



PALMERSTON NORTH CITY COUNCIL

AGENDA

STRATEGY & FINANCE COMMITTEE

9AM, WEDNESDAY 20 SEPTEMBER 2023

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

MEMBERS

Vaughan Dennison (Chair)
Karen Naylor (Deputy Chair)
Grant Smith (The Mayor)

Mark Arnott
Brent Barrett
Lew Findlay (QSM)
Patrick Handcock
(ONZM)
Leonie Hapeta

Lorna Johnson
Orphée Mickalad
William Wood
Kaydee Zabelin

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

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

Waid Crockett

Chief Executive | PALMERSTON NORTH CITY COUNCIL

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

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NORTH
CITY

STRATEGY & FINANCE COMMITTEE MEETING

20 September 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 Committee 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. Hearing of Submissions: Panako Park Reclassification Proposal Page 7

7. Summary of Submissions - Panako Park Reclassification Proposal Page 29

Memorandum, presented by Aaron Phillips, Activity Manager - Parks.

8. Confirmation of Minutes Page 39

"That the minutes of the Strategy & Finance Committee meeting of 10 May 2023 Part I Public be confirmed as a true and correct record."

9. Confirmation of Minutes Page 47

"That the minutes of the extraordinary Strategy & Finance Committee meeting of 7 June 2023 Part I Public be confirmed as a true and correct record."

10. Confirmation of Minutes Page 53

"That the minutes of the extraordinary Strategy & Finance Committee meeting of 1 August 2023 Part I Public be confirmed as a true and correct record."

11. Drinking Water Compliance Page 61

Memorandum, presented by Mike Monaghan, Group Manager - Three Waters.

12. Draft Water Supply Bylaw - Deliberations on Submissions Page 71

Memorandum, presented by Peter Ridge, Senior Policy Analyst.

- 13. Draft Speed Management Plan 2024-2027 - Approval for Consultation** Page 133

Report, presented by Peter Ridge, Senior Policy Analyst.

- 14. Ashhurst and Te Apiti Campervan Dump Station Budget** Page 177

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

- 15. Ashhurst Te Apiti Three Bridges Loop Track Investigations Budget & Waka Kotahi Fund Update** Page 185

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

- 16. Aokautere Urban Growth Area - Information relating to the description, timing and quantum of the development of infrastructure work programmes to enable growth in Aokautere** Page 191

Memorandum, presented by Sam Dowse, Senior Planner and David Murphy, Chief Planning Officer.

- 17. Pioneer Reserve - Proposal to Grant an Easement on Reserve Land to Powerco** Page 205

Report, presented by Bryce Hosking, Group Manager - Property and Resource Recovery and Kathy Dever-Tod, Group Manager - Parks and Logistics.

- 18. 279 Albert Street (part of Hokowhitu Domain) - Proposal to continue supporting Hokowhitu Bowling Club Incorporated by notifying the public of the intention to grant community occupancy via a lease of Council land** Page 211

Report, presented by Bryce Hosking, Group Manager - Property and Resource Recovery.

- 19. 119 Highbury Avenue (part of Tui Park) - Proposal to continue supporting Te Whatu Raranga o Highbury Weavers by notifying the intention to grant community occupancy via a lease of Council land and building** Page 233

Report, presented by Bryce Hosking, Group Manager - Property and Resource Recovery.

20. Committee Work Schedule

Page 255

21. Karakia Whakamutunga

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

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].

SUBMISSION FROM CONSULTATION

TO: Strategy & Finance Committee

MEETING DATE: 20 September 2023

TITLE: Hearing of Submissions: Panako Park Reclassification Proposal

RECOMMENDATION(S) TO STRATEGY & FINANCE COMMITTEE

1. That the Strategy & Finance Committee hear submissions from presenters who indicated their wish to be heard in support of their submission.
2. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.

SUBMITTERS WISHING TO BE HEARD IN SUPPORT OF THEIR SUBMISSION

Submission No.	Submitter
17	River Stop Awapuni (Annette Nixon)

ATTACHMENTS

1. Submissions [↓](#) 
2. Procedure Sheet [↓](#) 

Index of submissions - Panako Park reclassification

Submission Number	Submitter
1	Simone Laing
2	Palmerston North Fijian Youth Group - Vivita Matanimeke
3	Marama Lobb
4	Ruth Jackson
5	Kirsten Marshall
6	WAI the Women's Art Initiative - Karen Seccombe
7	Anna Regtien
8	Renee Nielsen
9	Daniel Regtien
10	Let's Grow Awapuni & Awapuni Community Gardens – Dave Mollard
11	Beth Lew
12	Jennifer Rockliffe
13	Pascal Street Community Trust - Deborah Hewitt
14	Christine Brown
15	Hannah Burden
16	Pathways Presbyterian Church - Annette Nixon
17	River Stop Awapuni - Annette Nixon

1

Submission on Panako Park reclassification

Your contact details	
First name	Simone
Last name	Laing
Organisation you represent	
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	I support this reclassification to enable the land to be used by community groups rather than remaining vacant until a recreation group shows interest.

Submission on Panako Park reclassification

Your contact details	
First name	Vivita
Last name	Matanimeke
Organisation you represent	Palmerston North Fijian Youth Group
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	We are always looking for spaces to use for our community. I am hoping that this reclassification will give us more options in the future.

Submission on Panako Park reclassification

Your contact details	
First name	Marama
Last name	Lobb
Organisation you represent	
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	I support reclassification of Panako Park.

Submission on Panako Park reclassification

Your contact details	
First name	Ruth
Last name	Jackson
Organisation you represent	
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	I think it would be great to have a community initiative using this space

Submission on Panako Park reclassification

Your contact details	
First name	Kirsten
Last name	Marshall
Organisation you represent	
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	I support the reclassification

Submission on Panako Park reclassification

Your contact details	
First name	Karen
Last name	Seccombe
Organisation you represent	WAI the Women's Art Initiative
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	Community groups like ours often struggle to find safe and appropriate spaces to gather in. Panako Place hall has excellent facilities and space and is in a quiet suburban environment. Parking and shops are both accessible. Outdoor space around the hall offers those using the space opportunities for outdoor activities. Spaces like Panako are gems to groups like ours. They offer often isolated and marginalized people a place to belong. Our collective strongly support the proposal to reclassify this reserve to a local purpose reserve. We would be delighted to see it being regularly used by a community /groups, and we hope to see further reclassifications like this in future.

Submission on Panako Park reclassification

Your contact details	
First name	Anna
Last name	Regtien
Organisation you represent	
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	Happy for this if it is the best way to support the local community.

Submission on Panako Park reclassification

Your contact details	
First name	Renee
Last name	Nielsen
Organisation you represent	
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	I believe that this would be beneficial for the Girl Guides, who wish to sell the hall, and be beneficial for the community, wherein the change of classification would enable greater community activities for many people.

Submission on Panako Park reclassification

Your contact details	
First name	Daniel
Last name	Regtien
Organisation you represent	
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	Yes, as long as there is off street parking available, as the roadside is not ideal for parking. It would be fantastic to have these facilities available for community initiatives such as family activities, library functions and hobby classes etc.

Submission on Panako Park reclassification

Your contact details	
First name	Dave
Last name	Mollard
Organisation you represent	Let's Grow Awapuni & Awapuni Community Gardens.
Hearing	
Do you want to speak to Council in support of your submission?	Yes
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	Awapuni is a wonderful neighborhood with wonderful community connections, but the Awapuni Community Centre is so popular that we need another place for the community to gather. Lets Grow Awapuni and the Awapuni Community Gardens would like this space to become a kai resilience hub for our community.

Submission on Panako Park reclassification

Your contact details	
First name	Beth
Last name	Lew
Organisation you represent	
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	This is a good option for better community use.

Submission on Panako Park reclassification

Your contact details	
First name	Jennifer
Last name	Rockliffe
Organisation you represent	
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	It would be great to see this land used by community groups as there is a real desire for this to happen in the Awapuni community. It would be even better to see a purpose-built building for the Awapuni library to be rehomed in, given the very serious problems with the current building. The library has been closed for over 2 months and this is having a huge impact on the Awapuni community and surrounding suburbs. In the long-term it would be great to see a more appropriate building for this amazing community hub.

Submission on Panako Park reclassification

Your contact details	
First name	Deborah
Last name	Hewitt
Organisation you represent	Pascal Street Community Trust
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	PSCT fully supports the reclassification of this park. If the new owners of the hall and the residents are open to it, a small community garden there would be a wonderful resource to help alleviate the rising cost of living.

Submission on Panako Park reclassification

Your contact details	
First name	Christine
Last name	Brown
Organisation you represent	
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	No
Comments	<p>My concerns as a resident of the street are around the safety and wellbeing of the families who live in this neighbourhood. There are 13 children, some single parents and elderly people who live alone in this area.</p> <p>There is a limited parking capacity and the street is prone to chronic flooding. I feel the reclassification poses many health and safety risks to residents and the public as an emergency vehicle would have difficulty accessing the end of the cul-de-sac, where a current resident has high health needs and requires ambulance assistance frequently.</p> <p>The area is used by the children in the neighbourhood in a recreational capacity. This area being reclassified could make this park dangerous for children if alcohol is allowed to be consumed, which could also mean excessive noise for this quiet residential suburb.</p>

Submission on Panako Park reclassification

Your contact details	
First name	Hannah
Last name	Burden
Organisation you represent	
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	No
Comments	<p>I am a single mother with two young children and we have lived in this street for 7 years. My children have grown up in this safe, friendly neighbourhood and a massive part of their recreational activities are in Panako Park. This was a factor in my decision to buy a smaller property, I was reassured that my sons would always have the option to play in the park. A reclassification could change this outlook. As a teacher at a nearby school, I know this change will affect many families in the wider Awapuni area. This is a respectable street and I am concerned that this reclassification could compromise the safety of my children and others, in this neighbourhood. There is a current alcohol ban in this park and i hope this remains the case. There are elderly and vulnerable people in this street, many of these people do not cope with excessive noise. I have heard of many incidents in the area where noise control have been called prior to 7.30pm for music noise, so I do not feel that this is an area where residents will welcome this! I understand the reclassification will proceed, I simply hope that those who make the decisions on its future use will consider these comments.</p>

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Submission on Panako Park reclassification

Your contact details	
First name	Annette
Last name	Nixon
Organisation you represent	Pathways Presbyterian Church
Hearing	
Do you want to speak to Council in support of your submission?	No
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	<p>The Church has previously brought to PNCC's attention the dilapidated state of the outbuildings on the Panako Park site, the need for storm water control and potential for use of the site as a community orchard and garden.</p> <p>We welcome the opportunity for a new community group to use the land and hall for dynamic development and wider community use.</p> <p>As the reserve shares a boundary with the Pathways' St Mark's site in College Street, which the Parish Council has represented to PNCC through a number of Draft Annual Plan hearings as being surplus to Parish requirements, we feel these adjoining areas have potential to become dynamic community spaces serving a growing neighbourhood.</p> <p>We therefore support the proposed re-classification of Panako Park Reserve from Recreation to Local Purposes (community) enabling wider community use.</p>

17

Submission on Panako Park reclassification

Your contact details	
First name	Annette
Last name	Nixon
Organisation you represent	River Stop Awapuni
Hearing	
Do you want to speak to Council in support of your submission?	Yes
Your submission	
Do you support the reclassification of Panako Park from a recreation reserve to a local purpose (Community) reserve?	Yes
Comments	<p>We are pleased to wholeheartedly support the re-classification of Panako Park from a recreation reserve status to a local purpose (community) reserve status.</p> <p>As a community we can never have too many community facilities. Demand continues to grow and the unexpected events in Awapuni (with the Community Library closure) and in many other areas of Aotearoa New Zealand (with weather affected situations) highlight the importance of such community areas and secure gatherings places.</p> <p>While the Panako Place Hall, with Guide ownership, has had no promotion for alternative use it is a largely underutilised building. We do appreciate the willingness of Guides to allow the spill-over Awapuni Library activities to continue in their hall at this challenging time.</p> <p>A new group using the site, engaging with the wider community, has potential to provide an exciting and energetic environment providing wider benefits and stimulation through their interactions and outreach.</p>

Procedure Sheet Hearing of Submissions

Presenting your submission

You have indicated a wish to present your submission before a Committee of Councillors, you can do this either in-person or online. You may speak to your submission yourself or, if you wish, arrange for some other person or persons to speak on your behalf.

We recommend that you speak to the main points of your submission and then answer any questions. It is not necessary to read your submission as Committee members have a copy and will have already read it.

Questions are for clarifying matters raised in submissions. Questions may only be asked by Committee members, unless the Chairperson gives permission.

Time Allocation

10 minutes (including question time) will be allocated for the hearing of each submission. If more than one person speaks to a submission, the time that is allocated to that submission will be shared between the speakers.

Who will be there?

The Strategy and Finance Committee will hear the submissions. The Committee comprises of elected members as identified on the frontispiece of the Agenda.

There will also be other people there who are presenting their submission. The Hearing is open to the media and the public.

Agenda

An Agenda for the meeting at which you will be speaking will be publicly available at least two working days prior to the meeting. It will be published on the Palmerston North City Council website ([Agendas and minutes](#)) and available to view at the Customer Service Centre. The Agenda lists the submissions in the order they will be considered by the Committee, although there may be some variation to this.

Venue

The meeting will be held in the Council Chamber, First Floor, Civic Administration Building, Te Marae o Hine, 32 The Square, Palmerston North.

The Council Chamber will be set out with tables arranged appropriately. You will be invited to sit at the table with the Councillors when called.

Tikanga Maori	You may speak to your submission in Maori if you wish. If you intend to do so, please contact us no later than four days before the date of the meeting (refer to the "Further Information" section below). This is to enable arrangements to be made for a certified interpreter to attend the meeting. You may bring your own interpreter if you wish.
Visual Aids	A whiteboard, and computer with PowerPoint will be available for your use. We prefer you notify us before the day if you will require these.
Final Consideration of Submissions	Final consideration of submissions intends to be made at the ordinary meeting of the Strategy and Finance Committee on 15 November 2023. The media and public can attend these meetings, but it will not be possible for you to speak further to your submission or participate in the Committee deliberations.
Changes to this Procedure	The Committee may, in its sole discretion, vary the procedure set out above if circumstances indicate that some other procedure would be more appropriate.
Further Information	If you have any questions about the procedure outlined above please contact Sina Lome, Democracy & Governance Administrator, phone 06 356-8199 or email sina.lome@pncc.govt.nz .

MEMORANDUM

TO: Strategy & Finance Committee

MEETING DATE: 20 September 2023

TITLE: Summary of Submissions - Panako Park Reclassification Proposal

PRESENTED BY: Aaron Phillips, Activity Manager - Parks

APPROVED BY: Chris Dyhrberg, Chief Infrastructure Officer

RECOMMENDATION(S) TO STRATEGY & FINANCE COMMITTEE

1. That the Committee receive the memorandum titled 'Summary of Submissions – Panako Park Reclassification Proposal' presented to the Strategy & Finance Committee on 20 September 2023.

1. ISSUE

- 1.1 The report titled [Determining the Future of Panako Park Hall](#) was presented to Council on 1 March 2023. Council resolved:

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

- 1.2 This report provides a summary of the consultation process and the submissions received, noting that a subsequent report will be brought to the Committee which will address the points raised by the submitters and seek a decision on whether to apply to the Department of Conservation to reclassify Panako Park.

2. BACKGROUND

- 2.1 Girl Guiding New Zealand (Girl Guides) wish to exit their land lease at Panako Park (2 and 2a Panako Place) and on-sell their building to another community group.
- 2.2 In these situations, Council's Support and Funding Policy provides a process to consider the land strategically, including its appropriate future use, before deciding on the request from Girl Guiding. This process was undertaken and presented to the Planning & Strategy Committee in August 2022 via the report titled [Strategic Options Review](#) where Council resolved to:

Investigate the level of community demand for recreation and community use with a view to retaining Panako Park and the Girl Guide Hall for community use.

- 2.3 The investigation process was then undertaken through October and November 2022 to determine the demand for using the land. It found low levels of recreation demand, but some non-recreation community group demand.
- 2.4 Given the land is classified as a 'Recreation Reserve' under the Reserves Act 1977, only recreation uses are permitted on the land, and consequently within the building. The only way a non-recreational use could be undertaken on the reserve would be for the land to be reclassified to a 'Local Purpose (Community)' Reserve.
- 2.5 As mentioned in Clause 1.1 above, the report titled [Determining the Future of Panako Park Hall](#) was then presented to Council on 1 March 2023, in which Council resolved to consult the community on the proposal to reclassify the reserve land.
- 2.6 Once the decision is made to reclassify the reserve or not, the process of the Girl Guides selling the building and Council entering a new land lease can commence.

3. CONSULTATION AND SUBMISSIONS

Consultation

- 3.1 Public consultation on the proposed classification change took place from 8 June 2023, closing on 14 July 2023.
- 3.2 Methods used were:
 - Public notice in the Manawatu Standard published on 8 June 2023.
 - Website page with online submission form.
 - Social media post.
 - Resident letter to properties on Panako Place, on College Street between Nairn Crescent and Kinston Street and the cul-de-sac ends of Winchester and Newbury Streets. The letter included advising of a drop-in session (6pm Tuesday 20 June 2023, in the hall).

Summary of Submissions

- 3.3 17 submission were received with 15 (88%) in support of the change and 2 opposed (12%).
- 3.4 Below, in Table 1 is a summary of the matters that were raised in the submissions that were in support of the proposal.

Table 1: Matters raised in support	Number of submissions
Support enabling use, more community group options	4
Good location and facilities for community group use	1
Outdoor space beside hall is useful	1
Beneficial for guides to be able to sell	1
Needs off-street carparking	1
Awapuni Community Centre at capacity, need more community spaces	1
Like to see a kai resilience hub	1
Noted need for new Awapuni Library home	1
Would like to see community garden on open space	1
Concern about state of existing shed on site	1
Potential to combine with Church space for wider community facilities and services	1
Demand for community facilities/get more use from hall	1

- 3.5 Table 2 provides a summary of the matters that were raised in the submissions that were in opposition to the proposal.

Table 2: Matters raised in opposition	Number of submissions
Safety of children in cul-de-sac	2
Do not want alcohol consumed on site	2
Noise in quiet street	2
Not enough carparking	1
Difficulty of emergency vehicle access when street full	1
Would reduce or remove ability to play on the park	1

3.6 A copy of the comments made in the social media post are provided in Attachment 1. They included:

- Concern about safety in the cul-de-sac.
- Concern about a lack of car parking in the area.
- Support for the proposal.
- Suggestion for a community centre.
- Suggestion it was a location for the Ngāti Hineaute kōhanga and marae proposal.
- One commenter mistakenly thought that Council was proposing selling.

4. NEXT STEPS


- 4.1 Following the Council hearing, a subsequent report will be brought to the Committee which will address the points raised by the submitters, as summarised in this report, along with any additional points raised in the hearings. The report will also seek a decision from Council on whether to apply to the Department of Conservation to reclassify the Panako Park.
- 4.2 Should the reclassification be confirmed, the process to enter a new community occupancy lease will commence.
- 4.3 Depending on what activity the building purchaser wishes to operate from the building, a resource consent may be required even after the land is reclassified. If a consent is required, this process could run in parallel to the land lease/community occupancy process.

5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? <i>Terms of Reference</i>	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 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Active Communities	

The action is: Administer the Reserves Act 1977	
Contribution to strategic direction and to social, economic, environmental, and cultural well-being	Provision of facilities for community activities.

ATTACHMENTS

1. Panako Park - Social Media [↓](#) 

Attachment One:

Panako Park Reclassification Social Media Post

Performance

Reach ⓘ		Engagements ⓘ		Negative interactions ⓘ	
Total		Reactions		Total	
26,734		68		1	
Organic	26,734 (100%)	Comments	22	Unique	1
Paid	0 (0%)	Shares	5		
View details					

Palmerston North City Council's post



Palmerston North City Council

15 June · 🌐

We're proposing to reclassify Panako Park from a recreation reserve to a community reserve.

👉 All our parks in the city have a classification status that controls what types of activities can take place there – such as recreation, community use, or stormwater.

Girl Guides currently own the hall, and they want to sell it, but the groups interested are community services groups rather than recreation groups. We're proposing to change the classification of the park to allow for a wider range of community uses of the land (and hall) than the current recreation status allows.

👉 What do you think? Don't miss the opportunity to have your say: www.pncc.govt.nz/panako

Submissions close on Friday 14 July.



67 16 comments 4 shares

Like Comment

Most relevant ▼

Sandra Wallace
There is a massive lack of safe parking in this area. It's not suitable for community activities
10 w 2

Elizabeth Vellei
I'm all for making this hall changed to look way better, but please remember to reconstruct it to be safe for cats and kids living in that cal de sac
- Panako place resident
10 w Edited 3

Dave Mollard
Thanks PNCC. This could be a wonderful community asset.
10 w 8

Thomas John Carr
This would be a great opportunity for a community centre with a purpose built library. We miss our local Awapuni Library.
9 w

Julie Jeffrey
Great idea
10 w

Christine Mcalpine
always good to have plenty of community services
10 w Edited

Christine Mcalpine
always good to have plenty of community services
10 w Edited

Amiria Jacqualeen Te Whaiti
Be a good place for the Marae and Kohanga Reo for Ngati Hineaute
10 w 2

Anthony Robertson
Denise Robertson
10 w

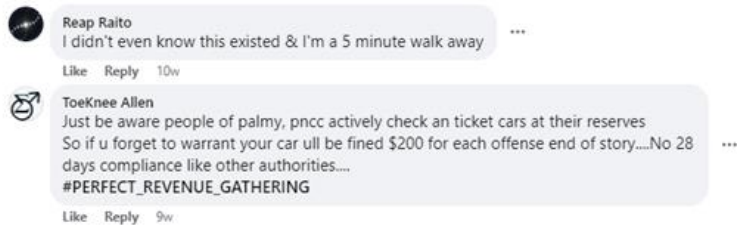
Stewart Gush
Sasi Chinta
10 w 1

Rosalind Austin
Hannah Ramsay this fills me with grief
10 w

Top fan
Paul Godbaz
Change the zoning and make maximum use of the facility without selling ANY of the site.
10 w

Dave Mollard
Paul Godbaz PNCC are not proposing selling any of it. It's the Girl Guides who want to sell their building, not the land beneath it which will be locked into community ownership.
10 w 3

Top fan
Paul Godbaz
Dave Mollard Don't put too much faith in the Clowncil.
10 w Edited 2



PALMERSTON NORTH CITY COUNCIL

Minutes of the Strategy & Finance Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 10 May 2023, commencing at 9.02am

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

Councillor Mark Arnott left the meeting at 12.10pm during consideration of clause 30. He entered the meeting again at 12.12pm after the consideration of clause 30. He was not present for clause 30.

Councillor Lorna Johnson left the meeting at 12.11pm during consideration of clause 30. She entered the meeting again at 12.13pm after the consideration of clause 30. She was not present for clause 30.

Karakia Timatanga

Councillor Debi Marshall-Lobb opened the meeting with karakia.

20-23 Apologies

Moved Vaughan Dennison, seconded Karen Naylor.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 20-23 above was carried 12 votes to 0, the voting being as follows:

For:

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

21-23

Late Item / Notification of Additional Item

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the late item for the following reasons:

Remit to Local Government New Zealand 2023 Annual General Meeting

Reason for lateness:

The remit was received after the Agenda was published.

Reason for urgency:

New Plymouth District Council have requested a response by Friday 12 May 2023.

Clause 21-23 above was carried 12 votes to 0, the voting being as follows:

For:

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

22-23

Hearing of Submissions: Proposal to reclassify Opie Reserve from a Recreation Reserve to a Local Purpose - Community Reserve

Moved Vaughan Dennison, seconded Lorna Johnson.

The **COMMITTEE RESOLVED**

1. That the Strategy & Finance Committee hear submissions from presenters who indicated their wish to be heard in support of their submission.
2. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.

Clause 22-23 above was carried 12 votes to 0, the voting being as follows:

For:

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

The Committee considered submissions on the Proposal to reclassify Opie Reserve from a Recreation Reserve to a Local Purpose - Community Reserve with supporting oral statements including additional tabled material.

The following person appeared before the Committee and made oral statements in support of her submission and replied to questions from Elected Members.

Liza Whaiapu (103)

Liza Whaiapu spoke to her submission and made the following additional comments:

- Has worked within the Māori education sector in Palmerston North for 22 years, and knows that transformation through education is key to reaching the goals and aspirations of our tupuna and our people.
- Passionate about assisting in the movement of revitalisation efforts.
- Māori identify themselves by the relationships our tupuna formed with our land. These relationships shape us and connect us to place and time. Man and people come and go but the land is constant; it will always remain. While we are the people of this land, we are merely stewards (or kaitiaki) of the land and we have a duty to serve and protect it.
- Important to get land classifications right, so that we protect land with conservation and cultural value, and unlock land with neither, making it available for other purposes.
- A win-win for all as the Kōhanga Reo and marae will not only serve the Iwi and Hapū, but also the wider community.
- If the reserve is reclassified, it would become a new community asset supporting children's learning and wellbeing for whānau, Hapū and Iwi. Access would be from a newly formed entrance off Wilson Crescent; people would still be able to move through the space as the existing footpath would remain along with a track along the top of the stop-bank that everyone uses. The landscape would be an integrated design to allow for community interaction, and would enhance and uplift what is currently an eyesore.
- Would expediate Kainga Ora housing improvement programme.
- St Michaels marae is a church before it is a marae. Vision is a gathering place for all.
- The current location is in the hub of Highbury - a colourful area which has safety concerns.
- The Kōhanga Reo has an open door policy; everyone is welcome.

23-23

Opie Reserve Reclassification: Summary of Submissions

Memorandum, presented by Kathy Dever-Tod, Group Manager - Parks and Logistics.

Moved Vaughan Dennison, seconded Karen Naylor.

The COMMITTEE RESOLVED

1. That the Committee receive the summary of submissions on "Opie Reserve – proposal to reclassify Opie Reserve from 'Recreation' to

'Local Purpose: Community'", presented to the Strategy & Finance Committee on 10 May 2023.

Clause 23-23 above was carried 12 votes to 0, the voting being as follows:

For:

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

24-23

Confirmation of Minutes

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the minutes of the Strategy & Finance Committee meeting of 22 March 2023 Part I Public be confirmed as a true and correct record.

Clause 24-23 above was carried 11 votes to 0, with 1 abstention, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb, Rachel Bowen and Billy Meehan.

Abstained:

The Mayor (Grant Smith).

The meeting adjourned at 9.33am.

The meeting resumed at 9.40am.

25-23

Quarterly Performance and Financial Report - Period Ending 31 March 2023

Memorandum, presented by Scott Mancer, Finance Manager, Sue Kelly, Manager - Project Management Office and Andrew Boyle, Head of Community Planning.

Elected Members requested a report to provide understanding of the magnitude of the water supply compliance costs and how it will be managed going forward.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Quarterly Performance and Financial Report – Period Ending 31 March 2023', and related attachments, presented to the Strategy & Finance Committee on 10 May 2023.

Moved Patrick Handcock, seconded Brent Barrett

2. That the Chief Executive provide a report on bacteria compliance of the city's bore supplies including detail of how compliance is going

to be remedied.

Clauses 25.1-23 and 25.2-23 above were carried 12 votes to 0, the voting being as follows:

For:

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

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RECOMMENDS**

3. That Council approve an overspend in the following operating activity budgets:
 - a. Manawatū River- of \$135,000, and
 - b. Active & Public Transport- of \$480,000.
4. That Council note that the increases in a) and b) are expected to be offset from savings in Council's other activities, with this to be reported back in the 4th quarter report.
5. That Council approve a Capital Renewal budget transfer between activities of \$50,000, reducing 1051-CET Arena - Arena Renewals by \$50,000 and increasing 1825-City Reserves - Manawatū River Park – Renewals by \$50,000.

Clauses 25.3-23 to 25.5-23 above were carried 12 votes to 0, the voting being as follows:

For:

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

26-23

Treasury Report - 9 months ending 31 March 2023

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

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee note the performance of Council's treasury activity for the 9 months ending 31 March 2023.

Clause 26-23 above was carried 12 votes to 0, the voting being as follows:

For:

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

The meeting adjourned at 10.50am.

The meeting resumed at 11.12am.

27-23

Railway Land Reserve: Proposal to grant a licence to Tekton Limited - Deliberations Report

Memorandum, presented by Bill Carswell, Activities Manager – Property Services and Kathy Dever-Tod, Acting Chief Infrastructure Officer.

Elected Members requested Officers to include reporting requirements relating to community good outcomes in the negotiations with the licensee.

Moved Karen Naylor, seconded Rachel Bowen.

The **COMMITTEE RESOLVED**

1. That the Committee grant a licence for part of the land at Railway Land Reserve, Palmerston North to Tekton Limited in accordance with Section 54 of the Reserves Act 1997.
2. That the Committee note that the area affected by the licence to Tekton Limited is described as part of Lot DP 78518.

Clause 27-23 above was carried 9 votes to 2, with 1 abstention, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall-Lobb and Rachel Bowen.

Against:

Councillors Vaughan Dennison and Billy Meehan.

Abstained:

Councillor Lew Findlay.

28-23

Amendment to the Palmerston North Traffic and Parking Bylaw 2018 (Light Motor Vehicle Prohibitions) - Deliberations Report

Memorandum, presented by Stacey Solomon, Policy Analyst.

Officers noted an error on page 10 of Attachment 3 (page 192 of the Agenda); the text should read as follows:

'Subject to the provisions of clause 10 of the Bylaw, the following roads are prohibited to vehicles having a gross mass ~~less than~~ **not exceeding** 3,500kg.'

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee confirm:
 - a. the amendment to the Bylaw is the most appropriate means of addressing the perceived problem; and
 - b. the form of the Bylaw is the most appropriate form of bylaw; and
 - c. the Bylaw does not give rise to any implications under the

New Zealand Bill of Rights Act 1990.

The **COMMITTEE RECOMMENDS**

2. That Council adopt the proposed amendment for Light Motor Vehicle Prohibitions to the Palmerston North Traffic and Parking Bylaw 2018 and Palmerston North Traffic and Parking Bylaw 2018 Administration Manual, (Attachments 2 and 3 of the memorandum).

Clause 28-23 above was carried 12 votes to 0, the voting being as follows:

For:

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

29-23 Review of the Palmerston North Dog Control Policy 2018 and the Palmerston North Dog Control Bylaw 2018

Memorandum, presented by Stacey Solomon, Policy Analyst.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Review of the Palmerston North Dog Control Policy 2018 and the Palmerston North Dog Control Bylaw 2018' presented to the Strategy & Finance Committee on 10 May 2023.

Clause 29-23 above was carried 12 votes to 0, the voting being as follows:

For:

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

30-23 117 Vogel Street - Proposal to continue supporting Te Kōhanga Reo National Trust Board (Te Āwhina Kōhanga Reo) by notifying the intention to grant community occupancy via a lease of Council land

Report, presented by Bryce Hosking, Acting Chief Infrastructure Officer.

Councillor Mark Arnott left the meeting at 12.10pm.

Councillor Lorna Johnson left the meeting at 12.11pm.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee continue to support Te Kōhanga Reo National Trust Board, by notifying the public of its intention to grant community occupancy of Council land, via a lease at 117 Vogel Street, Palmerston North, in accordance with the Support and Funding Policy 2022 (Option 1).
2. That the Committee note the land affected by the community occupancy lease to Te Kōhanga Reo National Trust Board is

described as Lot 1 DP 78520.

Clause 30-23 above was carried 10 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Vaughan Dennison, Karen Naylor, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Debi Marshall-Lobb, Rachel Bowen and Billy Meehan.

Councillor Mark Arnott entered the meeting again at 12.12pm.

Councillor Lorna Johnson entered the meeting again at 12.13pm.

31-23 Remit to Local Government New Zealand 2023 Annual General Meeting
Memorandum, presented by Hannah White, Democracy & Governance Manager.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RECOMMENDS**

1. That Council endorse the 2023 remit proposal from New Plymouth District Council (Attachment 1).

Clause 31-23 above was carried 12 votes to 0, the voting being as follows:

For:

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

32-23 Committee Work Schedule

Moved Karen Naylor, seconded Vaughan Dennison.

The **COMMITTEE RESOLVED**

1. That the Strategy & Finance Committee receive its Work Schedule dated May 2023.

Clause 32-23 above was carried 12 votes to 0, the voting being as follows:

For:

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

Karakia Whakamutunga

Councillor Debi Marshall-Lobb closed the meeting with karakia.

The meeting finished at 12.19pm.

Confirmed 20 September 2023

Chair

PALMERSTON NORTH CITY COUNCIL

Minutes of the Extraordinary Strategy & Finance Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 07 June 2023, commencing at 2.02pm

Members Present: Councillors Vaughan Dennison (in the Chair), Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood and Kaydee Zabelin.

Non Members: Councillors Rachel Bowen, Debi Marshall-Lobb and Billy Meehan.

Apologies: The Mayor (Grant Smith) (absent on Council business).

Karakia Timatanga

Councillor Debi Marshall-Lobb opened the meeting with karakia.

33-23 Apologies

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 33-23 above was carried 14 votes to 0, the voting being as follows:

For:

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

34-23 Hearing of Submissions: Draft Water Supply Bylaw 2023

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Strategy & Finance Committee hear submissions from presenters who indicated their wish to be heard in support of their submission.

2. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.

Clause 34-23 above was carried 14 votes to 0, the voting being as follows:

For:

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

The Committee considered submissions on the Draft Water Supply Bylaw 2023 with supporting oral statements including additional tabled material.

The following persons appeared before the Committee and made oral statements in support of their submission and replied to questions from Elected Members.

Murray Guy (13)

Murray Guy spoke to his submission and made the following additional comments:

- High quality supply of water which has health benefits as opposed to collecting rainwater off sometimes dirty, dusty rooves with organic matter from birds and/or trees.
- Have consent and approval from Council for that water supply and would like to see it included in maps and commentary.
- Kingsdale Park will shortly be extending and it will go right through to Highway 57.

Homewood Property (20)

Kevin Judd and Matthew Currie spoke to the submission and made the following additional comments:

- Asking for the ability for Council Officers to consider rural residential development outside the present bylaw area for connection to the water supply, on a case by case, or area by area, basis.
- Clause 16.6 of the draft bylaw to include suitable land zoned rural residential but outside the water supply area. The way the bylaw currently reads this is not permitted at all; there are no exclusions around that.
- Would be of value to someone looking at a rural residential block to have a connection which provides certainty in summer, even if it's only a drip feed. This could affect market value.

Te Tūmatakahuki Society Incorporated (36)

Hayden Turoa spoke to the submission and made the following additional comments:

- Need to recognise that it is not necessarily possible to consider geographic rohe when it comes to water. There are overlapping areas of interest. Our hapū and iwi have a whakapapa relationship to these water bodies. When you are looking after a waterway what happens upstream can impact those downstream. An entire awa should not be dissected through bylaws – there is a better and more sophisticated model when it comes to protecting our awa – we've seen inter-iwi connections work in other parts of the country.
- It could be seen that the exclusive language within the proposed bylaw could prejudice our involvement in the future. We are currently working through our treaty settlement process, and we seek inclusive language so that we are not impacting our future generations by this bylaw. Recognising one iwi as mana whenua while disregarding the mana of other harms rather than promotes cultural wellbeing.
- Rights and interests in water is a topical conversation, and there is room to be risk adverse when you could set a precedent that is going to have a long term impact.
- The proposed bylaw fails to appropriately factor in tikanga, noting that tikanga is hapū-specific and a recognised part of New Zealand law.

Robert Elshire (37)

Rob Elshire spoke to his submission and made the following additional comments:

- We fully support Council's efforts to provide a secure, reliable and clean water supply for all Palmerston North area residents, and support amending the bylaws from time to time to reflect the changing needs of the community and environment in which we all live.
- Our understanding is that there are about 16 homes near us that are being provided water under an extraordinary supply connection and we know more are expected to be allowed to connect.
- The property two sections further down the valley was purchased several years ago by parties intending to develop it into housing. We have water rights related to the groundwater source on the property. They have approached us asking us to relinquish those rights for easier development on their part. If there is even a small likelihood that our access to Council water supply would be halted upon review triggered by the updated bylaws, and there was nothing that could be done to maintain our connection, we would want the option of using the water rights we currently have. At the same time it is important to consider neighbourly relations as part of a strong community foundation.
- People in neighbouring properties share our concerns as we

would all be in the same situation.

35-23

Summary of Submissions - Draft Water Supply Bylaw 2023

Memorandum, presented by Peter Ridge, Senior Policy Analyst.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Summary of Submissions – Draft Water Supply Bylaw 2023', presented to the Strategy & Finance Committee on 7 June 2023.

Clause 35-23 above was carried 14 votes to 0, the voting being as follows:

For:

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

36-23

Opie Reserve: Reclassification from Recreation Reserve to Local Purpose: Community

Report, presented by Kathy Dever-Tod, Group Manager - Parks & Logistics.

Moved Vaughan Dennison, seconded Karen Naylor.

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.

Clause 36-23 above was carried 14 votes to 0, the voting being as follows:

For:

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

Karakia Whakamutunga

Councillor Debi Marshall-Lobb closed the meeting with karakia.

The meeting finished at 2.52pm.

Confirmed 20 September 2023

Chair

PALMERSTON NORTH CITY COUNCIL

Minutes of the Extraordinary Strategy & Finance Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 1 August 2023, commencing at 9.02am

Members Present: Councillors Vaughan Dennison (in the Chair), Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood and Kaydee Zabelin.

Non Members: Councillors Debi Marshall-Lobb and Billy Meehan.

Apologies: The Mayor (Grant Smith); Councillors Leonie Hapeta and Lew Findlay (early departure).

Councillor Lew Findlay was not present when the meeting resumed at 1.54pm. He was not present for clauses 43 and 44.

Councillor Debi Marshall-Lobb was not present when the meeting resumed at 1.54pm. She was not present for clauses 43 and 44.

Councillor Leonie Hapeta left the meeting at 3.14pm during consideration of clause 44. She entered the meeting again at 3.17pm after consideration of clause 44. She was not present for clause 44.

Karakia Timatanga

Councillor Debi Marshall-Lobb opened the meeting with karakia.

37-23 Apologies

Moved Vaughan Dennison, seconded Karen Naylor.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 37-23 above was carried 13 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb and Billy Meehan.

38-23

Hearing of Submissions: Interim Speed Management Plan 2023 (School Speed Limits)

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Strategy & Finance Committee hear submissions from presenters who indicated their wish to be heard in support of their submission.
2. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.

Clause 38-23 above was carried 13 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb and Billy Meehan.

The Committee considered submissions on the Interim Speed Management Plan 2023 (School Speed Limits) with supporting oral statements including additional tabled material.

The following persons appeared before the Committee and made oral statements in support of their submission and replied to questions from Elected Members.

Chris Teo-Sherrell (342)

Chris Teo-Sherrell spoke to his submission and made no additional comments.

Further information (PowerPoint) was tabled at the meeting for circulation to Elected Members.

David Lane (329)

David Lane spoke to his submission and made no additional comments.

Rosalie Heckler (373)

Rosalie Heckler spoke to her submission and made no additional comments.

Anne Strawbridge (320)

Anne Strawbridge spoke to her submission and made no additional comments.

Troy Duckworth, Turitea School (127)

Troy Duckworth spoke to his submission and made the following additional comments:

- Semi-rural school of 160 children; peak times are very hectic.
- The community have spoken to him regarding lowering the speed limits.
- The overflow parking is insufficient for the amount of parents to park during peak times and therefore they are forced to park on the side of the 100km/h road.

