand	18	7	25	8
Arena 5 (Barber Hall)	18	6	24	9
Keith Street Power Station	18	4	22	10
The Chalet	16	6	22	10
Lido Aquatic Centre (Indoor Pool)	14	3	17	11
Square Edge (Rear Building)	14	2	16	12
Creative Sounds	13	2	15	13
Ashhurst Domain Changing Rooms	13	2	15	13
Memorial Park Grandstand Canopy	12	2	14	14
Papaieoa Park Pavilion	12	2	14	15
266 Rangitikei Street (MTF Building)	12	2	14	15
Victoria Esplanade Paddling Pool Structure	12	2	14	15

MEMORANDUM

TO: Council

MEETING DATE: 28 June 2023

TITLE: Future Development Strategy: Horizons Regional Council and Palmerston North City Council Joint Steering Group

PRESENTED BY: Michael Duindam, Acting City Planning Manager

APPROVED BY: David Murphy, Chief Planning Officer

RECOMMENDATIONS TO COUNCIL

1. That Palmerston North City Council and Horizons Regional Council establish a Joint Steering Group to guide the preparation of the Future Development Strategy
 2. That the following three elected members are appointed as representatives of Palmerston North City Council to the Future Development Strategy Steering Group:
 - a. Mayor Grant Smith
 - b. To be determined
 - c. To be determined
-

1. ISSUE

- 1.1 The National Policy Statement on Urban Development (NPS-UD) requires Palmerston North City Council and Horizons Regional Council to jointly prepare a Future Development Strategy (FDS).
- 1.2 There is currently no suitable joint governance body that could appropriately oversee the development, consultation, and adoption of the Strategy.
- 1.3 This report recommends a joint steering group be established so both councils have sufficient oversight to ensure the FDS is jointly prepared.

2. BACKGROUND

- 2.1 The NPS-UD requires all Tier 1 and 2 councils to prepare and update an FDS every 6 years. Palmerston North City Council and Horizons Regional Council are Tier 2 councils.
- 2.2 The key output for the FDS is a spatial plan which sets out areas for household, commercial and industrial growth in the city over the next 30 years, giving

consideration to a range of influencing factors, including iwi aspirations and constraints on development.

- 2.3 The purpose of an FDS is to set the high-level vision for accommodating urban growth over the long term, and identifies strategic priorities to inform other development-related decisions, such as:
 - District Plan zoning and related plan changes.
 - Priority outcomes in long-term plans and infrastructure strategies, including decisions on funding and financing.
 - Priorities and decisions in regional land transport plans.
- 2.4 Because the FDS ensures clear alignment between land-use planning and infrastructure delivery, budgets will therefore be matched with anticipated demand, which will allow much more responsiveness to growth.
- 2.5 An ancillary benefit is that Waka Kotahi and Ministry of Housing and Urban Development have advised that their investment decisions will be reliant on the content of an FDS. Funding to support planned growth from third parties will be much easier to secure as a result of developing an FDS. For example, it will be a criterion for consideration in the allocation of funds through the Regional Land Transport Plan process.
- 2.6 The FDS will build on existing strategic land-use planning, including Palmerston North City Council's strategic direction, spatial plan and the evidence contained within the Housing and Business Needs Assessment 2023. It will also draw on data provided by Horizons Regional Council and other stakeholders relevant to urban growth such as Waka Kotahi, Kāinga Ora, and network utility providers.
- 2.7 Where councils share jurisdiction over an urban environment, the NPS-UD requires joint responsibility. This means that Palmerston North City Council and Horizons Regional Council are jointly responsible for the preparation of the FDS.
- 2.8 The NPS-UD also requires that the first FDS must be prepared in time to inform the 2024 Long Term Plan (LTP), and that the draft FDS must undergo public consultation using the special consultative procedure (section 83 of the Local Government Act 2002). It is expected that this consultation process will run concurrently with the LTP consultation, and that hearings, deliberations, and adoption of the FDS will take place at the same time as the hearings, deliberations and adoption of the LTP.
- 2.9 A project team made up of officers from both councils has been set up to coordinate the development of the FDS. There is also a wide range of subject matter experts, both internal and external, who are providing input.
- 2.10 A high-level project timeline has been developed. The key milestones are:

- Early November 2023 – draft FDS prepared to inform the LTP process.
- Early 2024 – draft FDS adopted for consultation along with the LTP consultation document.
- March/April 2024 – Concurrent FDS and LTP consultation.
- May 2024 – Hearings and deliberations of FDS and LTP.
- June 2024 – Adoption of FDS and LTP.

3. JOINT STEERING GROUP

- 3.1 A joint steering group would ensure both councils are represented at a governance level in the preparation of the FDS. It would be a conduit between the project team and the two councils in the development phase of the FDS.
- 3.2 It is recommended that the make-up of the steering group be three elected members from each council, with administrative support provided by Palmerston North City Council, and relevant expertise provided by the project team and other subject matter experts from both councils and other external agencies.
- 3.3 The anticipated workload for the steering group is input into 3-4 steering group hui in 2023, including providing an update at the joint annual hui between Palmerston North City Council and Horizons Regional Council on 20 September 2023.
- 3.4 Members of the joint steering group would be appointed by the elected members of their respective councils.
- 3.5 Further work is required to determine if a formal joint committee is required to hear submissions and make a decision on the FDS, or whether PNCC can do this on behalf of both councils.
- 3.6 The terms of reference for the Joint Steering Group are included as attachment one.

4. NEXT STEPS

- 4.1 The project team is currently undertaking a series of hui with key external and internal stakeholders to understand their priorities and concerns in relation to growth opportunities and constraints in the city over the next 30 years.
- 4.2 By early August, an initial draft FDS will have been prepared for consideration by the joint steering group and then the presented to the joint annual hui between Palmerston North City Council and Horizons Regional Council on 20 September 2023.

- 4.3 A final draft FDS will be prepared by late October, in time for LTP workshops for both councils, and then adopted for consultation at the same time as the LTP consultation document.

5. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the achievement of action/actions in City Growth	
The action is: Develop a Future Development Strategy (page 11)	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The Future Development Strategy will ensure an integrated and coherent approach to long-term growth in the city, balancing the social, and economic needs of the community with principles of cultural and environmental stewardship. The process of developing the FDS involves a Housing and Business Needs Assessment, a rigorous and wide-ranging constraints mapping exercise, and engagement with Rangitāne over their aspirations.

ATTACHMENTS

- Future Development Strategy: Joint Steering Group Terms of Reference [↓](#) 

Palmerston North Future Development (FDS) Strategy: Joint Steering Group Terms of Reference



Purpose and Background

- The FDS Steering Group will provide strategic oversight to ensure successful preparation of the FDS, providing direction to officers regarding the growth options that arise in the research phase of the project.
- The National Policy Statement on Urban Development (NPS-UD) requires Palmerston North City Council and Horizons Regional Council to jointly prepare a Future Development Strategy (FDS).
- The NPS-UD also requires that:
 - the first FDS must be prepared in time to inform the 2024 Long Term Plan, and
 - the draft FDS must undergo public consultation using the special consultative procedure (section 83 of the Local Government Act 2002).
- The FDS will build on existing strategic land-use planning, including Palmerston North City Council's strategic direction, spatial plan and the evidence contained within the Housing and Business Needs Assessment 2023. It will also draw on data provided by Horizons Regional Council.
- Once consultation is complete, the FDS will need to be adopted by both councils.

Outcomes will be:

- A final draft FDS for consultation, including a spatial plan which sets out areas for household, commercial and industrial growth in the city over the next 30 years, giving consideration to a range of influencing factors, including iwi aspirations and constraints on development.

Scope

The Steering Group will oversee the development of the FDS until the final draft is adopted for consultation.

Functions

To fulfill the requirement that PNCC and Horizons Regional Council are jointly responsible for the FDS, the Steering Group will:

- Receive and sense check the developing spatial plan and associated strategy content.
- Provide guidance to the project team as they prepare the draft FDS for consultation.
- Act as a conduit between the project team and the two councils.





Accountability

The Steering group will provide a progress update to the Joint annual hui between PNCC and Horizons on 20 September 2023.

It will report back to both councils when a final draft is complete.

Membership

The membership shall be:

- The Mayor and two Elected Members from Palmerston North City Council
- The Chair and two Elected Members from Horizons Regional Council

The Chair will be the Mayor of Palmerston North City Council.

Agendas will be distributed, and minutes taken, by a member of the FDS project team (officer level).

The quorum is 4, with a minimum representation of 2 members from each council.

The maximum number of members is 6.

Meeting Frequency

The anticipated workload for the Steering Group is 3-4 officer-led sessions before the end of 2023. Dates are to be determined.

Further input may be required from the Steering Group in early 2024.

Delegations

The Group does not hold any delegation and has no authority to make decisions or commitments on behalf of Council other than the authority of any individual member set out in the councils' Delegations or New Zealand legislation.

Term of Steering Group

The FDS Steering Group will commence on 1 July 2023 and be discharged at the adoption of the FDS.

Appointments will be for the term of the Group unless otherwise stipulated above.



MEMORANDUM

TO: Council

MEETING DATE: 28 June 2023

TITLE: Review of Remuneration for Directors of the Central Economic Development Agency (CEDA)

PRESENTED BY: Sarah Claridge, Democracy & Governance Advisor and David Murphy, Chief Planning Officer

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATION TO COUNCIL

1. That Council receive the report titled 'Review of Remuneration for Directors of the Central Economic Development Agency (CEDA)' dated 28 June 2023.
-

1. ISSUE

- 1.1 To review the remuneration for directors of the Central Economic Development Agency (CEDA), as required each triennium by the Council's Appointment of Directors Policy for CEDA 2023 (Appointments Policy).
- 1.2 This is the first review of the CEDA directors' remuneration, which has not changed since it was agreed in 2015.
- 1.3 Officers have completed a desktop review comparing CEDA's remuneration with other entities in New Zealand. This satisfies the requirements of the Appointment's Policy.
- 1.4 As CEDA is jointly owned by Palmerston North City Council and Manawātū District Council, any decision(s) require the agreement of both councils. Manawātū District Council considered this report on 15 June 2023.

2. BACKGROUND

- 2.1 CEDA was established in 2015 by Palmerston North City Council and Manawātū District Council (the Councils) to deliver economic and tourism services for the region.
- 2.2 CEDA is a joint Council Controlled Organisation (CCO) of the Councils, it has six Board members and 11 employees.

2.3 In October 2015 Council resolved to:

Approve a total of \$155,000 pa in directors' remuneration for the Central Economic Development Agency (CEDA) being \$55,000 for the Chairperson and \$25,000 for each of the remaining four directors.

2.4 Table 1 shows the remuneration rates of some of the entities, used to determine the original pay for CEDA Board in 2015.

Table 1: Remuneration rates for Boards of Economic Development Agencies and the Palmerston North Airport in 2015

Entity	Type	Total expenses excluding depreciation '000 (2015)	No of Directors	Rem Pool	Chair	Director
Auckland Tourism, Events and Economic Development (ATEED) ¹	CCO	(56,897)	7	\$332,000	\$81,000	\$34-\$51,000
Wellington Regional Economic Development Agency (WREDA)	Joint CCO ²	16,309	9	\$245,000	\$45,000	\$25,000
Canterbury Development Corporation Ltd	Incorporated Company ³	Not available	8	\$247,100	\$58,500	\$8,444 - \$34,980
Venture Taranaki	CCO	3,596	5	\$73,000	-	-
CEDA		170 (2016)	5	\$155,000	\$55,000	\$25,000
Entity	Type	Total Revenue (2015)	No of Directors	Rem Pool	Chair	Director
PN Airport Ltd	CCTO	\$4,943	5	\$76,500	\$22,948	\$13,388

¹ Merged with Regional Facilities Auckland to become Tātaki Auckland Ltd in December 2020

² Wellington City Council (80%) and Greater Wellington Regional Council (20%)

³ Set up by Christchurch City Council. Merged into ChristchurchNZ in 2012

- 2.5 When CEDA was set up, the Councils wanted to attract nationally recognised talent to the Board. The director role was therefore benchmarked at the higher end of the market so that the agreed remuneration more closely aligned with the development agencies of Wellington and Christchurch rather than New Plymouth (see Table 1).
- 2.6 The workload of the Board was expected to be approximately two days a month for directors; and three – four days for the chair. CEDA has confirmed that current board members work on average 2 days per month and the Chair has additional duties.
- 2.7 Over the years, the driver to appoint nationally recognised talent to the CEDA Board has been balanced by the appointment of directors with more local knowledge and experience.
- 2.8 Since 2018 CEDA has had six directors, so the total remuneration pool has become \$180,000. This figure remains unchanged in CEDA's draft Statement of Intent 2023-26.
- 2.9 The Councils revised the number of directors being from 4-6, when it adopted the Central Economic Development Agency Limited Appointment of Directors Policy in March 2023. Previously it was a minimum of 5 and maximum of 7 directors.
- 2.10 In April 2023, the Councils appointed two new directors; in doing so, retaining the maximum membership.
- 2.11 The newest two directors' terms expire in December 2025, one expires in March 2024, and three (including the chair) in December 2024.
- 2.12 Should the Council wish to look for savings alongside the review of remuneration, reducing the number of directors remains an option.

3. CEDA'S GOVERNING DOCUMENTS IN REGARD TO SETTING REMUNERATION

- 3.1 CEDA's Appointment of Directors Policy 2023 requires Board Members remuneration to be reviewed once per triennium. The Policy states that:

"A full review will be conducted and will include benchmarking against comparative entities. The review will consider market movement and the final decision on board members' remuneration will be made by a resolution of the councils."

Officers consider this report to satisfy this review requirement.

- 3.2 Clause 5.3 of the CEDA Shareholding Agreement signed by both Councils in 2015 states that:

The Parties shall, in accordance with clause 1.2 (co-operation between councils) work together to determine an appropriate process for determining the remuneration to be paid to Directors.

As this is the first review of the directors' remuneration, no 'process for determining the remuneration' exists. Hence, if the Councils wish to revise the directors' remuneration, officers will need to develop and report back a process for determining director's remuneration.

- 3.3 CEDA's Constitution prescribes that any remuneration to be paid to directors must have prior approval of shareholders (the Councils).

4. REMUNERATION REVIEW 2023

- 4.1 Officers have considered CEDA directors' remuneration against other economic development agencies around New Zealand and the Palmerston North Airport (which is a CCTO of PNCC).
- 4.2 Results of the desktop review are set out below. Entities have been ordered by size of the organisation (determined as: total expenses less depreciation). The Palmerston North Airport has been shown separately. As it is profit driven, size is shown by total revenue.

Table 2 – Remuneration of Economic Development Agencies in New Zealand and the Palmerston North Airport 2023

Entity	Type	Total expenses excluding depreciation '000 (2022)	No of Directors	Pool	Chair	Director
Tātaki Auckland Ltd – Auckland's economic and cultural agency	CCO	\$129,538	8	\$402,000	\$82,000	\$34-\$51,000
WellingtonNZ (WREDA)	Joint CCO	Not available	7	\$218,000	\$50,000	\$28,000
ChristchurchNZ	CCO	\$22,142	5 (4 in 2022)	\$180,000	\$72,000	\$36,000
Great South – Southland Regional Development Agency	Joint CCO ⁴	\$ 7,673	7	\$146,000	\$48,000	\$16-\$18,000
Venture Taranaki	CCO ⁵	\$6,197	7	\$123,846		
Nelson Regional Development Agency	CCO	\$3,144	7	\$37,500	\$7,500	\$5,000
Central Economic Development Agency	Joint	\$1,930	6	\$180,000	\$55,000	\$25,000

⁴ Southland District Council, Invercargill City Council, Gore District Council, Environment Southland Regional Council, Southland Chamber of Commerce, Invercargill and Maitaia licensing trusts and Southern Institute of Technology

⁵ New Plymouth District Council (100%)

Entity	Type	Total expenses excluding depreciation '000 (2022)	No of Directors	Pool	Chair	Director
(CEDA)	CCO					
Whanganui & Partners Economic Development Agency	CCO	Became a CCO in March 2022. Financial records not available.	7		\$750 – 937.50 per meeting	\$500 – 750 per meeting
Entity	Type	Total Revenue '000 (2022)	No of Directors	Pool	Chair	Director
PN Airport Ltd	CCTO	\$9,485	5	135,000	\$37,240	\$18,620

- 4.3 Comparatively, CEDA's total remuneration pool and number of directors are generous relative to its size.
- 4.4 Officers have also obtained the Director's Fees Report 2022 from the Institute of Directors. This report provides the following industry average for remuneration, as detailed in tables 3 and 4.
- 4.5 Table 3 shows the average remuneration for CCOs, regardless of size. It includes some of the larger Port entities, Auckland's Watercare, and the Waikato Local Authority Shared Services Limited, which skew the results upwards.

Table 3 Annual Remuneration for Non-Executives of a CCO 2022

	Sample size	Lower quartile	Medium	Upper quartile	Average
Non-Executive Chair – CCO	19	\$30,000	\$47,500	\$86,500	\$57,398
Non-Executive Director -CCO	47	\$28,120	\$39,111	\$53,100	\$40,083

- 4.6 When compared to all other CCOs, the Chair's pay (\$55,000) is close to the average, while the directors pay (\$25,000) is in the lower quartile.
- 4.7 Table 4 shows the average remuneration for boards of small organisations (based on headcount of fewer than 20 employees). This table provides a better benchmark than Table 3 as CEDA can be compared against companies of similar size.

Table 4 Annual Remuneration for Non-Executives of small organisations 2022

	Sample size	Lower quartile	Medium	Upper quartile	Average
Non-Executive Chair	54	\$25,000	\$36,500	\$54,250	\$42,157
Non-Executive Director	75	\$25,000	\$30,311	\$40,000	\$34,788

Compared to Table 3, the Chair's pay fits in the upper quartile bracket and the current directors' pay sits in the lower quartile.

5. CONCLUSION

- 5.1 Comparatively, CEDA's total remuneration pool and number of directors are generous relative to its size.
- 5.2 Compared to companies of a similar size, the Chair's pay (\$55,000) is in the upper quartile pay bracket and the directors' pay (\$25,000) is in the lower quartile.
- 5.3 Should the Council wish to look for savings alongside the review of remuneration, reducing the number of directors remains an option.

6. NEXT STEPS

- 6.1 CEDA's Board of Directors will be informed of the decision(s) of the Councils.
- 6.2 Should the Councils wish to alter the CEDA Board's remuneration, a process for determining new fees would need to be developed and agreed by both councils and communicated to CEDA.

7. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or	No

plans?	
The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship	
The action is: Ongoing review of governance systems and structures to support Council's effectiveness and reputation.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Review of Directors remuneration enables public transparency.

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 28 June 2023

TITLE: Support of Remits to Local Government New Zealand 2023 Annual General Meeting

PRESENTED BY: Sarah Claridge, Democracy & Governance Advisor

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATIONS TO COUNCIL

1. That Council support/ does not support remit 1 on Allocation of Risk and Liability in the Building Sector from Queenstown-Lakes District Council.
2. That Council support/ does not support remit 2 on Rates Rebate from Horowhenua District Council.
3. That Council support/ does not support remit 3 on Roothing/Transport Maintenance Funding from New Plymouth District Council.
4. That Council support/ does not support remit 4 on Local Election Accessibility from Whangārei District Council.
5. That Council support/ does not support remit 5 on Ability for Co-chairs at Formal Meetings from Northland Regional Council.
6. That Council support/ does not support remit 6 on Parking infringement Penalties from Whangārei District Council.
7. That Council support/ does not support remit 7 on Rural and Regional Public Transport from Waikato Regional Council.
8. That Council support/ does not support remit 8 on Establishing Resolution Service from Hutt City Council and Young Elected Members (YEM).
9. That Council support/ does not support remit 9 on Earthquake Prone Buildings from Manawātū District Council.
10. That Council support/ does not support remit 10 on KiwiSaver Contributions for Elected Members from Hamilton City Council.
11. That Council support/ does not support remit 11 on Audit New Zealand Fees for Elected Members from Hamilton City Council.