39-23

Summary of Submissions - Interim Speed Management Plan (School Speed Limits)

Memorandum, presented by Peter Ridge, Senior Policy Analyst.

An additional motion was moved to enable Elected Members to consider the cost and prioritisation options in the deliberations report without potentially further delaying the overall decision on the matter to another meeting.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Summary of Submissions – Interim Speed Management Plan (School Speed Limits)' presented to the Strategy & Finance Committee on 1 August 2023.

Moved William Wood, seconded Lew Findlay.

2. That the report in September include the costed option of variable speed limits across the entire 43 school areas in the proposed network, including prioritisation options.

Clause 39-23 above was carried 13 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb and Billy Meehan.

The meeting adjourned at 10.29am.

The meeting resumed at 10.46am.

40-23

Vautier Park - Proposal to continue supporting Netball Manawatū Centre Incorporated by notifying the public of the intention to grant community occupancy via a lease of Council land

Report, presented by Bryce Hosking, Group Manager - Property and Resource Recovery.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That Council continues to support Netball Manawatū Centre Incorporated by notifying the public of its intention to grant community occupancy of Council land at Vautier Park, Palmerston North in accordance with the Support and Funding Policy 2022 and Section 54 of the Reserves Act 1977.
2. That Council notes the land affected by the community occupancy of Netball Manawatū Centre Incorporated is described as Part Section 248 TN of Palmerston North WN16B/1168.

Clause 40-23 above was carried 13 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb and Billy Meehan.

41-23

309 Main Street - Proposal to continue supporting Senior Citizens Association Palmerston North by notifying the intention to grant community occupancy via a lease of Council land

Report, presented by Bryce Hosking, Group Manager - Property and Resource Recovery.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That Council continue to support Senior Citizens Association Palmerston North Incorporated by notifying the public of its intention to grant community occupancy of Council land, via a lease at 309 Main Street, Palmerston North, in accordance with the Support and Funding Policy 2022.
2. That the Committee note the land affected by the community occupancy lease to Senior Citizens Association Palmerston North Incorporated is described as Lot 2 DP 40465.

Clause 41-23 above was carried 13 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb and Billy Meehan.

42-23

16 Featherston Street - Proposal to grant a lease to Takaro Sports Incorporated

Report, presented by Bryce Hosking, Group Manager - Property and Resource Recovery.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That Council grant a lease of the land at 16 Featherston Street (part of Takaro Park), Palmerston North described as Lots 1 – 12 inclusive and Lots 14 and 15 DP 2938 to Takaro Sports Incorporated, in accordance with Council's Support and Funding Policy and Section 54 of the Reserves Act 1977.

Clause 42-23 above was carried 13 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb and Billy Meehan.

43-23

117 Vogel Street - Proposal to grant a lease on Council land to Te Kohanga Reo National Trust Board (Te Awhina Kohanga Reo)

Report, presented by Bryce Hosking, Group Manager - Property and Resource Recovery.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That Council grant a lease of the land at 117 Vogel Street, Palmerston North, being described as Lot DP 78520 to Te Kohanga Reo National Trust Board (Te Awhina Kohanga Reo) in accordance with Council's Support and Funding Policy.

Clause 43-23 above was carried 13 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb and Billy Meehan.

44-23

21 Guildford Street, Ashhurst - Proposal to grant a lease to Ashhurst Community Trust

Report, presented by Bryce Hosking, Group Manager - Property and Resource Recovery.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That Council grant a lease of the land at 21 Guildford Street (part of Ashhurst Village Valley Centre), Ashhurst being described as part of Sections 339 and 340, DP 152 to Ashhurst Community Trust, in accordance with the Council's Support and Funding Policy 2022.

Clause 44-23 above was carried 13 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb and Billy Meehan.

45-23 Committee Work Schedule

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Strategy & Finance Committee receive its Work Schedule dated August 2023.

Clause 45-23 above was carried 13 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Debi Marshall-Lobb and Billy Meehan.

The meeting adjourned at 10.54am.

The meeting resumed at 1.54pm.

Councillors Lew Findlay and Debi Marshall-Lobb were not present when the meeting resumed.

46-23 Hearing of Submissions: Waterloo Park Land Exchange Proposal

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Strategy & Finance Committee hear submissions from presenters who indicated their wish to be heard in support of their submission.
2. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.

Clause 46-23 above was carried 11 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin and Billy Meehan.

The Committee considered submissions on the Waterloo Park Land Exchange Proposal with supporting oral statements including additional tabled material.

The following persons appeared before the Committee and made oral statements in support of their submission and replied to questions from Elected Members:

Jacqueline Carr (28)

Jacqueline Carr spoke to her submission and made the following additional comments:

- Most places in the world are planting trees and retaining green

spaces.

- The small strip already has trees and could link up with other tree areas and people's gardens. Trees are important to reduce the likelihood of excessive heat and cold.
- How many of those houses will be passive houses? How many will have small areas to grow their own gardens? Growing fruit trees on the reserve can help provide for them.
- We are supposed to be an eco-city.
- People are more important than profit; the land is more important than people.
- Requests Council to think more in terms of a cyclic pattern rather than a grid system.

Shelley Windley-Lewis (36)

Shelley Windley-Lewis spoke to her submission and made no additional comments.

Rosemary Watson (30)

Rosemary Watson spoke to her submission and made no additional comments.

She presented the city with a box full of fresh produce locally grown by the Tilbury Avenue community to demonstrate that a variety of produce can be successfully grown in the area.

Beth Lew (16)

Beth Lew spoke to her submission and made the following additional comments:

- Clarified that when she made her submission she thought Waterloo Park was the name of the industrial area.
- She helps residents grow their own gardens.

Rosemary Watson, Retain the Reserve Petition (39)

Rosemary Watson spoke to the submission and made the following additional comment:

- She listed the street names of those who signed the petition and noted some residents living close by did not receive the letter whilst others living further away did.

Linda Bell (15)

Linda Bell spoke to her submission and made the following additional comments:

- The increased population in the area will need more green space for recreational use.

- Area for area: use for use exchange for a car park is a poor trade-off.

Adelia Sadler (31)

Adelia Sadler spoke to her submission and made no additional comments.

47-23

Summary of Submissions - Waterloo Park Land Exchange Proposal

Memorandum, presented by Aaron Phillips, Activity Manager - Parks.

Councillor Leonie Hapeta left the meeting at 3.14pm.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Summary of Submissions – Waterloo Park Land Exchange Proposal' presented to the Strategy & Finance Committee on 1 August 2023.

Clause 47-23 above was carried 10 votes to 0, the voting being as follows:

For:

Councillors Vaughan Dennison, Karen Naylor, Mark Arnott, Brent Barrett, Patrick Handcock, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin and Billy Meehan.

Councillor Leonie Hapeta entered the meeting again at 3.17pm.

Karakia Whakamutunga

Councillor Vaughan Dennison closed the meeting with karakia.

The meeting finished at 3.17pm.

Confirmed 20 September 2023

Chair

MEMORANDUM

TO: Strategy & Finance Committee

MEETING DATE: 20 September 2023

TITLE: Drinking Water Compliance

PRESENTED BY: Mike Monaghan, Group Manager - Three Waters

APPROVED BY: Chris Dyhrberg, Chief Infrastructure Officer

RECOMMENDATION(S) TO STRATEGY & FINANCE COMMITTEE

1. That the Committee receive the memorandum on the bacteriological compliance status of the city bore supplies to provide clarification on the issues and strategies to address, presented to the Strategy & Finance Committee on 20 September 2023.

1. ISSUE

- 1.1 Recent changes to legislation have resulted in parts of Council's water supply being non-compliant. The non-compliance stems from Council not being able to meet the new disinfection requirements, which are designed to manage the risk of bacteria within the reticulated water supply network. The non-compliance specifically relates to the four City bore supplies which do not have sufficient chlorine contact time.
- 1.2 Note the majority of Council's network is compliant, including the water supplied from Ashhurst, Longburn, Bunnythorpe and the Turitea dams, which equates to approximately 60% of the drinking water total supply.
- 1.3 The net result is that many Drinking Water Suppliers across New Zealand (e.g. Councils, Schools and other community sites) are unable to meet the new disinfection standards in the short term.

2. BACKGROUND

- 2.1 The Water Services Act 2021 (WSA 2021) came into effect on 15 November 2021, setting new standards for three waters services in New Zealand. The new standards have resulted in significant changes to achieve compliance for drinking water supplies, which was previously regulated under the LGA 2002 and the Health Act 1956.
- 2.2 A new Drinking Water Regulator, Taumata Arowai, was established to monitor performance and compliance of Drinking Water Suppliers, as well as stormwater and wastewater (which will be phased in from July 2024).

- 2.3 Significant changes under the WSA 2021 require Councils to:
- a) Provide updated Drinking Water Safety Plans,
 - b) Comply with new Drinking Water Quality Assurance Rules, which includes mandatory residual disinfection,
 - c) Identify risks via Source Water Risk Management Plans,
 - d) Provide a framework for transparent reporting on performance,
 - e) Provide mechanisms to improve capability and quality of water services.
- 2.4 The significant impacts for Palmerston North City Council relate to item b) – compliance with new Drinking Water Standards related to residual disinfection.

Drinking Water Safety Plans

- 2.5 Council has four Water Supply Safety Plans, one for each separate water supply. In order of population supplied, the four Drinking Water Safety Plans cover:
- i. Palmerston North City,
 - ii. Ashhurst,
 - iii. Longburn,
 - iv. Bunnythorpe.
- 2.6 The main purpose of updating the Water Safety Plans is to improve safety by identifying gaps that need to be addressed in order to meet the new legislation and standards. The key gaps that have been identified include:
- a) Disinfection of water supplies (to align with new Treatment Rules),
 - b) Upgrades to existing bores and headworks to meet the new source water rules,
 - c) Network monitoring (to align with new Treatment Rules).

Mandatory disinfection requirements

- 2.7 The new Drinking Water Quality Assurance Rules (DWQAR) require mandatory residual disinfection of drinking water supplies (e.g. through the addition of chlorine). This is a significant change from the previous Drinking Water Standards, under which disinfection was optional.
- 2.8 Historically, many smaller cities within New Zealand elected not to disinfect their drinking water supplies. As a result, many water supplies have not been designed to cater for the addition of a disinfectant, which typically requires treatment plants and contact reservoirs for every water source. Hence, significant (and often complex) upgrades are often required to achieve compliance under the new rules.
- 2.9 Council utilises chlorine to disinfect our drinking water supplies. While chlorine is an effective disinfectant, there are two key parameters required to achieve compliance. These are:
 - a) The chlorine must be present in sufficient concentration, which is a minimum of 0.2 ppm (parts per million),
 - b) To be effective, chlorine requires time to neutralise bacteria, which is known as contact time.
- 2.10 The minimum concentration of 0.2 ppm chlorine must be present in all parts of the water supply network and is referred to as residual chlorine. Residual chlorine is essential to provide protection against contaminants that may enter the network from various sources, for example pipe breakages or backflow/siphoning.
- 2.11 The majority of Council's water supply network has sufficient residual chlorine. However, one sampling location within the Roberts Line bore supply area falls below the minimum requirement of 0.2 ppm. This is partly due to the type of chlorine used and the water chemistry in this supply zone. There are several options to address this issue including changing the type of chlorine used, which is currently being explored.
- 2.12 If drinking water is supplied to end users before there has been adequate contact time, there is a potential risk that any bacteria present may not have been completely neutralised. Hence, the new Drinking Water Quality Assurance Rules stipulate disinfection and sufficient contact time. Where contact time cannot be provided, an approved alternative method to neutralise bacteria is through the addition of an Ultraviolet (UV) Reactor.
- 2.13 A UV reactor was recently installed at the Papaioea Park bore site and hence the site is exempt from the contact time rule and is therefore fully compliant in this regard.
- 2.14 The remaining three bore sites within the Palmerston North City supply zone do not provide sufficient contact time, as they were designed and constructed

prior to the new requirements and do not have UV reactors. The options include provision of contact reservoirs or sufficient length of pipework between the treatment plant (i.e. the chlorine dose point) and the first customer. Work is currently underway to determine the best option for each site. Note that contact reservoirs may also provide some storage capacity and hence improve resilience.

- 2.15 Figure 1 shows an aerial view of the Roberts Line Bore, which is an example of an urban environment that would present significant challenges to secure land for a contact reservoir.

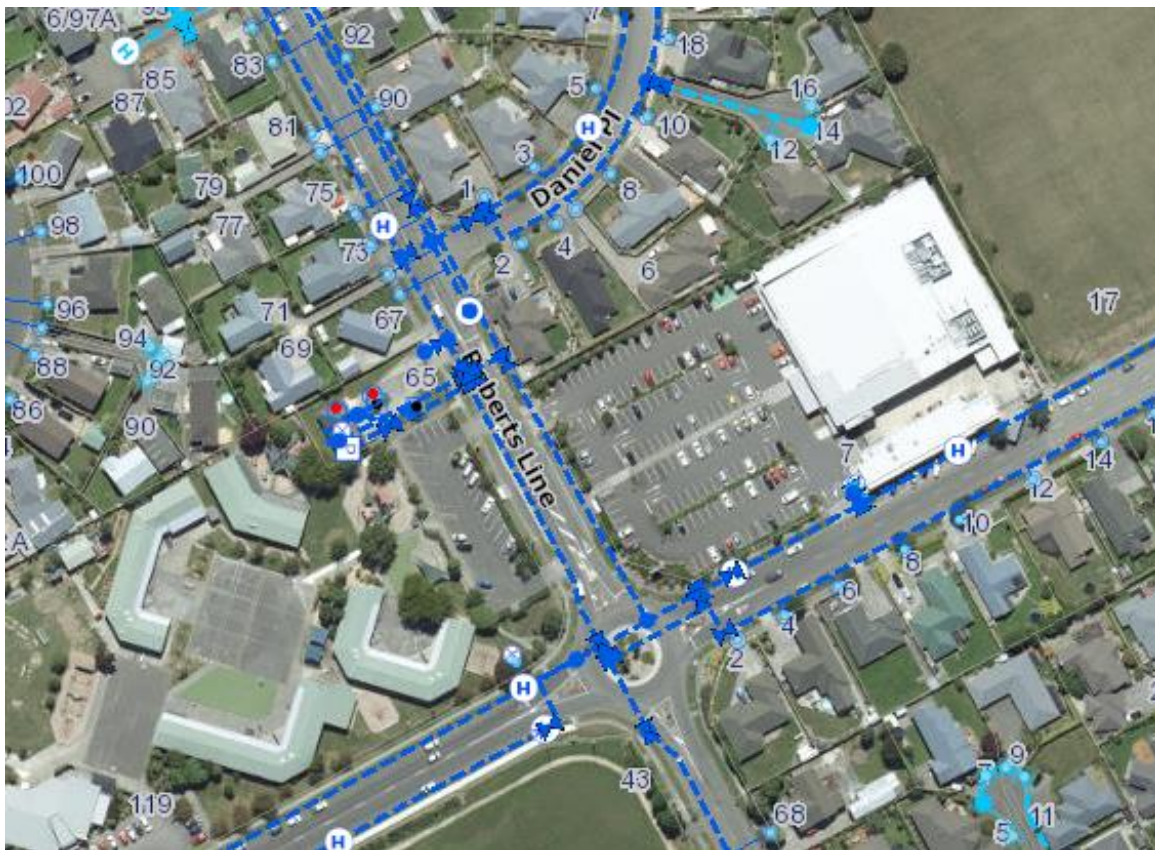


Figure 1: Roberts Line Bore – located in an urban environment (located at #65)

- 2.16 The provision of new contact reservoirs and/or UV can only be achieved in the medium to long-term, as both solutions require significant funds and suitable area (which may require land purchase), with existing bores typically located in urban environments. All new bores that are proposed for city growth allow for contact reservoirs and/or UV.
- 2.17 The new rules stipulate a strict sampling regime with additional monitoring and sampling required across the network to prove compliance. Sampling has been increased - however a full review is being undertaken to identify gaps and address as required.

Upgrades to Existing Bores

- 2.18 The new Source Water Rules allocate a class rating for water sources from 1 to 4. Class 1 is the most safe and secure rating, allowing the water source to undergo a reduced level of treatment.
- 2.19 PNCC has two bores that do not meet the Class 1 status, as a portion of the pipework and fittings are located in chambers below ground. The two bores are located at Papaioea Park and Roberts Line. Both bores have been taken offline until designs and upgrades can be completed later this FY.

Recent Improvements

- 2.20 Council has undertaken an audit of all bore sites to identify areas of non-compliance. An action plan was developed to bring each site up to compliance. The works are currently underway with approximately 80% having been completed. The upgrades include concrete aprons (to stop water ponding), sealing of the outer casing, sealing of apertures to prevent contamination, security fences to restrict access (by people and farm animals) and back flow prevention. Figure 2 shows the Ashhurst bore, post recent upgrades.
- 2.21 Chlorine dosing has been adjusted at several bore sites to optimise the level of residual disinfectant (chlorine) in the network. This has resulted in significant improvements in terms of meeting compliance.
- 2.22 Multiple water samples are taken from fifteen locations within the four water supplies. The water sampling regime has been increased to provide a clearer picture of water quality and to comply with reporting requirements.
- 2.23 Real-time monitoring to meet the new rules has been installed at the Bunnythorpe bore site, however this improvement is still required at the other bore sites. This work is programmed for the 2023/24 financial year.
- 2.24 Safe Operating Procedures (SOPs) have been updated or compiled as required under the new regulations. The SOPs typically cover key operational areas, including hygiene practices, dealing with hazardous chemicals and emergencies.



Figure 2: Ashhurst Bore post upgrades to achieve compliance (e.g. fence, concrete plinth, sealed casing)

2.25 Items addressed at the Ashhurst bore are typical across the water supply network and include:

- a) Extension of the concrete pad and removal of potential for ponding,
- b) Sealed outer casing (annulus) and watertight or screened venting and cables,
- c) Backflow prevention mechanism,
- d) Security to prevent unauthorized access and farm animals.

3. NEXT STEPS

- 3.1 As previously stated, a prioritised action plan has been compiled to address gaps, including improvements from the updated Water Safety Plans. A summary of the key actions is listed in Table 1 below, including timelines and budget requirements to achieve compliance (note that Long-Term Plan funding is subject to approval).
- 3.2 A strategic review of network sampling requirements is underway. This is expected to result in optimised chlorine dosing and additional sampling points to further improve performance and compliance.

- 3.3 Achieving disinfection compliance will likely require a mixture of new contact reservoirs and/or UV plants within the Council supply area. Work is underway to confirm the optimal requirements; however, the physical works will take several years to complete. Funding for new contact reservoirs and/or UV reactors has been included in the draft programmes for the 2024/34 Long Term Plan.
- 3.4 Council achieved a 90% compliance rating for the 2022/23 year. The first five months of the 2022/23 financial year were rated based on the old Drinking Water Standards, under which PNCC achieved 100% compliance. The improvement programme is designed to ensure Council achieves 100% compliance within the next five years.

Table 1: Action plan and budgets

1.	2. Action detail	3. Allocated budget (23/24 to 28/29)	4. Timeline	5. Status
1.	Update Water Safety Plans	Current FY Minor Opex	Nov 22 - Nov 2023	In progress
2.	Disinfection exemption	Current FY Minor Renewals	Sept 2023	In progress
3.	Sampling strategy	Current FY Minor Opex	October 2023	In progress
4.	Disinfection and resilience upgrades	\$1.3M	2023/24	In progress
5.	Contact reservoirs and/or UV	\$TBC	On-going via LTP	Investigations

Disinfection Exemption

- 3.5 Taumata Arowai accepts that complying with the new Drinking Water Quality Assurance Rules may be a significant challenge for many water suppliers. Hence a pathway exists for suppliers to apply to the Chief Executive of Taumata Arowai for an exemption from compliance from some requirements.
- 3.6 Officers are applying for an exemption from compliance with some of the Drinking Water Quality Assurance Rules. The exemption request specifically relates to the disinfection rules (i.e. the current inability to achieve sufficient contact time and residual disinfection within a minority of the Palmerston North City supply zone).

- 3.7 Exemptions may be granted for a maximum of five years. As part of the exemption request, Council confirms commitment to implementing upgrades to achieve compliance within this timeframe.
- 3.8 The exemption request relies on updating of our Water Safety Plans and Source Water Risk Management Plan, which identify gaps to be addressed. These documents are currently in-flight.
- 3.9 Consequences for non-compliance with the Drinking Water Quality Assurance Rules are provided under the Water Services Act. The Act states that suppliers have a duty to provide safe drinking water that complies with the standards. Any reckless act that exposes people to serious risk (including injury, illness or death), including acts undertaken without reasonable excuse, may result in Council being liable on conviction to a fine of up to \$3 Million.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
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?	Yes
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions? Partially – funding is also indicated within the Long-Term Plan 2024-34	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	Yes
The recommendations contribute to Goal 4: An Eco City	
<p>Waters</p> <p>This memorandum provides clarification on Council's plans to meet compliance with legislation in regard to the provision of safe drinking water.</p> <p>The actions are:</p> <ol style="list-style-type: none"> 1. Continue with ongoing improvements to existing disinfection processes, 2. Develop and implement programmes that improve the level of compliance with disinfection Rules to meet the Drinking Water Quality Assurance Rules, 3. Apply to the Chief Executive of Taumata Arowai for an exemption from parts of the disinfection compliance rules. 	
Contribution to strategic direction and to social,	The intent of this memorandum is to inform Council of the issue of non-compliance with the disinfection rules under the Drinking Water Quality Assurance Rules -a legislative requirement.

economic, environmental and cultural well-being	<p>The compliance work also relates to Council's Waters Plan:</p> <p>Priority 5 – Invest in infrastructure that serves to protect, enhance and preserve the environment.</p> <p>Purpose 3 – Council provides water services for the provision of safe and readily available water.</p> <p>Measures of success - Safe drinking water.</p> <p>What do we want to achieve – Water supplies that are safe and secure, and Council meets the most recent legislative requirements for water safety.</p>
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ATTACHMENTS

Nil

MEMORANDUM

TO: Strategy & Finance Committee

MEETING DATE: 20 September 2023

TITLE: Draft Water Supply Bylaw - Deliberations on Submissions

PRESENTED BY: Peter Ridge, Senior Policy Analyst

APPROVED BY: David Murphy, Chief Planning Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council adopts the Palmerston North Water Supply Bylaw 2024 and the Palmerston North Water Supply Bylaw Administration Manual 2024 (as shown in Attachments 2 and 3), which will come into effect on 1 February 2024.

1. ISSUE

- 1.1 The Council has consulted on the draft Water Supply Bylaw. The purpose of this memorandum is to provide advice on the issues raised by submitters, make recommendations for any further amendments to the draft Bylaw as a result of consultation, and to recommend the adoption of the Bylaw and Administration Manual.

2. BACKGROUND

- 2.1 On 5 April 2023 the Council approved the draft Water Supply Bylaw and Administration Manual for public consultation. The written consultation period was open from 8 April until 8 May 2023. The Council received 40 written submissions during this time. The Strategy & Finance Committee heard oral submissions from four people on 7 June 2023.

3. ANALYSIS OF SUBMISSIONS

- 3.1 Attachment 1 is an analysis of the issues raised by submitters. This sets out the arguments made by submitters for and against the specific proposals on which Council was consulting. Submitters also raised a number of additional matters which were not included in the original proposal. These are also addressed in Attachment 1.

Summary of recommended changes

- 3.2 Amend clause 2.2 of the Bylaw to read: "The Council, in making this Bylaw, acknowledges the particular interest in this Bylaw of tangata whenua ~~as~~ and those who exercise mana whakahaere and kaitiaki of water, and particularly

recognises the role of hapū and iwi and Rangitāne o Manawatū as mana whenua."

- 3.2.1 A large number of submitters expressed concern with the Council's proposal to include in clause 2.2 recognition of Rangitāne o Manawatū's status as tangata whenua and their role as kaitiaki of water. This concern was rooted largely in a misunderstanding of the role of iwi in relation to land and water, and the concept of kaitiaki. Many submitters suggested that this clause would effectively grant ownership of water to iwi or confer on iwi some additional statutory or legal rights. This is not the case and misunderstands the concept of kaitiaki by attempting to translate it into a western legal concept of ownership. Clause 2.2 does not confer any new rights on any group; it simply recognises that Rangitāne o Manawatū, as tangata whenua, already exercise kaitiaki. By recognising this in the Bylaw, the Council acknowledges that, when it makes decisions about water supply, it will have regard to the particular relationship that Rangitāne have with water in the district.
- 3.2.2 While the inclusion of te reo and concepts such as kaitiaki are relatively new within Palmerston North bylaws, the practice has been well established in legislation. The concept of 'kaitiakitangata' is recognised in the Resource Management Act 1991, so there is precedent for including such concepts in a planning or regulatory instrument.
- 3.2.3 Te Tūmatakahuki hapū observed that the specific reference to Rangitāne o Manawatū appeared to be exclusive and could potentially prejudice the recognition of other iwi or hapū in the future. These points are acknowledged. There is merit in adjusting the proposed wording to be less exclusive. It is not for Palmerston North City Council to determine which iwi or hapū have relationships with water in this district. Therefore, we propose revised wording that recognises both tangata whenua and those who exercise mana whakahaere and kaitiaki of water. The revised wording also extends the recognition beyond Rangitāne o Manawatū to include other iwi and hapū.
- 3.3 Minor technical amendments: These were suggested by Horizons Regional Council and are generally accepted. They include:
 - Using the term 'water meter' consistently throughout the Bylaw and Administration Manual (rather than 'meter' and 'water meter' interchangeably).
 - Including installation and replacement of water meters and backflow prevention devices in clause 8.2(b) as a reason for why Council may need to access the point of supply.
 - Noting in clause 27.10 that where a water meter is in need of repair or replacement, that repair or replacement happens within three months.
- 3.4 The other points made by submitters are acknowledged, but Officers do not recommend any further changes. The arguments for not making further changes are included in Attachment 1.

- 3.5 Additional minor changes are recommended by Officers. They include adjusting the date of the Bylaw (from 2023 to 2024) and updating the proposed date of commencement to February 2024. These changes are to allow sufficient time after the adoption of the Bylaw for an implementation plan to be developed, approved and executed.

4. NEXT STEPS




- 4.1 Following adoption of the Bylaw by the Council, Officers will develop an implementation plan for approval by the Executive Leadership Team. This is the next stage of the Council's Policy Framework. This will outline the actions needed to bring the Bylaw into effect by the stated commencement date.

Officers will communicate the outcome of Council's decisions to stakeholders, including those who made written and oral submissions. We will also outline the changes suggested by submitters but which were not accepted by Council, along with a summary of the reasons for not making those changes.

5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?		No
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 4: An Eco City		
The recommendations contribute to the achievement of action/actions in Waters		
The action is: Complete the review of the Water Supply Bylaw.		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Making decisions as a result of the consultation process is required before Council can adopt the draft Water Supply Bylaw. Public consultation is an integral part of the decision-making process and ensures that Council is fully aware of the views of the community before making a decision that affects the community.	

ATTACHMENTS

1. Draft Water Supply Bylaw 2024 - Analysis of Submissions [↓](#) 
2. Draft Water Supply Bylaw 2024 [↓](#) 
3. Draft Water Supply Bylaw 2024 Administration Manual [↓](#) 

Water Supply Bylaw 2023 – analysis of issues raised by submitters

The following is an analysis of the issues raised by submitters to the draft Water Supply Bylaw 2023. Please refer to the full submissions received by the Council (available on the Council website - http://palmerstonnorth.infocouncil.biz/Open/2023/06/SAFC1_20230607_AGN_11171_AT_EXTRA.PDF)

Overview of proposals

These are the notable changes proposed in the Statement of Proposal:

Purpose of the Bylaw – we proposed to amend clause 2.2 to acknowledge tangata whenua as kaitiaki of water, and particularly Rangitāne o Manawatū's role as mana whenua.

Backflow prevention – we proposed to provide more explicitly for backflow prevention through revisions to clause 12 of the Bylaw and clause 14 of the Administration Manual.

Water supply areas – we proposed to revise clauses 16.5 and 16.6 to make it clear that Council assesses the serviceability of water supply connections outside the water supply area before making a decision to approve the connection as an extraordinary supply connection. Similar changes were also proposed to clause 28.2 with respect to restricted flow supply connections, and clause 6.5 of the Administration Manual with respect to extraordinary supply connections.

Maps – we proposed to update the map for the Turitea Reserve Controlled Catchment Area and the map for the Water Supply Area (which shows where water supply connections may be made).

Council proposals: issues raised by submitters and suggested responses

The following section addresses the issues raised by submitters on the proposals included in the consultation document.

Part 1 – clause 2.2 'Purpose of the Bylaw'

The proposed changes to clause 2.2 attracted the highest number of comments by submitters and commenters. Several submitters expressed support for part 1 of the Bylaw, and specifically for the proposed changes to clause 2.2, supporting the acknowledgement of Rangitāne o Manawatū as kaitiaki of the awa.

However, there were many submitters who expressed opposition to this part of the proposal, with 14 submitters (35%) indicating that they were opposed to Part 1 of the bylaw. The submitters argued that all citizens are joint guardians, or that all people own the water (or that no-one owns the water). Some argued that one group should not have more rights than others, or that there should not be Māori ownership of the water. Some submitters suggested that this proposal was about supporting the government's political agenda or linked it to the government's water reform proposals commonly referred to as "Three Waters".

One submitter argued that the emphasis of the purpose of the Bylaw should be on qualified assessments of our stopbanks to safeguard from flooding.

Te Tūmatakahuki hapū expressed concern that by expressly acknowledging Rangitāne in clause 2.2, this could prejudice the recognition of other iwi or hapū in the future. They argued that it is not necessarily possible to consider geographic rohe when it comes to water as there are overlapping areas of interest. Other iwi and hapu may also have a whakapapa relationship to these water bodies, and what happens upstream can impact those downstream. The submitter sought changes to the wording of clause 2.2 that could be more inclusive of other iwi and hapū with a connection to the awa.

Analysis

Many submitters misunderstood the intent of the proposed amendments to clause 2.2. They appeared to conclude that acknowledging Rangitāne o Manawatū as kaitiaki of the awa equated to granting special rights to the iwi or transferring ownership or control of the water supply to them.

While there has been a clear expression of concern from many submitters about the language used in the proposed changes to clause 2.2, these concerns are largely based on a fundamental misunderstanding of the role of iwi in relation to land and water, and the concept of kaitiaki. While it is not always possible to effectively translate cultural and spiritual concepts into a western legal framework, it should be noted that the concept of kaitiakitanga is recognized within the Resource Management Act 1991 as a matter that should be given regard by persons exercising functions and powers under that Act. The inclusion of concepts such as kaitiakitanga in a regulatory context has precedence. Furthermore, kaitiaki is not something that the Council is granting to Rangitāne o Manawatū; it is something that they already exercise as tangata whenua. The intent of the wording in the draft Bylaw is to acknowledge that they hold this role already. The purpose of clause 2.2 is to acknowledge that when the Council is making decisions about water supply it will recognize the particular relationship that Rangitāne have with water within Palmerston North. The proposed wording in the Bylaw does not grant or modify any statutory or legal rights that they do not already hold.

There is merit, however, in adjusting the proposed wording to be less exclusive to Rangitāne. Officers recognize that other iwi and hapu may have a whakapapa relationship to water bodies within Palmerston North. However it is not for Palmerston North City Council to determine which iwi or hapu have those relationships. More inclusive language allows for other iwi and hapu to be acknowledged as tangata whenua.

Recommendation: amend clause 2.2 of the Bylaw to read “The Council, in making this Bylaw, acknowledges the particular interest in this Bylaw of tangata whenua ~~as~~ and those who exercise mana whakahaere and kaitiaki of water, and particularly recognizes the role of hapū and iwi and Rangitāne o Manawatū as mana whenua.”

Part two – clause 12 ‘Backflow prevention’

One submitter made comments about the sections of the Bylaw and Administration Manual in relation to backflow prevention. They suggest that as many commercial customers don’t operate differently from residential customers, they shouldn’t require testable backflow prevention devices.

Analysis

The Bylaw does not require backflow prevention devices to be testable. The Engineering Standards for Land Development states “testable double check valves or RPZs may be required for commercial and industrial sites at the Council’s discretion on the basis of the levels of potential risk.” Council has an obligation to ensure that water supply meets drinking water standards. Where there is a credible risk, Council must reserve the right to require a testable double check valve, in order to protect the water supply for the entire city.

Recommendation: no change recommended.

Part three – clause 16 ‘Water Supply Areas’

Two separate points were raised with regards to clauses 16.5 and 16.6 in relation to water supply areas. The first submitter expressed concern about how clause 16.5 would apply to their situation. Their home is outside the water supply area and has an existing extraordinary supply connection. Their concern is that clause 16.5 could be interpreted to mean that pre-existing extraordinary supply connections outside the water supply area could be reviewed, and that it was within Council’s discretion to approve the connection (and, by inference, to not approve the connection).

The second submitter queried the application of clause 16.6, arguing that it should be possible to connect new subdivisions in rural areas subject to a number of conditions. The suggested conditions included:

- the costs of connection being met by the applicant;
- acknowledging that there is no firefighting capacity (or requiring firefighting storage tanks to be installed);
- where the network has no spare capacity, the costs of upgrading the network to be borne by the applicant;
- permitting a restricted supply connection where the network is limited.

The submitter contended that given the costs of installing water tanks, an applicant would be prepared to contribute a significant amount to connect to the network, with the Council receiving water usage fees.

Analysis

With regards to the issues raised by the first submitter, clause 16.5 and 16.6 were redrafted from the current Bylaw to provide greater clarity on Council’s ability to review connections made to the water supply outside the designated water supply area. The Council is aware that there may be unauthorized connections which may pose a significant risk to the security of the water supply.

There are also some water supply connections which may have been previously approved, but which may pose a risk to Council’s compliance with the drinking water standards. Where the Council becomes aware of such a connection, clause 16.5 would give Council the ability to review whether that connection poses a risk to the safety and integrity of the network. Following that review, if the risk is manageable, the Council may approve the connection as “extraordinary supply.” However, if

the risk cannot be managed or mitigated then Council can take reasonable action, which in some situations could include disconnection. The clause requires that such action is “reasonable”, and as such the Council would work with the property owner to reach a reasonable outcome.

Staff contacted this submitter to discuss their particular situation. It appears that the connection is already approved as an extraordinary supply, and does not pose a risk to the water supply.

With regards to the issues raised by the second submitter, while their suggested approach seems, on the first glance, to bear little cost to the Council there are some hidden costs not identified by the submitter. Firstly, the provision of a connection in the rural area can have the effect of bestowing a “right” for further development and subdivision within that property, and cascading to other properties within the area. This has the effect of intensifying development outside of structured plans for urban growth and development. Secondly, the downstream effects of that development creates additional maintenance costs, not only of the immediate connection but also the increased demand on the water supply network. Granting such connections within the rural zone can have the effect of increasing the level of service. Finally, when considering the full costs of increasing network capacity over the life of the network to support the additional connection (along with any subsidiary connections it could generate), the cost is likely to be prohibitive.

Recommendation: no change recommended.

[Schedule 1 – Turitea Reserve Controlled Catchment Area Map and Appendix One – Water Supply Area Map](#)

With respect to the Turitea Reserve Controlled Catchment Area, one submitter queried whether hunting access will be reinstated when the wind farm has been completed.

Another submitter commented in support of the Turitea Reserve Controlled Catchment Area, noting that vehicle access should be restricted, but foot and cycle access needs to be assured.

Analysis

Access to the controlled catchment area for the purposes of hunting and pest control is limited to approved contractors. This is due to the need for tighter hygiene controls in the water catchment areas, in order to further safeguard the city’s water supply. General access for hunting by members of the public represents a significantly higher risk, and consequently there is no plan to reintroduce hunting permits for the Turitea Reserve Controlled Catchment Area.

Recommendation: no change recommended.

[Other matters raised by submitters](#)

Submitters raised a number of additional matters outside those changes proposed by the Council. The following section summarises the points made by those submitters, with recommendations from officers on whether the draft Bylaw should include any further changes.

[Water metering](#)

Several submitters expressed concern about water metering. It appears that some interpreted the draft Bylaw as introducing universal water metering for all residents, and argued against this. They asked why people needed to pay for water again when it is already included in rates, or suggested

meters are an example of public control and that instead there should be better maintenance of water supplies, culverts, hose pipe bans in the summer and penalties for wasting water.

Analysis

There appears to be a misconception that through this draft Bylaw the Council is introducing universal water metering. An ordinary supply (as for most residents) is not normally metered. Commercial premises typically have a metered water supply connection, though they can apply for an exemption.

However, Council reserves the right to fit a water meter and charge for water by meter where it has reasonable grounds for believe that water use at a customer's premises is excessive. There is a current process (continued in the draft Bylaw and Administration Manual) that guides how a decision is made to install a water meter on an ordinary supply connection. The vast majority of ordinary supply connections are not metered, and the Council has no plans to switch to universal water metering.

Recommendation: no change recommended.

Fees and Charges

There were two issues raised by submitters regarding the fees and charges (though the draft Bylaw did not propose any changes to the types of fees and charges that may be imposed).

The first submitter was opposed to the provision in clause 8.3 which enables the Council to charge a fee for a return visit if they are unable to access the point of supply on private property. Clause 8.2 sets out the reasonable requirements that property occupiers are asked to meet when the Council requires access to the point of supply. These include access between the hours 7.30am and 6pm on working days without prior notice for the purposes of reading a water meter, or for checking, testing or maintenance work during the same hours with notice being given when reasonable to do so. It also provides for leak detection or other urgent work at any time with 24 hours' notice or responding to emergency conditions at any time with notice being given when reasonable to do so.

The second submitter alleged that the fees are likely to include a levy paid to iwi for their oversight.

Analysis

With regards to the first issue, if the Council is unable to access the point of supply within the terms set out in clause 8.2 then a specific arrangement needs to be made with the property occupier to gain access. This can involve additional cost to the Council. The fee that the Council charges is intended to recover that additional cost, and is reasonable.

The second issue is related to the concerns raised in relation to clause 2.2 of the Bylaw, but has no basis in fact. The fees and charges that can be imposed for water supply activities are listed in schedule 2 of the Bylaw and do not include any fees to be paid to any iwi group.

Recommendation: no change recommended.

Protection of water supply

One submitter observed that those on tanked water have to be careful not to waste water and have to buy additional water if they run out. They suggested that the same principle should apply to town dwellings, and that town dwellings should have water tanks to save water used for gardens, cleaning cars etc.

Analysis

If the Council required all residential properties to purchase and install a rainwater collection tank this would represent a significant additional cost for households and would be impractical in some situations, while increasing the risk of contamination. If the Council wishes to improve resilience of the water supply, then there are alternative approaches to include such a requirement in the Water Supply Bylaw. For instance, the Council can promote or incentivize the installation of rainwater tanks to residents who have an identified need for regular water use for gardening or other purposes.

Recommendation: no change recommended.

Water pressure

Two submitters commented about water pressure, though there was no proposal in the draft Bylaw to make any changes to water pressure requirements in the Bylaw. The first suggested that the Bylaw should state a maximum pressure as well as a minimum pressure, recognizing the potential for damage from over pressure and water hammer. The second submitter noted that they had very poor pressure at their home.

Analysis

The pressure of the water supply varies within the network in different parts of the city. However, the water pressure does not exceed the rated capacity of water infrastructure, including residential pipes and fittings that meet the Building Code, so there is little to no risk of the water pressure causing damage to internal plumbing systems.

Recommendation: no change recommended.