1. ISSUE

Every year, councils can endorse remits for consideration at the Local Government New Zealand (LGNZ) Conference Annual General Meeting (AGM). Remits with sufficient sector support are considered by all member councils at the LGNZ AGM.

Successful remits will direct LGNZ's policy advocacy to central government for the forthcoming year.

This year, the LGNZ AGM will be held on 26 July 2023 in Christchurch.

The submitted remits for the AGM are attached.

Council has four delegates, but one presiding delegate who votes on Council's behalf. These have been allocated to The Mayor Grant Smith (Presiding Delegate), Deputy Mayor Debi Marshall-Lobb, Councillors Vaughan Dennison and Rachel Bowen. Other Councillors Roly Fitzgerald, Orphee Mickalad, William Wood and Pat Handcock will be in attendance as Observers.

This report is an opportunity for Council to instruct the Mayor, as presiding delegate of its position for each of the 11 remits.

As the remits are from other councils, Council cannot change the wording of the remits, only confirm whether or not it is in support.

2. NEXT STEPS

The Mayor as presiding delegate will represent Council at the AGM on 26 July.

3. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven & Enabling Council	
The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship	
The action is: N/A	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Consideration of remits to the Local Government New Zealand Annual General Meeting is one way by which Council contributes to the national policy conversation in the local government sector.

ATTACHMENTS

1. LGNZ Remits 2023 [↓](#) 



REMITs

// 2023 Annual General Meeting



Please note that this document is not the full set of papers for this year's AGM. It just includes the remits going forward to the AGM so members can decide how they will vote on them. The full set of AGM papers will be shared no later than 10 working days before the AGM.

// 01

Allocation of risk and liability in the building sector

Remit: *That LGNZ:*

- *Engage directly with the Minister for Building and Construction to advocate for a change to the current joint and several liability framework, including examination of the MBIE policy position statement Risk, Liability and Insurance in the Building Sector.*
- *Make the case for alternatives and changes to joint and several liability through updating policy advice and engaging with industry groups.*

Proposed by: Queenstown-Lakes District Council

Supported by: LGNZ Metro Sector

Why is this remit important?

This remit is important because the current joint and several liability approach to building defects sees councils/Building Consent Authorities (BCAs) often being the only party left to compensate homeowners, known as the 'last party standing'.

Ratepayers are therefore bearing a disproportionate burden, affecting the ability of councils throughout Aotearoa New Zealand to carry out core services. Councils are having to borrow money to pay for significant claims to cover the failures of other parties because they are the last party standing, reducing their ability to invest in other council services (e.g. infrastructure, community services etc). There is a presumption in the current system that ratepayers are able to bear these costs that is not tenable.

Background and ContextWhat has caused this issue?

When there are claims by property owners relating to weather tightness and other building defects, the existing joint and several liability rule places the risk of insolvency or lack of insurance of one party onto other parties. This arbitrarily increases the liability of remaining parties (defendants) above their proportionate responsibility.

It is Queenstown Lakes District Council's (QLDC) position that requiring ratepayers to pay compensation where defendants are missing is unjust. QLDC is not unsympathetic to the need for losses to be recovered, but risk management is a shared responsibility. It is important that all participants in the system have clear accountabilities and not be able to escape their share of responsibility by ceasing to operate or liquidating.

Weather tightness and other building defect claims are a national problem.

The joint and several liability system has significant impacts including:

1. Rates increases. The settlement of large defective building claims has led to higher borrowing and interest costs for QLDC. The annual cost of the borrowing required to fund the settlements made in the past two years is \$5.3M and the increase in interest costs for

2. 2023-24 is \$4.4M, which has a rates effect of 4.03% for the year. The legal and financial challenges facing councils from these claims are ongoing and more costs can be anticipated in the future; it is not an issue that is diminishing.
3. Reduced ability to invest in community development. The subsequent effects of funding legal claims through the joint and several liability system include a loss in borrowing capacity, that could result in the reduction of investment in community assets such as parks, libraries, performing arts and recreation facilities.
4. A more cautious and demanding building consent function. The risk of being left liable has a negative impact on BCA performance and also creates higher compliance costs for the building sector. It also reduces willingness to consider non-standard solutions which potentially have a higher chance of failure. This negatively affects market performance and innovation that is vital in an era of climate adaptation.

Proposed changes

It is recommended that the liability framework should change to one of proportionate liability. This would reflect the roles and responsibilities of the parties involved and encourage those best placed to manage the risk (building practitioners) to actively manage it. This should be accompanied by a system of compulsory home warranty guarantee (that is effective) and/or insurance products. The homeowner interest would then be protected and there would no longer be an impediment to moving to proportional liability.

In the alternative, if the joint and several approach to liability remains, it is recommended that there should be a cap on BCA liability. A limit of 20% would be proportionate to the supervisory role BCAs perform under the Building Act 2004 and current apportionments underpinned by meaningful warranties and insurance (with a government underwrite if necessary) for residential properties and significant alterations.

What QLDC has already done to address this issue and bring about the proposed change

Alongside a vigorous defense of claims, QLDC is also advocating for a change to the process to address the inequitable outcomes of the current system for rate payers. It is doing this by advocating to central government, partnering with LGNZ in drafting submissions and discussion via the Metro Sector Mayors forum.

MBIE are currently reviewing the building consent process. They have refused to consider or address the impacts of the current liability settings. LGNZ (and QLDC reps in particular) have lobbied to broaden this scope, and the wider industry also seems sympathetic. It is time to escalate the issue with central government beyond officials.

How does this remit relate to LGNZ's current work programme?

LGNZ is engaged in the MBIE Review of the Building Consent System through submissions and participation on the Sector Reference Group but does not have a broader advocacy work programme of its own beyond this. And to date, LGNZ's advocacy to political leaders on the issue has been minimal.

Adopting this remit will give LGNZ a stronger and more specific mandate to progress this issue, particularly at the political level, which may assist with achieving greater traction given MBIE officials

have taken the position that the joint and several liability regime is outside the scope of building consent sector reform programmes.

How will the proposing council help LGNZ to make progress on this remit?

This is an acute issue for QLDC, but it affects any council that has a BCA function. QLDC is committed to advocating for a change to the current regime, and continuing to work alongside LGNZ, providing policy and strategy support and expertise where needed.

Is the remit relevant to local government as a whole?

Yes. This remit is about the BCA function of councils, which includes all unitary and territorial authorities.

Is the remit of a major policy nature?

Yes. This remit deals with joint and several liability within the building sector.

// 02

Rates Rebate

Remit: *That LGNZ advocate to Central Government to:*

- *Raise the income threshold for rates rebate eligibility to enable more low and fixed income property owners access to the rebate*
- *Adjust the rebate amount in line with inflation and the cost of living*
- *Investigate options to make rates rebates more accessible for residents by implementing an income data sharing process similar to that of Horowhenua District Council and Levin MSD office. This will enable Councils to obtain benefit income on behalf of the ratepayer and make it easier to apply for the rates rebate*
- *Investigate options for data sharing between Councils, Internal Affairs and Ministry of Social Development to proactively identify households that qualify for a rates rebate rather than waiting for people to apply.*

Proposed by: Horowhenua District Council

Supported by: LGNZ Zone Three

Why is this remit important?

Rates rebates are an important mechanism to assist low- and fixed-income ratepayers to pay their annual rates. In this cost of living crisis we are experiencing, more low and fixed income people are experiencing poverty and extreme hard times.

To support and assist all eligible ratepayers, the process should not be onerous, it should be streamlined, accessible and able to be carried out in a way where applicants' dignity is upheld.

Background and Context

Available from the Department of Internal Affairs, a rates rebate is a partial rebate for eligible, low-income ratepayers who pay rates on their home to a Council.

The Rates Rebates Scheme provides a rebate for eligible applicants who need to apply each year and:

- Provide the total household income, before tax;
- Complete the rates rebate application form;
- If applicable, complete the retirement village or company-share declaration form; and
- Return their application to the relevant Council by 30 June each year.

To apply for the rebate, applicants must be:

- Living in their own home on 1 July of the current rating year
- Listed as the ratepayer in the Council's Rating Information Database (RID).

Looking to streamline the application process for a rates rebate, in 2022, Horowhenua District Council worked with the Levin Ministry of Social Development (MSD) office to implement a 'Rates Rebate MSD Wavier Form'. This form was designed to provide Council with customer income details to assist with the rates rebate application process. Once the form was signed by the property owner, it was lodged with MSD who then confirmed income details with Council. This removed the need for the applicant to travel to the MSD, as well Council, to provide proof of income, which can be a burden to the process and it made the process smarter and less time consuming.

As this is currently a process unique to the Horowhenua District Council and Levin MSD, it is proposed that this process and any income/data sharing initiatives be implemented into the application process country-wide.

It is also proposed that enhancements to data sharing between Councils, the Department of Internal Affairs and MSD be investigated with the aim of streamlining the process and ensuring that those who are eligible, receive the rebate, through using available incomes and rates information.

Further, it is proposed that the threshold for eligibility is lowered to enable more low- and fixed-income property owners access to the rebate. With high inflation and household costs rising over the past two years, more households are struggling including those on low and fixed incomes. An increase in the eligibility for a rates rebate, by lowering the income threshold would assist those who are potentially most vulnerable in our community.

How does this remit relate to LGNZ's current work programme?

This remit is aimed at advancing a similar remit passed at the 2020 AGM:

"That LGNZ works with the Government to lift the level of rates rebates available for low- and fixed-income property owners – with yearly increases taking into account the cost for inputs into local government services."

LGNZ is still to make substantial progress on the 2020 remit.

How will the proposing council help LGNZ to make progress on this remit?

A member of the Horowhenua District Council Executive Leadership Team and members of the Finance Team with rates rebates expertise are open to working with LGNZ to progress this work for the benefit of New Zealand's low-income ratepayers.

Is the remit relevant to local government as a whole?

Yes.

Is the remit of a major policy nature?

Yes: rates rebates are an important mechanism to assist low- and fixed-income ratepayers to pay their annual rates. Due to the cost-of-living crisis, more low- and fixed-income ratepayers are experiencing financial difficulty.

// 03

Roading/Transport Maintenance Funding

Remit: *That LGNZ:*

- *Publicly lobby all political parties to increase Crown funding for state highway and local road maintenance budgets.*
- *Consider and pursue other avenues including the Office of the Auditor General to seek resolution of the issues facing the country in relation to the systemic rundown of our national roading infrastructure.*

Proposed by: New Plymouth District Council

Supported by: Kāpiti Coast District Council, Whanganui District Council, Palmerston North City Council, Grey District Council, Waipā District Council, Matamata-Piako District Council, Rotorua Lakes Council, Thames-Coromandel District Council, Masterton District Council, Whakātane District Council, Far North District Council, South Taranaki District Council, Rangitikei District Council, Tasman District Council, Wairoa District Council, Waimakariri District Council, South Waikato District Council, Kaikōura District Council, Waikato District Council, Hamilton City Council, Mackenzie District Council, Central Hawke's Bay District Council

Why is this remit important?

The current state of national highways is unacceptable. Sufficient increase in funding is required to achieve a national average for remaining seal life of no less than 3.6 years (pre-2010 levels) across the state highway network. This needs to be done within the next 10 years, in partnership with councils, and with corresponding asset health improvements on local roads, to ensure the safety of all New Zealanders. Other avenues to seek resolution from include the Auditor-General, relevant Ministers and the Transport and Infrastructure Select Committee.

Background and Context

Waka Kotahi's maintenance and renewal programme has clearly been insufficient to maintain asset health measured via the average remaining seal life. There are numerous media reports about the issues being faced across New Zealand.

Graph 1 (attached in Appendix #) shows the average remaining seal life of state highways by region. This information was obtained under the Official Information Act 1982 from Waka Kotahi. It shows the significant decline in the average seal life of state highways. Nationally, the average remaining life in 2010 was 3.6 years. In 2018 this declined to around 1.8 years and remains steady. However, at a regional level there are large discrepancies.

In 2010 every region had an average remaining life of between 2.9 and 4.4 years (a range of 1.5 years difference). By 2023 the range was from -0.6 to 3.3 years (a range of 3.9 years) with four regions having a seal age of less than one year, including Hawke's Bay which recorded its seventh year with an average of less than zero.

The issue nationally is predominantly with chipseal roads rather than asphalt mix, with some exceptions. In 2023, across chipseal roads, five regions have an average remaining life of less than one year, with Hawke's Bay's roads again below zero. Within asphalt roads, Southland set an unfortunate record with an average remaining life of -2.5 years. Graph 2 (attached) shows the average remaining life of different surface types by region today.

Last year LGNZ commissioned Infometrics to undertake a report into trends in road transport funding¹. That report noted that funding for roads per kilometre travelled only increased by 0.8% p/a in the five years to 2021, whilst construction costs increased 1.1% p/a in the same five years. That report ended its analysis in 2021. With considerable cost inflation over the past two years and decreased land transport revenue due to Covid, it is almost certain that the funding gap has grown even further. Inflation for Heavy and Civil Engineering Construction peaked at 15.1% pa in the September 2022 quarter².

That increased funding gap to roads is likely to result in even further pressure on state highway maintenance and lifespans. The national stabilisation of the average remaining life of state highways may falter in the coming years, seeing further downward movement. Such a decrease will see more parts of the state highway network fail.

This year the Government is developing its next Government Policy Statement on Land Transport (the GPS). The GPS sets the funding buckets for Waka Kotahi. Influencing the development of the next GPS is one key way in which to ensure regional state highways do not continue to deteriorate. The Land Transport Management Act specifically states the Minister must regard the views of LGNZ. This remit therefore proposes a position for LGNZ.

How does this remit relate to LGNZ's current work programme?

Following the commissioning of the Infometrics report, there is further work to be done to ensure New Zealand's roading infrastructure reaches an acceptable quality level. LGNZ need to have input into the development of the next GPS and undertake a much wider advocacy role by:

- Seeking further investigations from the Auditor-General on state highway maintenance and asset management practices. This will build on the 2020 investigation into the Network Outcomes Contracts³ which highlighted poor performance measures for network performance.
- Meeting with relevant Ministers (including Transport, Infrastructure and Finance) on issues with the funding, renewals and asset management of state highways, to highlight the outlined issues.
- Meeting with the Transport and Infrastructure Select Committee and its members at appropriate times to highlight these issues, such as during the annual review of Waka Kotahi.

Progressing this remit would form part of LGNZ's existing, broader advocacy work on transport.

¹ <https://www.lgnz.co.nz/assets/PDFs/Analysing-trends-in-road-transport-funding-November-2022.pdf?vid=3>

² <https://www.stats.govt.nz/information-releases/business-price-indexes-december-2022-quarter/>

³ <https://oag.parliament.nz/2020/nzta-contracts>

How will the proposing council help LGNZ to make progress on this remit?

New Plymouth District Council would be available in an advocacy/committee member capacity to provide input and feedback as LGNZ undertake the tasks outlined in this remit.

Is the remit relevant to local government as a whole?

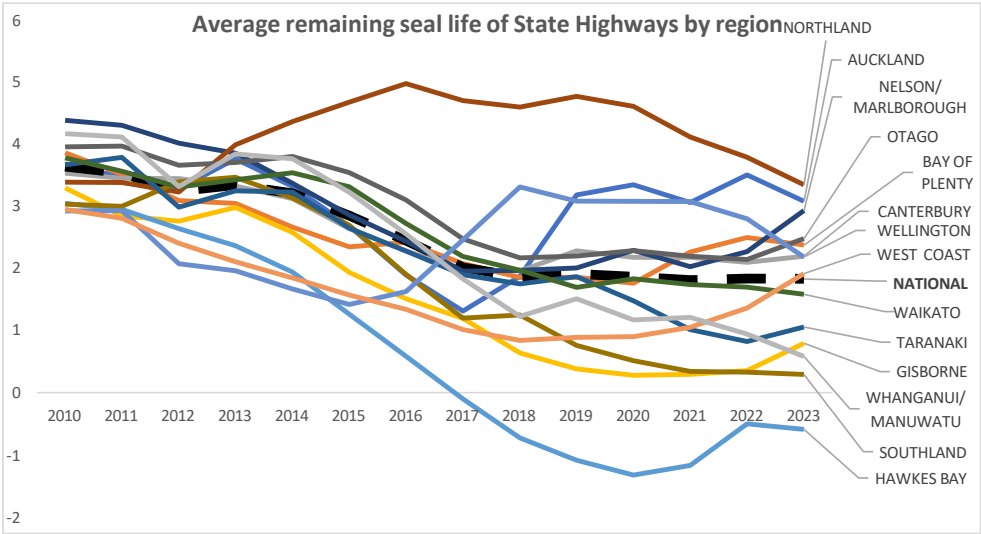
Yes. This remit is about addressing the rundown of our national roading infrastructure and increasing the funding available for the network as a whole. The 23 councils that supported it represent five out of six LGNZ zones, showing it's an issue across local government.

Is the remit of a major policy nature?

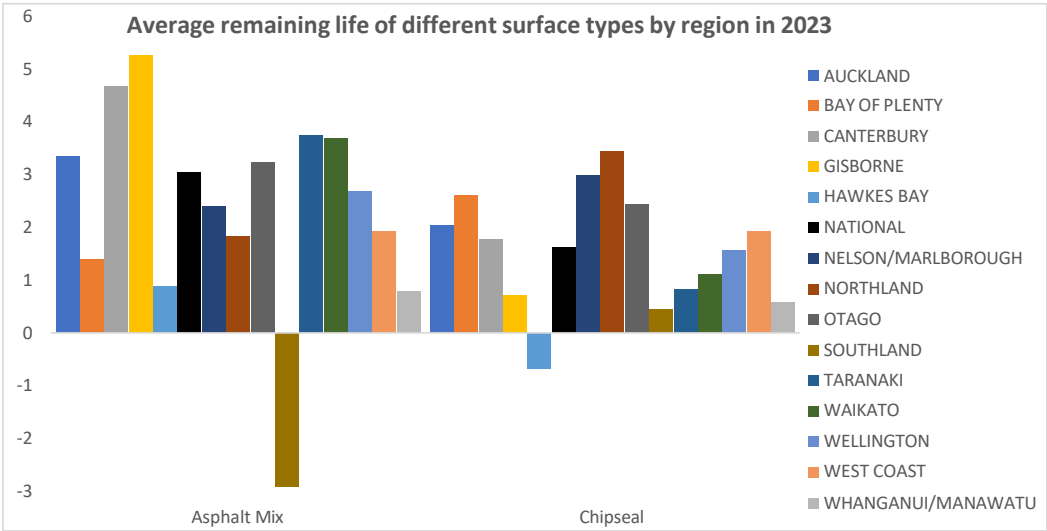
Yes. This remit deals with national funding and a large, system-wide issue that affects the safety of our roads for all New Zealanders.