Extraordinary use

One submitter suggested that the definition of 'extraordinary use' should be amended to reduce the capacity of domestic spas and swimming pools from 10m³ to 5m³, saying there is "a propensity for people to use portable pools on rental properties and treat the water supply as a free infinite resource." As extraordinary use is metered, lowering the threshold from 10m³ to 5m³ would increase the number of properties with pools that need to be on a metered supply. A modestly-sized inflatable pool with dimensions 3.05m diameter and 0.75m high would have a capacity in excess of 5m³.

The submitter also suggested that the water from pools should be discharged to the stormwater system rather than to the ground, which can lead to flooding on neighbouring properties.

Analysis

There isn't a compelling reason to lower the threshold for swimming pools being included as extraordinary use. While the Council is responsible for enforcing requirements for fencing of swimming pools, it does not keep records on the size of those pools or distinguish between "portable" above-ground pools vs permanent in-ground pools. Without this data, it is not possible to accurately estimate the impact of moving all properties with a pool in excess of 5m³ to a metered water supply. However, the popularity of smaller portable swimming pools suggests that such a change would likely substantially increase the number of households that are required to be on a metered supply. Without a substantial argument for the benefits of such a change, officers do not recommend that it be made.

With regards to discharging water from a swimming pool into the stormwater network, this is not recommended. Swimming pool water is often treated with chemicals such as chlorine. As with water used to wash cars at home, it is recommended that the water is discharged onto the lawn. Large, permanent swimming pools are required to have a building consent and be connected to the wastewater network. Officers do not recommend making the change suggested by the submitter.

Recommendation: no change recommended.

Fluoridation

One submitter noted that there is no mention of fluoridation in the Water Supply Bylaw, and suggested that there must be a clear position on fluoridation as a key public health matter.

While local authorities are responsible for adding fluoride to drinking-water supplies, the Director-General of Health has the authority to direct local authorities to add – or not to add – fluoride to a drinking-water supply. Consequently, there is no advantage to the Council establishing a position on fluoridation in the Bylaw as it is set to be consistent nationally.

Recommendation: no change required.

Miscellaneous amendments

One submitter (Horizons Regional Council) suggested a number of minor amendments. These included:

- Referring to meters as “water meters” throughout the Bylaw and Administration Manual;
- Including backflow prevention devices in clause 8.2(a) alongside reading water meters as a reason why Council may need to access the point of supply on private property between 7.30am and 6pm;
- Including installation and replacement of water meters and backflow prevention devices in clause 8.2(b) as a reason for access to the point of supply on private property;
- Amending clause 12.1 of the Bylaw to refer specifically to the installation of an automatic backflow prevention device;
- Updating clause 27.1 to define the minimum frequency for undertaking maintenance and accuracy checks;
- Updating clause 27.10 to specify a timeframe that repair or replacement of a water meter must be completed.

Analysis

Most of these suggestions are minor or technical changes which are accepted.

The subclauses of clause 8.2 provide a range of circumstances for when the Council may need access to the point of supply. It isn’t considered necessary to specify backflow prevention devices specifically in clause 8.2(a) as this is generally covered by the checking, testing and maintenance work covered in clause 8.2(b).

The reference to an “automatic backflow prevention device” is unnecessary, as the operation of a backflow prevention device is inherently automatic.

The minimum frequency for undertaking maintenance and accuracy checks is stipulated in the drinking water standards (currently it is annually). There is little value in including this frequency in

the Bylaw, when it could change if the drinking water standards change and require the Bylaw to be amended. Therefore it is not recommended that this be stipulated in the Bylaw.

The timeframe for repair or replacement of a water meter is currently determined by the urgency of the issue. However, a timeframe of up to three months is suggested as an appropriate timeframe.

Recommendations

- Replace “meters” with “water meters” wherever it appears in the Bylaw and Administration Manual.
- Include installation and replacement of water meters and backflow prevention devices in clause 8.2(b) as a reason for why Council may need to access the point of supply.
- Update clause 27.10 to indicate a three month timeframe for repair or replacement of a water meter.

Social media comments

The following is a summary of the issues raised by commenters on Council's social media posts during the consultation period:

- The meaning of clause 2.2, specifically “what does recognition of tangata whenua as kaitiaki of water mean?” Several commenters believed that this clause would be used to give greater powers over the water supply to iwi and hapū, or that it was transferring ownership of the water supply to tangata whenua.
- Some commenters queried the process of consultation, and whether the Council would listen to the issues and concerns raised during the consultation process.
- Several commenters referred to the central government water reforms, and inferred a connection between this review of the Bylaw and the reforms happening at the national level.
- Some were concerned about the existing quality of the water supply, such as water staining in the Kelvin Grove area.
- A question was asked about whether this review was going to introduce water metering. This was answered by staff, affirming that water meters are currently used for commercial users and those with a higher water usage such as those with swimming pools. However, the Bylaw does not propose to introduce universal water metering for all properties.

Many of the comments related to issues raised in the written submission. The nature of social media means that commenters engaged in conversation with each other, and those conversations ranged across topics beyond the scope of the proposals. For instance, a frequent discussion related to the incorrect assumption that the Bylaw was introducing universal water metering, which led to discussion about the value or otherwise of water metering, Council rates, and the central government water reforms. These comments are noted, but are often duplicating the issues raised by written submitters or are outside the scope of the Bylaw.



PALMERSTON NORTH CITY

PALMERSTON NORTH WATER SUPPLY BYLAW

20232024

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DRAFT FOR ADOPTION

PART ONE – INTRODUCTION

1. TITLE

- 1.1. The title of this Bylaw is the Palmerston North Water Supply Bylaw ~~2023~~2024.

2. PURPOSE

- 2.1. This bylaw is made under the authority of the Local Government Act (2002) for the supply of water to premises by the Palmerston North City Council. The purpose of this bylaw is to:
- a) ensure efficient and sustainable use of natural resources.
 - b) protect, promote and maintain public health and safety in the supply of drinking water in accordance with the Water Services Act 2021, and
 - c) protect public water supply infrastructure from misuse, damage, nuisance and interference.
- 2.2. The Council, in making this bylaw, acknowledges the particular interest in this Bylaw of tangata whenua ~~as~~and those who exercise mana whakahaere and kaitiaki of water, and particularly recognises the role of hapū and iwi and Rangitāne o Manawatū as mana whenua.

3. COMMENCEMENT

- 3.1. ~~This bylaw~~The Palmerston North Water Supply Bylaw 2024 and its Administration Manual comes into ~~effect~~force on ~~01 July 2023~~01 February 2024

4. REPEALS

- 4.1. The Palmerston North Water Supply Bylaw 2015 and its Administration Manual are repealed ~~with effect from midnight on 01 July 2023~~when the Palmerston North Water Supply Bylaw 2024 and its Administration Manual comes into effect.

5. APPLICATION

- 5.1. This Bylaw applies to all water supplies that are administered by Palmerston North City Council.

6. DEFINITIONS

- 6.1. For the purpose of this Bylaw and its Administration Manual, unless inconsistent with the context, the following definitions apply:

Administration Manual	means the Administration Manual for the Palmerston North Water Supply Bylaw 2023 2024 , as approved by the Council when the Palmerston North Water Supply Bylaw 2023 2024 was made and as amended from time to time by delegated authority under this bylaw.
Air gap separation	means a minimum vertical air gap between the outlet of the water supply fitting which fills a storage tank, and the highest overflow water level of that storage tank.
Approved	means approved in writing by the Council or its delegate
Authorised Officer/Agent	means an officer or an agent appointed by the Council and given powers to perform duties and functions under the Bylaw and includes an enforcement officer appointed under section 177 of the LGA 2002.
Backflow	means a flow of water or other liquid through any service pipe in a reverse direction to the normal supply flow.
Backflow Preventer	means a device installed to prevent backflow (most commonly, such a device where it is installed at the point of supply to prevent backflow from private property entering the water supply network).
Bylaw	means the Palmerston North Water Supply Bylaw 2023 2024 .
Check Valve	means a valve designed to prevent flow in the reverse direction to normal flow.
Conditions of supply	means the conditions which are required to be met by any applicant for a water supply connection to Council's water supply network, as outlined in the Administration Manual.

Council	means the Palmerston North City Council
Customer	means a person who uses or has obtained the right to use or direct the manner of use of water supplied by Council to any premises. The customer shall normally be the owner of the premises.
Detector check valve	means a check (non-return) valve which has a positive closing pressure and a metered bypass to measure flows typically associated with leakage or unauthorised use on a dedicated fire supply.
Emergency conditions	means hazards natural or otherwise (such as floods, droughts or earthquakes but not limited to these), accidents, acts of sabotage, terrorism and or war that result in or necessitate disruptions to the supply of water, including pipeline failures or failure of any component of the water supply infrastructure.
Engineering standards for land development	means Council's document which details the Engineering Standards required for Land Development which is reviewed from time to time.
Extraordinary supply	means a category of on-demand supply for extraordinary use and may be subject to specific conditions and limitations.
Extraordinary use	means the use of water for purposes other than ordinary use and includes, but is not limited to: <ul style="list-style-type: none"> a) Commercial and businesses uses b) Industrial uses c) Filling a domestic spa or swimming pool in excess of 10m³ capacity d) Permanent fixed garden irrigation systems e) Horticultural, agricultural and viticultural uses f) Temporary supply g) Fire protection systems, other than sprinkler systems installed to comply with

	NZS4517, which have prior approval of the Council
	h) Any customer using water outside the water supply area.
Firefighter	means a person authorised to carry out firefighting under the Fire and Emergency New Zealand Act 2017.
Firefighting	means taking any action to control, restrict, suppress or extinguish fire.
Fire protection connection	means a connection designed to supply a sufficient flow of water to extinguish a fire, for example, a sprinkler.
Forester	means that person responsible for the management of a Council controlled catchment area or water reserve.
Level of service	means the measurable performance standards of which the Council aims to supply water to its customers as outlined in the most recent Long Term Plan.
LGA 2002	means the Local Government Act 2002.
Long Term Plan	means the current Palmerston North City Council Long Term Plan, adopted in accordance with the LGA 2002.
Meter	means a device for measuring the flow of water through a pipe.
On-demand supply	means a supply of water which is available whenever desired by the customer directly from the point of supply, subject to the Council's level of service. It includes ordinary supply and extraordinary supply.
Ordinary supply	means a category of on-demand supply used solely for ordinary use.

Ordinary use	<p>means the use of water solely for domestic purposes in a dwelling. This includes, subject to prior Council approval, use in a fire sprinkler system installed to comply with NZS4517, and the use of a hose for;</p> <ul style="list-style-type: none"> a) Washing down a boat, car, or other domestic vehicle; b) Filling a spa or swimming pool up to and including 10m³; c) Garden watering by hand; and d) Garden watering by one portable sprinkler per premises.
Permit	means any approval or consent required or given by the Council under this Bylaw.
Permit holder	means a person who has been granted a permit under this Bylaw.
Person	Includes a corporation sole and also a body of persons whether corporate or otherwise.
Point of supply	means the point on the service pipe which marks the boundary of responsibility between the individual customer and the Council, irrespective of property boundaries.
Potable	in relation to drinking water, means water that meet the requirements specified by Taumata Arowai.
Premises	<p>means:</p> <ul style="list-style-type: none"> a) A property allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued and in respect to which a building consent has been or may be issued; or b) Where a building exists, whether or not a building consent has been issued, that is accepted by Council as meeting the building and planning requirements as detailed on the information for that building deposited with Council; or

	<ul style="list-style-type: none"> c) A building that has been defined as an individual unit by a cross-lease, unit title or company lease, and for which a certificate of title is available; or d) Land held in public ownership (e.g. reserve) for a particular purpose.
Public notice	<p>in relation to a notice given by Council, means one that:</p> <ul style="list-style-type: none"> a) is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on Council's website; and b) is published in at least one daily newspaper circulating in Palmerston North.
Restricted flow supply	means a type of water supply connection where a small continuous flow is supplied by a flow control device across an air gap separation, and storage is provided by the customer to cater for the customer's demand fluctuations.
Restrictor	means a control device fitted to the service pipe to regulate the flow of water to a customer's premises.
Road controlling authority	<p>in relation to a road means:</p> <ul style="list-style-type: none"> (a) the authority, body or person having control of the road; and (b) includes a person acting under and within the terms of a delegation or authorisation given by the controlling authority.
Rural supply	means a type of Ordinary Supply operating only in the rural and rural residential zones, where there is no guarantee of Levels of Service. Rural supply does not guarantee a firefighting capability.
Service pipe	means that section of water pipe between a water main and the point of supply. This section of pipe is owned and maintained by the Council.

Service valve	means a valve installed in the pipeline to control and isolate the supply.
Storage tank	means any tank having a free water surface.
Supply pipe	means that section of pipe between the point of supply and the customer's premises through which water is conveyed to the premises. This section of pipe is owned and maintained by the customer.
Turitea Controlled Catchment Area	means the area of land containing approximately two thousand, seven hundred and eleven hectares (2711 ha) more or less, occupying the northern part of the Turitea Reserve as shown in schedule 1 of this bylaw, but does not include the area known as Hardings Park, which is designated a scenic reserve. The boundary between the Controlled Catchment Area and Hardings Park is the edge of a 200m buffer area south of the formed track on the north side of Hardings Park.
Unit	Means the basis of measurement for a restricted flow supply. One unit equals a volume of 1.0m ³ per day.
Water Conservation Management Plan	means the document adopted by the Council which set out the initiatives and measures to use water more efficiently and reduce water consumption.
Meter Water meter	<u>means a device for measuring the flow of water through a pipe.</u>
Water supply area	means an area identified by the Council as an area serviced by a reticulated water supply system that is intended to supply water to customers via on-demand supplies with a firefighting capability.

Water supply network	means infrastructure for water supply from the point of extraction from the natural environment.
Water supply works	means connection, alteration or disconnection works on the water supply network, including the supply and installation of Council water supply assets.
Water unit	means a volume of 365 m ³ delivered at the rate of 1 m ³ per day and is the basis of measurement for the restricted flow supply.
Working day	means a day of the week excluding: a) Saturday, Sunday, New Year's Day, the Day after New Year's Day, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, Matariki, Labour Day, Christmas Day and Boxing day; and b) if Waitangi Day or Anzac Day fall on a Saturday or Sunday the following Monday; and c) the day observed as Wellington Anniversary Day.

PART TWO – PROTECTION OF WATER SUPPLY

7. PROTECTION OF SOURCE WATER

- 7.1. No person shall enter any land or any building owned or occupied by the Council which is used for the protection of source water or for a public water supply facility unless specifically permitted by the Council.
- 7.2. Council may issue entry permits for the Turitea controlled catchment area for the purpose of hunting to control deer and other introduced animals only. Standard permit conditions are outlined in section 5 of the administration manual.
- 7.3. The following activities are prohibited in the Turitea controlled catchment area:
- a) camping;
 - b) taking, or allowing to stray, any livestock;
 - c) bathing or washing anything in any water body within the area;
 - d) depositing any dirt, rubbish, or foul material of any kind;
 - e) defecating (unless 20 metres or more from any watercourse and buried to a depth of 15 centimetres or more).
- 7.4. All people carrying out water supply works must follow the Council safety procedures issued by Council.

8. ACCESS TO THE WATER SUPPLY NETWORK

- 8.1. No person may access or interfere with any part of the Council's water supply network, except:
- a) The Council and its authorised agents;
 - b) Where section 44 (a) or section 48 of the Fire and Emergency New Zealand Act 2017 apply.
 - c) A person granted a permit under this Bylaw which allows them to access the water supply network if they are in compliance with the conditions of the permit;
 - d) To operate the service valve.
- 8.2. Where the point of supply is on private property the customer shall allow the Council unrestricted access to and about these areas for:
- a) Water meter reading, without notice between 7:30am and 6pm on any working day; or
 - b) Checking, testing and maintenance work, [or installation or replacement of water meters and backflow prevention devices](#) with notice being given where reasonable to do so, between 7:30am and 6pm on any working day; or
 - c) Leak detection or other urgent work at any time of day, with 24 hours' notice; or
 - d) Responding to emergency conditions at any time of day, with notice being given where reasonable to do so.

8.3. Where access is not made available for any of the above and a return visit is required by the Council, a rate in accordance with the "[Meter-Water meter](#) reading by appointment" item may be charged.

8.4. The customer must maintain the area in and around the point of supply free of soil, growth, or other matter or obstruction which prevents, or is likely to prevent, convenient access.

9. WATER FILLING STATIONS

9.1. No person may draw water from a water filling station without being granted a permit by the Council under this Bylaw.

9.2. Council reserves the right to restrict flow or close the water filling station when restrictions are in place.

10. PERMITS

10.1. Where an activity under this Bylaw requires a permit from the Council, the person seeking a permit must:

- a) Complete the required application form;
- b) Pay the applicable fee; and
- c) Comply with any requirements set as conditions of that permit.

10.2. Every application for an entry permit to the Turitea Controlled Catchment Area must also be accompanied by:

- a) two passport photos;
- b) a photocopy of the applicant's firearms licence; and
- c) a medical certificate signed by a registered medical practitioner, certifying that the holder is free from any contagious disease that would put the Water Supply at risk.

10.3. The standard conditions of the permit shall be those recorded in Part Two of the Administration Manual at the time the permit is issued unless expressly varied in which case the variations will prevail to the extent of any inconsistency. A permit may include, in addition to the standard conditions, any conditions that the Council considers are necessary to manage the effects of the activity to achieve the objectives of this Bylaw and minimise the risk of nuisance.

10.4. The Council may grant a permit for an activity that would otherwise contravene this Bylaw.

10.5. A permit is personal to the applicant and is not transferrable.

- 10.6. The Council may revoke or suspend any permit issued under this Bylaw at any time, or suspend for such periods of time, on such terms and conditions as the Council may consider are necessary to manage the effects of the activity, achieve the objectives of the Bylaw and minimise the risk of nuisance.

11. BURIED SERVICES

- 11.1. No person may carry out any excavation work within a road without permission in writing from the road controlling authority.
- 11.2. Any person proposing to carry out any excavation work in Palmerston North must first view the as-built information on Council records to establish whether or not Council's buried services are located in the vicinity.
- 11.3. At least five working days' notice in writing shall be given to Council of an intention to excavate within two metres of the water supply network.
- 11.4. Where appropriate, the Council will mark out to within +0.5m on the ground the location of buried services and may nominate in writing any restrictions on the work it considers necessary to protect the network. The Council may charge for this service.
- 11.5. Any person excavating and working around Council's buried services must take reasonable care to ensure buried services are not damaged and that bedding and backfill is reinstated in accordance with the Council's Engineering Standards for Land Development.
- 11.6. Any person who damages Council's buried services must notify the Council immediately. The person responsible for causing the damage must reimburse the Council for all costs associated with repairing the damaged service, and any other costs the Council incurs as a result of the incident.

12. BACKFLOW PREVENTION

- 12.1. All persons accessing the water supply network for any purpose must take measures set out in section 14 of the Administration Manual to prevent water which has been drawn from the Council's water supply from returning to that supply.
- 12.2. All fire protection connections will have an approved backflow prevention device installed.
- 12.3. Existing extraordinary supply connections without adequate backflow prevention are to be upgraded at the customer's cost. Those upgrades will be prioritised according to potential risk.

- 12.4. Existing ordinary supply connections without backflow prevention will be upgraded when the service valves or [water](#) meters are replaced by Council at no additional cost to the customer.
- 12.5. The Council may undertake annual testing on all backflow prevention devices within the water supply network. The owner of the premises at which the backflow prevention device is installed will be charged a fee for testing, repair or replacement.
- 12.6. Installation, maintenance, testing and replacement of boundary backflow prevention devices shall be undertaken by an authorised officer or agent.

13. E COLI TEST

- 13.1 A customer may request Council to collect a water sample from water supplied by the Council to their property and test the water sample for E coli. If the test result passes the drinking-water standards the customer may be charged for the costs associated with the testing. Where the test result does not pass the drinking-water standard, Council will pay the costs associated with the testing.

14. DEMAND MANAGEMENT

- 14.1. The Council may set restriction on water use to manage demand. The levels of restrictions that may be set are contained at section 9 of the Administration Manual.
- 14.2. In managing water demand the Council will take into account:
 - a. the usage of water compared to the target levels in the Water Conservation Management Plan;
 - b. the amount of storage in Council reservoirs; and
 - c. seasonal weather conditions including recent rainfall and the prospects for rain.
- 14.3. The imposition of water use restrictions will be made in a public notice.
- 14.4. No person shall use water in contravention of any restriction or prohibition made by Council under this Bylaw.

15. EMERGENCY CONDITIONS

- 15.1 During emergency conditions the Council may restrict or prohibit the use of water for any specified purpose, for any specified period, and for any or all its customers. Such restrictions will be made in a public notice.

- 15.2 All decisions made pursuant to section 15.1 will be made by Council except where immediate action is required by the Council's Chief Infrastructure Officer. The Chief Executive Officer will advise Council of all decisions made as soon as practicable.

DRAFT FOR ADOPTION

PART THREE – CONNECTING TO THE NETWORK

16. WATER SUPPLY AREAS

- 16.1 The Council may identify water supply areas within which an on-demand supply is provided via a reticulated water supply network. The Council's water supply areas are shown in Appendix One of the Administration Manual.
- 16.2 All Premises within a water supply area identified under this Bylaw are entitled to apply for a water supply connection under the Bylaw.
- 16.3 Except as specifically provided for in this Bylaw, no new connections will be permitted to properties lying outside water supply areas.
- 16.4 Water supply pipes that convey water from a water source to a water supply area or treatment plant, or from a treatment plant or water supply area to another water supply area, are not part of the water supply areas. Properties adjacent to these pipes are not permitted to connect to them.
- 16.5 Where an existing connection has been installed or located outside the water supply area prior to the commencement of this Bylaw, Council will review its serviceability to ensure the safety and integrity of the network. Following the review Council at its discretion may approve the connection as an "extraordinary supply" or take any other reasonable actions to preserve the safety and integrity of the network.
- 16.6 Where premises are zoned rural and are within a water supply area and/or zoned residential but outside the water supply area, Council will review the serviceability of these connections to ensure the safety and integrity of the network. Following the review Council at its discretion may approve an "extraordinary supply" connection or take any other reasonable actions to preserve the safety and integrity of the network.
- 16.7 Any connections without Council authorisation may be disconnected, at the property owners' cost.

17. APPLICATION FOR SUPPLY

- 17.1 No person may connect or make alterations to the Palmerston North City Council's water supply network unless approved in writing by the Council.
- 17.2 Every application for a supply of water will be made in writing on the prescribed Council water supply application form and accompanied by the prescribed charges. The applicant must provide all the details required by Council.

- 17.3 Within 10 working days of the receipt of a complete application form the Council will either:
- a) Approve the application and inform the applicant of the type of supply, the size of the connection, and any conditions the applicant must meet; or
 - b) Refuse the application and notify the applicant of the decision giving the reasons for refusal.
- 17.4 An approved application for supply which has not been actioned within six months of the date of approval will lapse unless otherwise approved. Any refund of application fees will be at the discretion of the Council.

18. ON-DEMAND SUPPLY

- 18.1. Every premises shall be entitled to an ordinary supply of water if the following criteria are met:
- a. The premise lies within a water supply area if such an area has been constituted by Council;
 - b. Payment of the appropriate charges in respect of those premises is made;
 - c. The supply conforms to the provisions of the Administration Manual; and
 - d. Other charges or costs associated with subdivision development are paid.
- 18.2. Notwithstanding any other provisions in the Bylaw, the Council shall be under no obligation to provide an extraordinary supply connection.

19. STANDARD CONDITIONS OF SUPPLY

- 19.1 The Council may set and amend conditions for supply for any premises or class of premises. The conditions of supply will be those standard conditions recorded in Part Three of the Administration Manual, unless varied by the Council in which case the requirements of any variation shall prevail where there is any inconsistency with the standard conditions of supply. Council will keep records of all variations it makes to the standard conditions of supply with the property owner.
- 19.2 Every person receiving water supply from the Council does so on the basis of the standard conditions of supply that apply under this Bylaw, and must:
- a) Comply with the conditions of supply recorded in Part three of the Administration Manual and any variations;
 - b) Comply with the Council's Engineering Standards for Land Development; and
 - c) Comply with this Bylaw.

20. LEVEL OF SERVICE

- 20.1 The Council shall provide water in accordance with the level of service contained in the Long Term Plan of the Council.
- 20.2 The Council does not guarantee an uninterrupted or constant supply of water, or maintenance of an existing pressure which is in excess of an agreed level of service, but shall make every reasonable attempt to provide continuity of supply, subject to the exceptions in section 15 and 20.3 of the Bylaw.
- 20.3 Where physical works are planned which will substantially affect an existing supply, the Council will make every reasonable attempt to notify all customers known to be affected before the work commences. Where immediate action is required and this is not practical, the Council may shut down the water supply without notice. Council shall use reasonable endeavours to ensure that shutdowns do not exceed 8 hours.
- 20.4 Where a customer requires an uninterrupted level of service in relation to the flow, pressure or quality of water, it will be the responsibility of that customer to provide all necessary storage, back-up facilities or equipment.
- 20.5 The Council will not be liable for any loss, damage or inconvenience including any consequential losses whatsoever or howsoever caused which the customer (or any person using the supply) may sustain as a result of deficiencies in, or interruptions to, the water supply.
- 20.6 Without prejudice to clause 20.5 the Council may, under certain circumstances and solely at its discretion, make payments to customers for damage caused to equipment, appliances, processes and materials as a direct result of a variation in the water supply; provided that any such equipment or appliances have been designed to cater for reasonable variations in the flow, pressure and quality of the water supply.

21. POINT OF SUPPLY

- 21.1 For each customer there shall only be one point of supply, unless otherwise approved by the Council. The point of supply shall be located as set out in section 7 of the Administration Manual, unless otherwise agreed by the Council.
- 21.2 The Council shall own and maintain the service pipe and fittings up to the point of supply, including the water meter, restrictor or backflow prevention device, where fitted. The customer shall own and maintain the supply pipe beyond the point of supply. Without limiting the obligation on the customer, the customer shall undertake any specific maintenance or repairs on the customer's side of the point of supply, as directed by Council.
- 21.3 Council owns and maintains fire connections up to the point of supply. The valve and connecting pipe from the valve through to the property boundary and beyond is the responsibility of the property owner.

- 21.4 The Council gives no guarantee as to the serviceability of the valve located on the service pipe. Where there is no customer stopcock, or where maintenance is required between the service valve and the customer stopcock, the customer may use the service valve to isolate the supply. However, the Council reserves the right to charge for maintenance of this valve if damaged by such customer use.
- 21.5 For a multiple ownership supply where a fire hydrant is attached to the supply, notwithstanding anything in sections 8.1 and 8.2 of the Administration Manual, the Council shall own and maintain the fire hydrant and the main that supplies it.

22. FIRE PROTECTION CONNECTIONS

- 22.1 Any proposed connection for fire protection will be the subject of a specific application (on the standard Council form) made to Council for approval. It will include all the details required by the Council and be accompanied by the prescribed fee.
- 22.2 Within ten working days of the receipt of a complete fire protection connection application form, Council will either:
- Approve the fire protection connection application and inform the applicant of the type of supply and any particular conditions to be met; or
 - Refuse the application and notify the applicant of the decision giving the reasons for refusal.
- 22.3 It will be the customer's responsibility to ascertain in discussion with the Council and Fire and Emergency New Zealand and monitor whether the fire protection supply available is adequate for the intended purpose.
- 22.4 The Council shall be under no obligation to provide a fire protection supply at any particular flow or pressure.
- 22.5 Where the supply of water to any premises is metered Council may allow the supply of water for the purposes of firefighting to be made in a manner which bypasses the water meter, provided that:
- The drawing of water is possible only in connection with the sounding of an automatic fire alarm or the automatic notification of Fire and Emergency New Zealand; or
 - A Council approved detector check valve has been fitted on the [water](#) meter bypass.
- 22.6 Any unmetered connection provided to supply water to a fire protection system will not be used for any purpose other than firefighting and testing the fire protection system except where the fire protection system is installed in accordance with NZS 4517 and its subsequent updates.
- 22.7 Where a fire protection connection has been installed or located so that it is possible that water may be drawn from it by any person for purposes other than firefighting, Council

may require an appropriate [water](#) meter installed on the connection at the customer's expense.

- 22.8 Water used for the purpose of extinguishing fires will be supplied free of charge. Whenever water has been used for firefighting purposes for which a charge has been made, the customer may estimate the quantity of water used and, subject to Council approval, a sum based on such estimate at the appropriate charge rate shall be credited to the customer's account.

23. CUSTOMER'S PLUMBING SYSTEM

- 23.1 The customer's plumbing system shall be designed, installed and maintained, both in its component parts and its entirety, to ensure that it complies with all relevant statutory requirements in place at the time.
- 23.2 Quick-closing valves, pumps, or any other equipment which may cause pressure surges to be transmitted within the water supply system, or compromise the ability of the Council to maintain its stated levels of service, shall not be used on any piping directly connected to the service pipe, unless approved by the Council.
- 23.3 In accordance with the New Zealand Building Regulations 1992 the plumbing system must be compatible with the water supply. Specific features of the Council supply which need to be taken into account are contained in Table 1.

Table 1: Compatibility Features

Location	Feature	Value
Palmerston North City	Minimum pressure*	350kPa
Ashhurst Area	Minimum pressure*	350kPa
Linton Area	Rural water supply	Limited rural supply
Valley views	Rural water supply	Limited rural supply
Other small supplies outside water supply area	Rural water supply	Limited rural supply
Bunnythorpe	Minimum pressure*	300kPa
Longburn	Minimum pressure*	300kPa

*Minimum pressure related to the level of service set out in the Palmerston North Water Asset Management Plan.

24. CHANGE OF OWNERSHIP

- 24.1 In the event of a premises changing ownership the Council will automatically record the new owner as being the customer at the premises. Where a premise is metered the outgoing customer shall give the Council five working days' notice to arrange a final reading.

25. DISCONNECTION AT CUSTOMER'S REQUEST

- 25.1. The customer must make an application to Council for disconnection of water supply to a premises at least 20 working days prior to the desired disconnection date. The application must be made in writing on the prescribed Council form and accompanied by the prescribed charges. The applicant must provide all the details required by the Council.
- 25.2. On receiving approval of disconnection from Council the customer must arrange for any disconnection to be undertaken by a Council-approved contractor.

26. EXCESSIVE AND WASTEFUL USE

- 26.1 The customer must take all necessary steps to prevent the following occurring on the customer's side of the point of supply:
- a. water to run to waste from any pipe, tap or other fitting;
 - b. allowing the condition of the plumbing within the property to deteriorate to the point where leakage and or wastage is uncontrolled.
- 26.2 Unless specifically approved by the Council, the customer must not use water or water pressure directly from the supply:
- a. for a single pass cooling system;
 - b. for air conditioning
 - c. to dilute trade waste prior to disposal;
 - d. for cooling purposes in an industrial plant;
 - e. for generating energy; or
 - f. for driving lifts, machinery, educators, generators or any other similar device.
- 26.3 Where Council has reasonable grounds for believing the customer's water use is excessive or wasteful it will advise the customer to remedy the situation, following the process set out in section 10.2 of the Administration Manual.

27. METERING, [WATER](#) METERS AND FLOW RESTRICTORS

- 27.1 Where a water supply is required to be metered under this Bylaw the customer is responsible for installation, maintenance, testing and replacement. Council or an approved contractor will undertake these on behalf of the customer, who will bear the costs for the same.
- 27.2 All commercial premises will be required to have a metered water supply unless an application for exemption is made to the Council and written approval given.
- 27.3 An ordinary supply of water is not normally metered, and the cost of such supply shall be determined by the process prescribed in the Local Government (Rating) Act 2002.

- 27.4 All owners of premises which have metered water supply must pay the prescribed rate for water supplied by meter.
- 27.5 The accuracy of [water](#) meters shall be tested as and when required by the Council as described in section 11 of the Administration Manual.
- 27.6 A customer (ordinary or extraordinary supply) may request the Council to provide a water meter so that the customer may change from a uniform annual charge to a water by meter charge. This will be treated as a new application.
- 27.7 For [water](#) meters shared by multiple owners which were in existence prior to the coming into effect of the Bylaw, it is the owners' responsibility to reach an agreement to apportion the bill and arrange the payment. Where new connections and [water](#) meters are required or internal plumbing is to be altered, the costs must be met by the owners.
- 27.8 ~~Meters~~ [Water meters](#) and restrictors must be located on the Council side of the point of supply and readily accessible for reading and maintenance. Specific approval by Council is required if it is not practicable to locate the [water](#) meter or restrictor immediately on the Council side of the point of supply.
- 27.9 A customer with a metered water supply is required to comply with any water restrictions imposed under this Bylaw.
- 27.10 Should any [water](#) meter be out of repair, cease to register, or be removed, the Council shall estimate the consumption following the process set out in clause 12 of the Administration Manual. [Any water meter that is due for repair or replacement should be repaired or replaced within three months' of the Council being notified of the need for repair or replacement.](#)

28. RESTRICTED FLOW SUPPLY

- 28.1 Restricted flow supply shall only be available to premises within a designated area or under special conditions set by the Council.
- 28.2 Council may review the serviceability of any restricted flow supply connection and take reasonable action as required to preserve the safety and integrity of the network.
- 28.3 Restricted flow supply shall be measured on the basis of an agreed number of units supplied at a uniform flow rate. The Council reserves the right to require customers receiving a restricted flow supply to have a [water](#) meter fitted and to charge a prescribed fee.
- 28.4 The Council will charge for a restricted flow supply based on one of the following:
a) as prescribed in the Local Government (Rating) Act 2002; or

- b) The volume passing through a [water](#) meter; or
- c) The agreed number of water unit.

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PART FIVE – ENFORCEMENT

29. FEES AND CHARGES

- 29.1 The Council may set fees and charges in accordance with section 150 of the LGA 2002 for the matters listed in the schedule to this Bylaw.
- 29.2 All fees and charges payable under this bylaw shall be recoverable as prescribed in sections 57 to 82 of the Local Government (Rating) Act 2002.

30. OFFENCES AND PENALTIES

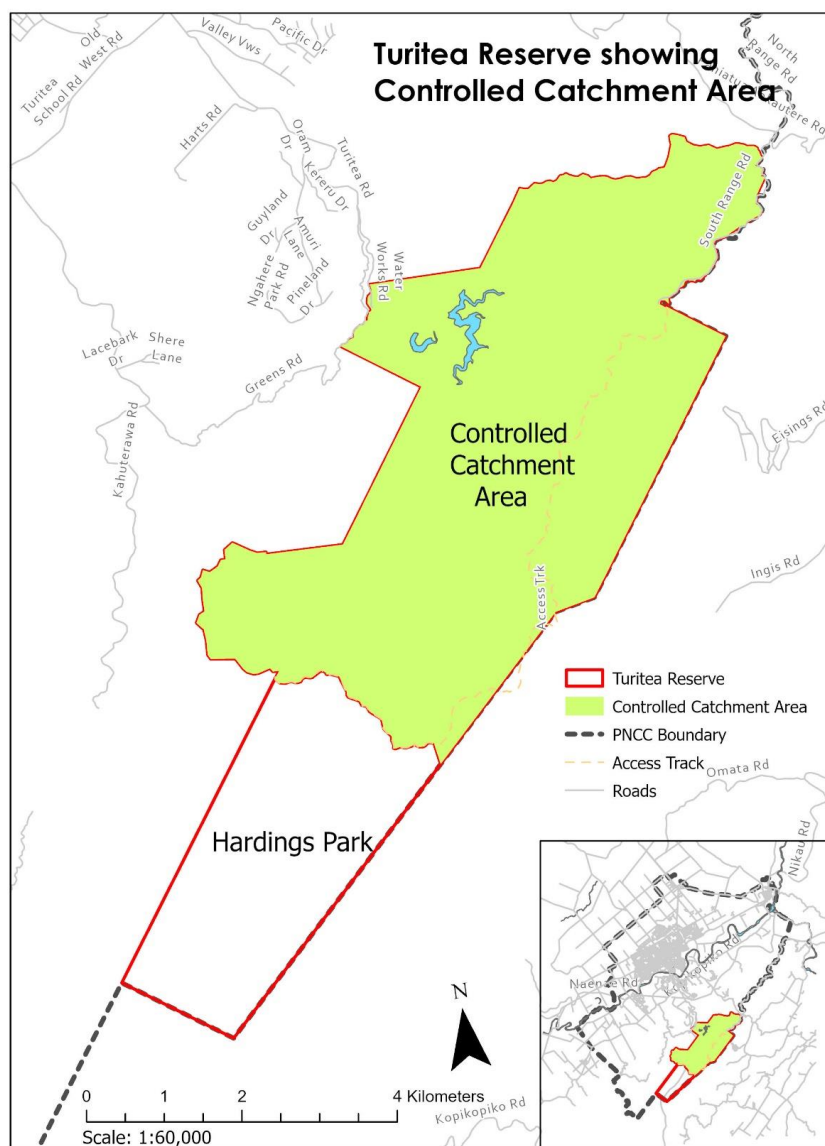
- 30.1 Every person who breaches any provision of this Bylaw or fails to comply with a notice served under this Bylaw commits an offence under section 239 of the Local Government Act 2022 and is liable to a fine as specified in section 242 of the LGA 2002 or the issue of an infringement notice under section 245 of the LGA 2002. Actions that are in breach of this Bylaw include, but are not limited to:
- a. Failure to comply with the conditions of water supply that apply to the premises;
 - b. Failure to comply with the conditions of any permit;
 - c. Providing incorrect information in an application for supply which fundamentally affects the provision of the supply;
 - d. Connecting to the water supply system without prior written approval from the Council;
 - e. Gaining access to and drawing water from a fire hydrant without prior approval from the Council.
- 30.2 The Council may issue infringement notices, in such forms and for such amounts as are authorised in any regulations made under section 259 of the LGA 2002.
- 30.3 The Council may restrict water supply to premises for breach of this Bylaw pursuant to section 193 of the LGA 2002.
- 30.4 The Council may remove or alter works or things constructed in breach of this Bylaw pursuant to section 163 of the LGA 2002.
- 30.5 The Council may recover the costs of remedying any damage arising from breach of this Bylaw pursuant to section 176 of the LGA 2002.
- 30.6 Council may seek an injunction restraining a person from committing a breach of this Bylaw pursuant to section 162 of the LGA 2002.

PART SIX – ADMINISTRATION

31. DELEGATIONS

- 31.1 The following people are authorised delegates under this Bylaw:
- The Council by resolution;
 - the Chief Executive of the Council
 - the person holding the office identified in Council's Delegations Manual as responsible for the administration of this Bylaw;
 - Any other person authorised to exercise a power under this Bylaw, pursuant to the Council's Delegations Manual or resolution of the Council.
- 31.2 Authorised delegated persons may exercise any power, function or duty under this Bylaw or carry out any act in order to achieve its effective administration on behalf of the Council other than those expressly required to be by Council resolution including, without limitation:
- Amend the water supply areas as shown on maps in the Administration Manual.
 - Specify the conditions that apply to the supply of water to premises by the Council contained in the Administration Manual;
 - Specify forms and procedures for the effective administration of the Bylaw;
 - Make any decision or determination required in this Bylaw in order to administer it;
 - Make any decisions regarding whether a permit should be granted, and the terms and conditions of that permit including standard conditions and variations; and
 - Decisions regarding suspension, withdrawal or removal of a permit.
- 31.3 The Council by resolution may amend the Administration Manual. Before amending the Administration Manual, the Council must consult appropriately with any person that it considers may be affected by the proposed amendments and give those persons a reasonable opportunity to provide feedback on the proposed amendments before they come into effect. The Council must have regard to that feedback before making any final decision on the proposed amendments.
- 31.4 All specifications, conditions or methods for this Bylaw must be in writing and kept in the Administration Manual for this Bylaw called the Water Supply Bylaw Administration Manual and shall be available to the public.
- 31.5 Every exercise of a power delegation under this clause must be reported to Council if not exercised by Council by resolution, provided failure to report does not invalidate the exercise of the delegate's power.