Supporting Document

Graph 1



Graph 2



// 04

Local election accessibility

Remit: *That LGNZ ensure Local Government Elections are fully accessible by advocating to central government to make local government candidates eligible for the Election Access Fund.*

Proposed by: Whangārei District Council

Supported by: LGNZ Zone 1

Why is this remit important?

This remit aims to ensure Local Government Elections are fully accessible to disabled people who decide to stand as a candidate.

This requires action as disabled people make up 25% of New Zealand's population, which makes it the largest minority group. Yet there is almost no representation of people with disabilities in both central and local government.

Background and Context

Local government elections have been inaccessible to candidates with disabilities.

The Election Access Fund (the Fund) currently operates for disabled people who are standing for parliament in the general elections. At present, the Fund does not extend to disabled people standing for local elections.

The disability community tend to have lower disposable incomes than the rest of the population. This makes access to council positions extremely difficult. It is a non-accessible environment, and the general cost of campaigning and other council-associated expenses are prohibitive.

The Fund can be used to pay for disability related costs during selection or campaigning, such as, accessible transport to events or meetings, or New Zealand Sign Language Interpreters.

At the time of the establishment of the Fund, while there was extensive consultation with disability organisations, the disability community expressed deep disappointment that the fund was limited to general elections. The rationale for the exclusion is unclear.

There is no good reason for such exclusion, and it diminishes the principle of enabling disabled people to stand for political roles and undermines New Zealand's commitment to Article 29 of the United Nations' Convention on the Rights of Persons with Disabilities.

We know that representation is critical for creating change for any group of people. As the largest minority in New Zealand and in the world, disabled people lack political representation, which leads to poor outcomes.

Having a voice in local government provides a different lens on various issues and has the potential to make a significant difference to disabled people and the wider community.

Whangārei District Council feel that this remit is an obvious extension of a provision that is already in place at central government level.

How does this remit relate to LGNZ's current work programme?

LGNZ's vision is to create the most active and inclusive local democracy in the world. Therefore this proposed remit fits squarely in the space of ensuring inclusive participation in local government. Progressing this work could form part of the work LGNZ is already doing to promote greater diversity, equity and inclusion in local government.

How will the proposing council help LGNZ to make progress on this remit?

Whangārei District Council will support the implementation of the remit to ensure that local accessibility issues are addressed, to enable inclusivity throughout the local government election cycle.

Is the remit relevant to local government as a whole?

Yes.

Is the remit of a major policy nature?

Yes.

Supporting Document

LGNZ Remit – Election Access Fund for Local Elections

Submission: The Disability Advisory Group request that Whangarei District Council (alongside other Northland councils) supports and submits a remit to LGNZ for the Election Access Fund to be extended to local body elections.

Disabled people make up 25% of New Zealand's population, which makes it the largest minority group. Yet there is almost no representation in both central and local government.

It is important that people with lived experience of disability receive the support they need to run in both general and local body elections. Disabled people have a different lens to many issues and lack representation.

There is no reason why this access fund should not be applicable to local government elections. New Zealand ratified the United Nation Convention on the Rights of Persons with Disability (UNCRPD), in 2008. Article 29 of the Convention is Participation in political and public life. The fund is a direct response to that Article.

Background: The Election Access Fund currently operates for disabled people who are standing for parliament in the general elections. At present, this fund excludes disabled people standing for local elections.

"The purpose of the Fund is to reduce cost barriers faced by disabled people by covering disability-related costs which non-disabled candidates do not face. The Fund covers both seeking selection to be a candidate, and campaigning as a candidate. The Fund will enable the Commission to pay for additional costs that candidates incur because of their disability when organising and preparing to stand for Parliamentary elections.

The Fund does not cover local body elections."

Retrieved from the Electoral Commission website: [elections.nz](https://www.elections.nz/)

The disability community tend to have lower disposable incomes than the rest of the population. This makes access to council positions extremely difficult. It is a non-accessible environment, and the general cost of campaigning and other council-associated expenses are prohibitive.

The Fund can be used to pay for disability related costs during selection or campaigning. For example, accessible transport to events or meetings, or New Zealand Sign Language Interpreters.

At the time of the establishment of the fund, while there was extensive consultation with disability organisations, the disability community expressed deep disappointment that the fund was limited to general elections. The rationale for the exclusion is unclear.

There is no good reason for such exclusion, and it diminishes the principle of enabling disabled people to stand for political roles and undermines NZ's commitment to Article 29 of the UNCRPD.

We know that representation is critical for creating change for any group of people. As the largest minority in NZ and in the world, disabled people lack political representation, which leads to poor outcomes. Northland elected members should also note that their region has the second highest rate of disability at 29% according to the 2013 Disability Stats (which is being conducted again this year).

Having a voice in local government provides a different lens on various issues and has the potential to make a significant difference to disabled people and the wider community.

// 05

Ability for co-chairs at formal meetings

Remit: *That LGNZ explores and promotes options that enable councils to make greater use of co-chair arrangements for standing committees, joint committees and sub committees.*

Proposed by: Northland Regional Council

Supported by: LGNZ Zone 1

Why is this remit important?

There is currently a lack of clarity around what arrangements councils can adopt to enable co-chairs for standing committees, joint committees and sub-committees. This is despite growing emphasis on increasing diversity in our governing arrangements, including by the Future for Local Government Review. Enabling councils to easily appoint co-chairs is one way to increase diversity and inclusion by providing opportunities for under-represented groups, including Māori, to take a more active role in local governance. More clarity is needed for councils on how to adopt effective co-chairing arrangements.

Background and Context

The Northland Regional Council (NRC), like many councils in New Zealand, has been continually looking at the different ways it can work effectively with its Te Tiriti o Waitangi partners. To deliver on that commitment it has established a number of joint committees and working parties, for example a Joint Climate Change Adaptation Committee. This committee was established in 2021 by the four Northland councils to ensure an effective, efficient, and equitable response to the impacts of climate change. The joint committee has 50/50 membership with each council appointing an elected member and an iwi/hapu representative. It believes that this committee would benefit from a co-chairing arrangement.

There is currently a lack of clarity around whether joint committees, standing committees and sub-committees can have co-chairs. Making it easier for councils to adopt co-chair arrangements would help to increase diversity and inclusion in local government decision-making.

Co-chair arrangements can also be a helpful way of building knowledge and skills amongst new elected members who may have little experience of local government – especially representatives from sectors of communities who are often under-represented, such as youth and migrant communities. Working alongside existing chairs can help to de-mystify council processes and support councils and communities to develop a more diverse and inclusive group of future leaders.

This remit would give LGNZ scope to explore current barriers to co-chair arrangements, find ways to overcome those barriers, and undertake work to support councils to make greater use of co-chair arrangements, for example providing guidance and/or sharing best practice examples.

How does this remit relate to LGNZ's current work programme?

The particular issue the remit raises is not currently part of LGNZ's work programme. However, it aligns with two of LGNZ's goals: that more people value and participate in local government, and stronger Te Tiriti-based partnerships between local government and Māori. The remit also aligns with LGNZ's focus on increasing diversity and inclusion in local government, and the Future for Local Government Review's focus on increasing participation in local government. This remit proposes taking action that would enhance that existing work.

How will the proposing council help LGNZ to make progress on this remit?

NRC would be advocates, alongside LGNZ, for any necessary changes in legislation required to provide the ability for Co-Chairs on council standing committees, joint committees and sub committees.

Is the remit relevant to local government as a whole?

Yes

Is the remit of a major policy nature?

Yes: the remit provides an option for increasing diverse and inclusive participation in council decision-making processes. This would also help to ensure local governance practice reflects the content and spirit of Te Tiriti o Waitangi.

// 06

Parking infringement penalties

Remit: *That LGNZ advocate to central government to enable councils to determine penalties for parking infringements.*

Proposed by: Whangārei District Council

Supported by: LGNZ Zone 1

Why is this remit important?

Currently penalties for parking infringements are set by legislation and are not appropriate for the cost of resourcing the infringements, nor set at a level that is appropriate for the infringement.

Background and Context

Currently the Land Transport (Offences and Penalties) Regulations 1999, Schedule 1B Part 1 sets the amount for parking infringements and the Transport (Towage fees) Notice 20204 sets the towage fees.

Whangārei District Council is currently charging the allowable amounts under this legislation but is unable to recover actual public land towing costs from the vehicle owner.

This remit advocates for penalties to be able to be set at a local level so that they are appropriate to the costs, with particular focus on:

- ensuring that clearway towing fees allow councils to recover full costs associated with towing on clear ways, and
- allowing councils to consider increases to infringement fees for misuse of disability parking spaces.

How does this remit relate to LGNZ's current work programme?

LGNZ is not currently working on this particular issue. However, this remit aligns with LGNZ's priority to campaign for greater local decision-making and localism, in that it advocates for councils setting parking infringement penalties at a local level that resonate with the local community - to ensure rate payers are not subsidising these activities and that those misusing services are contributing appropriately.

How will the proposing council help LGNZ to make progress on this remit?

Whangārei District Council will support any proposed changes to the legislation that will allow for parking infringements to be set at a local level, and will also provide support if the preferred approach is to update legislation to ensure parking infringements are in line with current resourcing costs for these infringements.

Is the remit relevant to local government as a whole?

Yes. This remit calls for legislative change to the Land Transport (Offences and Penalties) Regulations 1999 to allow all councils to determine penalties for parking infringements and towage fees appropriate to their local area.

Is the remit of a major policy nature?

In part. This remit is calling for legislative change, but it is a relatively narrow request and we need to test members' level of interest further.

// 07

Rural and regional public transport

Remit: *That LGNZ:*

- *Acknowledges the Government stated support for a major uplift in all urban bus networks nationwide under New Zealand's first emission reduction plan.*
- *Calls on the Government and opposition parties to commit to increasing investment in public transport for rural and regional communities to support access to essential services and amenities, vibrant rural communities and just transition to a low emission transport system.*

Proposed by: Waikato Regional Council

Supported by: Zone 2 Meeting May 2023. Remit discussed and received unanimous support.

Why is this remit important?

Improving public transport is both an opportunity to reduce transport emissions and support a just transition to a low emission economy by providing a cheap alternative to increasing costs of owning and running a conventionally fuelled car.

A lack of explicit support for rural and regional public transport services means these communities will be exposed to the wider suite of policy shifts supporting a transition to a low emission transport system, without any meaningful alternative transport options.

Many of New Zealand's rural and regional communities have high proportions of people on low and fixed incomes and for whom the financial or practical barriers to owning an electric vehicle will be too great.

Sustainable funding for these rural and regional public transport solutions will be important to provide rural and regional communities the confidence that they will not be left behind as New Zealand transitions to a low emission transport system.

Background and Context

The Government's emission reduction plan (2022) and subsequent policy and transport funding opportunities including Climate Emission Reduction Fund opportunities, are targeted at optimising investment in terms of carbon emission reductions.

Meanwhile several policies that were specifically intended to support a just transition have been recently abandoned and investment signals for rural and regional public transport have been muted.

Investing in rural and regional public transport is a strategic and sustainable way to improve the quality of life and economic opportunities for people living outside urban areas. Rural and regional public transport can provide multiple benefits, such as:

- Access for people on fixed incomes: Many rural residents, especially the elderly, disabled, and low-income groups, do not have access to private vehicles or cannot afford to use them frequently. Public transport can offer them a more affordable and reliable way to access essential services, such as health care, education, shopping, and social activities. Public transport can also reduce their isolation and enhance their well-being.
- A just transition to a low carbon transport system: Public transport can help reduce greenhouse gas emissions and air pollution by shifting people away from using private cars. Public transport can also support the development of renewable energy sources, such as biofuels, solar, geothermal, and wind power, by providing the infrastructure and demand for them. Public transport can also contribute to climate change adaptation by improving the resilience of rural communities to extreme weather events and natural disasters.
- Support for local economies: Public transport can link people with essential services such as healthcare. Public transport can also be an important force in supporting local economies by connecting residents (especially non-drivers) with local businesses and job opportunities. Public transport can also attract tourists and visitors to rural areas, creating more income and employment opportunities.

It is important to note public transport does not just mean a 30-seater bus. Public transport authorities like the Waikato Regional Council are becoming increasingly innovative with the services they provide and support – be they community transport services or on-demand mini-bus services, the solutions being increasingly tailored to needs of local communities.

How does this remit relate to LGNZ's current work programme?

Transport affordability and accessibility is already a part of LGNZ's policy and advocacy work programme, but there's no current work to gain cross-party support for better public transport for rural and regional communities. Work to progress this remit could be integrated into LGNZ's broader transport advocacy work programme.

How will the proposing council help LGNZ to make progress on this remit?

Waikato Regional Council did not specifically outline how it might work with LGNZ on progressing this remit in its application form but noted:

Many public transport authorities such as the Waikato Regional Council are already providing some rural and regional public transport services in the form of Total Mobility (subsidised taxi fares), support for community transport service providers, and some more traditional bus-based public transport.

These have been highly valued by those communities, providing many people with affordable access to essential services and amenities.

Demand for these services is growing, however the ability to afford the council or National Land Transport Fund shares is increasingly constrained.

Is the remit relevant to local government as a whole?

Yes. This remit is most relevant to rural and regional councils but aims to reduce New Zealand's transport emissions overall. Improved regional public transport will also benefit provincial and metropolitan councils.

Is the remit of a major policy nature?

Yes. This remit is dealing with public transport investment and a just transition to a low carbon transport system.

// 08

Establishing resolution service

Remit: *That LGNZ:*

- *Investigates the creation of an LGNZ independent, national process to handle complaints or concerns, ensuring fairness, protection, and accountability in local government.*
- *Works with the Local Government Commission⁴ to implement findings from its September 2021 Report – Local Government Codes of Conduct⁵*

Proposed by: Hutt City Council & YEM

Supported by: Invercargill City Council, Far North District Council, Hauraki District Council, Central Otago District Council, Hutt City Council, Selwyn District Council, Porirua District Council

Why is this remit important?

This remit is critically important as it addresses the pressing issue of a lack of a proportionate, flexible, responsive, and independent process/service for handling complaints and concerns in councils and escalating issues within local government.

Background and Context

The proposing and support councils and the Young Elected Members' Committee acknowledge that issues arise across local government that require a range of interventions – from education, mentoring, support, facilitation, mediation, inquiry, investigation, or review.

The absence of a national, standardised and independent process that triages complaints and concerns provides the right intervention for the issue, and managing escalation for complaints within local government has led to the pressing need for action. Currently, councils oversee their own problems on an ad-hoc basis, leaving many complaints unanswered and individuals hesitant to come forward. This lack of a clear and impartial process undermines transparency, accountability, and public trust in local government. It also fails to provide legal protection for complainants and increases the risk of defamation. The Code of Conduct inquiry is often very expensive and results in sanctions (if approved by a majority of Councillors in some cases) in what can only be called the “wet bus ticket”.

The intense scrutiny placed on local body governance by the community emphasises the need for regular external support to drive positive change. Without such support, unresolved issues can

⁴ Referred to as LCG for the balance of this remit

⁵ *Local Government Codes of Conduct/ Ngā tikanga whanonga Kāwanatanga ā-Rohe, Report to the Minister of Local Government, September 2021, Wellington [report found here](#).*

ultimately lead to the involvement of the DIA and the appointment of a commissioner, representing a worst-case scenario.

Relevant legislation, policy, or practice has not adequately addressed this issue, resulting in gaps and inconsistencies in handling complaints. Code of Conduct process enables the issue to be escalated to the Chief Executive. Informal conduct complaints are to be escalated to the Mayor, however if the Mayor is part of the problem this doesn't provide for a safe environment.

If a councillor is to escalate to a Code of Conduct complaint, often this results in a very public fight which also generally results in a public apology that doesn't really resolve anything.

It appears that where there is no national process or independent forum in which to take these issues, issues have been left to escalate or fester leading to governance breakdowns.

The absence of legal protection for complainants further exacerbates the problem, discouraging individuals from raising legitimate concerns.

We acknowledge that the process of investigation opens local government up to media scrutiny and often fails to protect the complainants coming forward. While this is keenly felt by the communities in which it is occurring, it also does a disservice to local democracy and local government generally.

Given the degree of intense community scrutiny on local body governance, regular and external support is often necessary to shift the dial.

Many terms of reference used to investigate complaints often fail to address the core issues comprehensively. Consequently, the necessary outcomes required to restore confidence in councils or individuals are not adequately addressed, resulting in slow progress and ongoing dissatisfaction.

By establishing a comprehensive framework that includes a complaints/issues/support/mediation forum and a tiered escalation process, this remit aims to promote fairness, protect complainants, restore public confidence, strengthen local democracy, and ensure timely and effective issue resolution as well as being cost effective for councils.

Taking action is crucial to uphold good governance, address grievances, and maintain the integrity of local government institutions.

How does this remit relate to LGNZ's current work programme?

While there have been some conversations about the need for a national service for addressing complaints about member conduct (including with central government), and LGNZ does provide support to councils, including on an "as requested" basis and by providing a model Code of Conduct at the start of each triennium, work to develop a national, independent process/service is not one of LGNZ's current work priorities.

Work on this remit would align with LGNZ's vision of New Zealand being the most active and inclusive local democracy in the world, and LGNZ's goal that more people value and participate in local government.

How will the proposing council help LGNZ to make progress on this remit?

The proposing and supporting councils and Young Elected Members' Committee have all expressed a willingness to support LGNZ with work to progress this remit, including sharing relevant experience and assisting with engaging with Ministers, officials and the Local Government Commission.

Is the remit relevant to local government as a whole?

Yes.

Is the remit of a major policy nature?

Yes: At some stage, virtually all councils will have faced the issue of member misconduct. The tools currently available for dealing with such issues are widely seen as inadequate. There is a need for a proportionate, flexible, responsive, and independent process/service for handling complaints and concerns in councils and an approach that is consistent across all councils.

// 09

Earthquake prone buildings

Remit: *That LGNZ investigate and report to members on ways to help councils and communities that are struggling with the time frames in the Earthquake Prone Building (EPB) sections of the Building Act and council policies pertaining to Priority Thoroughfares.*

Proposed by: Manawatū District Council

Supported by: LGNZ Zone 3

Why is this remit important?

Timeframes to strengthen or demolish earthquake prone buildings (EPBs) range from 50 years in low earthquake risk zones in New Zealand to 7.5 years in high-risk zones where councils have implemented Priority Thoroughfares. As the clock has been ticking for a while, that 7.5 years is already down to less than 5 years. These building owners have been issued notices under the Building Act to strengthen or demolish by a certain date.

While some strengthening has, and is taking place, it is clear that many EPBs will not be strengthened or redeveloped within the required short timeframes. These communities face the prospect of vacant sites, and worse still, abandoned buildings.

In many cases these EPBs have stood through many earthquakes for 70 – 140 years and they have considerable heritage value, but not necessarily with any real heritage protection, and they add positively to the character and aesthetic quality of towns and cities.

EPB owners have major concerns about what will happen in March 2028 when their 7.5 years is up, and other dates in other communities. In many cases they either can't afford to strengthen in the timeframe, or it is not currently financially viable to do so in the current commercial real estate marketplace. There are many cases where the property value is Land Value only, or Land Value less the cost of demolition. The buildings currently provide no added value to the value of the land.