SCHEDULE 1 – TURITEA RESERVE CONTROLLED CATCHMENT AREA



December 2022

SCHEDULE 2 – FEES AND CHARGES

The following table show what categories of charges the Council can levy under this bylaw.

Table 1 – Administrative Charges	
Category	Description
Connection fee	Payable on application for connection to the water supply.
Compliance monitoring fee	The costs incurred by the Council for inspections and monitoring of water supply requirements
Water supply deposit	A deposit for credit of the customer, payable on application for connection.
Meter <u>Water meter</u> reading by appointment	Payable following a customer request for a <u>water</u> meter reading in accordance with section 8.3 of the Bylaw.
Meter <u>Water meter</u> accuracy testing fee	Payable following a customer request to test a <u>water</u> meter for accuracy in accordance with section 11.2 of the Administration Manual.
Water quality testing fee	Payable following a customer request to test the quality of water supplied by the Council in accordance with section 13.1 of the Bylaw.
Consent processing fee	Payable when the costs of processing the consent exceed the water supply application fee.
Disconnection fee	Payable following a customer request for disconnection in accordance with section 25.1 of the Bylaw.
Tanker filling station access	Payable to cover reasonable costs associated with capital costs and administration of the tanker filling station.
Tanker filling station supply fees	Market water charges payable for the tanker filling station.
New <u>water</u> meter fee	Actual cost of supply and installation plus 10% administration fee.
New backflow prevention device	Actual cost of supply and installation plus 10% administration fee.
Upgraded backflow prevention device	Actual cost of supply and installation plus 10% administration fee.
Processing and issuing permits	Payable with the application for permit
Monitoring permits fee	Payable by the permit holder on an invoice basis.



PALMERSTON NORTH CITY

PALMERSTON NORTH WATER SUPPLY BYLAW

20232024

ADMINISTRATION MANUAL

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PART ONE – INTRODUCTION

1. PURPOSE OF ADMINISTRATION MANUAL

- 1.1 The purpose of this Administration Manual is to support the administration of the Water Supply Bylaw [2023/2024](#) (the “Bylaw”) by bringing together those aspects which may otherwise be included in the Bylaw, but which are of a technical or administrative nature, or operational matters that are more likely to be amended before the Bylaw is reviewed.
- 1.2 The Administration Manual is made under the Bylaw, and it will govern the implementation and operation of the Bylaw. The Administration Manual is a public document and will be made available on the Council’s website alongside the Bylaw.
- 1.3 The Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up to date and reflects current practice.

2. APPLICATION

- 2.1 This Administration Manual applies to all Palmerston North City Council water supplies.

3. INTERPRETATION

- 3.1 Terminology used in the Administration Manual takes its meaning from the definitions at section 6 of the Water Supply Bylaw [2023/2024](#).

PART TWO – PROTECTION OF WATER SUPPLY

4. STANDARD CONDITIONS FOR PERMIT TO USE WATER FILLING STATION

- 4.1 The permit will outline the location and time periods within.
- 4.2 The permit holder is responsible for providing all the equipment necessary to connect to the water filling station and for meeting obligations of using the filling station.
- 4.3 The permit holder is required to inform the Council of any possible defect or damage to the water filling station that comes to the attention of the permit holder.
- 4.4 The permit holder will be held responsible for the cost of any repairs of damage caused by the incorrect operation of the tanker water filling station. The permit holder will also be held responsible for any third-party damage that occurs whilst they are using the water filling station.
- 4.5 The permit holder may not draw water from the filling station unless all applicable fees are paid.
- 4.6 A false declaration or other action, which results in a significant expense or inconvenience to Council, will result in immediate cancellation of the Permit and may result in prosecution.

5. STANDARD CONDITIONS FOR TURITEA CONTROLLED CATCHMENT AREA ENTRY PERMIT

- 5.1 Permit holders must carry their entry permit at all times while in the Turitea controlled catchment Area. Every person in the Turitea controlled catchment area must, upon request, produce an entry permit for inspection by the Council or its authorised agents.
- 5.2 Permits are issued for a maximum 12-month period and must be renewed by the expiry date printed on the back of the permit.
- 5.3 The entry permit gives right of access along Water Catchment Access Road from the end of South Range Road. No access is permitted from Turitea or Greens Roads to areas surrounding the water treatment plant and water supply dams.
- 5.4 No person, other than the Forrester or officer or agent of the Council, may commit or cause or permit to be committed, any act which may interfere with or be likely to interfere with the exercise of any rights vested in any other person in the Turitea controlled catchment Area.
- 5.5 Every person must immediately leave the controlled catchment area upon the request of the Forester or officer or agent of the Council. That person remains liable to be prosecuted for

the breach of any of the provisions of this Part of the Administration Manual, and the failure to leave constitutes a further offence.

- 5.6 No person shall obstruct or hinder the Forrester, or officer or agent of Council, in the exercise of any powers vested in that officer under the provisions of this Bylaw and Administration Manual.
- 5.7 No person shall damage assets in the Turitea controlled catchment areas belonging to the Council or any third parties.
- 5.8 Any work carried out in the Turitea controlled catchment area, whether it is permitted or not, must not cause any adverse effects on water quality or spillage of any hazardous materials to the stream or the lakes.
- 5.9 Entry permits to the Turitea Controlled Catchment Area may forbid, regulate or control the following activities:
- a. hunting, trapping, shooting or fishing;
 - b. lighting or maintaining any fire;
 - c. taking any dog or other animal;
 - d. damaging or destroying any trees, shrubs, or other existing cover, or interference with any property;
 - e. carrying of any firearm or weapon of any kind, any trap or any fishing gear which may be used for the hunting or catching of birds, fish or animals; or use of any herbicide, pesticide or toxic substance for any purpose whatsoever.

PART THREE – STANDARD CONDITIONS OF WATER SUPPLY

6. APPLICATION FOR SUPPLY

- 6.1 The Council will determine the sizes of all pipes, fittings, water meters, valves, backflow prevention devices and any other equipment deemed necessary by the Council, up to the Point of Supply. The Council will supply and install the service pipe up to the point of supply at the customer's cost; or may allow the supply and installation of the service pipe to be carried out by approved contractors at the applicant's cost.
- 6.2 Any new water connection, must be located and installed in accordance with the Council's Engineering Standards for Land Development.
- 6.3 The applicant must have the authority to act on behalf of the owner of the premises for which the supply is sought and must produce written evidence of this if required.
- 6.4 A new application for supply shall be required if a customer wishes to change their type of supply.
- 6.5 Council may review the serviceability of any extraordinary supply connection and take reasonable action as required to preserve the safety and integrity of the network.

7. POINT OF SUPPLY – INDIVIDUAL OWNERSHIP

- 7.1. For individual customers the point of supply must be located at the street address frontage of the property as shown in Figures 1 to 6 of the Administration Manual, or as close as possible where circumstances make it difficult to locate at the required position. Positions other than those in the Administration Manual will require specific approval from Council.
- 7.2. The typical layout at the point of supply is shown in Figures 7a to 7g of the Administration Manual
- 7.3. A customer who has altered, or seeks to alter, the ground levels in the vicinity of the connection is responsible for the alteration of the existing pipe and cover to ensure the connection complies with the Council's Engineering Standards for Land Development. Such work shall be carried out at the owner's expense.

8. POINT OF SUPPLY – MULTIPLE OWNERSHIP

- 8.1. The Point of Supply for the different forms of multiple ownership of premises or land shall be as follows:
 - a. For Company Share/Block Scheme (Body Corporate) – as for individual ownership
 - b. For Leasehold/Tenancy in Common Scheme (Cross Lease), Strata Title and Unit Title (Body Corporate) – each owner shall have an individual supply with the point of supply at the street address frontage of the property. In specific cases other arrangements may be acceptable subject to individual approval.

- 8.2. For multiple ownership which was in existence prior to the coming into effect of the Bylaw, the point of supply shall be the arrangement existing at that time, or as determined by agreement with the Council for an individual case.

Figure 1. Point of Supply Location for Single Residential Dwellings

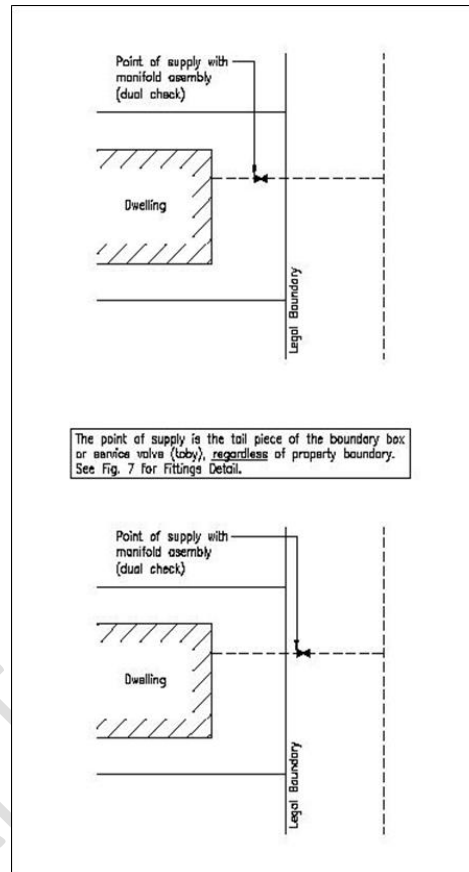


Figure 2. Point of Supply Location for Multiple Residential Dwellings

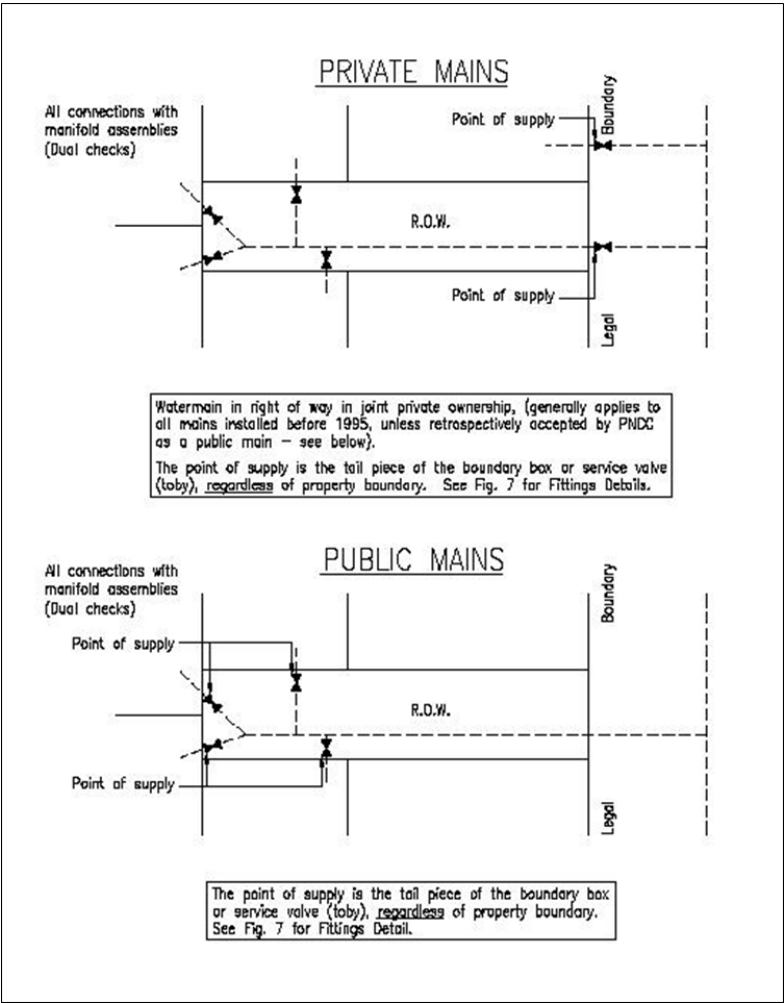


Figure 3. Point of Supply Location for Cross Leases

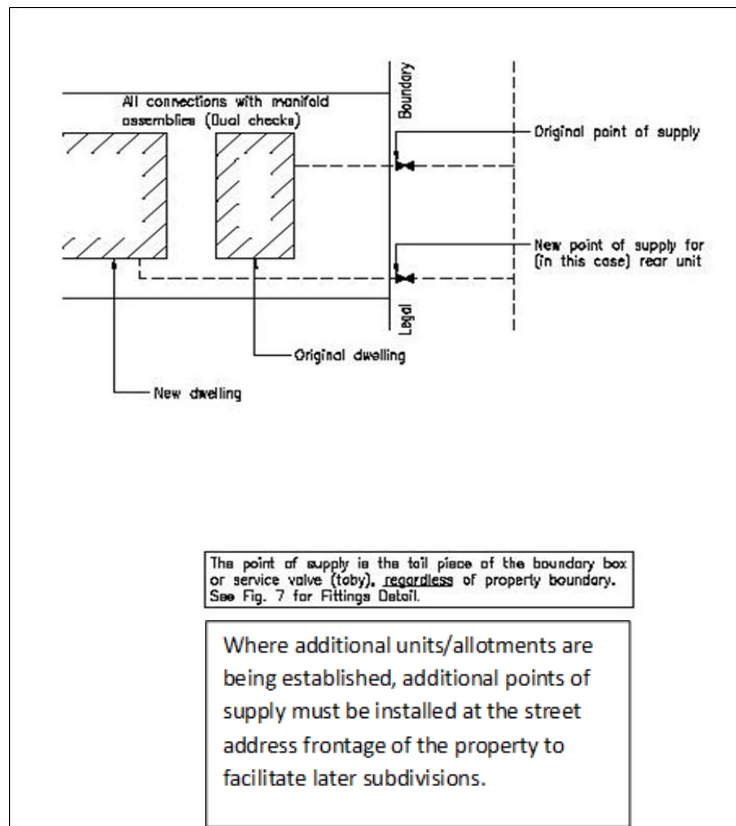


Figure 4. Point of Supply Location for Commercial Connections – Multiple Occupation/Ownership

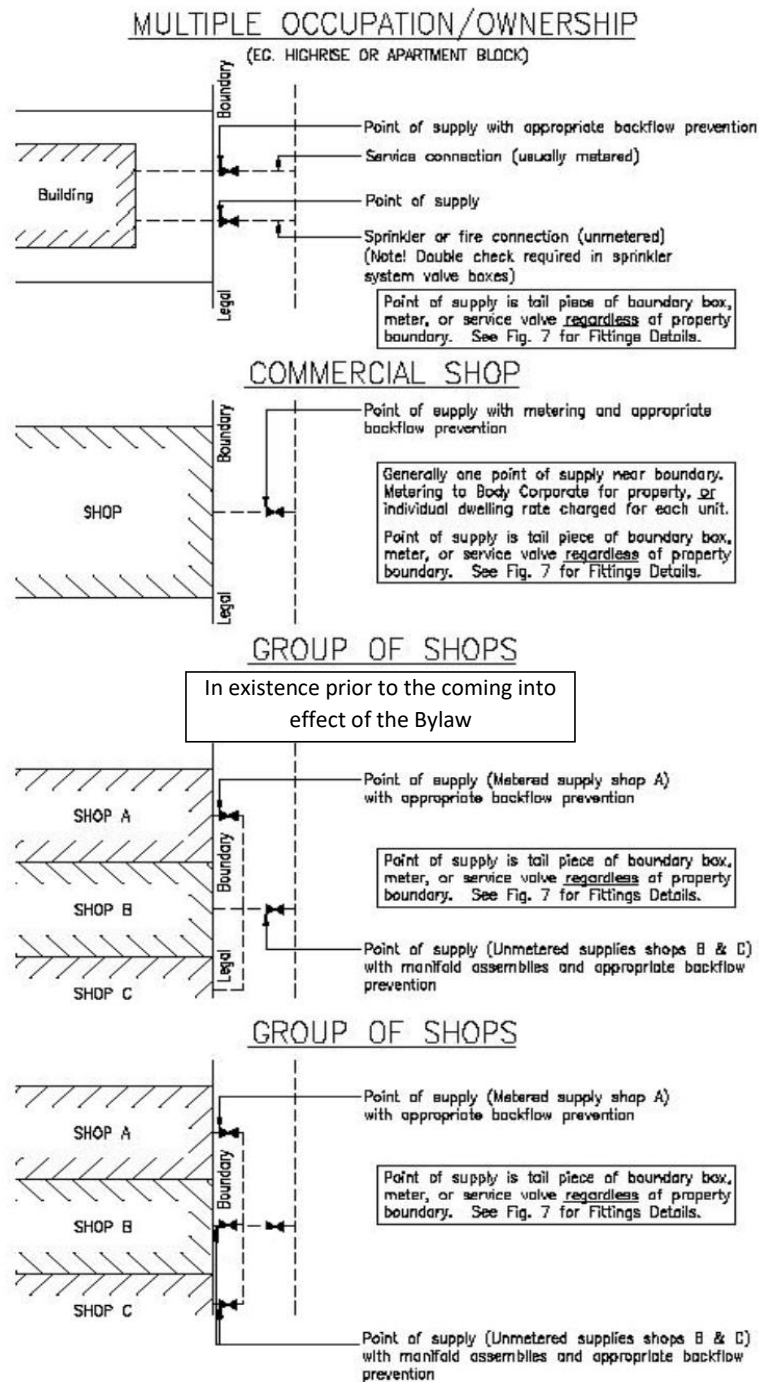


Figure 5. Point of Supply Location for Industrial/Commercial Connection – (includes Schools etc.)

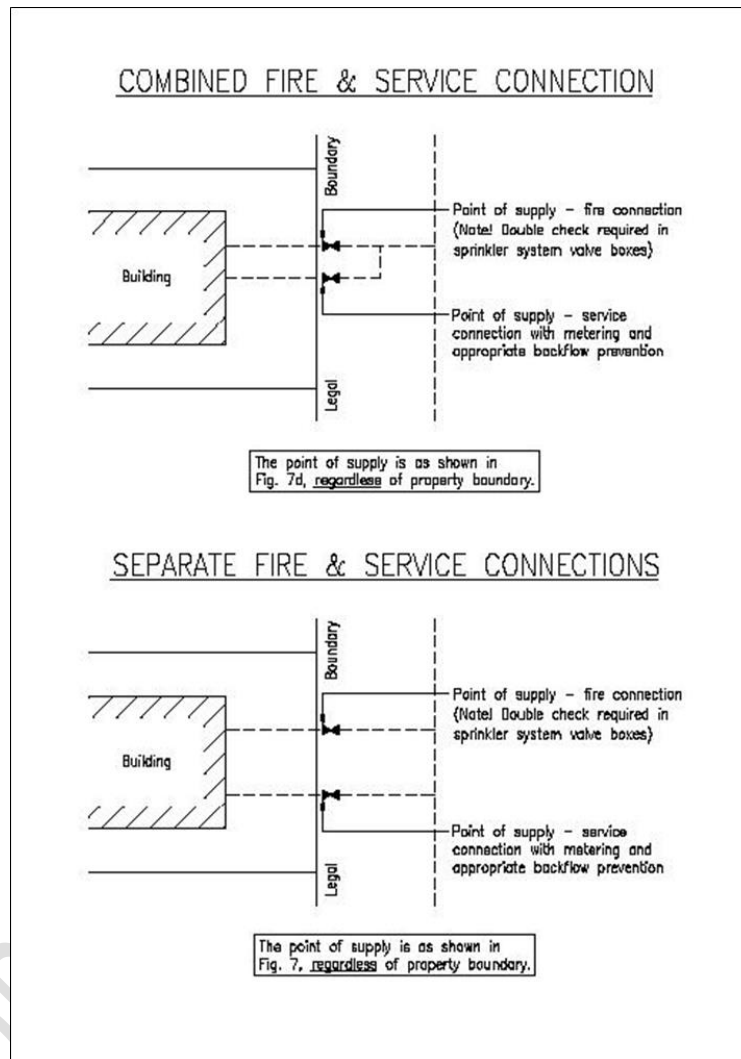


Figure 6. Point of Supply Location for Industrial/Commercial Connection – (includes Schools)

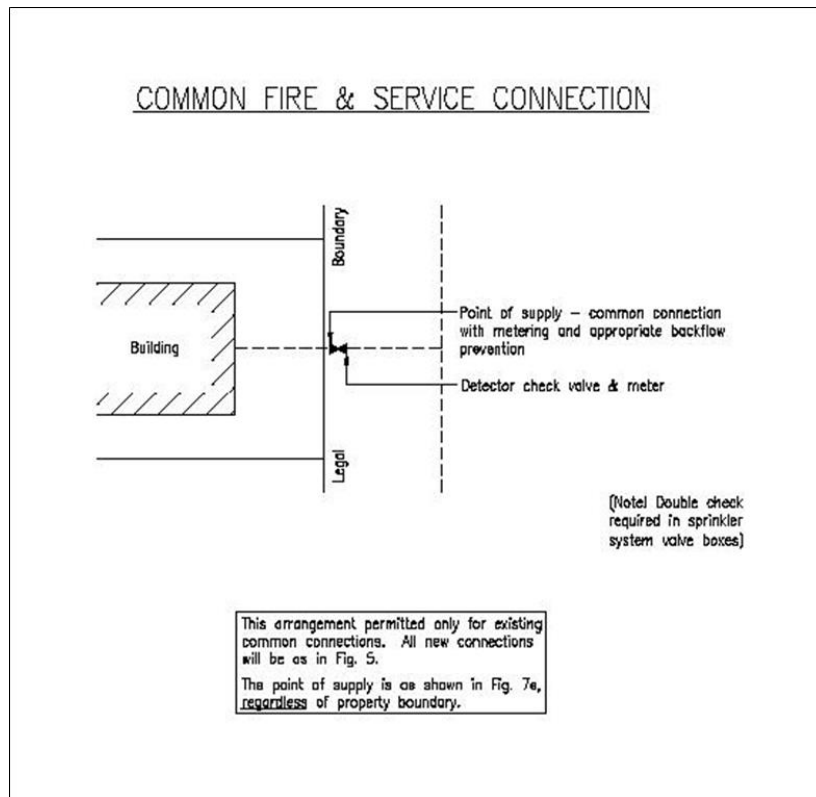


Figure 7. Examples of Fitting Details showing Point of Supply

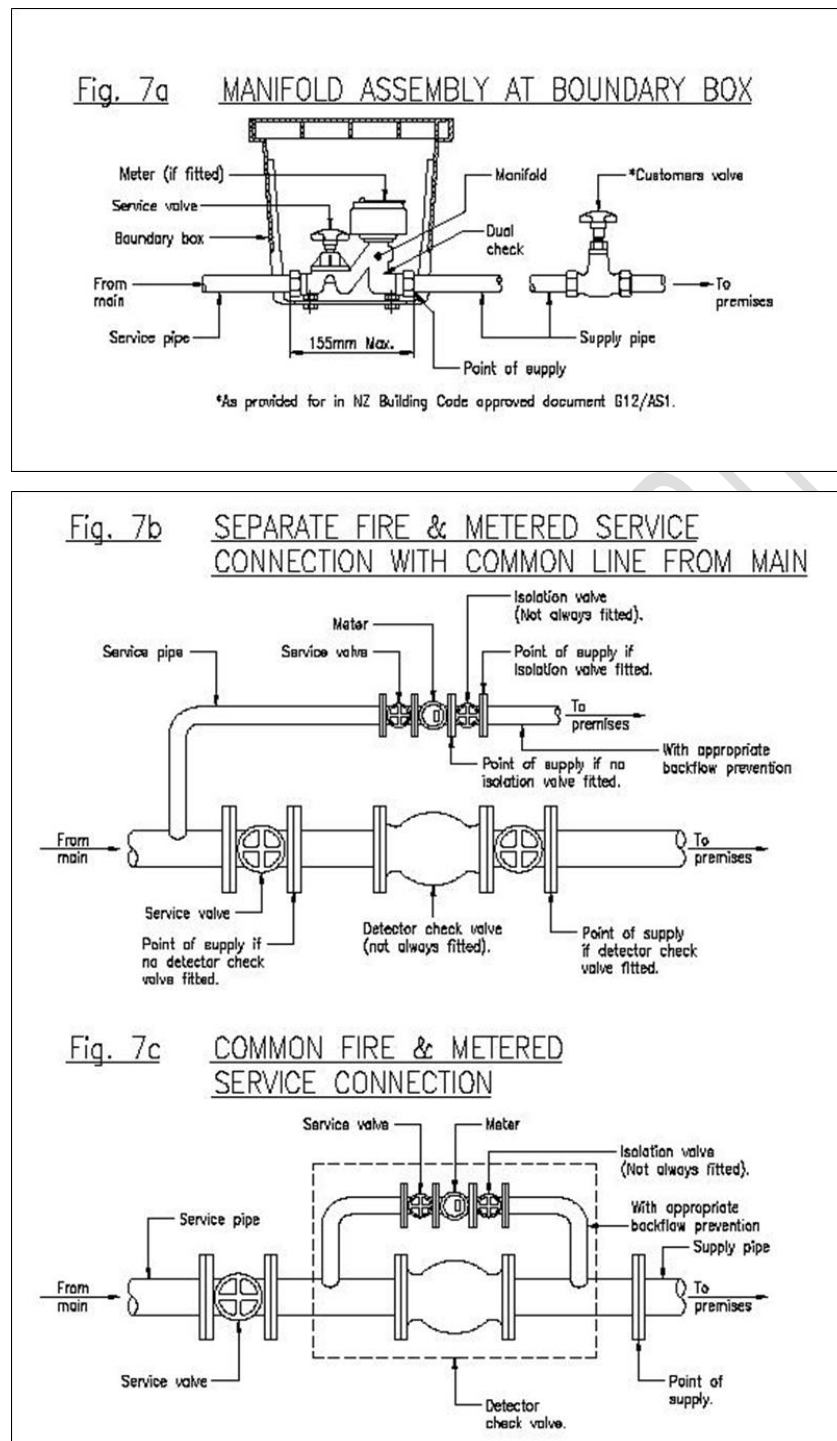


Fig. 7d METERED SUPPLY WITH REDUCED PRESSURE BACKFLOW PREVENTER

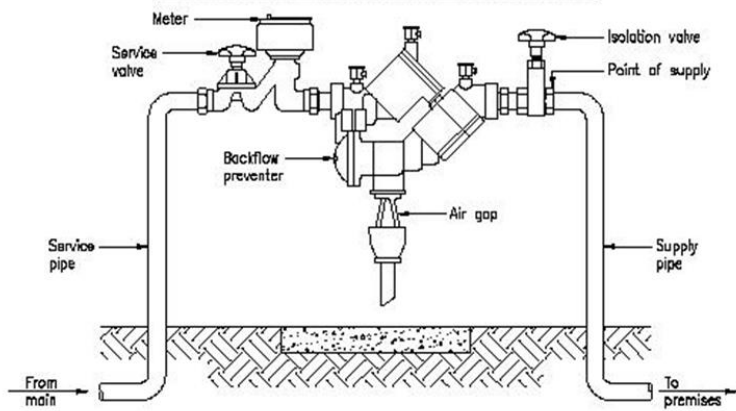
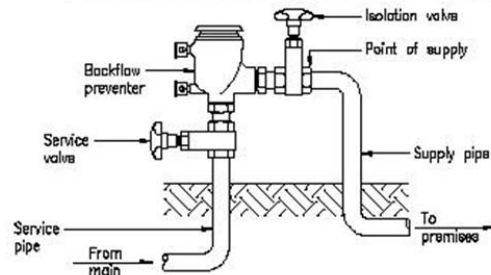
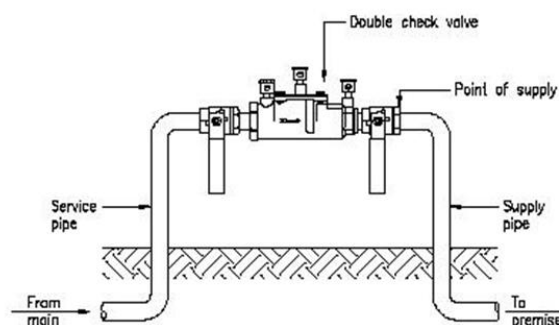


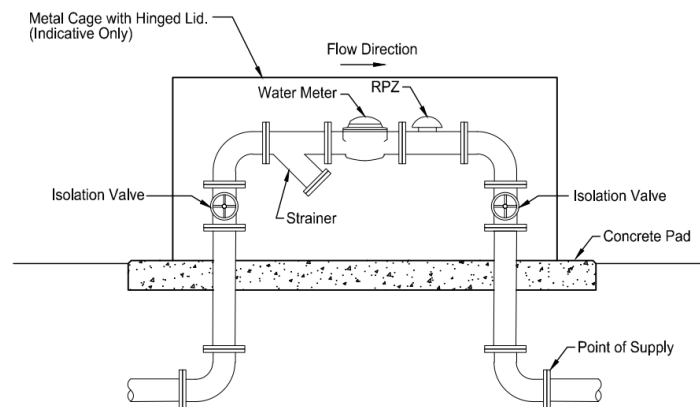
Fig. 7e UNMETERED SUPPLY WITH VACUUM BREAKER BACKFLOW PREVENTER



*The building code may require the customer to install additional backflow preventers within the site, which will remain the responsibility of the customer.

Fig. 7f DOUBLE CHECK VALVE

All the above ground facilities exposed in the public domain must be securely caged, locked and approved by the Council.

Fig. 7g Commercial/Industrial Connection

9. DEMAND MANAGEMENT

9.1 There are four water restriction levels that can be set. In general, the Council will start at the lowest level of restriction but may skip to a higher restriction if warranted by the situation.

9.2 Restrictions generally apply during the Summer and Autumn seasons, when daylight savings is in effect. The times shown for these restrictions are based on daylight savings time and may be adjusted when daylight savings time ends so that sprinkler use and hosing can be carried out during daylight hours.

Level 0: No restrictions apply.

The Council may encourage water conservation efforts (for example summer water use) through communication channels to avoid the need to impose restrictions.

Level 1: Sprinkler use evenings only, every two days.

Unattended hoses, sprinklers, and garden irrigation systems can only be used between 7.00pm and 9.00pm; for even numbered houses on even dates, and odd numbered houses on odd dates. Handheld hoses can be used at any time. Minimising the use of water is encouraged.

Level 2: Unattended irrigation prohibited. Handheld hoses only, every two days.

Unattended hoses, sprinklers, and garden irrigation systems cannot be used. Handheld hoses for gardens and outdoor household maintenance can only be used between 7.00 pm and 9.00 pm; for even numbered houses on even dates, and odd numbered houses on odd dates. Commercial activities requiring hose use are not restricted but are encouraged to minimise water use or reschedule the work until the restrictions are lifted.

Level 3: Hosing prohibited

Unattended hoses, sprinklers, garden irrigation systems and handheld hoses or watering cans cannot be used. Car washing, household maintenance and outdoor washing by handheld hose are also prohibited. Filling of swimming pools, spa pools and paddling pools is prohibited. Commercial activities requiring water use via hoses may only be carried out with the permission of Council.

10. EXCESSIVE AND WASTEFUL USE**10.1 Water use can be considered excessive if:**

- a. there is evidence of repeated non-compliance with restrictions imposed in the Water Supply Bylaw.
- b. there is evidence of leakage, or water running to waste, without remedial action by the customer.
- c. there is evidence that water usage exceeds the amount defined as a reasonable per capita allocation under the Water Conservation Management Plan.

10.2 Where Council has reasonable grounds to believe that water use on the customer's premises is excessive, Council will serve the customer with a notice giving them 10 working days to reduce their use below an excessive level.**10.3 If, after the service of the notice and the specified time period, the Council continues to have reasonable grounds to believe the water use is excessive, Council may install a water meter for the purposes of charging the customer on recorded consumption.****10.4 If it is established that the water use at the customer's premises is excessive then the Council may charge the customer for the actual costs of supplying and fitting the [water](#) meter, including an additional administration fee of up to 10% of the costs.**

11. ACCURACY OF [WATER](#) METERS

11.1 The accuracy of [water](#) meters shall be tested as and when required by the Council or as prescribed in the Water Meter Code of Practice (OIML R49), and in accordance with the following process:

- a. ~~Meters~~ [Water meters](#) shall be tested as prescribed in OIML R 49-2 and the test report shall be made available as prescribed in OIML R 49-3.
- b. The variation in the error curve shall not exceed 3% for flow rates in the lower zone and 1.5% for flow rates in the upper zone. For the purpose of determining these requirements the mean values of the errors (of indication) at each flow rate, shall apply.
- c. The curves shall not exceed a maximum error limit of $\pm 6\%$ for flow rates in the lower zones and $\pm 2.5\%$ for flow rates in the upper zones.
- d. Restrictors shall be tested by measuring the quantity that flows through the restrictor in a period not less than one hour at its expected minimum pressure. A copy of independent certification of the test result will be made available to the customer on request.
- e. The maximum permissible error for the upper flow rate zone ($Q_2 < Q < Q_4$) is $\pm 2\%$, for temperatures from 0.3°C to 30°C and the maximum permissible error for lower flow rates zone ($Q_1 < Q < Q_2$) is $\pm 5\%$. This accuracy shall be applied to all water meters with $Q_3 < 100\text{m}^3/\text{h}$ and may be applied to water meters with values of $Q_3 > 100\text{m}^3/\text{h}$. The accuracy of flow restrictors shall be within $\pm 10\%$ of their rated capacity.
- f. Where Q is the flowrate:
 - i. Q_1 is the minimum flowrate;
 - ii. Q_2 is the transitional flowrate;
 - iii. Q_3 is the permanent flowrate; and
 - iv. Q_4 is the overload flowrate as defined in OIML R49- 1 2003.

11.2 A customer who disputes the accuracy of a [water](#) meter or restrictor may apply to the Council for it to be tested provided that it is not within three months of the last test. If the test shows non-compliance with the accuracy requirement then the customer will not be charged for the test. If the test shows compliance then the customer shall pay a fee, as set out in Schedule 2 of the bylaw.

11.3 Where a [water](#) meter has been tested and found to register a greater or lesser consumption than the quantity of water that passed through the [water](#) meter, the Council shall make an adjustment to the water consumption charged. The adjustment will be backdated at the discretion of the Council but not exceeding 12 months. The customer will pay a greater or lesser amount according to the adjustment.

12. ESTIMATING CONSUMPTION

12.1 Where a [water](#) meter is out of repair, cease to register or is removed the Council will estimate the consumption for the period since the last reading of such [water](#) meter and

the customer will pay according to that estimate. In estimating consumption of the required period Council will take the following factors into account:

- a. The average of the previous four billing periods charged to the customer;
- b. Any variation in consumption due to seasonal or other causes that would make the previous four billing periods an unreasonable estimate of consumption; and
- c. Any other relevant evidence for the purpose of arriving at a reasonable estimate of consumption.

12.2 The customer shall be liable for the cost of water which passes through the [water](#) meter regardless of whether this is used or is the result of leakage. If [water](#) metering indicates a significant increase in consumption to a premises, which is established as being caused by a previously unknown leak, the Council may estimate consumption as provided in section 12.1 of the Administration Manual, providing that the customer repairs the leak with due diligence.

12.3 Where the seal or dial of a [water](#) meter is broken, the Council may declare the reading void and estimate consumption as provided above in section 12.1 of the Administration Manual.

13. INCORRECT ACCOUNTS

13.1 Where a situation occurs, other than as provided for in section 12.2 of the Administration Manual, where the recorded consumption does not accurately represent the actual consumption on a property then the account shall be adjusted using the best information available to the Council. Such errors include, but are not limited to, misreading of the [water](#) meter, errors in data processing, [water](#) meters assigned to the wrong account and unauthorised supplies. Where an adjustment is required, in favour of the council or the customer, this shall not be backdated more than 12 months from the date the error was detected.

14. BACKFLOW PROTECTION

14.1. The customer will take all necessary measures on the customer's side of the point of supply to prevent water which has been drawn from the Council's water supply from returning to that supply. This includes:

- a) the use of a backflow prevention device;
- b) the prohibition of any direct cross-connection between the Council water supply and:
 - i) Any other water supply (potable or non-potable)
 - ii) Any other water source
 - iii) Any storage tank whether fixed or mobile
 - iv) Any other pipe, fixture or equipment containing chemicals, liquids, gases, or other non-potable substances.

14.2. Notwithstanding section 14.1 of the Administration Manual, the Council may fit a backflow prevention device on the Council's side of the point of supply where the customer cannot

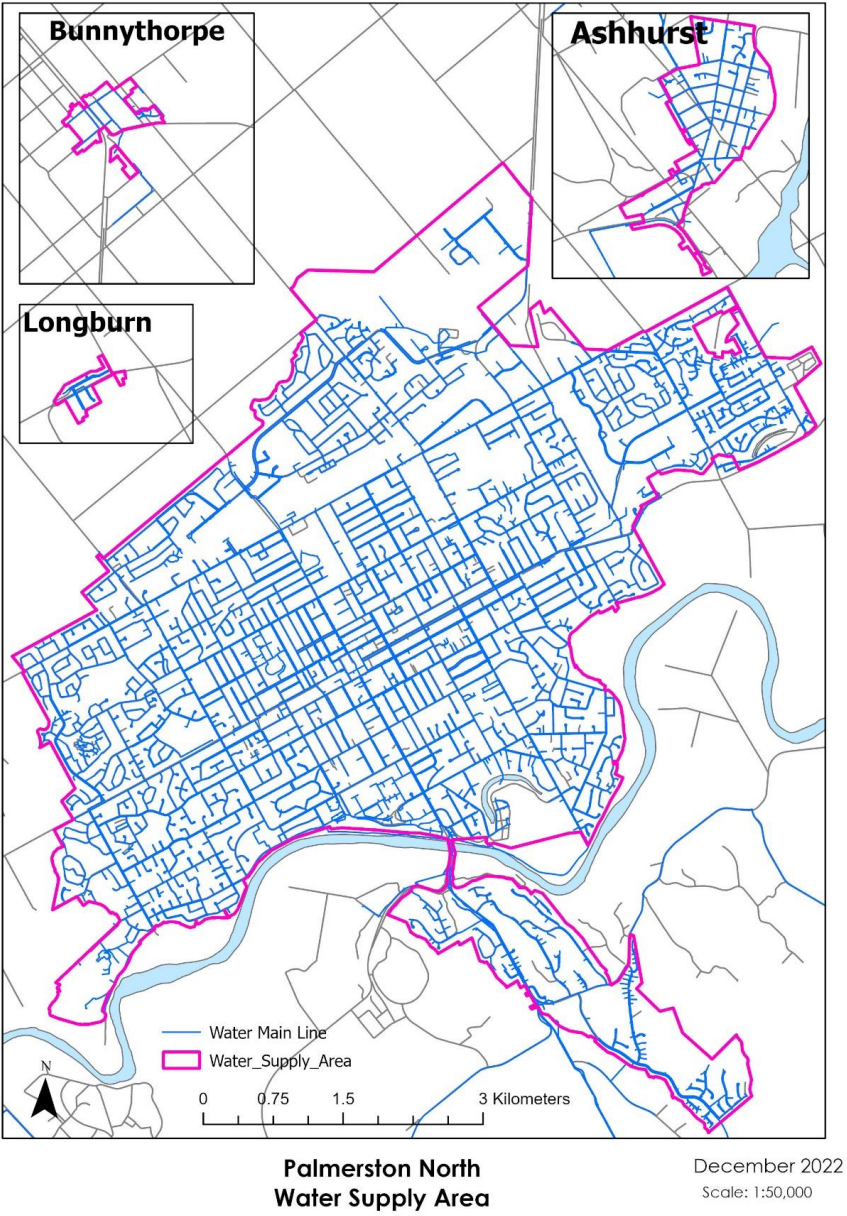
demonstrate that the risk of backflow has been managed or where the Council deems it necessary to protect the network. The Council may charge the customer for the supply and installation of a backflow prevention device and associated protective equipment such as cages.