This remit aims to address the timeframes of Priority Thoroughfares in particular, which were imposed as policy by councils, and which triggered the issuing of Building Act notices to strengthen or demolish by a certain date. The issuing of these notices seems to be more difficult to change than amending Priority Thoroughfare policies.

Manawatū District Council is concerned that town and city centres may be destroyed by legislative and policy decisions, rather than by an actual earthquake.

Background and Context

Some towns and cities with low commercial rents and low commercial property values are struggling with the financial viability and affordability of either earthquake strengthening or redeveloping within the short timeframes. These towns and cities have lower pedestrian counts, and therefore earthquakes are of lower risk to human life than in larger cities with higher rents and values, and where both strengthening and redeveloping is more viable.

The legislation gave no criteria in terms of pedestrian or traffic count for Priority Thoroughfares. It was left for councils to decide, and some councils implemented Priority Thoroughfares and some with similar town centres did not. Communities have building owners who are prepared to make progress with strengthening if a longer timeframe existed but are not prepared to commence strengthening knowing that they can't complete all of the work required within the short timeframe required. This is an unforeseen consequence of the short timeframes of the legislation and Priority Thoroughfare policies. Instead of the buildings becoming safer over time, the short timeframe has meant that no safety improvements are taking place in many cases.

An example of this is a prominent two-storey Hotel in Feilding, being a reasonably large Edwardian building built using unreinforced masonry, as are many of Feilding's EPBs. This is a most attractive building voted by the Manawātū community to be their favourite Feilding town centre building. The rent is circa \$70,000 P/A, and the cost to strengthen is circa \$2,000,000 with likely another \$2,000,000 required for renovation. The current use and rental doesn't justify the investment within 5 years. Another use or uses will be required to justify the investment and this will likely happen in the future, but such changes take time.

This remit hopes that compromise solutions, that remove the risk to human life in a timely manner, but in affordable and viable ways will be explored, such as extending the timeframe for strengthening lower-risk parts of buildings. The proposing council recognises that a range of options may be appropriate – including legislative and policy options – and so is keen that these are looked at.

Manawātū District Council has done a lot to help get EPBs strengthened. It has organised subsidised engineering reports through Heritage Equip, held seminars, sought advice, found a strengthening company that offers a fixed price package deal at a good price and without the need for occupants to vacate the building. Along with a few other councils Manawātū District Council has achieved a change in the regulations that lifted the financial threshold for relatively minor work before the full provisions of the Building Act are triggered. It has advocated to MPs from all political parties.

How does this remit relate to LGNZ's current work programme?

LGNZ is not currently actively working on this issue but has done work around EPB legislative and policy settings in the past. LGNZ has access to political parties, central government officials and other national stakeholder organisations that could help local government to make progress on this issue.

How will the proposing council help LGNZ to make progress on this remit?

Several members of Manawātū District Council will assist in any way possible (including participating in working groups, providing case studies and practical examples and experience when engaging with political parties) and will continue with their own efforts and share any useful information.

Is the remit relevant to local government as a whole?

The problem of EPBs affects many councils and communities throughout New Zealand, and particularly those in high- and medium-risk earthquake zones. With less than five years to go for some councils, there is an urgent need to find a compromise solution.

Is the remit of a major policy nature?

Yes

// 10

KiwiSaver contributions for elected members

Remit: *That LGNZ ask the Government to amend the law to enable councils to make contributions to an elected members' KiwiSaver scheme.*

Proposed by: Hamilton City Council & promoted by CBEC

Supported by: Queenstown Lakes District Council, Palmerston North City Council, New Plymouth District Council, Kāpiti Coast District Council. Far North District Council

Why is this remit important?

Currently, elected members are treated as independent contractors, with no entitlement to employer KiwiSaver contributions, or KiwiSaver deductions. This could be viewed as a disadvantage and a barrier to people standing for election, as the loss in KiwiSaver employer contributions can be in the tens of thousands by the time someone retires from public politics. This leaves elected members without employer contribution support for their retirements, which is provided to most other New Zealanders.

Background and Context

Currently, elected members are considered independent contractors, rather than employees of Council. As such, they are expected to set aside their own KiwiSaver contributions and do not receive any employer contribution.

Members of Parliament became eligible for KiwiSaver, but local government elected members are not. The Remuneration Authority Report on Members of Parliament Remuneration (July 2021) states 'MPs elected after 1992 are entitled to a superannuation subsidy contribution. The scheme can be KiwiSaver or registered retirement savings...'

Hamilton City Council is advocating for changes to the Employment Relations Act 2002 to allow KiwiSaver deductions to be taken from elected members' remuneration, and for employer contributions to be allocated.

The topic of elected member remuneration has been addressed in the draft report *He mata whāriki, he matawhanui*, prepared as part of the Review into the Future for Local Government, resulting in the key recommendations 17 and 18 as set out below:

- 17 - That central and local government, in conjunction with the Remuneration Authority, review the criteria for setting elected member remuneration to recognise the increasing complexity of the role and enable a more diverse range of people to consider standing for election.
- 18 - That local government develops a mandatory professional development and support programme for elected members; and local and central government develop a

shared executive professional development and secondment programme to achieve greater integration across the two sectors.

Hamilton City Council strongly believe that as a sector we should continue to advocate for changes to remuneration (such as those outlined above) to ensure local governance roles remain attractive.

How does this remit relate to LGNZ's current work programme?

This proposed remit aligns with LGNZ's strategy and policy priorities, including its vision that New Zealand is the most active and inclusive local democracy in the world, and its goal that more people value and participate in local government.

While the issue of KiwiSaver deductions and employer contributions has been highlighted in various submissions LGNZ has made in the past, there has been no official communication to the Minister of Local Government about the implications of elected members not being eligible for KiwiSaver deductions or employer contributions from councils.

How will the proposing council help LGNZ to make progress on this remit?

Hamilton City Council will continue to advocate for these changes.

Is the remit relevant to local government as a whole?

Yes.

Is the remit of a major policy nature?

Yes: remuneration is a critical factor that citizens consider when deciding to stand or not for election.

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Audit NZ Fees

Remit: *That LGNZ calls on central government to take action to reduce council audit fees by:*

- *revisiting the scope and requirements of reporting and auditing on councils*
- *conducting a review on the practice of audit in councils and work on best practice guidance to streamline this process*

This review should examine whether the reporting and audit requirements of councils are consistent with the level of reporting and audit that is required of other public entities.

Proposed by: Whanganui District Council

Supported by: New Plymouth District Council, Horizons Regional Council, Palmerston North City Council, Stratford District Council, Selwyn District Council

Why is this remit important?

While reporting and audit requirements are important for transparency and accountability, the scope of them are constantly inflating as council work programmes and rates intakes increase over time. These costs are then passed back to the ratepayer during a cost-of-living crisis and with food and housing insecurity steadily increasing. The scale and content of reporting and auditing needs to be reviewed to ensure that they are being conducted efficiently, relate to information that is relevant to the community and to council fulfilling its statutory duties, and is not overly onerous on under-resourced councils.

Background and Context

Local authorities have significant reporting requirements under the Local Government Act 2002 (LGA). These include annual reports, which review financial and service performance for the preceding financial year, and Council-Controlled Organisation (CCO) reports, and audits of Long-Term Plans and Long-Term Plan amendments. In the interests of transparency and accuracy, these reports are required to be audited under the LGA.

The Auditor General is the auditor of all public entities and they determine who will audit specific organisations. Council audits are conducted by Audit New Zealand. We understand that some councils' CCOs have permission to seek other audit providers, but for the vast majority of councils Audit New Zealand is the only allowable provider.

Councils are legally required to conduct an audit but do not have the ability to choose between multiple organisations to conduct it, which prevents competition on cost. Further, there are barriers to the timing and efficiency of the annual audit due to only being able to use one provider. While Whanganui District Council (Council) agrees that the audit is a critical function that provides assurance on information contained within our reports, it questions whether the financial and staffing costs of audits are now exceeding the benefit provided to our communities.

Reporting and auditing are a key part of local democracy. Reporting is a necessary factor for transparency and accountability both to central government and to the communities that councils

serve. Audits ensure that the information being reported is full, accurate, and meets all its requirements under legislation.

Whanganui District Council is also aware of the technical difficulty of conducting audits. Even when conducted by organisations with extensive experience, auditing council financial reports involves working through a significant amount of financial information and highly technical analysis and close familiarity with the accounting standards financial reports are held to.

The amount of work needed to complete an audit also increases over time in line with the amount and complexity of information going into council reports. Councils have increasing expenditure and increasing workloads over time, both internally as a result of work undertaken on behalf of their communities, and externally as outside pressures such as economic conditions, legislation and pressing issues like housing require more direct local investment and management.

How does this remit relate to LGNZ's current work programme?

This is an issue for the entire sector, with many councils expressing concern over the extent of fees required for obligatory audits of our reporting. It aligns with responsiveness to the needs of local government by taking action on a mandatory cost that local government bodies have no control over.

Advocacy on this issue aligns with LGNZ's commitment to localism and championing local voice on issues that are having significant impact at the local level.

LGNZ is aware of members' concerns about audit fees and has been having a number of conversations with Audit New Zealand, the Minister and central government officials. However, this remit would add further weight to the importance of the issue.

How will the proposing council help LGNZ to make progress on this remit?

Whanganui District Council will submit on consultations run by either central government or LGNZ.

Is the remit relevant to local government as a whole?

Yes: all councils are currently required to pay audit fees.

Is the remit of a major policy nature?

Yes.

MEMORANDUM

TO: Council

MEETING DATE: 28 June 2023

TITLE: Invitation for the Mayor to attend Eco Forum Global, Guiyang, China

PRESENTED BY: Gabrielle Loga, International Relations Manager

APPROVED BY: David Murphy, Chief Planning Officer

RECOMMENDATION TO COUNCIL

1. That Council note the Mayor will travel to Guiyang, China from 6 July- 10 July to attend the Eco Forum Global 2023, subject to visa approval.
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1. ISSUE

- 1.1 This memorandum outlines the intention of the Mayor to travel to Guiyang, China from 6 July to 10 July to attend the Eco Forum Global 2023 hosted by our Sister City.