- 14.3. Council will undertake periodic surveying of existing connections to determine any change of use requiring upgrading of backflow prevention devices.

DRAFT FOR ADOPTION

APPENDIX ONE – WATER SUPPLY AREAS

The following map shows the water supply areas designated by Council.



REPORT

TO: Strategy & Finance Committee

MEETING DATE: 20 September 2023

TITLE: Draft Speed Management Plan 2024-2027 - Approval for Consultation

PRESENTED BY: Peter Ridge, Senior Policy Analyst

APPROVED BY: David Murphy, Chief Planning Officer

RECOMMENDATION(S) TO STRATEGY & FINANCE COMMITTEE

1. That the Committee approve the draft Speed Management Plan 2024 – 2027 (as shown in Attachment 1) for public consultation.

SUMMARY OF OPTIONS ANALYSIS FOR DRAFT SPEED MANAGEMENT PLAN 2024-2027 – APPROVAL FOR CONSULTATION

Problem or Opportunity	The Council is required to develop and publish for consultation a draft speed management plan that sets out the policies and objectives for speed management in its district and identifies the proposed speed limit changes for the next three years. This report recommends that the draft Speed Management Plan (draft SMP) as attached is approved for public consultation.
OPTION 1:	Approve the draft SMP 2024-2027 for public consultation (recommended)
Community Views	Some initial community views have been sought during the development of the proposals in the draft SMP. Stakeholders were generally in support, although some expressed reservations about the impact of specific changes. Some other submitters were in favour of more extensive speed limit reductions. A summary of this initial engagement is provided in Attachment 2.
Benefits	Consulting with the community about the draft SMP will provide the Council with valuable feedback about the proposals. This feedback will help us to make refinements to improve the proposals.
Risks	<p>Given earlier consultation on the interim Speed Management Plan (for school speed limits), there may be some confusion in the community about why Council is proposing further changes. This risk can be mitigated by clearly communicating the different stages of the review process and reinforcing earlier messages about the staged review of speed limits.</p> <p>There is a further risk that the proposed consultation period is overshadowed by the general election. However, the election dates cannot be avoided as the statutory deadline for publishing the draft SMP is 5 October 2023.</p>
Financial	<p>The costs of consultation will be met from within existing budgets.</p> <p>The cost of implementation is programmed into the budgets which will be considered as part of the 2024-2034 Long Term Plan, but these budgets are not yet confirmed.</p>
OPTION 2:	Do not approve the draft SMP 2024-2027 for public consultation
Community Views	None of the groups engaged with in June and July expressed the view that the proposals should not be presented to the community for public consultation. While some groups expressed reservations about specific aspects of the proposals, they were in favour of more engagement rather than less.

Benefits	There are no identified benefits to this option.
Risks	Council cannot set a speed limit for any road unless the speed limit is included in the adopted Speed Management Plan and certified by the Director of Land Transport at Waka Kotahi. Therefore, if the Council does not approve the draft SMP for public consultation, it will be unable to adopt the SMP and make speed limit changes between 2024 and 2027 (barring an exceptions-based approach dependent on special approval from the Director of Land Transport).
Financial	There are no particular financial implications for this option. Council would not incur the costs associated with consultation, but it would also be unable to make any speed limit changes, and consequently would lose access to the funding available from Waka Kotahi to implement those speed limit changes.

RATIONALE FOR THE RECOMMENDATIONS

- 1.1 The Council is a road controlling authority (RCA) with responsibility for setting speed limits on roads under its control. The Setting of Speed Limits Rule 2022 provides the legal process for setting speed limits.
- 1.2 Previously speed limits were set via a bylaw. The new process requires a RCA to adopt a Speed Management Plan which sets out the objectives and policies for speed management and identifies the speed limits that it will change over the next three years.
- 1.3 Apart from an exceptions-based process requiring approval from the Director of Land Transport at Waka Kotahi¹, a speed limit can only be changed if it is included in the RCA's adopted speed management plan. The intent is for an RCA to take a planned rather than ad-hoc approach to speed management and changing speed limits. Waka Kotahi, as the RCA for state highways, is also required to produce a speed management plan for its state highways.
- 1.4 Speed management plans produced by individual RCAs are compiled into a regional speed management plan by the regional council. This ensures a broadly regional approach is taken to setting speed limits, minimising the potential for inconsistent approaches within a region. The regional speed management plan is required to be certified by the Director of Land Transport before it can come into effect.

¹ The 'alternate method' for setting speed limits allows a road controlling authority to seek permission from the Director of Land Transport to change a speed limit. This process can be used to make minor corrections to a speed limit, or in exceptional circumstances to make a more significant change where a full speed management plan is not appropriate. This 'alternate method' is not a viable option for making ordinary speed limit changes that should be included as part of the speed management plan.

- 1.5 There are statutory deadlines related to the development and adoption of speed management plans. A speed management plan must be published for public consultation by 5 October 2023. A regional speed management plan must be submitted to Waka Kotahi for certification by 29 March 2024. These deadlines are set by Waka Kotahi to enable speed management plans to be completed by 1 July 2024 for the commencement of the next three-year cycle of funding.
- 1.6 The purpose of this report is to outline the draft Speed Management Plan and obtain the Committee's approval for public consultation so that the first deadline can be met.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 The Strategy & Finance Committee received a report on 22 March 2023 that outlined the proposed scope for the draft Speed Management Plan and provided a draft set of objectives and policies for endorsement. The Committee recommended to the Council confirmation of the proposed scope. The Committee also recommended endorsement of the draft objectives and policies. The Council confirmed those recommendations on 5 April 2023.
- 2.2 Staff have undertaken technical analysis of the areas and roads included in the proposed scope. Early community engagement was also undertaken through June and July, to obtain initial feedback from identified stakeholders. A summary of this feedback is included in Attachment 2 of this report.

3. DESCRIPTION OF OPTIONS

- 3.1 The first option is to approve the draft Speed Management Plan 2024-2027 (draft SMP) for public consultation. This would enable staff to publish the draft SMP and consult with the community and key stakeholders about those proposals. An overview of the planned consultation process is contained in section 7.
- 3.2 The draft SMP includes proposed change speed limits as summarised in the table below. Full details are included in the draft SMP in Attachment 1.

Roads/Area	Existing speed limit	Proposed speed limit
City centre within the inner ring road, including: Andrew Young Street Ashley Street Berrymans East Street Berrymans Lane Broadway Avenue from the	50 km/h	30 km/h

Roads/Area	Existing speed limit	Proposed speed limit
Square to Ruahine Street Campbell Street from Cuba Street to Walding Street Coleman Place Cross Street Cuba Street from Rangitikei Street to the intersection with Bourke and Pitt Streets Donnington Street Fitzherbert Avenue from Church Street to Ferguson Street George Street King Street Linton Street from Church Street to Ferguson Street Lombard Street from Cuba Street to Walding Street Main Street East from the Square to Princess Street Main Street West from the Square to Pitt Street Queen Street Rangitikei Street from the intersection with Walding and Grey Streets to the Square Jersey Lane Maple Lane The Square Inner The Square Outer Taonui Street from Cuba Street to Walding Street		
Milson Line between Flyers Line and Richardsons Line	80 km/h	60 km/h
Summerhill Drive	60 km/h	50 km/h
Kahuterawa Road (sealed	80 km/h	60km/h

Roads/Area	Existing speed limit	Proposed speed limit
section) Birch Way Lacebark Drive Greens Road		
Kahuterawa Road (unsealed section)	80 km/h	30 km/h
Turitea Road from Harts Road Guyland Drive Ngahere Park Road Pinelands Drive Oram Drive Kereru Drive Amuri Lane Water Works Road Chablis Court	80 km/h	60 km/h
Longburn Rongotea Road/No 1 Line intersection	100 km/h (Longburn Rongotea Road)	70 km/h intersection speed zone (ISZ) ²
Turitea Road/Valley Views	80 km/h (Turitea Road)	60 km/h intersection speed zone (ISZ)
Te Wanaka Road	70 km/h	60 km/h
Kelvin Grove Road from McLeavey Drive to James Line	70 km/h	60 km/h
Gillespies Line	70 km/h	50 km/h

- 3.3 The draft SMP also includes the objectives and policies that have guided the proposals for changing speed limits. The initial objectives and policies were endorsed by Council on 5 April 2023 but were primarily focussed on the speed limits around schools. While the objectives are unchanged, a revised set of policies were developed for the full SMP which more appropriately reflect the

² An intersection speed zone is where the speed limit on the main road is briefly reduced whenever traffic is waiting to enter or leave the intersection.

matters being considered during the development of the proposals. In summary, the policy statements are:

- The speed limit in built-up urban areas with high volumes of pedestrian and non-motor vehicle users should be slower than 50km/h
- The speed limit should have regard to the average speeds of vehicles using the road
- The speed limit should have regard to the level of development within the area the road is located
- The speed limit should be consistent within the local area, the broader road network, and as far as possible within the wider region, and should be aligned with the One Network Framework³.

3.4 The second option is to not approve the draft Speed Management Plan 2024-2027 for public consultation. This option would bring the current process to a halt until further direction was provided by Elected Members.

4. ANALYSIS OF OPTIONS

Option 1 analysis

Rationale for change

4.1 Speed limits which are safe and appropriate are a key part of Council's obligation to create a safe community. Vehicles which are travelling at unsafe speeds create a hazard for other road users, and collisions can cause harm to both the occupants of motor vehicles and non-motor vehicle road users. Existing speed limits are regularly reviewed to ensure they are still the safe and appropriate speed for that road use and for the environment. In a changing and growing city, many existing speed limits may no longer be safe and appropriate. This review of speed limits, therefore, is the opportunity for Council to review parts of its roading network and identify where changes could be made to improve road safety outcomes. Public consultation is an important part of that process, giving the community an opportunity to have input into the decision-making process. Option 1 – approving the draft SMP for public consultation – gives the community and other identified stakeholders that opportunity to have their say on speed limits.

³ The One Network Framework replaced the One Network Road Classification as the tool used by Waka Kotahi for classifying roads according to their purpose. It identifies different road types according to their score on a matrix that considers both 'movement' and 'place'. Using this Framework means we are acknowledging the different purposes which the roading network serves, not just for moving vehicles from one place to another. It also means we are using an approach that is consistent across the country, so that our roads and speed limits will be familiar to people regardless of where they are from.

Rationale for scope

- 4.2 The scope of the proposal was initially set to identify areas where there was a significant mismatch between the existing speed limit and the Safe and Appropriate Speed limit (SAAS) as calculated by Waka Kotahi using the known data and technical guidance. We then identified a smaller number of areas where there was a disproportionately high number of crashes which could have been prevented with a slower speed limit. We also looked for roads where an infrastructural intervention was unlikely to be prioritised. This gave us a list of areas where a speed limit change could be simply and easily considered, and road safety outcomes improved. More challenging roads will be considered as part of subsequent speed management plans.
- 4.3 In addition to these specified areas, three further areas were included in scope – the city centre, intersection speed zones, and consideration of trialling a 'slow speed neighbourhood'.
- 4.3.1 The city centre was included in the scope because spaces such as these are already identified in the One Network Framework as slow speed environments. Mean operating speeds ('average speeds') are already low because the nature of the space restricts how fast vehicles can travel – existing raised platforms, traffic signals, roundabouts, and narrow roads. The city centre also typically features higher numbers of pedestrians and active transport users. A collision between a vehicle travelling 50km/h and a pedestrian has an 80% chance of death for the pedestrian; if the vehicle is travelling at 30km/h the chance of death is 10%. Slower speed limits therefore reinforce the area as a slow speed environment while also improving safety and connectivity for active road users and pedestrians.
- 4.3.2 Two intersection speed zones (ISZs) were identified – at No. 1 Line/Longburn Rongotea Road, and at Valley Views/Turitea Road. This type of intervention is primarily used for rural intersections where permanently lowering the speed limit for the main road is not practical, but where it is unsafe for vehicles approaching the intersection from side roads. A third ISZ was considered – for SH56/Te Wanaka Road – but as Waka Kotahi is the road controlling authority for SH56 we are unable to propose the ISZ be installed on a state highway. We have discussed this with Waka Kotahi, and they are willing to include the ISZ in their State Highway Speed Management Plan. Consequently, we are proposing to lower the speed limit on Te Wanaka Road in support of the ISZ.
- 4.3.3 The 'slow speed neighbourhood' trial was considered, as it had the potential to realise similar benefits for smaller residential areas where average speeds are already low, and where there is a greater expectation of more pedestrian activity. Staff saw value in considering slower speed limits for some neighbourhoods alongside the 'play streets' concept, and a number of candidate areas were identified. These included:
 - The Rosalie Terrace neighbourhood area, where residents had expressed interest in creating a play street on Trump Place;

- The Limbrick Street neighbourhood area, with close access to the awa;
- The Racecourse Road neighbourhood area, with close access to Rangitāne Park and Otira Park.

4.3.4 There was insufficient time available to conduct more detailed assessments of these areas for inclusion in this draft SMP and engage with residents to develop the ideas further. Consequently, staff will continue to investigate and engage with the community on the concept of slow speed neighbourhoods for potential inclusion in a future SMP.

4.4 Some additional changes were identified during the technical assessment. The Setting of Speed Limits Rule requires that we identify any roads with an existing 70km/h speed limit and either propose a changed speed limit or provide an explanation for the retention of that speed limit. We have identified three roads which have a 70km/h limit that we are recommending for change: Kelvin Grove Road (from McLeavey Drive to James Line), Te Wanaka Road, and Gillespies Line.

4.4.1 Kelvin Grove Road has a Safe and Appropriate Speed of 40km/h, as assessed by Waka Kotahi based on known data and technical guidance. However, that speed limit is inappropriate given the level of roadside development. Average speeds along this section of Kelvin Grove Road range between 51 and 66 km/h. We are recommending lowering the speed limit to 60km/h, which would make it consistent with Roberts Line which is accessed off this section of Kelvin Grove Road.

4.4.2 Te Wanaka Road is part of the Kikiwhenua development, and we are working with Waka Kotahi to install an ISZ at the intersection with SH56, which would lower the speed limit to 60km/h on the state highway when traffic is waiting to enter the intersection. Lowering the speed limit on Te Wanaka Road to 60km/h would therefore make the intersection safer and more consistent.

4.4.3 We discovered a small section of Gillespies Line has a speed limit of 70km/h, even though the posted speed limit is 50km/h. We are therefore proposing a technical amendment to lower the speed limit to 50km/h, so that it aligns with the existing posted speed limit.

4.5 The scope of the proposals presents a realistic programme of achievable improvements for safer speed limits over the next three years. Subsequent speed management plans from 2027 onwards will identify additional areas for consideration and will build on these proposed changes.

Implementation and financial implications

4.6 The draft SMP envisages implementation of the proposed speed limit changes over the three years from 2024 to 2027. A detailed programme of implementation will be developed closer to the adoption of the draft SMP in February 2024.

- 4.7 The estimated cost for implementation is between \$149K and \$232K. This covers new signage, paint and line markings, and contractor costs for installation. The precise cost will be dependent on factors such as the type of signage used, and whether infrastructural treatment such as speed cushions are needed in the city centre to achieve compliance with the proposed lower speed limits. This does not include the costs for implementing the ISZs, which are already included in existing budgets for 2023/24.
- 4.8 The funding for implementation is included in the draft budgets for the Long Term Plan 2024-2034 and in the proposed programmes for the Regional Land Transport Programme. These costs are eligible for part-funding from Waka Kotahi, subject to approval.

Initial community engagement

- 4.9 Some initial community engagement has already been undertaken during the development of the proposals contained in the draft SMP. Identified stakeholders were given the outline of the proposals and invited to provide their views. These views have been considered and, wherever possible, incorporated into the draft SMP.
- 4.10 The general sentiment of stakeholders is that the proposals represent a reasonably balanced approach to changing speed limits. While some stakeholders were not wholly supportive of the suggested changes, and some supported more wide-ranging changes, the proposals appeared to be broadly appropriate to most. A summary of the views from this initial engagement process is included as Attachment 2.
- 4.11 While this initial community engagement has been useful for helping to shape the proposals, formal consultation provides an opportunity for community feedback on the specific details of the proposals. Approving the draft SMP for public consultation gives the entire community, including identified stakeholders, a chance to provide feedback to the Council on the proposals and suggest improvements.

Option 1 is recommended

- 4.12 Option 1 is the recommended option. The proposals in the draft SMP are in line with the scope as endorsed by Council earlier this year and represent a realistic programme of speed limit changes that will improve safety outcomes. The public consultation process will provide the community with an opportunity to give feedback to the Council, and this can be achieved within the statutory deadlines.

Option 2 analysis

Option 2 would introduce delays

- 4.13 If the Committee does not support the draft proposals in their current form and wishes to reconsider the scope or direction of the proposed speed limit

changes, then this would require substantial additional work. This would introduce delays to the project and mean that Council will not meet the statutory deadlines set by Waka Kotahi. The additional work would also have the effect of pushing out other projects that staff are working on.

Option 2 could limit Council's ability to set speed limits

- 4.14 If the Committee does not approve the draft SMP for public consultation in any form then the Council will have no legal way to change speed limits over the next three years. It may also affect the Council's ability to access funding from Waka Kotahi.

Scope for minor amendments

- 4.15 The Committee may instead wish to make amendments to the draft SMP before it approves it for public consultation. Some minor amendments to the consultation document may be achievable. However, substantial revisions would likely require further work and advice from staff and would need to be reported to a further meeting of the Committee. This would be after the statutory deadline, which would make the Council non-compliant with the requirement to publish the draft SMP by 5 October 2023.

Option 2 is not recommended

- 4.16 While there is scope for some minor amendments to the consultation document, there would be significant delays arising from substantial change to the proposals. These delays would result in the Council being non-compliant with the statutory deadline. If no speed management plan was approved for public consultation, the Council would be unable to set speed limits for the next three years. Therefore, option 2 is not recommended.

5. CONCLUSION

- 5.1 The recommendation is to approve the draft SMP for public consultation. This is because the proposals are in line with the scope as endorsed by Council earlier this year, and the proposals represent a realistic programme of speed limit changes that will improve safety outcomes. Approving the draft SMP for consultation will give the community the opportunity to provide feedback and suggest any changes for improvements. Approving the draft SMP will ensure that the Council complies with the statutory deadline for publishing a draft speed management plan for public consultation.

6. NEXT ACTIONS

- 6.1 If the Committee approves the draft SMP for consultation, then staff will prepare the consultation document for publication and begin consultation as outlined in section 7 of this report.

7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

7.1 The timeline for the consultation period is as follows:

- 30 September – 31 October: written submission period
- 6 December: hearing of oral submissions (Council)
- February 2024: deliberations on submissions
- March 2024: adoption of full Speed Management Plan (Council)

7.2 Consultation and engagement will include the following approaches:

- Direct contact with identified stakeholders;
- Supplying information about the proposals to property owners/occupiers adjacent to the proposed areas of change;
- Public drop-in sessions at various locations around the city.



7.3 In addition to these methods, a consultation page on the Council website will host details of the proposals along with a submission form for people to provide feedback. The proposals and the opportunity to make a submission will be promoted via our social media channels. Printed copies of the consultation document and submission form will be available at the central and community libraries.

8. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? Terms of Reference	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the achievement of action/actions in Transport	
The action is: progressively review speed limits throughout the City on a staged basis.	
Contribution to	The review of speed limits around our City contributes to the

strategic direction and to social, economic, environmental and cultural well-being	improvement of safety on our transport network. Speed is a significant factor in the survivability of both drivers and pedestrians in the event of a collision. Slower speeds in appropriate locations therefore contributes to improved safety outcomes for our community.
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ATTACHMENTS

1. Draft Speed Management Plan 2024-2027 Consultation Document [!\[\]\(ce77bba2916ff045bdb9f4584b191293_img.jpg\)](#) 
2. Summary of initial stakeholder engagement June-July 2023 [!\[\]\(7cca60917fc4166291d2b648cb6bea1b_img.jpg\)](#) 

**Draft Palmerston North Speed Management Plan
2024-2027**

Consultation Document

DRAFT FOR CONSULTATION

Purpose of this document

The Council is proposing to make changes to speed limits to some roads around Palmerston North. This document outlines the draft speed management plan for Palmerston North 2024-2027. Our draft plan:

- identifies the changes to speed limits we plan to make over the next three years;
- outlines the objectives and policies that have guided our proposals;
- outlines our implementation programme for the first three years, including safety infrastructure programmes.

Following consultation and adoption by the Council our plan will be incorporated into the Regional Speed Management Plan being prepared by Horizons Regional Council. The final Regional Speed Management Plan will then be submitted to Waka Kotahi for certification.

What is the Council proposing?

The Council is proposing to implement safer and more appropriate speeds in the following areas around Palmerston North:

- A slower speed limit of 30km/h on the roads within the inner ring road (the city centre) and along Broadway Ave.
- Slower speed limits on four high-risk road areas: Milson Line between Flyers Line and Richardsons Line, Summerhill Drive, Kahuterawa Road, and Turitea Road.
- Intersection speed zones at two high-risk intersections: Valley Views/Turitea Road, No 1 Line/Rongotea Road.
- Speed limit changes for some roads with an existing 70km/h speed limit including Kelvin Grove Road and Te Wanaka Road.

Full details and illustrations of the specific proposals are described later in this document.

Why is the Council reducing speed limits?

Through New Zealand's national road safety strategy *Road to Zero*, the Government requires all councils to produce a speed management plan every three years. The Land Transport Rule: Setting of Speed Limits 2022 requires that the first full speed management plan be in place by 30 June 2024.

Our Transport Plan – part of our Innovative and Growing City Strategy – identifies as a priority “providing a transport system that links people and opportunities.” We know that our road safety record has been getting worse; while the number of crashes has been mostly flat for the past 10 years, the harm from those crashes has been increasing. We know that fewer people are walking, cycling and catching the bus, and that there are no parts of the network where pedestrians, cyclists or buses receive priority over vehicles.¹

Building on the work we have already begun around reducing speed limits around schools, we have focussed on roads where there are significant numbers of crashes that relate to a mismatch between the current speed limit and the safe and appropriate speed for that environment. We know these roads have a safety issue due to the number of crashes occurring. While upgrading the road with infrastructural change is the ideal solution to improve safety on roads, the costs associated with making these roads safe using an infrastructure solution is likely to be very high and take a significant amount of time to construct. These roads cannot stay as they currently are with this known crash risk. A speed limit change is a fast and practical change that can have an immediate benefit for the safety of these sections of road at a small cost.

¹ Palmerston North Summary Transport Asset Management Plan 2019, p.7. Accessed at <https://www.pncc.govt.nz/files/assets/public/documents/council/plans/asset-management-plans/transport-amp-summary-2020.pdf>

We have also identified two high risk intersections where installing an intersection speed zone (ISZ) is likely to create a substantially safer environment. An ISZ briefly lowers the speed limit on a main road when traffic on the side roads is approaching. This makes it easier and safer for people to enter the main traffic flow.

We also propose a reduction to the speed limit for the city centre roads within the inner ring road, and along Broadway Ave. The 30km/h speed limit proposal aligns the speed limit with the current average speeds², and also sets the limit at a speed which is known to be survivable in the event of a crash involving pedestrians. The slower speed limit also improves connectivity and accessibility across the city centre for all types of road users, especially vulnerable road users, and encourages more active modes of transport.

Our approach to speed management

We are taking a staged approach to reviewing speed limits. Earlier in 2023 we consulted on the interim Speed Management Plan where we proposed changes to speed limits on roads around schools. This full Speed Management Plan is the next stage in our review of speed limits, setting out what we will change between 2024 and 2027.

We will produce a new speed management plan every three years, which ensures that we maintain good momentum on reviewing our speed limits. It also allows us to adjust as our city grows and respond to new issues or opportunities as they arise.

Our guiding objectives and policies

We have developed a set of objectives that guide our approach to speed management. These objectives have been developed following consideration of the principles for speed management that Horizons Regional Council has developed for territorial authorities within the Manawātū/Whanganui region. Our objectives also take into account the priorities we have identified in our Transport Plan³. This ensures that we are aligned to the approach being taken regionally, but also ensures that we recognise the local needs of our own community.

Our objectives are:

1. Our road network is designed for all vehicles and uses, not just motor vehicles.

While motor vehicles are frequent users of our roading network, it is more than just the sealed roadway, and more than just motor vehicles which make use of our roading network. Our network also includes cycle lanes and the footpaths alongside roads. Therefore, the needs of pedestrians and users of active modes of transport (such as cyclists, scooters, and mobility scooters) must also be considered when design the roading network, so that it caters for all vehicles and uses.

When we design roads, including setting speed limits, we consider the various types of vehicles that will be using the road. We also consider the different types of use (and users) that need access to our roading network.

2. We encourage the right mode for the right road, to reduce the number of high severity crashes due to conflict between different modes of transport.

With so many different types of road users and modes of transport on our roads there is a greater risk of more serious and even fatal crashes when the modes of transport are vastly different, for example cyclists travelling alongside higher-speed heavy vehicles. Therefore it is important that the design of the road, including the speed limit, is correct for the mode of transport we want to prioritise and encourage on those roads. Where average speeds are already lower than the posted speed limit, a formal reduction in the speed limit can reinforce the type of roading environment and speeds suitable in that

² Within this document, "average speeds" refers to the statistical mean of all vehicle speeds in that area, divided by the number of vehicles travelling in that area.

³ Our Transport Plan was adopted in 2021 as part of the PNCC Innovative and Growing City Strategy

location. We can reinforce the behaviours that we seek from road users by setting a speed limit that is appropriate for the priority mode of transport.

The long-term goal of this “whole of network” approach is to create a consistent network that makes sense at a larger scale to all road users. We also aim to mitigate the risk of high severity crashes by aligning the correct modes to the correct roads.

3. We support and enhance liveable communities by aligning speed limits to land use.

Roads do not exist for their own benefit, but to support the movement of people and goods. It makes sense therefore that roads are designed to match the primary use of the neighbouring land. Where there is good alignment between the two, roads operate more safely and land use is more efficient and productive. The One Network Framework⁴ reflects this by identifying road types according to a matrix of movement and place.

When we align our speed limits to the land use, we help to build more liveable communities by making it easier for people to move around. In residential areas or commercial centres, slower speed limits may be more appropriate to encourage active transport and pedestrian activity. In rural or industrial areas, where the emphasis may be towards the production and movement of goods, higher speed limits may be more appropriate.

Policy statements

The following policy statements will guide how we set speed limits in the context of this speed management plan:

1. The speed limit in built-up urban areas with high volumes of pedestrian and non-motor vehicle users should be slower than 50km/h.

CBD/city centre areas are highly urbanized environments, and they are often the nexus for a lot of pedestrian activity based around business areas. In these high-pedestrian areas, the risk of death for a pedestrian involved in a collision with a vehicle travelling at 50km/h is 80%. This risk drops to 10% if the vehicle is travelling at 30km/h.

2. The speed limit should be set with regard to the average speeds of vehicles using the road.

We have average speed data for most roads, which indicates the approximate speed that most vehicles using the road are already travelling. We know that compliance with the speed limit indicated on the speed limit sign is more likely to be achieved when that speed limit is closer to the average speed. Where we must choose between two speed limit alternatives for a road, we will favour the speed limit which is closer to the existing operating speed.

3. The speed limit should be set with regard to the level of development within the area the road is located.

Where there is substantial development close to the road, we will consider slower speed limits. The type of development will typically include residential or commercial development, where there is an expectation that pedestrian activity will be associated with that development (for instance, footpaths). Where there is little to no development in the roading area (for instance, no footpaths, or primarily industrial activity), then the slower speed limit may not be suitable. Where there is a reasonable expectation of development occurring in the short to medium term, the slower speed limit may be more appropriate if the existing average operating speeds also align.

⁴ The One Network Framework is a tool used by Waka Kotahi to classify transport networks according to their purpose, to enable better design, planning and delivery of the transport system. It identifies different road types according to their score against both movement and place. Using the One Network Framework for classifying our roads means that we are adopting an approach consistent with the rest of the country. It means that our roads and speed limits will be familiar to people from anywhere in the country. For more information about the ONF visit <https://www.nzta.govt.nz/planning-and-investment/planning/one-network-framework/overview/>

4. The speed limit should be consistent within the local area, the broader road network, and as far as possible, within the wider region, and should be aligned with the One Network Framework.

When we set speed limits we should recognise that the road is part of a wider network, and inconsistent speed limits or limits that introduce a number of abrupt changes in a short distance are to be avoided wherever possible. Speed limits that are logical and expected by the driver are more likely to be complied with.

The One Network Framework recognizes that roads facilitate both movement and places. While some roads may be primarily focused on the movement of people and goods (such as transit corridors or rural or urban connectors), other roads have an emphasis on place and activity (such as civic spaces, local and activity streets, and main streets). Where a road has place and activity as its primary purpose a slower speed limit may be indicated; conversely, a higher speed limit may be more appropriate on a road which is primarily for movement.

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Our proposals

The following sections provide detail of the speed limit changes we are proposing for each area.

City Centre

Roads	Existing speed limit	Proposed speed limit	Implementation year
Andrew Young Street	All 50 km/h	All 30km/h	2024 - 2027
Ashley Street			
Berrymans East Street			
Berrymans Lane			
Broadway Ave (from The Square to to Ruahine Street)			
Campbell Street (from Cuba Street to Walding Street)			
Church Street (from Pitt Street to Princess Street)			
Coleman Place			
Cross Street			
Cuba Street (from Rangitikei Street to the intersection with Bourke and Pitt Streets)			
Donnington Street			
Fitzherbert Ave (from Church Street to Ferguson Street)			
George Street			
King Street			
Linton Street (from Church Street to Ferguson Street)			
Lombard Street (from Cuba Street to Walding Street)			
Main Street East (from The Square to Princess Street)			
Main Street West (from The Square to Pitt Street)			
Queen Street			
Rangitikei Street (from the intersection with Walding and Grey Streets to The Square)			

Jersey Lane			
Maple Lane			
The Square Inner			
The Square Outer			
Taonui Street (from Cuba Street to Walding Street)			



Figure 1 - Map showing proposed speed limit changes for the City Centre and Broadway Ave

Description of proposed changes

We are proposing to lower the permanent speed limit for roads within the inner ring road, making up what is generally understood as the city centre. This is Palmerston North's main shopping area, and with Te Marae o Hine The Square it represents a destination and centre of activity for a large number of people rather than serving as a way to get from one place to another.

The proposed area includes Broadway Ave as far as Ruahine Street, because this is effectively an extension of the city centre, with many retail businesses and services operating along its length. Carncot School is also accessed from Broadway Ave, so the slower speed limit also supports a safer environment for students and families accessing the school.

Average speeds for the roads within the city centre are already low, and the proposed speed limit of 30km/h is close to those operating speeds. This is due to existing features such as traffic signals, narrow roads, roundabouts, and raised pedestrian platforms. If this speed limit change is approved, we will monitor operating speeds and if there is non-compliance then we may consider installing speed management infrastructure (e.g. speed humps) to slow vehicle speeds to ensure greater compliance.

The Safe and Appropriate Speed for these roads as calculated by Waka Kotahi based on known data and technical guidance is 30km/h.

Safety infrastructure programme

As part of the first full speed management plan development, we also considered where infrastructure may be needed to reinforce the proposed speed limits. The current average speed data for Campbell Street, Lombard Street, Taonui Street and Linton Street is higher than in other parts of the city centre. Therefore, it may be appropriate to install speed management infrastructure (such as speed humps or raised platforms) to slow speeds on these roads.

If the speed limit changes proposed for the city centre go ahead, we will monitor speeds to check for compliance. If we find that compliance with the proposed new speed limits is low, then we may go ahead with speed management infrastructure (such as speed humps or raised platforms).

The funding for those infrastructural works is not yet confirmed and is subject to approval through the 2024-34 Long Term Plan and approval of funding by Waka Kotahi. This staged approach provides a way in which we can start the process of improving safety in the city centre now and invest in infrastructure where it is really needed.

Milson Line

Roads	Existing speed limit	Proposed speed limit	Implementation year
Milson Line from Flyers Line to a point approximately 200 metres northwest of its intersection with Richardsons Line.	80km/h	60km/h	2024/2025



Key	
	50 km/h permanent existing
	60 km/h permanent proposed
	80 km/h permanent existing
	100 km/h permanent existing
	State Highway

Figure 2 - map showing proposed speed limit changes for Milson Line

Description of proposed changes

This small section of Milson Line has had a disproportionately high number of crashes, primarily at the intersection with Richardson Line. In the past 10 years, there have been eight crashes, with seven of those occurring at the intersection with Richardsons Line, including one fatal crash. It is primarily a rural environment on the cusp of the suburban area around Milson, with no footpaths or kerb and channel along this section of road. The airport runway is adjacent on the east side of the road.

Milson Line is used as a route to and from Feilding; traffic heading south is approaching at speed, coming from a 100km/h speed limit by Kairanga-Bunnythorpe Road. The current 80km/h speed limit ends at the intersection with Flyers Line, where the speed limit drops to 50km/h in the residential area.

We propose to lower the speed limit for this short section of Milson Line from 80km/h to 60km/h. This will signal to drivers that a slower speed around the intersection with Richardsons Line is appropriate. The lower speed limit will also make it easier for drivers turning into or out of Richardson's Line to enter the main road.

Waka Kotahi's Safe and Appropriate Speed for this section of Milson Line is 40km/h. We do not believe that this is an appropriate speed limit because of the lack of roadside development. The average speed is 70km/h, which suggests that compliance with a 40km/h speed limit would be poor.

Alternatives considered

We considered a speed limit of 50km/h, effectively extending the current 50km/h limit from Flyers Line. This approach would minimise the number of speed limit changes over a short distance. However, this option was discounted because the average speeds were much higher than the proposed speed limit. Expected compliance would therefore be poor and likely require a change to the road design to achieve good compliance.

We considered changes to the intersection with Richardsons Line, such as making the exit of Richardsons Line a left-turn only, or by adding a right-hand turn bay on Milson Line for Richardsons Line. However, these options are likely to be more costly without necessarily improving the safety outcomes. Lowering the speed limit doesn't preclude making these changes at a later date.

Safety infrastructure programme

We don't propose any speed management infrastructure because this section of Milson Line is already operating at speeds sufficiently close to the proposed speed limit of 60km/h.

Summerhill Drive

Roads	Existing speed limit	Proposed speed limit	Implementation year
Summerhill Drive from the intersection with Aokautere Drive/SH57 to its transition to Tennent Drive	60km/h	50km/h	2024/2025
Tennent Drive from Fitzherbert Bridge to a point approximately 100 metres south of its intersection with the southbound offramp onto Summerhill Drive			
Tennent Off Lane West			
Tennent Off Lane East			
Tennent On Lane West			
Bypass Road			



Figure 3 - map showing proposed speed limit changes for Summerhill Drive

Description of proposed changes

We propose to lower the speed limit on Summerhill Drive from 60km/h to 50km/h. Summerhill Drive is a key north-south link from SH57 to Palmerston North. The average speeds range between 54km/h for the lower section of the road, and 62km/h for the upper section. Waka Kotahi has assessed the Safe and Appropriate Speed for this road as 40km/h. We think that 40km/h is too slow for the road environment but agree that a slower speed will make it safer for the range of road user for this part of the city. There are footpaths and cycle lanes on both sides of the roadway, as well as pedestrian refuges to encourage connection for residents on either side of the road. The Council is planning a separated cycleway along this road to encourage and promote more active transport, and to make it safer for pedestrians. This planned cycleway will have a calming effect on the average speeds, with the increased level of roadside activity signalling that slower speeds are expected.

For consistency, and to avoid a series of short-distance speed limit changes, we propose to extend the 50km/h speed limit from Summerhill Drive onto Tennent Drive and the Fitzherbert Bridge. The remainder of Tennent Drive would remain 60km/h.

Alternatives considered

We considered the 40km/h speed limit that Waka Kotahi assessed was the Safe and Appropriate Speed, however this is unlikely to achieve good compliance without further infrastructural changes beyond the separated cycleway already planned.

Safety infrastructure programme

We don't propose any speed management infrastructure for Summerhill Drive because the operating speeds for most of the road are close to the proposed speed limit. We expect that the proposed speed limit will lower the higher operating speeds on the upper section of Summerhill Drive. We will monitor compliance with the proposed 50km/h speed limit, but we expect that the separated cycleway planned for installation in 2023/24 will also support the lower speed limit. Additional infrastructure for Summerhill Drive is not recommended until the effect of the separated cycleway on operating speeds is evaluated.

Kahuterawa Road

Roads	Existing speed limit	Proposed speed limit	Implementation year
Kahuterawa Road (from the intersection with Old West Road (SH57) to a point approximately 2040 metres south of its intersection within Greens Road	80km/h	60km/h	2024/2025
Kahuterawa Road (from a point approximately 2040 metres south of its intersection with Greens road and heading in a southerly direction to the end of the road.	80km/h	30km/h	2024/2025
Birch Way	80km/h	60km/h	2024/2025
Lacebark Drive			
Greens Road			

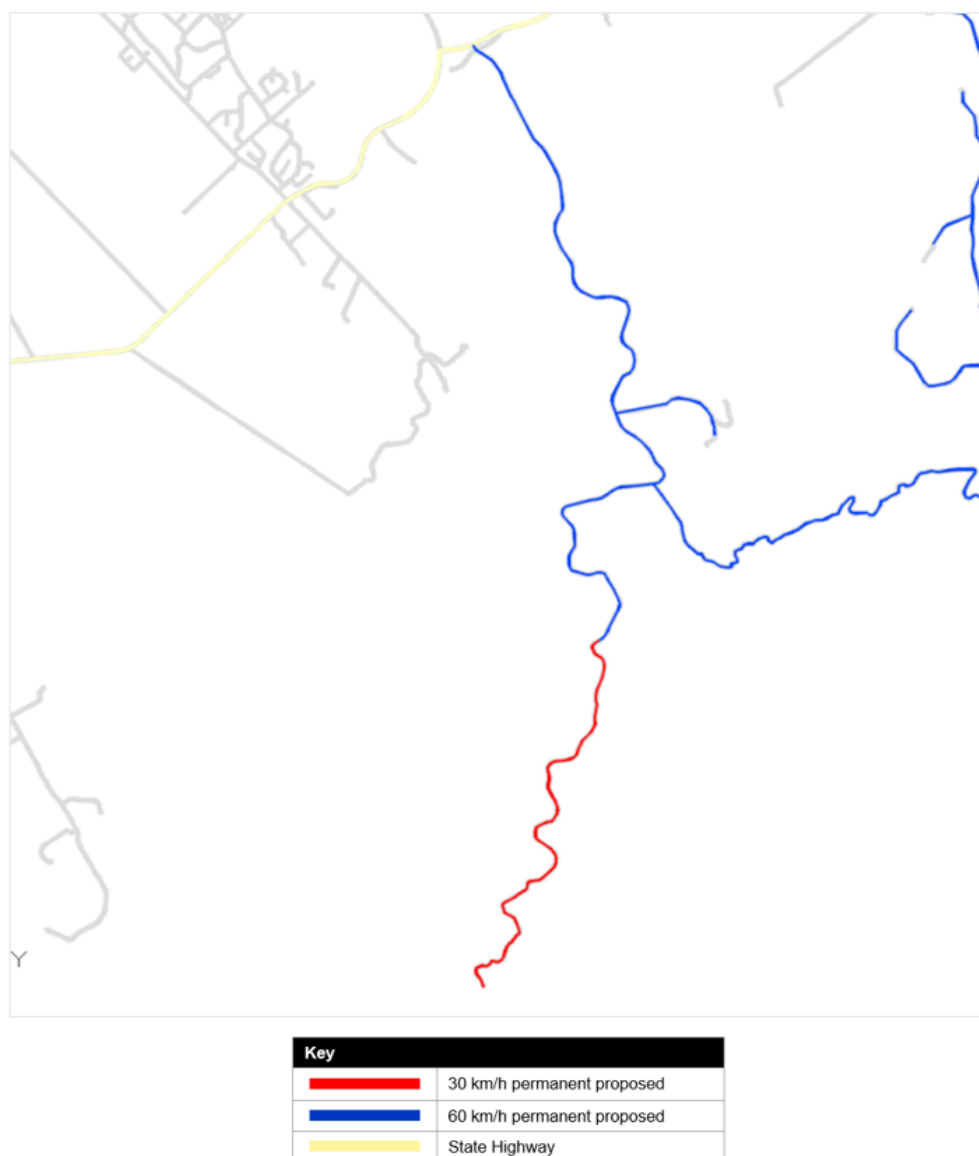


Figure 4 - map showing proposed speed limit changes for Kahuterawa Road

Description of proposed changes

We propose to lower the speed limit on Kahuterawa Road from 80km/h to 60km/h for the sealed section, and to 30km/h for the unsealed section. Three roads are accessed off Kahuterawa Road – Birch Way, Lacebark Drive and Greens Road. For consistency, we propose to lower these roads to 60km/h as well.