2. BACKGROUND

- 2.1 Eco Forum Global 2023 is China's only national-level global forum themed on ecological civilization. The event will focus on seeking modernisation of harmonious coexistence with nature and promoting green and low-carbon development. Themed sub-forums, exhibitions on latest techniques, products and technologies, and business promotion activities will be held during the event. Through both online and offline activities, the forum is estimated to invite about 500 attendees.
- 2.2 The purpose of the trip is to connect with leaders and decision-makers from government and business sectors from all over the world to exchange ideas and explore opportunities for collaboration and implementation.
- 2.3 Palmerston North's participation in this forum demonstrates the city's commitment to sustainable development, our Sister City of 30 years, and assists with the Council's understanding of what is required to achieve Council's current vision and goals, particularly Goal 4 – An Eco-City.
- 2.4 The Mayor's expenses, including international and domestic flights in China, accommodation, meals and ground transportation, will be covered by the Guiyang Municipal Government. This was confirmed in writing with Guiyang.

- 2.5 The complimentary financial support package from Guiyang Municipal Government will need to be recorded in the gifts register and would be subject to the Local Government (Pecuniary Interests Register) Amendment Act 2022.
- 2.6 Section 8 of the Council's Elected Member Expenses and Allowances Policy stipulates that the prior approval of Council is sought for any travel as part of a Sister City Delegation *where the cost of such travel is not wholly covered by the host city*. As the Mayor's travel is wholly covered by the Guiyang Municipal Government, this memorandum is for information only.
- 2.7 The dates of travel will have limited impact on formal Council business. The Mayor's travel coincides with Council recess in July.
- 2.8 This trip will be the first time the Mayor has connected in-person with Guiyang since the borders reopened following covid-19.
- 2.9 The Mayor will be travelling alone for this forum.

3. NEXT STEPS

- 3.1 Officers will liaise with the Guiyang Municipal Government to accept the complimentary financial support package for the Mayor and proceed with travel bookings.

4. COMPLIANCE AND ADMINISTRATION

Does 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?	
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the achievement of action/actions in Economic Development	
The actions are:	
<ul style="list-style-type: none"> - Support initiatives that promote the city's international reputation and strengths. - Promote Palmerston North's interests to global partners. 	
Promote the environmental wellbeing of city's communities and sustainable development.	

Contribution to strategic direction and to social, economic, environmental and cultural well-being	The Mayor's attendance at Eco Forum Global 2023 helps to promote the city's international reputation, explore potential partners across the globe, and enhance economic, educational and environmental cooperation.
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ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 28 June 2023

TITLE: Scheduling of additional Council Meeting

PRESENTED BY: Sarah Claridge, Democracy and Governance Advisor

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATION TO COUNCIL

1. That Council schedule a Council meeting for 2pm, 16 August 2023.

1. ISSUE

- 1.1 Officers have requested that an additional Council meeting be scheduled.
- 1.2 The meeting will be held at 2pm 16 August 2023.
- 1.3 The additional meeting is needed for Council to consider several roading tenders to allow for projects to progress in a timely manner.

2. BACKGROUND – LEGAL REQUIREMENTS

- 2.1 The Local Government Official Information and Meetings Act 1987 (LGOIMA) requires Council to notify the public of the time and place of all its committee meetings.

- 2.2 Section 7(19)(6) of the Local Government Act allows for local authorities to adopt and amend a schedule of meetings:

Section 7(19)(6) If a local authority adopts a schedule of meetings—

(a) the schedule—

(i) may cover any future period that the local authority considers appropriate; and

(ii) may be amended; and

(b) notification of the schedule or of any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment.

3. NEXT STEP

3.1 If approved, the meeting will be publicly notified.

4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A driven and enabling Council	
The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship	
The action is: Support council's effectiveness and reputation.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Effective public decision making can take place in a timely manner.

ATTACHMENTS

NIL

COMMITTEE WORK SCHEDULE

TO: Council

MEETING DATE: 28 June 2023

TITLE: Work Schedule 28 June 2023

RECOMMENDATION TO COUNCIL

1. That the Council receive its Work Schedule dated 28 June 2023.

COUNCIL WORK SCHEDULE 28 JUNE 2023

#	Estimated report date	Subject	Officer responsible	Current position	Date of instruction & clause number
1.	28 June 2023 6 September 2023	Draft Water Supply Bylaw 2023 - Deliberations and adoption	Chief Planning Officer		Council 5 April 2023 Clause 51-23
2.	28 June 2023	Civic and Cultural Master Plan - Agree Terms of Reference and appoint to Steering Groups	Chief Planning Officer		30 November 2022 Clause 168-22
3.	28 June 2023	17 Summerhays Street Redevelopment - Options on types of development	Chief Infrastructure Officer		Council 3 May Clause 66-23
4.	6 September 2023	Standing Orders - Managing conflicts of interests at meetings	Assistant Chief Executive		15 February 2023 Clause 7-23

#	Estimated report date	Subject	Officer responsible	Current position	Date of instruction & clause number
5.	6 September 2023	Appointment of Trustees on Council Controlled Organisations	Assistant Chief Executive		
6.	6 September 2023	Options to address the key challenges identified in the 2022 Residents' Survey	Chief Planning Officer		14 December 2022 Clause 197-22.3
7.	6 September 2023	Approve list of Code of Conduct Investigators	Assistant Chief Executive		16 November 2022 Clause 153-22
8.	6 September 2023	Review Remuneration of CEDA Directors	Chief Planning Officer		CEDA Appointment of Directors Policy
9.	4 October 2023	Annual Report 2022/23 - Adopt	Chief Financial Officer		Terms of Reference
10.	4 October 2023	Adoption of interim Speed Management Plan	Chief Planning Officer		Council 5 April 2023 Clause 46-23
11.	4 October 2023	City Transport Review - Action Plan	Chief Infrastructure Officer		Council 3 May Clause 65-23
12.	18 December 2023	Wastewater Discharge Consent Project - Quarterly Update	Chief Infrastructure Officer	Referred from Sustainability Committee	11 May 2022 Clause 26-22
13.	1 March	Remits from PNCC for	Assistant Chief		

#	Estimated report date	Subject	Officer responsible	Current position	Date of instruction & clause number
	2024	consideration	Executive		
14.	1 April 2024	Appointment of Trustees on Council Controlled Organisations	Assistant Chief Executive		
15.	1 June 2024	Remits received from other Territorial Authorities	Assistant Chief Executive		
16.	TBC	Nature Calls Adaptive Management - Agree Terms of Reference and appoint to Steering Groups	Chief Infrastructure Officer	Postponed pending re-lodgement of Resource Consent application	30 November 2022 Clause 168-22
17.	Early 2024	College St/Botanical Road Safety Improvements	Chief Infrastructure Officer		31 May 2023 Clause 88.19-23

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 28 June 2023

TITLE: Presentation of the Part I Public Strategy & Finance Committee Recommendations from its 7 June 2023 Meeting

Set out below are the recommendations only from the Strategy & Finance Committee meeting Part I Public held on 7 June 2023. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

36-23 The **COMMITTEE RECOMMENDS**

1. That the Council, as the Administering Body of Opie Reserve, applies to the Minister of Conservation to have Opie Reserve (Lot 81 DP 24258) reclassified from its current status as Recreation Reserve to Local Purpose: Community, as per Section 24 (b) of the Reserves Act 1977.
2. That the Council, acting under delegated authority (2013) from the Minister of Conservation, ensures that Sections 119 and 120 of the Reserves Act 1977 were followed during the proposed reclassification of Opie Reserve.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 28 June 2023

TITLE: Presentation of the Part I Public Economic Growth Committee Recommendations from its 21 June 2023 Meeting

Set out below are the recommendations only from the Economic Growth Committee meeting Part I Public held on 21 June 2023. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

20-23 Palmerston North Airport Limited - Final Statement of Intent for 2023/24 to 2025/26

Memorandum, presented by Steve Paterson, Strategy Manager – Finance, Shelly Mitchell-Jenkins (Director), David Lanham (Chief Executive) & Jonathon Baker (Chief Finance Officer) from Palmerston North Airport Limited.

The **COMMITTEE RECOMMENDS**

1. That Council instruct the Chief Executive to prepare options/ business case for extra investment or shareholding to Palmerston North Airport Limited and present back to Council.

22-23 Palmerston North Strategic Networks 2023

Memorandum, presented by James Miguel, Senior Transport Planner and David Murphy, Chief Planning Officer.

The **COMMITTEE RECOMMENDS**

2. That Council endorse the Palmerston North Strategic Networks 2023 (Attachments 1 & 2) to inform future Council decision-making on transport matters, including the 2024-2034 Long Term Plan and supporting documents

23-23

Central City Transformation - Streets for People Project

Report, presented by Geoff Sneddon, Senior Project Manager and Hamish Featonby, Group Manager - Transport & Development.

The **COMMITTEE RECOMMENDS**

1. That Council adopt the Terms of Reference (as amended) for the Central City Transformation Project Steering Group (Attachment 1).
2. That Council approve the Mayor's recommendation for membership of the Central City Transformation Project Steering Group: The Mayor, Councillors Hapeta, Bowen, Dennison, and Handcock.
3. That Council receive the 60% Detail Design Plans (developed design) for the entire Central City Transformation (streets for people) project area (Attachment 2).
4. That Council delegate authority to the Chief Executive to vary the GST exclusive contract sum of Contract 3923 (Professional Services Design for City Centre Streetscape Upgrade) by \$254,000. Noting that this will increase the contingency of the project from \$96,000 to \$350,000 and that this increase can be accommodated within the existing budget within Programme 2122.