Kahuterawa Road is the main route from SH57/Old West Road to access Arapuke Forest Mountain Bike Park and walking trails. It also makes up part of the Te Araroa Trail, which is a popular tourist track. However, the road widths are narrow and there are few or no shoulders and clear zones.

There have been 18 crashes along Kahuterawa Road over the past 10 years; all of these crashes involved a loss of control, often caused by inappropriate speed for the environment. Most of the crash reports claim that the drivers were travelling at speeds that were too fast for the conditions of the road, though they were travelling below the speed limit. This suggests that the current speed limit is not safe and appropriate.

Waka Kotahi has assessed the Safe and Appropriate Speed for Kahuterawa Road as 60km/h. We think that this speed limit is still too high for the unsealed section, which narrows to 3.5 metres wide and leads to the bike park, where there are higher numbers of vulnerable road users.

The average speed for the sealed section of Kahuterawa Road is 62km/h, so we expect that there will be good compliance with the proposed speed limit of 60km/h. The average speed for the unsealed section is 39km/h. The proposed speed limit of 30km/h is therefore also likely to see good compliance from road users.

Alternatives considered

We considered upgrading the road however this is likely to be extremely costly and complex to manage within the existing roadway, especially given the function of the road as primarily an access route to a recreation reserve.

The upper part of Kahuterawa Road could be retained at 80km/h. This section of the road is wider and straighter, and is likely to be safe to travel at 80km/h. However for consistency, and to avoid a series of short-distance speed limit changes, we propose the single reduction for the sealed section of Kahuterawa Road.

Safety infrastructure programme

No speed management infrastructure is necessary to support the proposed speed limits for Kahuterawa Road, Birch Way, Lacebark Drive, and Greens Road. This is because the design and alignment of the road dictates the speed that is safe and appropriate already, which is also reflected in the average operating speeds being close to or below the proposed speed limits.

Turitea Road

Roads	Existing speed limit	Proposed speed limit	Implementation year
Turitea Road (from a point approximately 30 metres east of its intersection with Harts Road and heading in a southerly direction to the end of the road)	80km/h	60km/h	2024/2025
Guyland Drive			
Ngahere Park Road			
Pinelands Drive			
Oram Drive			
Kereru Drive			
Amuri Lane			
Water Works Road			
Chablis Court			

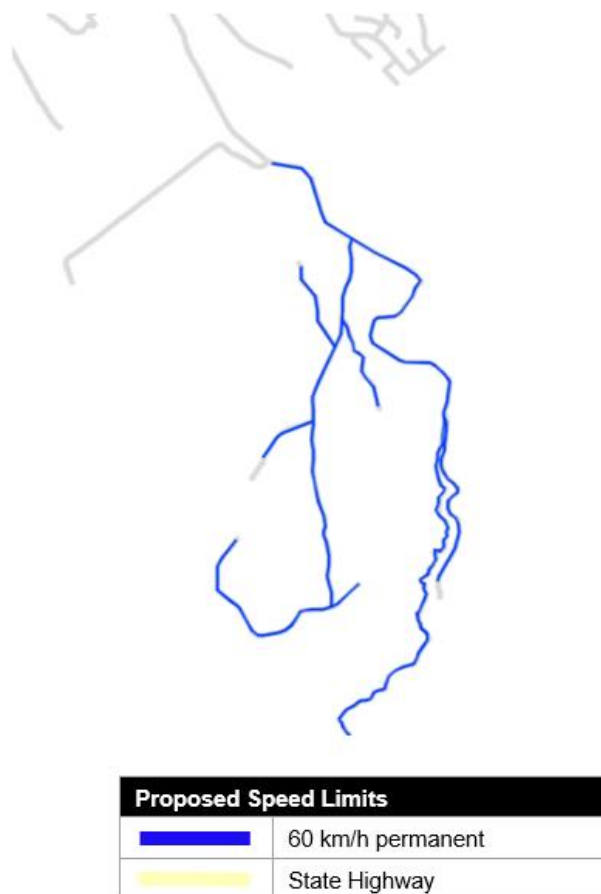


Figure 5 - map showing proposed speed limit changes for Turitea Road

Description of proposed changes

We propose to reduce the speed limit from 80km/h to 60km/h on the section of Turitea Road from the south side of the intersection with Harts Road. The proposed 60km/h limit would also apply to the roads coming off Turitea Road.

We do not propose changing the speed limit for the upper section of Turitea Road, from the intersection with SH57 to Harts Road. This section is wider and straighter than the rest of the road. There is also a separate proposal to install an intersection speed zone (ISZ) for the intersection of Turitea Road and Valley Views, which will improve the safety of that intersection.

The remainder of Turitea Road is narrow and winding with some challenging corners and narrow bridges that make the current 80km/h speed limit unsafe. Waka Kotahi assesses the Safe and Appropriate Speed as 60km/h. The average speed for Turitea Road is 62km/h, dropping to 50km/h in some places. These lower average speeds are likely due to the road design preventing drivers from consistently reaching the current speed limit.

In the past 10 years there have been 16 crashes on Turitea Road and its side roads, with eleven of those being loss-of-control crashes. They are often caused by inappropriate speeds for the road environment and could have been avoided if the drivers were travelling at lower speeds.

Alternatives considered

We considered upgrading the road, however this is likely to be extremely costly and complex to manage within the existing roadway. Some upgrades are planned for this road, such as widening narrow bridges. While those upgrades will make those bridges safer, they are unlikely to affect the overall safety profile for the road. Lowering the speed limit signals the safe and appropriate speed for the road to all users.

Safety infrastructure programmes

No speed management infrastructure has been identified as necessary to support the proposed speed limit on Turitea Road and the roads accessed off Turitea Road as the road is already operating at speeds sufficiently close to this.

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Intersection Speed Zone (ISZ) – No. 1 Line and Longburn-Rongotea Road

Roads	Existing speed limit	Proposed speed limit	Implementation year
Longburn Rongotea Road from 150 metres northeast of its intersection with No 1 Line to 150 metres southwest of that intersection	100km/h (Longburn-Rongotea Road)	70 km/h Intersection Speed Zone	2024/2025

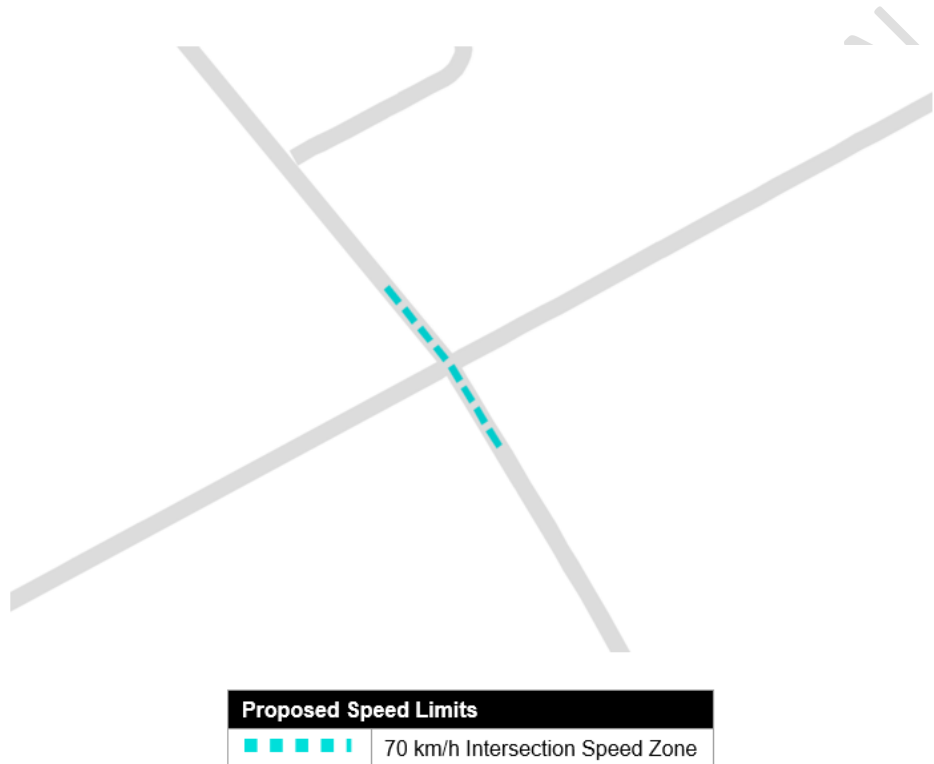


Figure 6 - map showing proposed intersection speed zone for No 1 Line and Longburn Rongotea Road

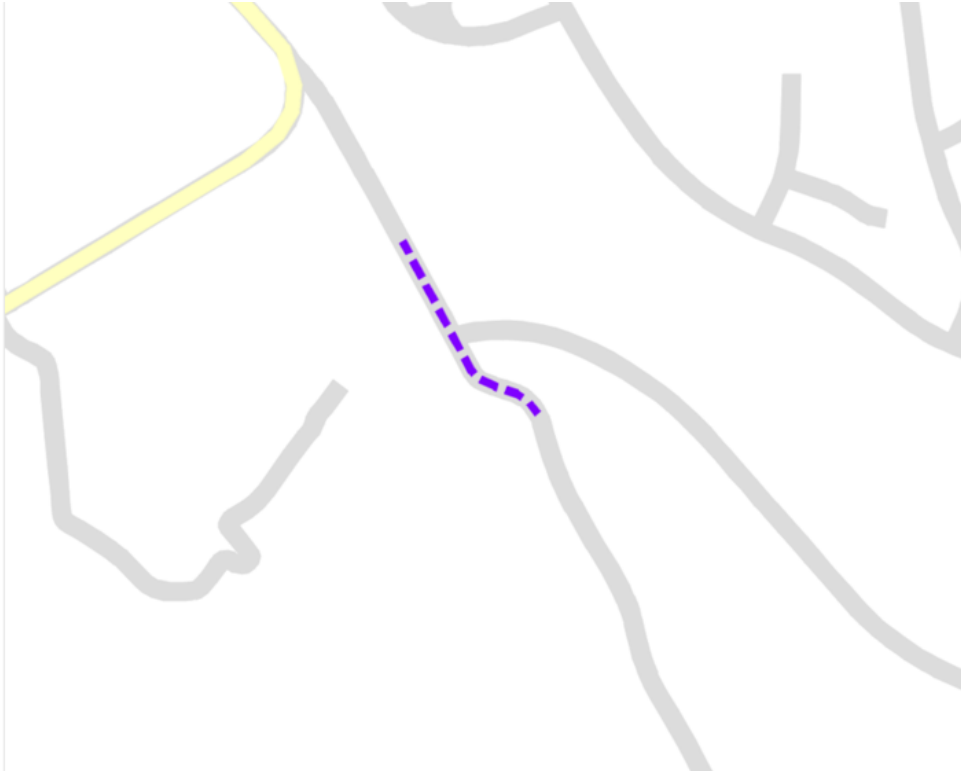
Description of proposed changes

We propose to create an Intersection Speed Zone (ISZ) for the intersection of No.1 Line and Longburn-Rongotea Road. An ISZ briefly reduces the speed limit on a main road when traffic is waiting to enter from a side road, or attempting to turn off the main road onto the side roads. ISZ's are primarily a safety intervention for predominantly rural roads, to allow the majority of traffic to travel at the ordinary speed limit for that road but also allow traffic from the side roads to move through the intersection safely.

The proposed ISZ would lower the speed limit on Longburn-Rongotea Road from 100km/h to 70km/h when traffic is waiting on No.1 Line. The speed limits for No.1 Line would be unchanged.

Intersection Speed Zone (ISZ) – Valley Views/Turitea Road

Roads	Existing speed limit	Proposed speed limit	Implementation year
Turitea Road from 150 metres northwest of its intersection with Valley Views to 150 metres southwest of that intersection	80km/h (Turitea Road)	60 km/h Intersection Speed Zone	2024/2025




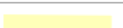
Proposed Speed Limits	
	60 km/h Intersection Speed Zone
	State Highway

Figure 7 - map showing proposed intersection speed zone for Turitea Road and Valley Views

Description of proposed changes

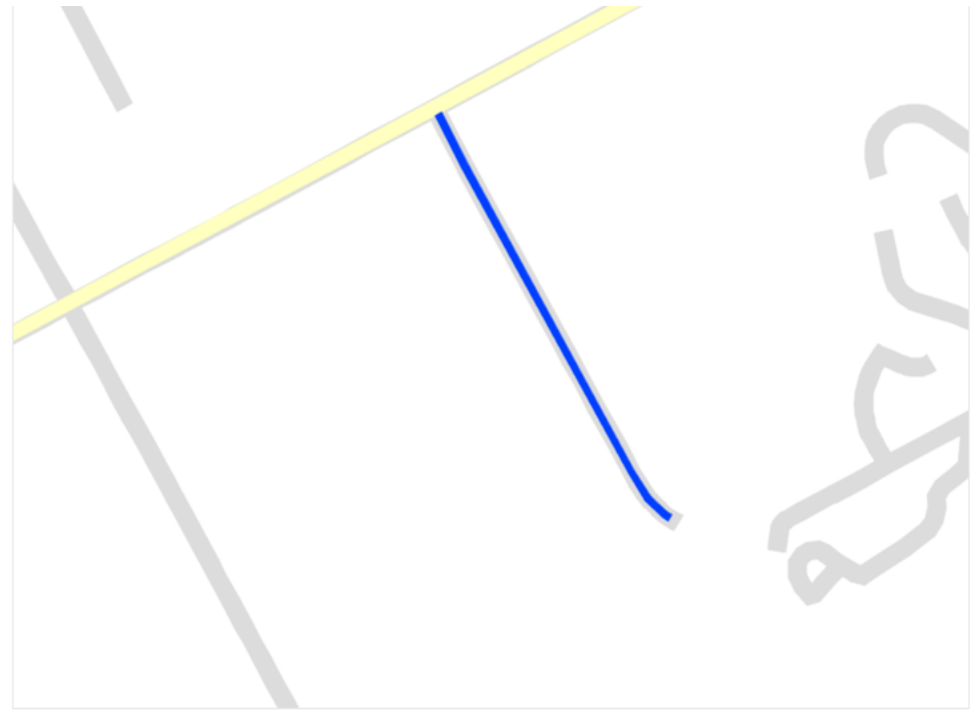
We propose to create an Intersection Speed Zone (ISZ) for the intersection of Turitea Road and Valley Views. An ISZ briefly reduces the speed limit on a main road when traffic is waiting to enter from a side road or attempting to turn off the main road onto the side roads.

An intersection upgrade for this intersection was a requirement of granting consent for the development of Valley Views as a rural-residential subdivision, to make it safer for traffic turning off Turitea Road into Valley Views.

The proposed ISZ would lower the speed limit on Turitea Road from 80km/h to 60km/h when traffic is waiting to turn into or leave Valley Views. The speed limit for Valley Views would be unchanged.

Te Wanaka Road

Roads	Existing speed limit	Proposed speed limit	Implementation year
Te Wanaka Road	70km/h	60 km/h	2024/2025




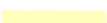
Proposed Speed Limits	
	60 km/h permanent
	State Highway

Figure 8 - map showing proposed speed limit change for Te Wanaka Road

Description of proposed changes

We propose to lower the speed limit on Te Wanaka Road from the current 70km/h speed limit to 60km/h. This reduction is in support of the Kiwkiwhenua residential development accessed from Te Wanaka Road, and the proposed intersection speed zone (ISZ) at the intersection with SH56/Pioneer Highway in partnership with Waka Kotahi. The Council has funding to install the ISZ, but as Waka Kotahi is the road controlling authority it is responsible for changing the speed limit on SH56. This proposal, therefore, is contingent on Waka Kotahi designating the intersection with Te Wanaka Road an intersection speed zone with a limit of 60km/h. Waka Kotahi has indicated that it will include the ISZ proposal in its draft State Highway Speed Management Plan 2024-2027.

Safety infrastructure programmes

No additional speed management infrastructure is necessary to support the proposed speed limit of 60km/h for Te Wanaka Road because the road is already operating at speeds sufficiently close to this. The proposed intersection speed zone at the intersection with SH56 will reinforce the need for care at this intersection to drivers.

Kelvin Grove Road

Roads	Existing speed limit	Proposed speed limit	Implementation year
Kelvin Grove Road (from the intersection with McLeavey Drive to a point 20 metres northwest of its intersection with James Line)	70km/h	60km/h	2024/2025



Figure 9 - map showing the proposed speed limit change for Kelvin Grove Road

Description of proposed changes

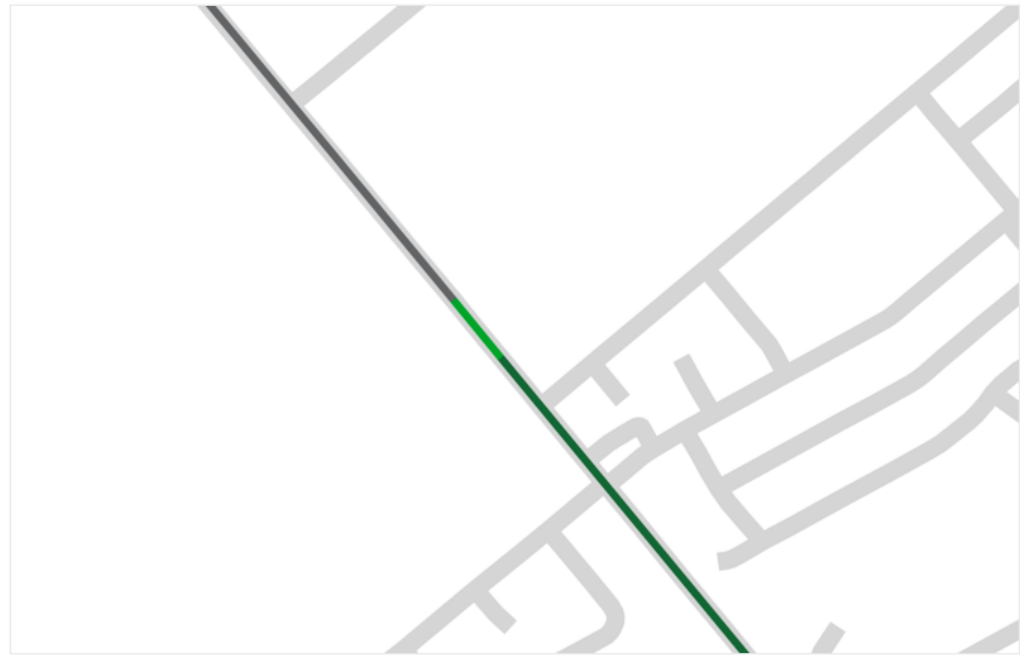
We propose to reduce the speed limit for this section of Kelvin Grove Road from 70km/h to 60km/h. The Safe and Appropriate Speed for this section of Kelvin Grove Road as assessed by Waka Kotahi is 40km/h. However the presence of development on only one side of the road, coupled with the existing 60km/h speed limit on Roberts Line, suggests that 60km/h is a more suitable speed limit. This is likely to see good compliance without the need for infrastructural intervention to lower operating speeds.

Safety infrastructure programmes

No speed management infrastructure is necessary to support the proposed speed limit of 60km/h for Kelvin Grove Road. This is because the average operating speeds along this section are close to or sometimes lower than the proposed speed limit. The level of roadside development also provides an additional visual cue to road users that a slower speed is appropriate.

Gillespies Line

Roads	Existing speed limit	Proposed speed limit	Implementation year
Gillespies Line from 100 metres northwest of its intersection with Benmore Avenue and heading in a north-westerly direction for 100 metres	70km/h	50km/h	2024/2025






Proposed Speed Limits	
	50 km/h permanent proposed
	50 km/h permanent existing
	100km/h permanent existing

Figure 10 - map showing the proposed technical correction to the speed limit for Gillespies Line.

Description of proposed changes

We propose to make a technical correction to the speed limit for Gillespies Line. The posted speed limit for this section of road has been posted at 50km/h, yet the official speed limit record shows this to be 70km/h. Therefore, we propose to correct the speed limit record by lowering it to 50km/h so that it is aligned to the current posted speed limit. To do this, we are required to consult on this administrative amendment. The speed limit sign on the road will remain as it is currently shown.

Changes not proposed

Waka Kotahi requires us to identify any roads where the current speed limit is 70km/h and either propose a different speed limit or provide an explanation why the current 70km/h speed limit should be retained. The following table identifies all the remaining roads with 70km/h speed limits and provides an explanation for retaining that speed limit.

Roads	Existing speed limit	Reason for retaining existing speed limit
No 1 Line Anders Road Westberg Road White Horse Drive Cloverlea Road	70km/h	Waka Kotahi requires that any road which has a speed limit of 70km/h be either replaced with a different speed limit, or an explanation provided for the retention of the 70km/h speed limit. All of these roads relate to the proposed Intersection Speed Zone (ISZ) at the intersection of No 1 Line/Longburn-Rongotea Road. The proposed ISZ will lower the speed limit to 70km/h. To be consistent with the proposed ISZ, therefore, we propose to retain these roads at the current 70km/h speed limit.
Stoney Creek Road (from Clevely Line to the intersection with Ashhurst Road)	70km/h	The Safe and Appropriate Speed for this section of Stoney Creek Road is rated as 30km/h. However, the level of roadside development does not support a speed limit this low without significant infrastructural intervention to reduce operating speeds. We considered a speed limit of 60km/h for the section between Ashhurst Road and Nathan Place, however this is much shorter than the recommended minimum 600m length of road for a 60km/h limit. More roadside development is expected to occur in the coming years, which may justify a reduction to a lower speed limit at that time.

How to make a submission

Anyone can make a submission about the draft Speed Management Plan 2024-2027. We encourage anyone with an interest in the issues raised in this proposal to make a submission.

You can find this consultation document and the submission form at:

- Palmerston North City Council website www.pncc.govt.nz/
- Customer Service Centre, Palmerston North City Council, The Square, Palmerston North
- City Library, The Square, Palmerston North, and the libraries at Ashhurst, Awapuni, Roslyn, Linton and Te Pātikitiki/Highbury

You are also entitled to appear before the Council and speak to your submission. Please indicate on your submission form whether you wish to do this. The Council intends to hear submissions on this proposal in December 2023. Details of the hearings will be confirmed in the email or letter acknowledging your submission and will also be advertised in the Guardian newspaper.

To get your submission to us, either:

- Mail to: Draft Speed Management Plan 2024-2027 Submissions, Democracy and Governance Team, Palmerston North City Council, Private Bag 11034, Palmerston North 4442
- Deliver to: Palmerston North City Council Customer Service Centre, 32 The Square, Palmerston North
- Email to: submission@pncc.govt.nz (write Draft Speed Management Plan 2024-2027 Submissions in the subject)
- Phone: 06 356 8199
- Fax: 06 355 4115

The submission period runs from 30 September until 4pm on Tuesday 31 October 2023.

Please note that all written submissions, including your name, will be made available to the public and media and on the Council's website. Contact details will be withheld.

For further information on this consultation please phone the Council on 06 356 8199 or email us at info@pncc.govt.nz.

Draft Speed Management 2024-2027

Summary of initial stakeholder engagement June/July 2023

We contacted 21 stakeholder groups to give them an opportunity to provide early feedback during the development of proposals for the draft full Speed Management Plan. We met or spoke with 12 groups, and provided information to three others. The draft proposals were outlined, possible solutions were explained, and an opportunity was given for the stakeholders to give their input. In general terms, there was support for the ideas that the Council was considering. No significant alternatives were put forward by stakeholders during this process.

The following is a brief summary of the informal views expressed by the groups during our discussions.

Automobile Association (Central)

We met with AA at their monthly meeting, and outlined the scope of the areas we were investigating. They indicated that they had no particular concerns with slower speed limits in the city centre, but expressed concern about infrastructural treatments that could reduce on-street parking. They indicated that slower speed limits on some key logistics routes (such as Milson Line) could slow down heavy vehicles and add to their travel times. They were unsure about the concept of slow speed zones in neighbourhoods, but reserved comments until specific proposals could be investigated.

Chamber of Commerce/Palmy BID

We met with Amanda Linsley and Matthew Jeanes. They were generally supportive of a slower speed limit in the city centre, but were also concerned with the impacts for businesses of any reduction in on-street parking. They expressed no particular concerns with a change to the speed limit for Milson Line, Summerhill Drive, Kahuterawa Road, or Turitea Road. They were generally supportive of the proposed intersection speed zones. They were unsure about the rationale for neighbourhood slow speed zones, but had no specific comments to make.

Horizons Regional Council

We met with Alastair Mayston, Isaac Mills and Matthew Bray. They indicated that Horizons would be supportive of all the slower speed limits we are considering, and that there would be no significant impact on public transport programmes from slower speed limits in the city centre. Busses do not generally operate on the other routes where speed limit changes are being considered.

Living Streets Aotearoa

We met with Chris Teo-Sherrell from Living Streets Aotearoa. Chris was generally supportive of slower speed limits, to promote safer road use and encourage more active transport options. Chris was very supportive of a slower speed limit in the city centre including Broadway Ave. Chris also supported the proposals to lower speed limits on the identified high-risk road areas. He acknowledged that the speed limit for Milson Line could be lowered to either 50 or 60km/h, as both options had merit. Chris supported lowering the speed limit on Summerhill Drive, but suggested that it could also be lowered on Ruapehu Drive as well. He supported the lower speed limits on Kahuterawa Road, but favoured a lower speed limit on the sealed section, possibly 50km/h. For Turitea Road, Chris supported the lower speed limit we were suggesting, but noted that it could be

even lower (potentially 30km/h) on some side roads where there was more development. Chris supported the proposals for intersection speed zones.

Chris supported the trialling of multiple neighbourhood slow speed zones. He felt it would be appropriate to test the concept in different areas, including some challenging locations so as to ascertain whether the approach would be effective in a range of locations.

Transporting NZ

We had a video call with Billy Clemens, representing Transporting NZ. His organisation represents a large number of heavy vehicle operators within Palmerston North.

Transporting NZ provided a summary of views collated from their members on the different areas of the proposals, as outlined below:

City centre – while Transporting NZ has previously supported 30 km/h zones in targeted, highly pedestrianised areas including the Christchurch CBD, this was due to high rates of serious crashes. They would need to see evidence before they would support the slower speed limit in the city centre, and would need to exclude the light industrial areas of the city centre that play an important role in freight and commercial vehicle movement. They favour a targeted rather than a blanket approach.

Milson Line – they oppose the reduction of the speed limit on Milson Line as a key freight route. Bridge weight restrictions on alternate routes limit freight operators' options.

Intersection speed zones (ISZs) – they are generally supportive of ISZs rather than broader speed reductions.

Waka Kotahi

We met with Dan Tate and Glenn Connolly from Waka Kotahi. They expressed strong support for the slower speed limit in the city centre and the concept of trialling neighbourhood slow speed zones. They were supportive of the proposals around high-risk road areas, but acknowledged the challenging issue of setting an appropriate speed limit for Milson Line. There is a possibility that in the future that Waka Kotahi may set a lower speed limit, or create an ISZ, along their section of the road. This may support a case for lowering the speed limit to 60km/h along the section of Milson Line from Flyers Line to Richardsons Line, rather than 50km/h, so that there is greater consistency along the entire route. However, they also acknowledged that 50km/h remains a viable option for this section of road.

They expressed support for the slower speed limit along Summerhill Drive, and noted that the speed limit should include the interchange (on/off ramps along Tennent Drive) so as to minimise confusion for drivers. They also indicated that Waka Kotahi may be supportive of lowering the speed limit along SH57 from the intersection with Old West Road, to align with the slower speed limit on Summerhill Drive.

Greasy Chain Bike Trust

We met with Bob Selden and James Irwin from the Greasy Chain Bike Trust. They were very supportive of a slower speed limit in the city centre, but noted that speed limits were only part of the solution to encourage and support cycling. Additional measures and facilities to support both cycling and pedestrians were needed.

They both supported the idea of slower speed limits in each of the high-risk road areas. However, they acknowledged the difficulty of setting an appropriate speed limit along Milson Line, recognising

the benefits and disadvantages of each option. Ultimately, they favoured the 50km/h limit as more favourable to cyclists along this route, particularly as a way to indicate support for a joined-up cycling route from Feilding to Ashhurst.

They also supported the suggestion of slower speed limits on Turitea Road, but noted that it could be a popular cycling route if the speed limit were even lower. However, this noted this would be an unreasonable imposition on other road users, so ultimately favoured the 60km/h limit we are considering.

[NZ Defence Force](#)

Mike Marvin emailed on behalf of NZ Army to indicate that the lower speed restrictions would not have any significant impact on their day to day operations, and in some cases may assist their heavy fleet to move into traffic flow more easily.

[Massey University](#)

We spoke with Richard Lloyd and David Thompson from Massey University. They expressed general support for the proposals. They noted the connection many staff and students have with the Aokautere area, and the potential for improved safety outcomes on Summerhill Drive. They had no specific concerns about any of the proposals as presented.

[Ora Kōnnect](#)

A meeting was held with some members of Ora Kōnnect, including Stacey Rennie from Te Tihi and Dana from Niuvaka Trust. They were generally supportive of the slower speed limits being considered for the city centre, and were particularly interested in the potential trial of slow speed neighbourhood zones. They encouraged the Council to engage more broadly and widely on the idea and explore the potential of the idea with people in the candidate neighbourhoods, to help develop the concept further.

[Rangitāne \(via Te Whiri Kōkō\)](#)

An outline of the proposals was presented to Rangitāne at the Te Whiri Kōkō hui in July, and an opportunity was given for officers to meet with Rangitāne and discuss the proposals in more detail. Rangitāne expressed no specific views about any of the proposals, and simply asked to be kept informed about the project.

REPORT

TO: Strategy & Finance Committee

MEETING DATE: 20 September 2023

TITLE: Ashhurst and Te Apiti Campervan Dump Station Budget

PRESENTED BY: Kathy Dever-Tod, Group Manager - Parks and Logistics

APPROVED BY: Chris Dyhrberg, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council approve an increase to the budget for Programme 1535 – City-wide: Campervan Dump Stations from \$113,595 to \$213,595.
2. That Council note that revenue will be increased by \$100,000 of secured external funding, subject to consultation on the proposed dump station, for Programme 1535 – City-wide: Campervan Dump Stations, which means there will be no rates impact from increasing the budget.
3. That Council note that, as per the condition of the Ministry of Business, Innovation and Employment funding, consultation on the proposed new campervan dump station will be carried out. The consultation results and any subsequent recommendations will be reported back to Council.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	<p>Programme 1535 City-wide: Campervan Dump Stations has a budget of \$113,595 for a new campervan dump station, including an assumption any balance of the project cost would be met through external fundraising.</p> <p>The total cost is estimated at \$213,595.</p> <p>An application to the Ministry of Business, Innovation and Employment (MBIE) Tourism Infrastructure Fund for \$100,000 has been successful to meet the balance of the cost.</p> <p>This report seeks Council approval to increase the budget for 2023/24 to \$213,595 so that Council Officers can proceed to consultation on the proposal.</p>
Community Views	<ul style="list-style-type: none"> • Programme 1535 for the campervan dump stations was consulted on through the 10 Year Plan. No submissions were received in relation to this programme as part of the LTP process. • Community consultation on this campervan dump station specifically will be undertaken providing the increase in budget is approved.
OPTION 1:	Council increases the budget for Programme 1535 (City-wide: Campervan Dump Stations) from \$113,595 to \$213,595
Benefits	<ul style="list-style-type: none"> • The project will provide a more convenient and accessible campervan dump station that meets NZ Motor Caravan Association standards. • Proceeding with this project will allow for the removal of the existing campervan dump station in the Ashhurst Domain, which is substandard, poorly located, and has regular maintenance issues. • The project supports, and contributes towards, the development of tourism infrastructure in Te Apiti.
Risks	<ul style="list-style-type: none"> • That community consultation on the campervan dump station results in significant scope change or abandonment of the project, requiring the external funding to be returned.
Financial	<ul style="list-style-type: none"> • Now that \$100,000 of external funding has been approved, the programme budget in Programme 1535 needs to be increased to \$213,595 to enable the project to proceed and the funding to be utilised. • Operational costs will likely be the same as the existing dump station, as the existing substandard station will be

	decommissioned, however, it is anticipated that there will be a slightly higher annual renewal cost due to the new facility being a larger, higher quality, facility.
OPTION 2:	Council declines the increase in budget and withdraws its funding application
Benefits	<ul style="list-style-type: none"> The budget within Programme 1535 can be considered a saving, although as this is a planned project, this is considered a minor benefit.
Risks	<ul style="list-style-type: none"> Not proceeding may have a negative impact on the relationship with NZ Motor Caravan Association as they are anticipating the new station. Council would likely need to establish a new campervan dump station within Ashhurst Domain in the future anyway as the current facility is substandard and has multiple constraints.
Financial	<ul style="list-style-type: none"> Ongoing higher maintenance costs in the existing facility within Ashhurst Domain to try keep it operational.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 Palmerston North City Council, along with the New Zealand Motor Caravan Association (NZMCA), has been working to make Palmerston North a Motorhome Friendly City. A Motorhome Friendly City has several features that it must meet; and a 24/7 dump station on public land is one of them.
- 1.2 A dump station in Ashhurst was prioritised due to the number of related highway and tourism projects in the area and the poor performance and substandard condition of the existing facility within Ashhurst Domain.
- 1.3 The new dump station project will be delivered through Programme 1535 (City-wide: Campervan Dump Stations) which has a current budget of \$113,595.
- 1.4 As the project has a total project cost of \$213,595, external funding was applied for to enable the project to proceed. Council was successful in securing \$100,000 from the MBIE Tourism Infrastructure Fund, which means the project can now proceed. The MBIE funding is conditional on Council completing consultation on the proposed project.
- 1.5 This report seeks Council approval to increase the budget for 2023/24 to \$213,595 so that Council Officers can proceed with the project, starting with public consultation on the proposal.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 To achieve Motorhome Friendly status, Council installed its first NZMCA Standard dump station at the end of Totara Road in 2021/2022. This station serves the motorhome traffic entering/ exiting the City from Pioneer Highway.
- 2.2 Programme 1535 (City-wide: Campervan Dump Stations) was included in the 2021-31 LTP to facilitate a further dump station that could serve the motorhome traffic coming into the City, then considered for Rangitikei Line.
- 2.3 After considering the level of developments and projects planned for the Ashhurst area such as the Te Ahu a Turanga highway development and the Te Apiti Masterplan, it was decided that a dump station in Ashhurst was a more appropriate location.
- 2.4 Options for a site were assessed and a preliminary site was chosen at the entrance to the sports field section of the Ashhurst Domain as shown in Figure 1. This site is favoured for several reasons:
 - This site serves motorhome traffic entering and exiting Te Ahu a Turanga, Te Apiti planned developments, the Ashhurst Campground and the Pohangina area.
 - The site has adequate waste piping to manage the waste effectively.
 - The site is far enough away from residential properties so as not to cause any noise issues, but in a visible location safe for users.
 - The Ashhurst Domain sports field carpark allows for overflow campervan traffic to wait without causing issues for any other traffic or the roading network.
 - The site also serves the existing Manawatu Canine Centre in Ashhurst Domain, which has high volumes of motorhomes visiting for events.

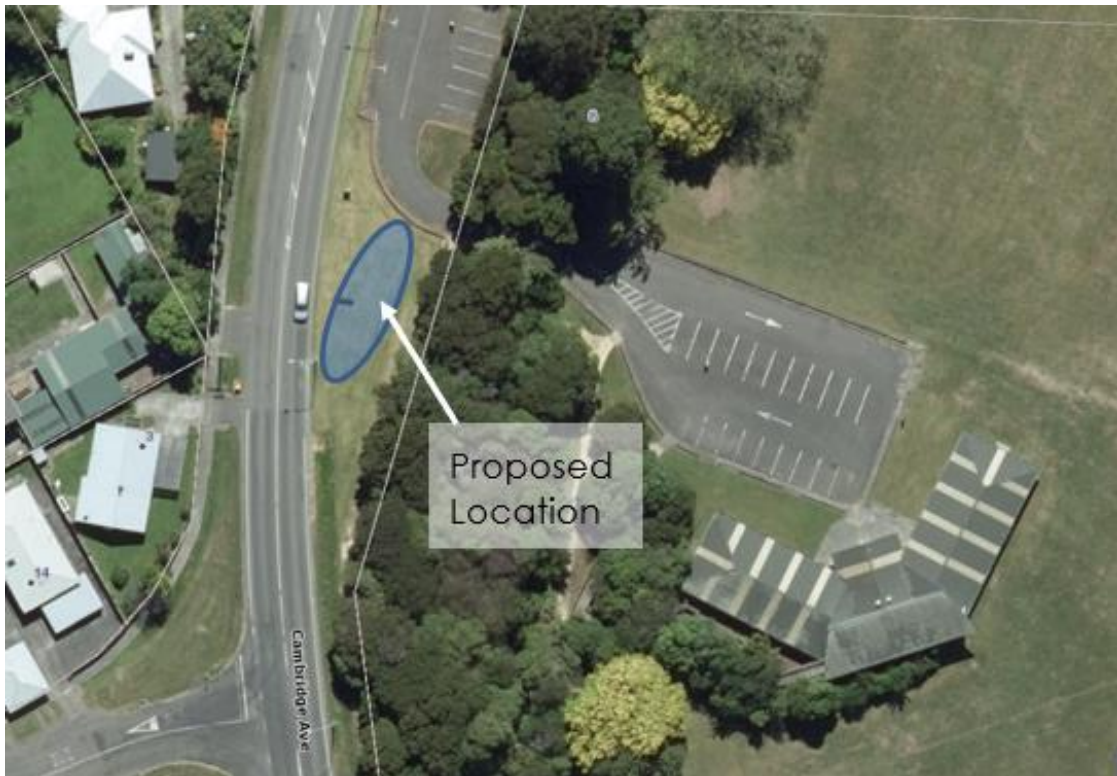


Figure 1: Proposed dump station location

- 2.5 Council Officers originally planned to consult on the proposed location for the dump station at Ashhurst Domain Sports Field Carpark as part of consulting on the Ashhurst Domain Reserve Development and Management Plan. However, the timing of that work and the current funding available from MBIE Funding require this project to progress more quickly and be consulted on independently.

3. DESCRIPTION AND ANALYSIS OF OPTIONS

Option 1: Council increases Programme 1535 (City-wide: Campervan Dump Stations) from \$113,595 to \$213,595

- 3.1 This option advances projects seen as important to the Te Apiti Masterplan and supports the development of recreational facilities and amenities in Ashhurst.
- 3.2 This option has no additional cost for Council over and above that already budgeted; it increases the budgets to match the additional external funding secured.

Option 2: Council declines the increase in budget and withdraws its funding application

- 3.3 Option 2 sets aside the dump station.

- 3.4 If the dump station project did not proceed an alternative capital programme for the replacement and relocation of the current Ashhurst Domain Dump Station may be required.

4. CONCLUSION

- 4.1 Council has been successful in securing significant external funds to projects associated with the Te Apiti Masterplan and Ashhurst Domain.
- 4.2 Progressing to the consultation stage presents low risk with strong potential benefits.
- 4.3 It is recommended Council approve the budget increases and require reporting back on progress following consultation on the dump station and investigation into the feasibility of the rail overbridge, reinstatement of the pony trail ramp and options for the Saddle Road Bridge.

5. NEXT ACTIONS

- 5.1 Consult the Ashhurst community and report back to Council.

6. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 6.1 A community consultation plan will include consultation with Rangitāne o Manawatū, neighbours, sports field user groups, the Manawatu Canine Centre, as well as Ashhurst residents.
- 6.2 The New Zealand Motor Caravan Association has already been engaged and support the proposal.

COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
Are the decisions significant?	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 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Active Communities	
The actions are: Improve walkways and shared paths to support the City's most popular activity and Te Apiti Masterplan.	
Contribution to	Supports the recreational and tourism development plans

strategic direction and to social, economic, environmental, and cultural well-being	encapsulated in the Te Apiti Masterplan.
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ATTACHMENTS

Nil

REPORT

TO: Strategy & Finance Committee

MEETING DATE: 20 September 2023

TITLE: Ashhurst Te Apiti Three Bridges Loop Track Investigations Budget & Waka Kotahi Fund Update

PRESENTED BY: Kathy Dever-Tod, Group Manager - Parks and Logistics

APPROVED BY: Chris Dyhrberg, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council adds a new operating programme titled 'Ashhurst Te Apiti Three Bridges Loop Track Investigations'.
2. That Council approves an increase in operating revenue and expenditure budget of \$156,875 for the investigations and design phase of the Te Apiti Three Bridges Loop Track programme, this budget to be 100% funded by Waka Kotahi subsidies.
3. That Council instruct the Chief Executive to report back at the conclusion of the Te Apiti Three Bridges Loop Track investigations and design work with a view to applying to Tu Ahu a Turanga Recreation Fund for implementation works.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	<p>The Finance & Audit Committee adopted a recommendation to apply to the Waka Kotahi Te Ahu a Turanga Recreational Paths Fund for \$551,000 towards the investigation and development of the Te Apiti Masterplan Three Bridges Loop Track.</p> <p>Waka Kotahi requested that the programme of work be split into three separate interlinking projects to reflect the three phases of work:</p> <ul style="list-style-type: none"> • Phase 1: Investigations and Options Analysis for three projects. • Phase 2: Reinstating the Pony Trail Escarpment Ramp construction; and • Phase 3: Path Improvement Works along the terrace. <p>Waka Kotahi have now approved \$156,875 for the Phase 1 project, and this report seeks approval to use these funds to undertake the investigations and design.</p>
Community Views	The Te Apiti Masterplan was developed as a collaboration across a variety of iwi, stakeholders, and community groups.
OPTION 1:	Approve a budget of \$156,875 for the Three Bridges Loop Track investigations and design
Benefits	Clear understanding of the feasibility of several Three Bridges Loop Track projects. The potential to apply for further funding towards implementation of the track.
Risks	That the investigation works cannot be completed within the external funding envelope, requiring either rescoping or additional Council funds.
Financial	\$156,875 in external funding to complete investigation works.
OPTION 2:	Council declines the new budget and advises Waka Kotahi the application is withdrawn
Benefits	A smaller workload for staff.
Risks	<p>Damage to relationship with the groups and stakeholders in the Te Apiti Masterplan.</p> <p>Less certainty about the viability of the proposed works should they be considered again in the future.</p>
Financial	No financial implications.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 Council Officers applied to the Waka Kotahi Te Ahu a Turanga Recreational Paths Fund for \$551,000 towards the investigation and development of the Te Apiti Masterplan Three Bridges Loop Track.
- 1.2 Waka Kotahi requested that the programme of work be split into three separate interlinking projects to reflect the three phases of work:
 - Phase 1: Investigations and Options Analysis for three projects.
 - Phase 2: Reinstating the Pony Trail Escarpment Ramp construction; and
 - Phase 3: Path Improvement Works along the terrace.
- 1.3 Waka Kotahi have now approved \$156,875 for the Phase 1 project, and this report seeks approval to use these funds to undertake the investigations and design.
- 1.4 Waka Kotahi will consider separate funding applications for the Phase 2 and Phase 3 projects once the Phase 1 project is complete.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 On 27 April 2022, the Finance & Audit Committee adopted the following recommendations:
 1. *That the Chief Executive is authorised to prepare a bid to the Waka Kotahi Te Ahu a Turanga Recreational Paths Fund on behalf of the Council.*
 2. *That the amount of the Council bid to the Waka Kotahi Te Ahu a Turanga Recreational Paths Fund is \$551,000, as described in Option 2 of this report and comprised of:*
 - *\$491,000 to enhance the existing pathways on the Ashhurst side of the river; and*
 - *\$60,000 to investigate the options and costs of addressing pedestrian, cycling and equestrian safety on the Saddle Road Bridge and equestrian facilities on the Pembroke Street rail overbridge.*
 3. *That the Council note the funding application reflects the initial estimate of the cost to construct the chosen option, and further investigation is required before an engineer's estimate can be prepared.*
 4. *That the Chief Executive report back to the Finance & Audit Committee on the outcome of the funding application, including any financial implications for consideration as part of the draft 2023/24 Annual Budget process.*

2.2 Upon discussing the application with Waka Kotahi, they requested the funding application be split into three phases, to meet their requirement that no phased amount exceed \$250,000. As such, the programme of work was split into three separate interlinking projects to reflect the three phases of work to be completed.

2.3 The estimated budget split for the three phases is as follows:

Phase	Estimated Budget Split
1: Investigations and options analysis for three projects	\$156,875
2: Reinstating the Pony Trail Escarpment Ramp construction	\$245,475
3: Path Improvement Works along the terrace	\$148,650
Total	\$551,000

2.4 Phase 1 will investigate options to overcome the three main 'choke points' in the proposed Three Bridges Loop Track. These are considered choke points because if any one of these cannot be solved, then the Loop Track may need to be re-examined in terms of route. They are:

- Pembroke Street Rail Overbridge;
- McRaes Bush Escarpment Ramp; and
- Saddle Road Bridge Crossing.

3. DESCRIPTION AND ANALYSIS OF OPTIONS

Option 1: Approve a budget of \$156,875 for the Three Bridges Loop Track investigations and design work

3.1 This option advances projects seen as important to the Te Apiti Masterplan and supports the development of recreational facilities and amenities in Ashhurst.

3.2 This option is fully funded by Waka Kotahi so has no financial impact on ratepayers.

Option 2: Council declines the increase in budget and withdraws its funding application

3.3 Option 2 sets aside the current direction to support the Te Apiti Masterplan.

3.4 It would reduce the long-term maintenance and renewal costs if the Three Bridges Loop Track does not proceed.

4. CONCLUSION

- 4.1 Council has been successful in securing significant external funds for projects associated with the Te Apiti Masterplan and Ashhurst recreation opportunities.
- 4.2 Given this, it is recommended Council approve the budget and progress the investigation phase of the project.

5. NEXT ACTIONS

- 5.1 Officers will report back at the conclusion of the investigative phase to provide an update and recommendations on next steps, including whether to apply for further funding.

6. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 6.1 Engagement, as part of the feasibility investigations, will be undertaken with Rangitāne o Manawatū, Kiwirail, neighbours to the specific projects, Manawatu Canine Centre (as a leaseholder close to the proposed rail overbridge), RECAP (community orchard close to proposed reinstated pony trail ramp), and Ashhurst equestrian representatives, Council transport engineers (Saddle Road Bridge will revert to local road).

7. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
Are the decisions significant?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	Yes
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Active Communities	
The action is: Improve walkways and shared paths to support the City's most popular activity and Te Apiti Masterplan.	
Contribution to strategic direction and to social, economic, environmental, and cultural well-being	Supports the recreational and tourism development plans encapsulated in the Te Apiti Masterplan.

ATTACHMENTS

Nil

MEMORANDUM

TO: Strategy & Finance Committee

MEETING DATE: 20 September 2023

TITLE: Aokautere Urban Growth Area - Information relating to the description, timing and quantum of the development of infrastructure work programmes to enable growth in Aokautere

PRESENTED BY: Sam Dowse, Senior Planner and David Murphy, Chief Planning Officer

APPROVED BY: David Murphy, Chief Planning Officer

RECOMMENDATION(S) TO STRATEGY & FINANCE COMMITTEE

1. That the Committee note the infrastructure programmes identified in Attachment 1 of the Aokautere Urban Growth Area memorandum to support Proposed District Plan Change G, for prioritisation as part of the 2024 Long Term Plan process.
-

1. ISSUE

Proposed Plan Change G: Aokautere Growth (Plan Change G) has been publicly notified and has been given immediate legal effect by the Environment Court. A hearing is scheduled for December 2023.

If Plan Change G is approved, transport network infrastructure issues identified on Summerhill Drive and State Highway 57 Aokautere Drive will need to be addressed in advance of any development in the area. In addition, stormwater management controls are required as part of enabling development to manage the effects of stormwater on the receiving environment, including the gully network.

The National Policy Statement on Urban Development (NPS-UD) requires Council to provide sufficient development capacity in the district to meet expected demand for housing in the short, medium, and long term. In order to be sufficient to meet expected demand for housing, the development capacity of the land proposed to be rezoned must be, among other things, 'infrastructure-ready'. Development capacity is 'infrastructure-ready' in the medium term if there is adequate existing development infrastructure to support the development of the land, or funding for adequate infrastructure to support development of the land is identified in a Long Term Plan.

This issue has been canvassed in a previous memorandum to the Planning & Strategy Committee in March 2022, with the Committee resolving to be provided

information relating to the description, timing and quantum of the infrastructure work programmes to enable growth in Aokautere.

This memorandum provides the requested information and work programmes to the Committee. These work programmes will be proposed for inclusion in the 2024 Long Term Plan, subject to Plan Change G being approved.

2. BACKGROUND

At the 9 March 2022 Planning & Strategy Committee a memorandum was presented relating to infrastructure requirements and funding to support Plan Change G. Since then, Plan Change G has been notified, and Council Officers are preparing for the hearing in December 2023.

The NPS-UD requires Council to provide sufficient development capacity for housing and business land to meet the needs of people and communities. To be 'sufficient', development capacity must be:

- a) plan-enabled (land zoned for short and medium-term demand and identified for future urban zoning for long term demand); and
- b) infrastructure-ready; and
- c) feasible and reasonably expected to be realised.

Development capacity is 'infrastructure-ready' in the medium term if there is either adequate existing development infrastructure to support the development of the land, or funding for adequate infrastructure to support development of the land is identified in a Long Term Plan.

Additional transport and stormwater infrastructure has been identified as necessary to support development in Aokautere. Accordingly, the necessary funding to provide the development infrastructure (which is defined in the NPS-UD to be network infrastructure⁴ or land transport controlled by a local authority or council controlled organisation) must be identified in the Long Term Plan.

In response to Council Officers' March 2022 memorandum, the Planning & Strategy Committee resolved that:

- 1. The Chief Executive direct the preparation of work programmes for land transport and stormwater infrastructure required to service Aokautere growth.
- 2. Council will be provided with information relating to the description, timing and quantum of the infrastructure work programmes to enable growth in Aokautere.

These work programmes have been prepared for the necessary development infrastructure, and for inclusion in the Long Term Plan 2024-2034.

⁴ For water supply, wastewater, or stormwater.

Securing funding commitment in the Long Term Plan will assist officers in demonstrating that development capacity generated by the rezoning of land in Aokautere for urban growth will be infrastructure ready for the purposes of the NPS-UD.

Servicing Aokautere

The following sections outline the description, timing and quantum of the transport and stormwater infrastructure work programmes to support growth in Aokautere.

Transport

Council's independent traffic expert for Plan Change G has confirmed that the growth area can be developed for residential and local business purposes, subject to specific mitigation measures being put in place.

Some of the mitigation measures are recommended to occur 'from the outset' (meaning before any further development of the Aokautere area). These include substantial upgrades to several intersections, including those identified in Attachment 1, along with the addition of cycle paths between the northern end of Ruapehu Drive and the city. These works are required to ensure that the additional transport and traffic activity from the residential development enabled by Plan Change G can be safely accommodated, given identified areas with level of service and safety concerns.

Several transport network programmes are required to enable development in the Aokautere urban growth area, totalling \$50,550,000 million across various years of the 2024 Long Term Plan.

The programmes are detailed in Attachment 1.

While there are other recommendations for works as development proceeds (e.g., the installation of four new intersection controls internal to the structure plan area), these matters are able to be addressed in a manner commensurate with development/growth. These works will need to be funded through a combination of rates/debt, development contributions and Waka Kotahi co-funding.

A related feature of the transportation recommendations is the need for Waka Kotahi to undertake intersection works involving State Highway 57. Council Officers are working with Waka Kotahi around the works being completed within the timeframes necessary to support development of the growth area. Discussions are ongoing. Programmes to co-fund these upgrades as necessary are identified in Attachment 1.

Stormwater

A stormwater management strategy for the Structure Plan area proposes specific design criteria and conceptual design options for stormwater controls to mitigate the assessed impacts of development. The stormwater management strategy involves managing stormwater which is generated from existing and new

development within Aokautere. This ensures a comprehensive management response for the Plan Change G area.

Council will need to deliver on certain components of the stormwater management infrastructure, including some of the stormwater detention facilities and in-stream stabilisation and erosion protection measures to mitigate flood and erosion risk. As with any development, this is a cost of growth. Stormwater detention systems to accommodate new growth can be funded through debt and development contributions. However, the infrastructure required to address stormwater from existing development will need to be funded from rates.

Officers have calculated that stormwater programmes are required at a total cost of \$18,355,500 million across various years of the 2024 Long Term Plan. These work programmes have been included in the draft 2024 Long Term Plan.

The stormwater work programmes are detailed in Attachment 1.

3. NEXT STEPS

The next steps in the Plan Change G process are:

- Finalising Council's s 42A technical reporting and submitting those reports on 15 September 2023.
- Holding pre-hearing meetings with submitters on the plan change in the week of 25 September 2023.
- Holding the hearing for Plan Change G in December 2023.
- Including the identified infrastructure programmes in the 2024 Long Term Plan to support growth in Aokautere, if proposed Plan Change G is approved.

4. COMPLIANCE AND ADMINISTRATION

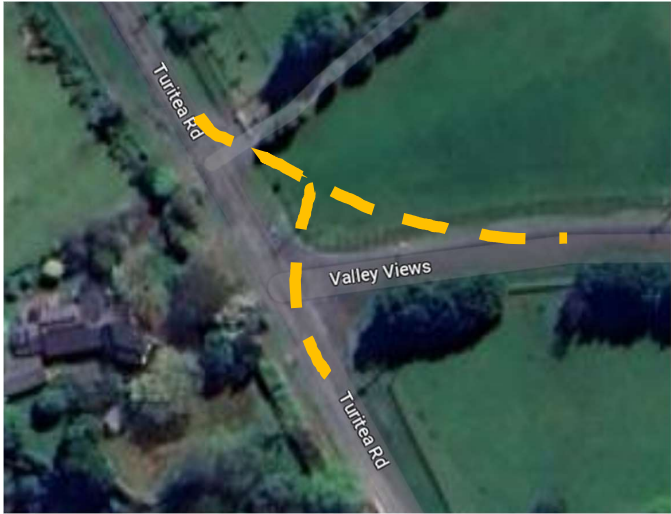

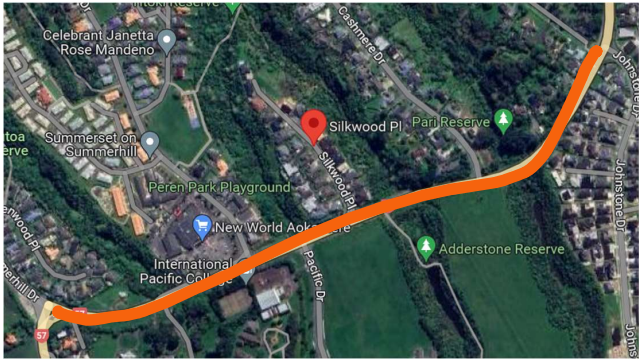
Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
This is consistent with the City Growth Plan, which specifically seeks to: <ul style="list-style-type: none"> 1. create and enable opportunities for employment and growth 2. provide infrastructure to enable growth and a transport system that links 	

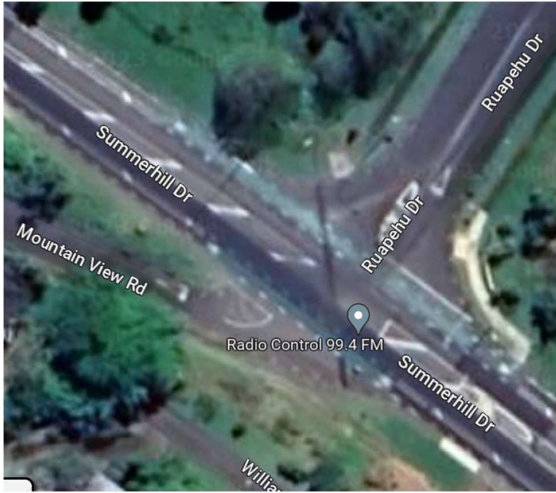

people and opportunities	
Support the development of more housing that meets community needs	
The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the achievement of action/actions in City Growth	
The actions are:	
<ul style="list-style-type: none"> • Implement the National Policy Statement on Urban Development; and • Update the District Plan to rezone identified growth areas for housing and business needs. 	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Ensuring land-use and infrastructure planning aligns to ensure that Council will enable development in a manner consistent with the NPS-UD, and that rezoning of Aokautere is successfully achieved to provide development capacity for the City.

ATTACHMENTS

1. Aokautere infrastructure work programmes [↓](#) 




TRANSPORT

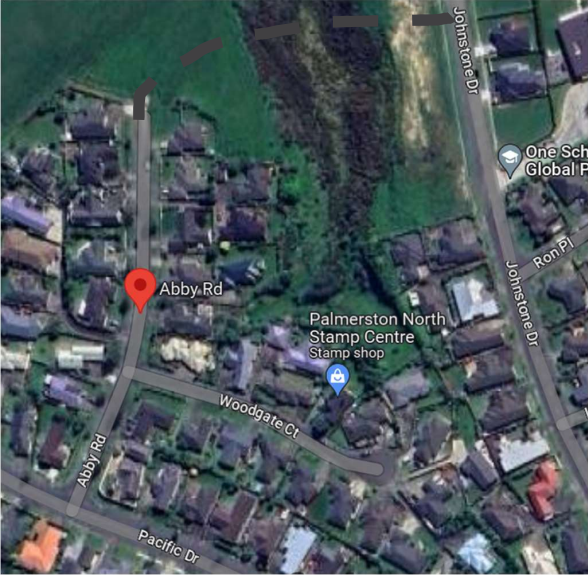

Location and existing form	Nature of proposed upgrade/transport infrastructure	Timing in 2024 Long Term Plan	Estimated costs
Valley Views/ Turitea Road intersection 	Realignment and change to the intersection so that priority route becomes Turitea Road (north towards State Highway 57) – Valley Views. This is a further upgrade beyond the warning signage and widening programmed for this year (2023/24).	Years 1- 2	\$2,800,000
Designations for new urban connector roads in the Structure Plan area	See Urban Connectors (blue) on Structure Plan Map 7A.4A Council to undertake Notice of Requirement process	Year 2	\$650,000
State Highway 57 Aokautere Drive – mid-block active mode crossings ¹ 	Addition of a pedestrian crossing facilities with minimum standard of at least median refuge to facilitate movement between Adderstone Reserve and Silkwood Place.	Years 1-3	\$450,000
State Highway 57 Aokautere Drive from intersection with Summerhill Drive to intersection with Johnstone Drive – active mode facilities alongside the State Highway 57 corridor ¹ 	Safety improvements for active modes through provision of active mode facilities along each side of State Highway 57 Aokautere Drive between Summerhill Drive and Johnstone Drive	Years 1-3	\$4,650,000

Location and existing form	Nature of proposed upgrade/transport infrastructure	Timing in 2024 Long Term Plan	Estimated costs
<div>Ruapehu Drive/ Summerhill Drive intersection</div> <div></div>	Signalisation	Year 3	\$6,000,000
<div>State Highway 57 Old West Road/ Aokautere Drive/ Summerhill Drive¹ intersection</div> <div></div>	Either roundabout or signals	Year 3	\$5,000,000 ²
Johnstone Drive/ Pacific Drive intersection (O on Plan Change G Structure Plan Map 7A.4)	Either roundabout or signals	Years 3-4	\$1,500,000 ²

¹ Involves Waka Kotahi NZ Transport Agency network - State Highway 57.
² Cost has assumed roundabout rather than signals, which is a higher cost.

Location and existing form	Nature of proposed upgrade/transport infrastructure	Timing in 2024 Long Term Plan	Estimated costs
			
State Highway 57 Aokautere Drive/ Pacific Drive ¹ intersection 	Either roundabout or signals	Years 4-6	\$4,000,000 ²
State Highway 57 Aokautere Drive/Johnstone Drive ¹ intersection 	Either roundabout or signals (primarily driven by pedestrian and cyclist safety at the intersection)	Years 4-6	\$7,000,000 ²
State Highway 57 Aokautere Drive/ Ruapehu Drive ¹ intersection	Either roundabout or signals	Years 4-6	\$5,000,000 ²

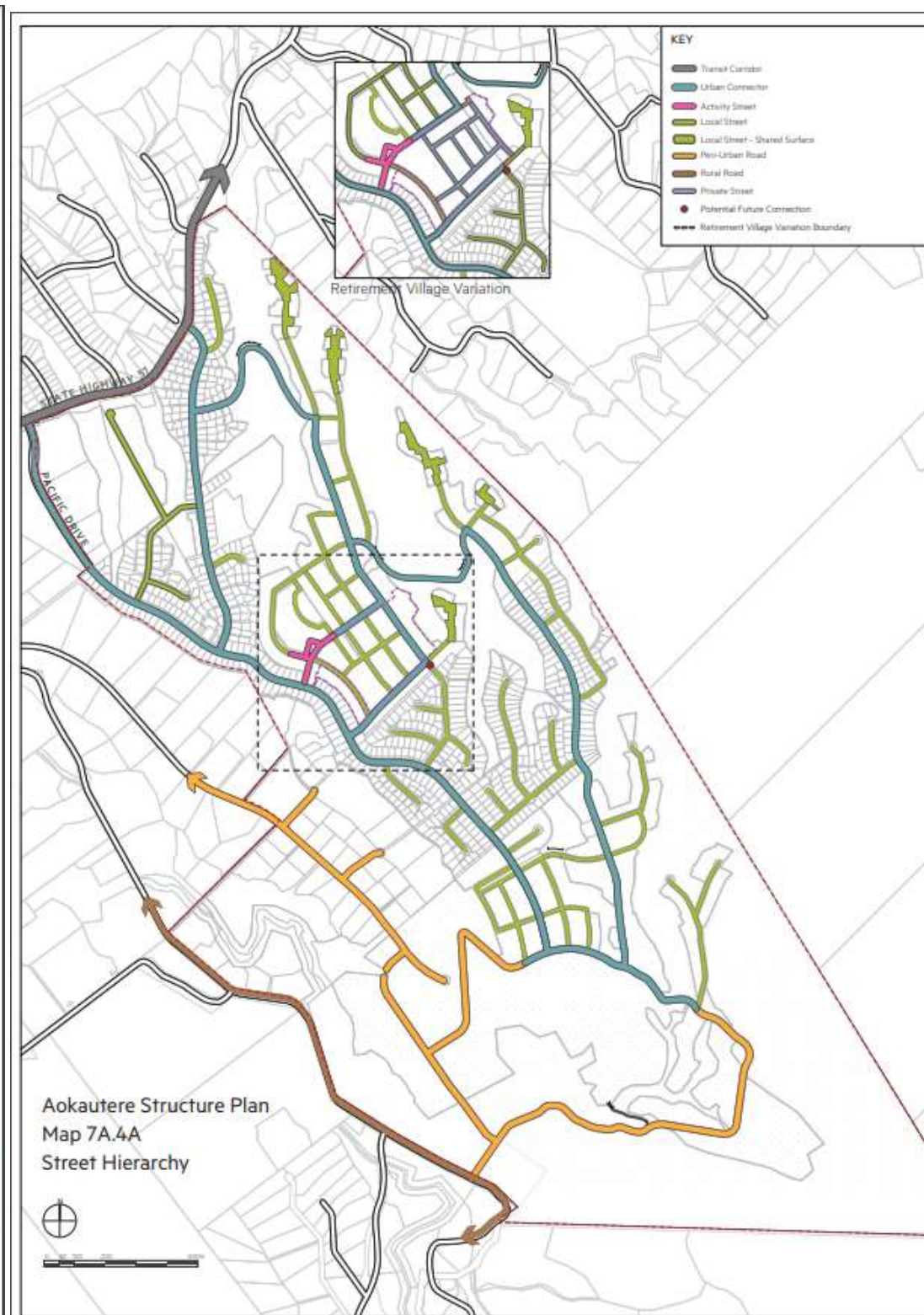
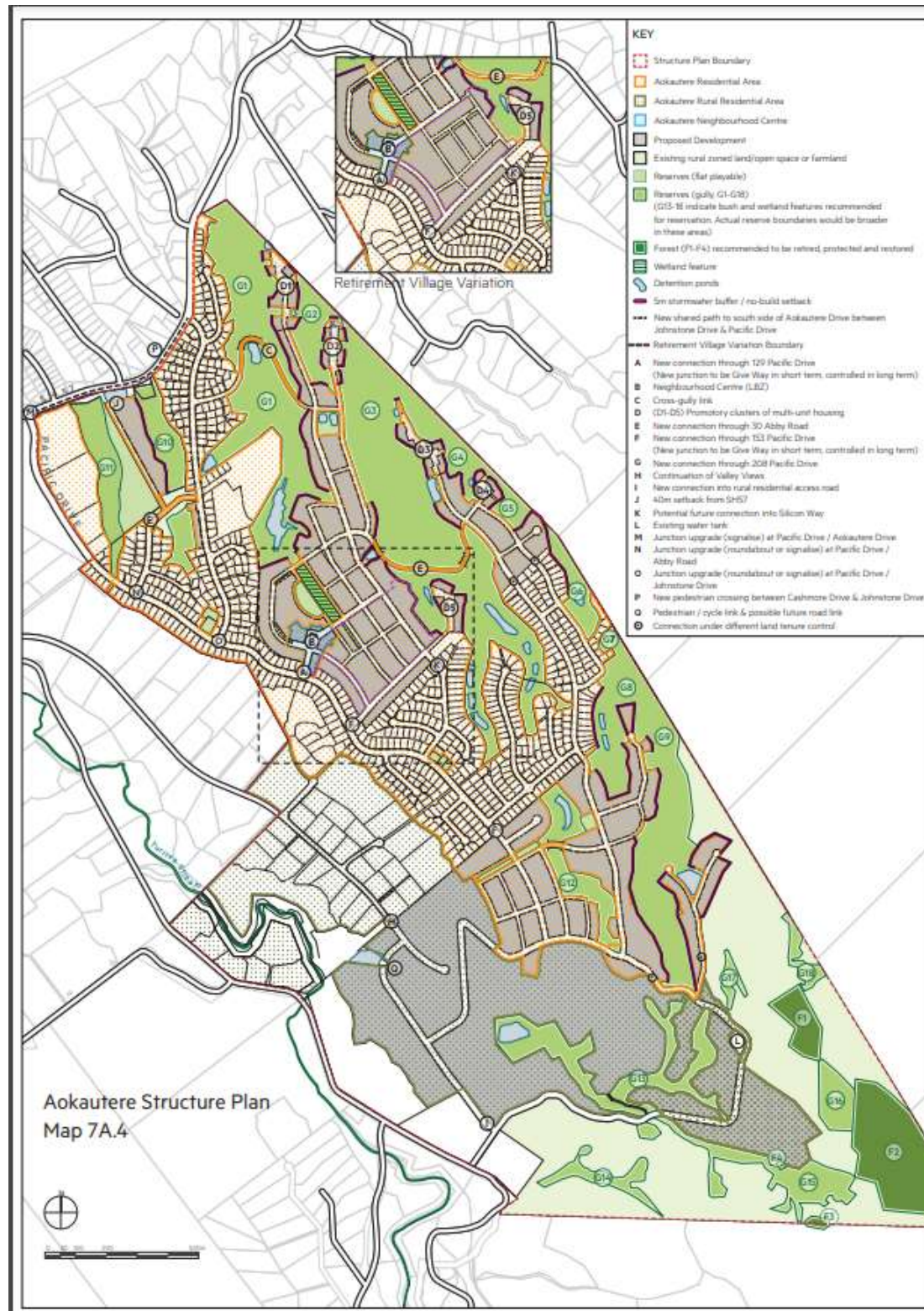
Location and existing form	Nature of proposed upgrade/transport infrastructure	Timing in 2024 Long Term Plan	Estimated costs
			
131 Pacific Drive (A on Plan Change G Structure Plan Map 7A.4) 	New intersection with Pacific Drive which provides road access to proposed local centre. Either roundabout or signals.	Years 6-7	\$1,500,000 ²
153 Pacific Drive (F on Plan Change G Structure Plan Map 7A.4) 	New intersection with Pacific Drive which provides road access to new residential area. Either roundabout or signals.	Years 6-7	\$1,500,000 ²
Ruapehu Drive – cyclist facilities	Provision for cyclists along full length.	Years 3-4	\$2,000,000
Pacific Drive – cyclist facilities on existing section	Provision for cyclists along full length.	Years 3-4	\$2,000,000

Location and existing form	Nature of proposed upgrade/transport infrastructure	Timing in 2024 Long Term Plan	Estimated costs
<div>Abby Road extension and connection into Johnstone Drive (E on Plan Change G Structure Plan Map 7A.4)</div> <div></div>	<div>New section of road from the existing end of Abby Road through to Johnstone Road where a new intersection will be formed.</div>	<div>Years 6-8</div>	<div>\$5,000,000</div>
<div>Abby Road/ Pacific Drive intersection (N on Plan Change G Structure Plan Map 7A.4)</div> <div></div>	<div>Either roundabout or signals.</div>	<div>Depends on vehicle movements</div>	<div>\$1,500,000²</div>
Total cost			<div>\$50,550,000</div>

STORMWATER

Location	Nature of proposed upgrade/stormwater infrastructure	Timing in 2024 Long Term Plan	Estimated costs
Gully 1 (G1 on Plan Change G Structure Plan Map 7A.4)	Stormwater ponds and dams Culvert upgrades Stream improvements	Years 1, 2, 3 and 7	\$8,230,000 Year 1 - \$346,000 Year 2 - \$2,564,000 Year 3 - \$2,800,000 Year 7 - \$2,520,000
Gully 3 (G3 on Plan Change G Structure Plan Map 7A.4)	Stormwater ponds and dams Culvert and stream remediation	Year 1, 2, 3 and 6	\$6,158,000 Year 1 - \$315,500 Year 2 - \$117,000 Year 3 - \$237,500 Year 5 - \$1,638,000 Year 6 - \$3,850,000
Gully 3a (G3 on Plan Change G Structure Plan Map 7A.4E)	Gully improvements	Year 7	\$362,500
Gully 3b (on Plan Change G Structure Plan Map 7A.4)	Stormwater pond and upgrade to existing pond	Year 2 and 4	\$345,000 Year 2 - \$23,000 Year 4 - \$322,000
Gully 4 (G4 on Plan Change G Structure Plan Map 7A.4E)	Stormwater pond upgrade	Year 6	\$362,500
Gully 5 (G5 on Plan Change G Structure Plan Map 7A.4)	Stormwater pond	Year 5	\$362,500
Gully 11 (G11 on Plan Change G Structure Plan Map 7A.4)	Stream crossing erosion works	Year 7	\$1,450,000
All gullies in Aokautere Urban Growth Area	Regional consenting of all gully works associated with stormwater management infrastructure and upgrades	Year 1 and 2	\$650,000 Year 1 - \$390,000 Year 2 - \$260,000
All gullies in Aokautere Urban Growth Area	Planting in gully stream embankments to achieve stormwater strategy	Years 1 – 10	\$889,595 \$88,960 in all years
Total cost			\$18,355,500 Year 1 - \$1,713,000 Year 2 - \$5,660,000 Year 3 - \$6,075,000 Year 4 - \$742,000 Year 5 - \$3,638,500 Year 6 - \$8,062,500

Location	Nature of proposed upgrade/stormwater infrastructure	Timing in 2024 Long Term Plan	Estimated costs
			Year 7 - \$6,852,500



REPORT

TO: Strategy & Finance Committee

MEETING DATE: 20 September 2023

TITLE: Pioneer Reserve - Proposal to Grant an Easement on Reserve Land to Powerco

PRESENTED BY: Bryce Hosking, Group Manager - Property and Resource Recovery and Kathy Dever-Tod, Group Manager - Parks and Logistics

APPROVED BY: Chris Dyhrberg, Chief Infrastructure Officer

RECOMMENDATION(S) TO STRATEGY & FINANCE COMMITTEE

1. That the Strategy & Finance Committee approve notifying the public of the proposal to grant an easement at Pioneer Reserve, Palmerston North to convey electricity to Powerco, in accordance with Section 48 of the Reserves Act 1977.
2. That the Committee note that the land area affected by the easement for Powerco is described as Lot 2 DP 88159.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	<p>Powerco has recently become aware that they have placed new ground-mounted transformers and switchgear inside the boundary of Pioneer Reserve, being Council owned land.</p> <p>The location of the transformer was incorrectly identified as being placed on road reserve, when in fact it was within a recreation reserve.</p> <p>The Reserves Act 1977 requires any form of utility for services on reserve land to be covered by an easement, however, there is currently no easement within Pioneer Reserve.</p> <p>Powerco has proactively identified this matter and has requested an easement to be created to ensure the legal status of these utilities aligns with the Reserves Act. The alternative would be for them to relocate the transformer which would be a costly exercise and potentially disruptive for residents.</p> <p>This report requests approval from Council to begin this process by notifying the public of Council's intention to grant an easement in accordance with Section 48 of the Reserves Act 1977.</p>
OPTION 1: (Preferred option)	Notify the public of Council's intention to approve the proposal to grant an easement to Powerco at Pioneer Reserve, in accordance with Section 48 of the Reserves Act 1977
Community Views	Community views will be sought during the public notification period.
Benefits	Registering an easement within Pioneer Reserve is considered good governance and ensures the activity is compliant with the requirements of the Reserves Act 1977.
Risks	Whilst this was an error, Council may still be criticised for allowing the transformer and associated services to be installed on a recreational reserve as opposed to the road reserve in the first place. Formalising the arrangement through an easement ensures this arrangement now aligns with the legislative requirements.
Financial	There are no financial implications with this easement as all costs are met by Powerco as the owner of the services.
OPTION 2:	Decline the proposal to grant an easement to Powerco at Pioneer Reserve and require the services to be relocated
Community Views	Community views will not be sought.

Benefits	Requiring Powerco to relocate the transformer would remedy the issue as the transformer would no longer be sitting on a recreational reserve without an easement.
Risks	Powerco will need to relocate the transformer and associated services which would be a costly exercise and may cause disruption of services to residents. Council may be viewed as causing unnecessary disruption.
Financial	No further costs would be incurred.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 Powerco has recently become aware that their contractors have placed new equipment within Pioneer Reserve while replacing equipment within the neighbouring roading corridor. Powerco has requested an easement be created to ensure the legal status of these utilities align with the Reserves Act.
- 1.2 The Reserves Act 1977 requires any form of utility for services on reserve land to be covered by an easement, however, there is currently no easement registered for this matter within Pioneer Reserve.
- 1.3 This report requests approval from Council to begin this process by notifying the public of Council's intention to grant an easement in accordance with Section 48 of the Reserves Act 1977.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 Council Officers were contacted by a representative of Powerco requesting Council to grant an easement over the transformer and switchgear units that were established within Reserve Land, acknowledging that whilst the current situation was done in error, it still did not align with the legislative requirements of the Reserves Act.
- 2.2 In general Council encourages, wherever possible, service companies to locate their services in the road corridor. This allows service companies to operate under a standard roading corridor right-of-way.
- 2.3 This is not always possible or an appropriate outcome, hence on occasion these utility services are required to be located within reserve land.
- 2.4 The location of the transformer and switchgear within Pioneer Reserve is shown below in red.



Requirements for Easements

- 2.5 In 1968 the Electricity Act provided the legal basis for utilising land for the purposes of conveying electricity. In 1977 this method of utilising land in reserves for the purposes of conveying electricity was superseded by the Reserves Act 1977.
- 2.6 The Minister of Conservation advises that any easement over 60 years is considered a 'permanent effect' under the Reserves Act 1977. As this easement is a permanent easement it therefore exceeds 60 years and can be considered to have a 'permanent effect'. As a result, the Reserves Act consultation process is triggered, and Council must consult with the public on the proposed establishment of the easement under Section 119 of the Reserves Act and seek views and canvas any objections to the proposal.
- 2.7 Consultation feedback and a decision to grant an easement on reserve land will then need to be brought to the Committee in a subsequent report.

3. LAND STATUS

- 3.1 The legal description of the land to be subject to the easement and historic summary comments of this land are below:

Title	Reserve Status	Comment
WN55C/901 Lot 2 DP 88159 Parcel ID 4064747	Recreation Reserve	The land was transferred to Council in 1917 and then later vested as recreation reserve under Section 239 Resource Management Act 1991

4. DESCRIPTION AND ANALYSIS OF OPTIONS

Option 1: Notify the public of Council's intention to approve the proposal to grant an easement to Powerco at Pioneer Reserve, in accordance with Section 48 of the Reserves Act 1977

- 4.1 Option 1 involves Council beginning the easement process by notifying the public of the Council's intention to grant an easement in accordance with Section 48 of the Reserves Act 1977.
- 4.2 After the public consultation has concluded, submissions will be brought back to the Council for consideration.
- 4.3 A Council resolution accepting the easement proposal would be required before an easement could be registered to Powerco.
- 4.4 Under Section 4 of the Conservation Act, iwi must be consulted on any permanent easement proposal. Rangitāne have been engaged prior to this report and did not oppose the easement.

Option 2: Decline the proposal to grant an easement to Powerco at Pioneer Reserve and require the services to be relocated

- 4.5 This option would see Powerco power supply facilities exposed to risk given that it is not legally covered by an easement agreement.
- 4.6 The result would require Powerco to relocate both the transformer and switchgear outside the reserve.
- 4.7 This option is considered to cause unnecessary disruption.

5. CONCLUSION

- 5.1 Option 1 is considered good governance and will ensure the activity is compliant with the requirements of the Reserves Act 1977.
- 5.2 In addition, Powerco has agreed to meet all costs associated with this easement.

6. NEXT ACTIONS

- 6.1 Public notification of the proposal to grant the easement, seeking submissions and objections.
- 6.2 Provide the opportunity for any submitters that wish to be heard to speak to the Council.
- 6.3 Consider the objections and submissions and provide advice to the Council on whether to accept, modify or decline the easement proposal.

- 6.4 Providing the easement was approved by the Committee, Council Officers will then work with Powerco's legal team to enact the easements.

7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 7.1 Public Notice under Section 119 of the Reserves Act 1977 is being proposed.
- 7.2 Minimum of one-month period advertised in the Manawatu Standard.

8. COMPLIANCE AND ADMINISTRATION

Does the Committee 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?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Active Communities	
The action is: Administer the Reserves Act 1977.	
Contribution to strategic direction and to social, economic, environmental, and cultural well-being	This action ensures Council meets its legal obligations under the Reserves Act 1977 with regards to reserves planning and legislative requirements for utilities sited in reserves.

ATTACHMENTS

Nil

REPORT

TO: Strategy & Finance Committee

MEETING DATE: 20 September 2023

TITLE: 279 Albert Street (part of Hokowhitu Domain) - Proposal to continue supporting Hokowhitu Bowling Club Incorporated by notifying the public of the intention to grant community occupancy via a lease of Council land

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

APPROVED BY: Chris Dyhrberg, Chief Infrastructure Officer

RECOMMENDATION(S) TO STRATEGY & FINANCE COMMITTEE

1. That Council continues to support Hokowhitu Bowling Club Incorporated by notifying the public of its intention to grant community occupancy of Council land at 279 Albert Street (part of Hokowhitu Domain), Palmerston North in accordance with the Support and Funding Policy 2022 and Section 54 of the Reserves Act 1977.
2. That Council notes the land affected by the community occupancy of Hokowhitu Bowling Club Incorporated is described as Lot 18 DP 32630 and part of Lot 214, 215, 216 and 217 DP 791.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	<p>The Hokowhitu Bowling Club has requested support from Council by granting community occupancy through a new lease agreement.</p> <p>This report seeks Council's approval to commence the public notification process for the preferred option (Option 1) in accordance with the Support and Funding Policy and Section 54 of the Reserves Act 1977.</p>
OPTION 1: (Preferred Option)	Notify the public of Council's intention to continue supporting Hokowhitu Bowling Club by granting occupancy via a new lease of the existing site being 279 Albert Street (part of Hokowhitu Domain)
Community Views	Community views will be sought during the public notification period.
Benefits	<p>The community views, along with any objections received, will be considered to inform the decision.</p> <p>Council can continue supporting and developing the relationship with the Club. This enables the Hokowhitu Bowling Club to continue its activities.</p>
Risks	No risks are identified.
Financial	<p>The cost of public notification will be minor.</p> <p>Providing Council eventually enter a new lease, Council will continue to receive the annual rent of \$500 plus GST.</p>
OPTION 2:	Do not notify the public of the intention to support through a new lease, effectively ending the Hokowhitu Bowling Club's occupancy of Council land
Community Views	Community views to inform the Council's decision on the Club's proposed occupancy will not be sought.
Benefits	<p>Should the lease end, and Council request the Hokowhitu Bowling Club to vacate the premises, Council will explore options for the continued use of the land prior to potentially seeking alternative community occupancy options. This process is a requirement under the Support and Funding Policy and gives the opportunity to investigate alternative use of the land when a leasing arrangement ends.</p> <p>Under the current lease, at the expiration of the lease Council has the option to purchase the Hokowhitu Bowling Club's buildings and improvements within three months of the date of</p>

	the expiration at a price agreed between both parties.
Risks	<p>Council may be criticised for not supporting the Hokowhitu Bowling Club.</p> <p>The Hokowhitu Bowling Club will be required to vacate the land and, unless agreed otherwise, remove all assets, and return the land to its original state. They will then need to find alternative premises, which they may not be able to do.</p>
Financial	<p>Council would no longer receive the annual rent of \$500 plus GST.</p> <p>Council staff time would be required to assist with the process of requiring the removal of their improvements.</p>

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 The Club has been occupying Council land at 279 Albert Street (part of Hokowhitu Domain), Palmerston North since 1937. Their lease expired on 31 March 2019. The Club now requests a new lease so they can continue to occupy the site.
- 1.2 Under the Council's Support and Funding Policy if a for-purpose organisation requests a new lease for the occupancy of Council land at the end of their agreed term, the proposal is to be publicly advertised to seek feedback from the public.
- 1.3 In addition, as the leased land is reserve land, any new lease is also subject to the requirements of the Reserves Act 1977 which requires public notification of Council's intention to grant a new lease.
- 1.4 This report seeks Council's approval to commence the public notification process in accordance with the Reserves Act 1977 and the Support and Funding Policy, noting that this is the first step in the process and only seeks approval for consultation and consultation feedback.
- 1.5 The final decision to lease to the Club will be brought to the Strategy & Finance Committee in a subsequent report.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 The Hokowhitu Bowling Club Incorporated has held a registered society status since 1936. The Club has occupied the site since 1937; since that time the Club has played an active role in the community. The Club provides both social and competitive sporting activities.

- 2.2 The Club has over time developed the area; the Club own all improvements including clubrooms and sporting facilities. The Club has made significant investments to improve its facilities.
- 2.3 The Club also work in partnership with other for-purpose groups in the community, making their facilities available for other for-purpose groups to utilise on a regular basis.
- 2.4 Council has supported the Club (and predecessor clubs) since 1937, providing the Club tenure of Council Reserve land at community rental rates.
- 2.5 The previous lease was entered in April 2009 for a term of five (5) years with one right of renewal of five (5) years, and expired in March 2019.
- 2.6 Several bowling clubs were negotiating to merge, therefore the Club has remained on a month-by-month tenancy since 2019. Council Officers have been advised that all clubs remain separate.
- 2.7 As the decision about merging with the other bowling clubs has been finalised, the Club wish to enter a new Deed of Lease with Council.

3. THE PROPOSAL

- 3.1 The proposed lease area is approximately 1.014ha and is situated at 279 Albert Street (part of Hokowhitu Domain), Palmerston North as outlined in red in Figure 1 below.
- 3.2 If the lease is granted, the proposed annual rent is \$500.00 plus GST. This is consistent with the rental framework in Council's Support and Funding Policy.
- 3.3 The proposed term would be five (5) years, with a right of renewal for a further five (5) years. If a new lease is entered, the site use will remain the same.



Figure 1: Proposed leased area

4. ASSESSMENT OF PROPOSAL UNDER THE SUPPORT AND FUNDING POLICY

- 4.1 The Support and Funding Policy provides a framework for how Council will deliver support and funding to groups, organisations, and individuals to achieve the vision of the city. One form of support within the policy is to enable for-purpose groups to occupy Council-owned property at community rental rates.
- 4.2 All for-purpose groups expressing an interest in occupying Council-owned property, either for a new occupancy or renewal of an existing occupancy, must make an application. The application is then assessed by Council Officers to ensure that firstly they meet the policy's eligibility criteria before proceeding any further.
- 4.3 The application from the Club is attached to the report as Appendix 1.
- 4.4 Further assessment considerations are outlined in the policy. In broad terms, the assessment covers three main areas:
 - a) The Policy for the Use of Public Space – guidelines relevant to the application.
 - b) Reserves Act 1977 – including consideration of the values and purpose of the reserves and the impacts on the public use of the reserve.
 - c) Impact on the locality and park operations.

A copy of the assessment is attached as Appendix 2.

- 4.5 In summary, following the assessment against the policy, Council Officers conclude that the Club meet all criteria required.

5. LEASING POWERS UNDER RESERVES ACT

- 5.1 In addition to the Support and Funding Policy requirements, as the land is a reserve held under the Reserves Act 1977, the leasing provisions also apply.

- 5.2 'Section 54(1)(b) of the Reserves Act 1977 allows for an administering body to:

'lease to any voluntary organisation part of the reserve for the erection of stands, pavilions, gymnasiums, and, subject to sections 44 and 45, other buildings and structures associated with and necessary for the use of the reserve for outdoor sports, games, or other recreational activities, ... which lease shall be subject to the further provisions set out in Schedule 1 relating to leases of recreation reserves issued pursuant to this paragraph:

provided that a lease granted by the administering body may, with the prior consent of the Minister given on the ground that he or she considers it to be in the public interest, permit the erection of buildings and structures for sports, games, or public recreation not directly associated with outdoor recreation.'

- 5.3 'Necessary' is not interpreted as requiring that all or even most visitors or users of the reserve need/want to use the service or activity provided under the lease. Reserves often have activities on them that only some of the visitors to the reserve use. The balance of the reserve, Tui Park, is available for general use by the community.

- 5.4 The proposal would see the continued use of part of the reserve by the Club. The lease does not alter the current user experience or change the existing capacity for other activities.

6. LAND STATUS

- 6.1 A summary of the land status information is:

Title	Reserve Status	Officer Comment
Lot 18 DP 32630 Lots 214, 215, 216, and 217 DP 791	Recreation Reserve	Subject to the Reserves Act 1977

7. GIVING EFFECT TO THE PRINCIPLES OF THE TREATY OF WAITANGI

- 7.1 The Reserves Act 1977 is subject to Section 4 of the Conservation Act and requires that administering bodies under the Reserves Act 1977 give effect to the principles of the Treaty of Waitangi.
- 7.2 Rangitāne o Manawatū representatives have considered the proposal. Rangitāne are comfortable with this proposal and happy for it to proceed.

8. DESCRIPTION OF OPTIONS

Notify the public of Council's intention to continue supporting Hokowhitu Bowling Club Incorporated by granting occupancy via a new lease of the existing site being 279 Albert Street (part of Hokowhitu Domain)

- 8.1 This is the preferred option.
- 8.2 Council will seek feedback on continuing to support the Club through the process outlined in the Support and Funding Policy.
- 8.3 Council must give people the opportunity to submit on the proposal and be heard before deciding to grant a lease as per sections 119 and 120 of the Reserves Act 1977.
- 8.4 After considering feedback, Council can then decide to enter a formal lease with the Hokowhitu Bowling Club.
- 8.5 The Club contribute to the community and show strong alignment with Council's strategic direction. The Club add to Council's priority to ensure the use of all community recreation facilities is optimised.

Do not notify the public of the intention to support through a new lease, effectively ending the Club's occupancy of Council land

- 8.6 The impact of this option would mean the opportunity to seek community feedback on the Club's continued occupancy of the site would not occur.
- 8.7 In turn, this would mean that the lease would cease, and Council would follow the process outlined in the Support and Funding Policy to determine the future use of the land (refer 5.5.1(b)). The first step in this process is to carry out a strategic options review.
- 8.8 The implication of this option on the Club would mean that they would not be able to continue leasing the site.
- 8.9 This option poses the risk that Council will be perceived as not supporting the activities of the Club that have occupied the site since 1937.

9. CONCLUSION

- 9.1 The proposal is consistent with the purpose of recreation reserves as the Hokowhitu Bowling Club is a facility supporting public recreation and enjoyment of the Hokowhitu Domain. It also meets the requirements of the Support and Funding Policy with continued occupancy allowing the Club to offer a wide range of sporting and recreation activities to the community.
- 9.2 Public notification on the continuing support will provide opportunities for submissions and objections to be made before a decision is made fulfilling the requirements of the Support and Funding Policy 2022 and section 54 of The Reserves Act 1977.
- 9.3 It is recommended the Committee proceed with Option 1. The Club's activities contribute to outcomes to achieve Goal 3 of Council's Strategic direction. The Club is sharing their space with other for-purpose groups and the Club enhance the uniqueness of the space.

10. NEXT ACTIONS

- 10.1 Public notification of the intention to grant the lease, seeking submissions and objections.
- 10.2 Provide the opportunity for any submitters that wish to be heard to speak to Council.
- 10.3 Consider the objections and submissions and provide advice to Council on whether to accept, modify or decline the lease proposal.

11. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 11.1 The proposed consultation process meets the public notification requirements of the Support and Funding Policy 2022 and the Reserves Act that requires a minimum of one-month period advertised in the Manawatū Standard, Dominion Post and on the Council website.

12. COMPLIANCE AND ADMINISTRATION

Does the Committee 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 Connected Communities	
The action is: Administer the Reserves Act 1977	
Contribution to strategic direction and to social, economic, environmental, and cultural well-being	The recommendation is in line with Council's Support and Funding Policy which supports community groups to deliver benefits contributing to the cultural economic, environmental, and social wellbeing of the city.

ATTACHMENTS

1. Application [↓](#) 
2. Assessment of Occupancy of Lease [↓](#) 

Request for Occupancy/lease of Council Land/Building 22/23

Application form

Application No. 0007 From Jo Gibbs

Form Submitted 21 Jun 2023, 6:17PM NZST

About Your Group

* indicates a required field

Organisation registration details

Organisation Name

Hokowhitu Bowling Club Inc.

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Legal Name

Other Names

Reg Status

Charity's Street Address

Charity's Postal Address

Telephone

Fax

Email

Website

Reg Date

Must be formatted correctly.

Current Address

279 Albert St

Hokowhitu Palmerston North 4410 New Zealand

Primary Phone Number

06 357 9712

Must be a New Zealand phone number.

Primary Website

Must be a URL.

Contact Details

Primary Contact

Ms Jo Gibbs

Primary Contact Email

7(2)(a) Privacy

dress.

Request for Occupancy/lease of Council Land/Building 22/23 Application form

Application No. 0007 From Jo Gibbs

Form Submitted 21 Jun 2023, 6:17PM NZST

Primary Contact Phone Number

7(2)(a) Privacy

Zealand phone number.

Secondary Contact Name

Paul Skilton

Secondary Contact Phone Number

7(2)(a) Privacy

Zealand phone number.

Secondary Contact Email

7(2)(a) Privacy

Must be an email address.

Secondary Contact Phone Number

Must be a New Zealand phone number.

Applying for: Please tick which relates to your application

- ☐ Occupying/leasing a (previously unoccupied) council-owned property
- ☐ Constructing a new community building on council-owned land
- ☒ Renewing an occupancy/lease

What is the Vision of the organisation, what are you wanting to achieve?

To ensure the club and its facilities become a centre of bowling excellence for the Manawatu by providing the community with access to quality bowling and coaching services, superb facilities within a competitive but welcoming and supportive club culture.

How are the major decisions in your organisation taken? (e.g. Trust Board, Management Committee) *

Management Committee

Who are the current members of the major decision-making group? *

Annually elected Committee Members

Are staff employed or is all work carried out voluntarily? *

All work is carried out by volunteers except for a cleaner - 2 hours per week and some work on the greens is contracted out.

If staff are employed, what is the source (s) of funding used to pay them? *

Classed as normal day-to-day running expenses of the club.

What are the key positions in the organisation (paid and/or voluntary) ?

President, Vice President, Treasurer, Secretary, Club Captain, Greens Supervisor.

What in general terms are the roles of these positions?

To ensure the Club runs smoothly, the club remains financial, the members feel supported, liaise with Bowls Manawatu & Bowls NZ and deal with any problems as they arise.

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Who currently holds these positions? Please give names and brief resumes.

Paul Skilton - President - Responsible for the overall running of the Club, chair Committee Meetings monthly, etc.

Jane Rivers - Vice President - support Paul in his role

Bruce Dilks - Treasurer - Responsible for the financial stating of the club - paying accounts, receiving fees, reporting to Committee monthly etc.

Jo Gibbs - Secretary - keeping members informed via newsletter, liaise with Secretaries of other Bowling Clubs in the Manawatu area as well as Bowls Manawatu & Bowls NZ when necessary. Organise events hosted by us by publicising and accepting entries, Minutes of Committee Meetings, etc.

Peter Harris - Club Captain - The running of all Tournaments, both internal and open and the jobs associated with this e.g. completing the draws, etc.

Dave Robertson - Greens Supervisor - responsible for the upkeep of the greens.

Please summarise your organisation's achievements since its establishment?

Running a Lawn Bowling Club since 1937 which supports its members and gives them the opportunity to reach their potential in their chosen sport by providing support and opportunities to help them excel in a happy, friendly, inclusive and smoke-free environment where they can play sport at the level they wish (social or competitive) and socialise accordingly.

Additional information

No files have been uploaded

Please upload any additional information to support your application

Intended Use

What is the intended use of the property?

- ☒ Sport and Recreation
- ☐ Community or social service
- ☐ Education
- ☐ Other:

What service is to be provided from the property? Please give a full description

We have three Bowling Greens but only two are in operation. We provide Club and Open Tournaments for bowlers in the Manawatu area. Occasionally, we host bowlers from outside the area, on behalf of Bowls Manawatu. We provide our bowlers with plenty of opportunity to play bowls and offer Coaching and Mentors to help our players reach their potential.

We hire out our premises for Tai Chi and Garden Club on a weekly basis.

We also hire out our clubrooms for Music Evenings, business and private parties. However, these are carefully run and do not include 21st Birthdays or any booking that suggests a high drinking culture - these events must use our bar staff and they not allowed to bring their own alcohol.

What are the objectives of the service or activity ?

The objectives of our Bowling Club are to grow and sustain a vibrant, viable and skilled

Request for Occupancy/lease of Council Land/Building 22/23 Application form

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bowling club by increasing our player membership, providing coaching to improve player skills and provide an atmosphere where our players, social members and visitors can socialise in a warm and inviting clubroom.

Who is expected to benefit from the service/project? (i.e. who will be the end users or client group) ?

The members of Hokowhitu Bowling Club and their guests.

The garden club and Tai Chi club who rent the clubrooms once a week for a couple of hours.

Our bowling club is the only clubrooms of a decent size in the Hokowhitu area. We are always happy to help local people who want a venue in this area at a reasonable cost for a Record Sale, Music Night, Market Days etc.

What geographic catchment will the project serve?

Members of Bowling Clubs from Dannevirke in the East, Foxton Beach in the South, Bulls to the West and Kimbolton to the North play in our Open Tournaments as well as an entry from Levin on a regular basis.

What is the demographic profile of those who are expected to benefit from the service / project?

Although a lot of our players are over 65, we have got a keen set of Junior players who are in their late 20s and early 30s and we are keen to grow our younger members further. We are also expanding the cultural diversity of our club and have members from several different ethnic backgrounds enjoying being part of our club.

How many people are expected to use the service/project on an annual basis?

We are a relatively small club with approximately 40 current playing members and 20 social members.

We hold 7 Open Tournaments per year - 5 Monthly 2x4x2 Tournaments, a Ladies Gala and a 2-day Mixed Classics Tournament using 2 greens. These events are very popular with the members of the other clubs in the Manawatu and are always well supported. - approx 200

We also regularly host Elizabeth Walkers Tournaments for the ladies in the Manawatu Clubs and Skogs for the men. A member of our club runs the Elizabeth Walker Tournaments on behalf of Bowls Manawatu. - 430 approx.

How was this need identified ?

No other bowling clubs in our area. No similar facilities for Community Events in Hokowhitu.

Which organisations in the City are providing services for a similar target group? (i.e. similar geographic location, demographic profile)

As previously mentioned, we are the only large sports clubrooms in the Hokowhitu area. The closest bowling club to us would be Ashhurst in one direction or Palmerston North or North End in the other direction.

In what way does your service/activity differ from that supplied by these other organisations?

We are one of four bowling clubs in Palmerston North. Two large clubs and two smaller clubs. The other smaller club is part of a Sports Club. Therefore, we are unique in that we are a more intimate, friendly club where our club members socialise in pleasant surroundings. We do not have a large drinking culture but our members know that our bar

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is open 4pm - 6 pm on a Friday throughout the year for them to come and socialise, enjoy a drink and some nibbles and have a chat with people with similar interests.

What evidence do you have that the service/activity will meet the need identified?

We have a Committee to ensure that the needs of our members are both identified and met.

Has the service/project been pilot tested for effectiveness? If so, please give details of pilot test and results.

N/A

Has the service/project previously been operated in Palmerston North or anywhere else in New Zealand? If yes, please give details.

N/A

How will you measure the level of success of this service/project?

We will know that we are successful if our members are happy and our club is growing.

Readiness

What are the costs involved in establishing this activity/service? Please give the main categories of cost and as close an estimate as you can manage for each category.

Affiliation fees to Bowls Manawatu & Bowls NZ. Fees for entry into Bowls Manawatu Champion of Champions events. Costs of Club Booklet, Honours Boards, hosting Tournaments as well as maintaining our greens and clubrooms.

How do you anticipate funding these costs? (e.g. funds in hand, grants, fund raising) Please specify which funds have already been secured and which are subject to further work/decisions.

Members fees, Sponsors for Tournaments and club booklet, hiring clubrooms on a weekly basis to a garden club and Tai Chi club, hiring clubrooms for Music Nights and Private Functions, Organizations' Christmas Functions, etc.

What are the estimated costs of operating the service/project on each year?

\$35,000

How do you anticipate funding these costs?

Members fees, Sponsors for Tournaments and club booklet, hiring clubrooms on a weekly basis to a garden club and Tai Chi club, hiring clubrooms for Music Nights and Private Functions, Organizations' Christmas Functions, etc.

Have you prepared a business plan for the service/project? If yes, please supply a copy.

No

Upload Business Plan

No files have been uploaded

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Please supply a copy of your most recent audited accounts.

No files have been uploaded

If you are lease a property, what is the timeline for making the service/project operational?

N/A

Please specify plans for resourcing (equipment, services, people, tools etc.)

N/A

Have you prepared any conceptual and technical plans? Please Upload

No files have been uploaded

Fit with Council Direction

Policy on Use of Public Spaces 2019

Support and Funding Policy - Occupancy of council-owned Property by for Purpose groups

Purpose: The purpose of this support is to provide to allow for-purpose groups to occupy and operate out of, Council owned property for sporting, recreational, community/social services and educational purposes, at community rental rates.

Support Priorities: For-purpose groups that contribute to outcomes to achieve goals 2, 3, and/or 4 of Council's strategic direction. For- purpose organisations who are jointly seeking a shared space within a Council-owned building; and their presence fits with the identified space and will maintain or enhance the uniqueness of the space.

Policy on Use of Public Spaces 2019^[1]

In considering an application to use public space, and particularly where there are competing applications for the use of public space or high demand for a public space, the Council will consider whether the activity:

- supports the achievement of the Council's goals
- adds to the variety of events or activities available in Palmerston North
- enhances any precinct identities (e.g. Broadway as a hospitality precinct)
- provides an experience (rather than a simple commercial exchange)
- does not significantly limit the availability of space for general community use.

Council may also consider:

- whether the event or activity is inclusive of and accessible to the wider community
- iwi feedback on the proposed event or activity
- the opportunity to enhance or celebrate the heritage values of the public space
- the opportunity to enhance or celebrate the natural environment of the public space
- the opportunity to contribute to preparedness for emergency response, disaster response, or national security concerns
- potential impact on existing city businesses. Council may require applications to be subject to public consultation where an application is likely to be controversial, or where it is unclear if the proposal is consistent with the overall intent of the policy.

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Note that none of the criteria or considerations provided for in this policy outweigh the freedoms guaranteed under the Bill of Rights Act.

[1] <https://www.pncc.govt.nz/council-city/official-documents/policies/policy-for-the-use-of-public-space/>

Palmerston North Strategic Direction

Goal 1: An Innovative and growing city

Goal 2: A creative and exciting city

Goal 3: A connected and safe community

Goal 4: An eco-city

[Strategic direction | Palmerston North City Council \(pncc.govt.nz\)](https://www.pncc.govt.nz/council-city/official-documents/policies/policy-for-the-use-of-public-space/)

Please explain how your proposed lease will contribute to one or more goals of Council (it is not necessary to contribute to more than one goal):

Goal 2 - Hokowhitu Bowling Club was established in 1937. The historic parts of the grounds are maintained and valued, eg. archway, fishpond (formerly fountain & well used for watering the greens). The grounds are maintained to a very high standard with gardens framing the greens where possible. Visitors to our grounds are always impressed with our beautiful and well-maintained surroundings.

Goal 3 - The club offers a safe environment for both the elderly and the younger members of our club. Our membership is becoming more culturally diverse and our greens are smoke-free, vape-free and alcohol free. We do not promote a drinking culture and the bar in our clubrooms is open between 4-6 every Friday night for our members to socialise and when we host Tournaments. If our clubrooms are rented out for events that require bar facilities, they are not allowed to bring their own alcohol and must use our bar staff. The carpark provides safe parking. We are also connecting to our local environment by hosting local clubs like Tai Chi and garden club on our premises.

Is the need which this project/service aims to address identified in any other City Council plans or research? If so please indicate the report and relevant sections.

N/A

Type of Property (new requests only)

35. Does your group require a building or land only?

36. Please describe the type of property you require? Size, type, what attributes must it have etc.

37. Does the property need to be located in a particular area of the City? If so, where?

38. Is this location essential or desirable? Please bear in mind that if you mark essential and the Council does not have suitable property in that location then no property at all may be offered.

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- ☐ Desirable
- ☐ Essential

39. Do you have a location or Council property in mind? If so where?

40. Approximately how long do you anticipate requiring Council property for?

41. Please attach any other information you wish to supply as part of your application

No files have been uploaded

Declaration

You must agree to the below statements before submitting your application:

New Question

- ☒ I confirm that all information given or written is true, complete and accurate.
- ☒ I give authority for Council to use the information provided publicly, such as in a report to the Council, to assess our proposal.

Assessment of Lease Proposal – Support and Funding Policy

In considering an application of a for purpose organisation to use public space, and particularly where there are competing applications for the use of public space or high demand for a public space, the Council will assess the applications against the criteria set out in both policies.

Date: 22 August 2023

Group Name: Hokowhitu Bowling Club Incorporated

Proposed Lease Location: 279 Albert Street (part of Hokowhitu Domain), Palmerston North

Use of Public Space Policy

Criteria	Assessment
Supports the achievement of the Council's goals	Activities of the Club are consistent with goals two and three of Council's strategic direction.
Is accessible to the wider community	The Clubs activities seek and support the Palmerston North community.
Adds to the variety of events or activities available in Palmerston North	The Club provides opportunities to promote confidence and create connections within the community
Enhances any precinct identities (e.g. Broadway as a hospitality precinct)	The Club supports and enhances the range of recreational activities at Hokowhitu Domain.
Provides an experience (rather than a simple commercial exchange)	The Club are focused on personal development and community engagement.
Does not significantly limit the availability of space for general community use	The lease does not affect the availability of the space for general community use.
Rangitāne o Manawatu feedback on the proposed activity	Rangitāne o Manawatu representatives have considered the proposal and have no comment.
Potential impact of the occupancy and proposed activities	The Club has been occupying the site since 1937. The lease has no negative impact on the public's benefit and enjoyment of the land/reserve. The lease will not affect the availability of space for the general community use or other for-purpose groups, as it is an existing use.

Reserves Act 1977 Considerations

Criteria	Assessment
Meets the defined purpose of recreation reserve in Section 17(1) of the Reserves Act 1977.	The Club is providing a sports club organisation to the local community. It is undertaken in people's leisure time and contributes to the community. This activity is consistent with the purpose of recreation reserves.
The public shall have freedom of entry and access to the reserve, except for the ability to lease areas under Section 54.	The area is proposed to be leased under Section 54 and therefore public access is not required.
Where scenic, historic, archaeological, biological, geological, or other scientific features or indigenous flora or fauna or wildlife are present on the reserve, those features or that flora or fauna or wildlife shall be managed and protected to the extent compatible with the principal or primary purpose of the reserve.	No trees or vegetation are required to be removed by the proposal.
Those qualities of the reserve which contribute to the pleasantness, harmony, and cohesion of the natural environment and the better use and enjoyment of the reserve shall be conserved.	The Club as an existing occupier will not negatively impact the existing pleasantness and enjoyment of the reserve.
To the extent compatible with the principal or primary purpose of the reserve, its value as a soil, water, and forest conservation area shall be maintained.	The proposed lease will not impact on soil, water and forest conservation.
Does not significantly limit the availability of space for general community use	The lease does not affect the availability of the space for general community use.

Impact on the locality and Park operations

Criteria	Assessment
Aesthetics	The Club currently occupies the site. There are no additional impacts from the continuing occupation of the site.
Security	The Club will be responsible for security of their buildings and assets.
Cleaning and Offensive litter	The Club is responsible for managing litter within its leased area.
Vegetation	No trees or shrubs would be required to be removed.
Carparking	Existing car parking is available. No new effects are created in approving a new lease.
Affected Parties	Parties identified include: <ul style="list-style-type: none"> - Members of The Club - Park users - Neighbouring residents and tenants - Local Community - Rangitane o Manawatu

REPORT

TO: Strategy & Finance Committee

MEETING DATE: 20 September 2023

TITLE: 119 Highbury Avenue (part of Tui Park) - Proposal to continue supporting Te Whatu Raranga o Highbury Weavers by notifying the intention to grant community occupancy via a lease of Council land and building

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

APPROVED BY: Chris Dyhrberg, Chief Infrastructure Officer

RECOMMENDATION(S) TO STRATEGY & FINANCE COMMITTEE

1. That Council continue to support Te Whatu Raranga o Highbury Weavers by notifying the public of its intention to grant community occupancy of Council land and building, via a lease at 119 Highbury Avenue (part of Tui Park), Palmerston North, in accordance with the Support and Funding Policy 2022 and Section 54 of the Reserves Act 1977.
2. That the Committee note the land affected by the community occupancy lease to Te Whatu Raranga o Highbury Weavers is described as part of Section 1 Survey Office Plan 452061.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	<p>The Highbury Weavers has requested further support from Council by granting community occupancy through a new lease agreement.</p> <p>This report seeks Council's approval to commence the public notification process for the preferred option (Option 1) in accordance with the Support and Funding Policy 2022 and Section 54 of the Reserves Act 1977.</p>
OPTION 1: (Preferred Option)	Notify the public of Council's intention to continue supporting the Highbury Weavers by granting occupancy via a new lease of the existing site at 119 Highbury Avenue
Community Views	Community views will be sought during the public notification period.
Benefits	<p>The community views, along with any objections received, will be considered to inform the decision.</p> <p>Council can continue supporting and developing the relationship with Highbury Weavers. This enables the Highbury Weavers to continue their activities.</p>
Risks	No risks are identified.
Financial	<p>The cost of public notification will be minor.</p> <p>Providing the Council eventually enter a new lease, Council will continue to receive the annual rent of \$350 plus GST.</p>
OPTION 2:	Do not notify the public of the intention to support through a lease, effectively ending the Highbury Weavers' occupancy of Council land and building
Community Views	Community views to inform the Council's decision on the club's proposed occupancy will not be sought.
Benefits	Should the lease end, and Highbury Weavers be requested to vacate the premise, Council will explore options for the continued use of the land prior to potentially seeking alternative community occupancy options. This process is a requirement under the Support and Funding Policy and gives the opportunity to investigate alternative use of the land when a leasing arrangement ends.
Risks	<p>Council may be criticised for not supporting the Highbury Weavers.</p> <p>The Highbury Weavers will be required to vacate the land and building and will need to try to find an alternative premise,</p>

	which they may not be able to do.
Financial	Council would no longer receive the annual rent of \$350.00 plus GST.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 The Highbury Weavers has been occupying Council's land and building at 119 Highbury Avenue, Palmerston North since 2013. The lease expired on 31 August 2023. Highbury Weavers now requests a new lease so it can continue to occupy the site.
- 1.2 Under the Council's Support and Funding Policy, if a for-purpose organisation requests a new lease for the occupancy of Council land at the end of their agreed term, the proposal is to be publicly advertised to seek feedback from the public.
- 1.3 In addition, as the leased land and building is reserve land, any new lease is also subject to the requirements of the Reserves Act 1977 which also requires public notification of Council's intention to grant a new lease.
- 1.4 This report seeks Council's approval to commence the public notification process in accordance with the Reserves Act 1977 and the Support and Funding Policy, noting that this is the first step in the process, and only seeks approval for consultation and consultation feedback.
- 1.5 The final decision to lease to the Highbury Weavers will be brought to the Strategy & Finance Committee in a subsequent report.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 The Highbury Weavers have occupied the site since 2013. Since that time, the purpose of Highbury Weavers is to encourage the development and use of traditional Maori weaving skills and to holistically enhance the wellbeing of members and the wider community.
- 2.2 Highbury Weavers have also been playing an active role in the community, participating in cultural festivals including the recent Matariki celebrations.
- 2.3 The Highbury Weavers lease both the building and land owned by Council.

3. THE PROPOSAL

- 3.1 The proposed lease area is approximately 110m² and situated at 119 Highbury Avenue, Palmerston North, as outlined in red in Figure 1 below.
- 3.2 If the lease is granted, the proposed annual rent is \$350.00 plus GST. This is consistent with the rental framework in Council's Support and Funding Policy.

- 3.3 The proposed term would be five (5) years, with a right of renewal for a further five (5) years.
- 3.4 If a new lease is commenced, the use of the site will remain the same.



Figure 1: Proposed leased area

4. ASSESSMENT OF PROPOSAL UNDER THE SUPPORT AND FUNDING POLICY

- 4.1 The Support and Funding Policy provides a framework for how Council will deliver support and funding to groups, organisations, and individuals to achieve the vision of the city. One form of support within the policy is to enable for-purpose groups to occupy Council-owned property at community rental rates.
- 4.2 All for-purpose groups expressing an interest in occupying Council-owned property, either for a new occupancy or renewal of an existing occupancy, must make an application. The application is then assessed by Council Officers to ensure that firstly they meet the policy's eligibility criteria before proceeding any further.
- 4.3 The application from the Highbury Weavers is attached to the report as Appendix 1.
- 4.4 Further assessment considerations are outlined in the policy. In broad terms, the assessment covers three main areas:
 - a) The Policy for the Use of Public Space – guidelines relevant to the application.

b) Reserves Act 1977 – including consideration of the values and purpose of the reserve and the impacts on the public use of the reserve.

c) Impact on the locality and park operations.

A copy of the assessment is attached as Appendix 2.

4.5 In summary, following the assessment against the policy, Council Officers conclude that the Highbury Weavers meet all criteria required.

5. LEASING POWERS UNDER RESERVES ACT

5.1 In addition to the Support and Funding Policy requirements, as the land is a reserve held under the Reserves Act 1977, the leasing provisions also apply.

5.2 'Section 54(1)(b) of the Reserves Act 1977 allows for an administering body to:

'lease to any voluntary organisation part of the reserve for the erection of stands, pavilions, gymnasiums, and, subject to sections 44 and 45, other buildings and structures associated with and necessary for the use of the reserve for outdoor sports, games, or other recreational activities, ... which lease shall be subject to the further provisions set out in Schedule 1 relating to leases of recreation reserves issued pursuant to this paragraph:

provided that a lease granted by the administering body may, with the prior consent of the Minister given on the ground that he or she considers it to be in the public interest, permit the erection of buildings and structures for sports, games, or public recreation not directly associated with outdoor recreation.'

5.3 'Necessary' is not interpreted as requiring that all or even most visitors or users of the reserve need/want to use the service or activity provided under the lease. Reserves often have activities on them that only some of the visitors to the reserve use. The balance of the reserve, Tui Park, is available for general use by the community.

5.4 The proposal would see the continued use of part of the reserve by Highbury Weavers. The lease does not alter the current user experience or change the existing capacity for other activities.

6. LAND STATUS

6.1 A summary of the land status information is:

Title	Reserve Status	Officer Comment
Section 1 Survey Office Plan 452061	Local Purpose (community) Reserve	Subject to the Reserves Act 1977

7. GIVING EFFECT TO THE PRINCIPLES OF THE TREATY OF WAITANGI

- 7.1 The Reserves Act 1977 is subject to Section 4 of the Conservation Act and requires that administering bodies under the Reserves Act 1977 give effect to the principles of the Treaty of Waitangi.
- 7.2 Rangitāne o Manawatū representatives have considered the proposal. Rangitāne are comfortable with this proposal and happy for it to proceed.

8. DESCRIPTION OF OPTIONS

Notify the public of Council's intention to continue supporting the Highbury Weavers by granting occupancy via a new lease of the existing site at 119 Highbury Avenue

- 8.1 This is the preferred option.
- 8.2 Council will seek feedback on continuing to support Highbury Weavers through the process outlined in the Support and Funding Policy.
- 8.3 Council must give people the opportunity to submit on the proposal and be heard before deciding to grant a lease as per sections 119 and 120 of the Reserves Act 1977.
- 8.4 After considering feedback, Council can then decide to enter a formal lease with the Highbury Weavers.
- 8.5 Highbury Weavers contribute to the community and show strong alignment with Council's strategic direction. The Highbury Weavers add to Council's priority to ensure the use of all community recreation facilities is optimised.

Do not notify the public of the intention to support through a new lease, effectively ending the Highbury Weavers' occupancy of Council land

- 8.6 The impact of this option would mean that the opportunity to seek community feedback on the Highbury Weavers' continued occupancy of the site would not occur.
- 8.7 In turn, this would mean that the lease would cease, and Council would follow the process outlined in the Support and Funding Policy to determine the future use of the land (refer 5.5.1(b)). The first step in this process is to carry out a strategic options review.
- 8.8 The implication of this option on the Highbury Weavers would mean that they would not be able to continue leasing the site.
- 8.9 This option poses the risk that Council will be perceived as not supporting the activities of the Highbury Weavers that have occupied the site since 2013.

9. CONCLUSION

- 9.1 The proposal is consistent with the requirements of the Support and Funding Policy. Continued occupancy will allow Highbury Weavers to continue offering activities to the community.
- 9.2 Public notification on the continuing support will provide opportunities for submissions and objections to be made before a decision is made, fulfilling the requirements of the Support and Funding Policy 2022 and section 54 of The Reserves Act 1977.
- 9.3 It is recommended the Committee proceed with Option 1. Highbury Weavers' activities contribute to outcomes to achieve Goal 3 of Council's strategic direction.

10. NEXT ACTIONS

- 10.1 Public notification of the intention to grant the lease, seeking submissions and objections.
- 10.2 Provide the opportunity for any submitters that wish to be heard to speak to Council.
- 10.3 Consider the objections and submissions and provide advice to Council on whether to accept, modify or decline the lease proposal.

11. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS



- 11.1 The proposed consultation process meets the public notification requirements of the Support and Funding Policy 2022 and the Reserves Act that requires a minimum of one-month period advertised in the Manawatu Standard, Dominion Post and on the Council website.

12. COMPLIANCE AND ADMINISTRATION

Does the Committee 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	

<p>Connected Communities</p> <p>The action is: Lease Council land and facilities to for-purpose organisations in line with the Community Funding Policy.</p>	
<p>Contribution to strategic direction and to social, economic, environmental, and cultural well-being</p>	<p>The recommendation is in line with Council's Support and Funding Policy which supports community groups to deliver benefits contributing to the cultural, economic, environmental, and social wellbeing of the city.</p>

ATTACHMENTS

1. Application Form - Request to Occupy Council Land [↓](#) 
2. Assessment [↓](#) 

Request for Occupancy/lease of Council Land/Building 22/23
Application form
Application No. 0008 From Leanne Wallace
 Form Submitted 16 Jul 2023, 11:23PM NZST

About Your Group

* indicates a required field

Organisation registration details

Organisation Name

Te Whatu Raranga o Highbury Weavers Inc.

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information
Reg Number
Legal Name
Other Names
Reg Status
Charity's Street Address
Charity's Postal Address
Telephone
Fax
Email
Website
Reg Date

Must be formatted correctly.

Current Address

7(2)(a) Privacy

Primary Phone Number

7(2)(a) Privacy

Must be a New Zealand phone number.

Primary Website

<https://www.facebook.com/Highburyweavers>

Must be a URL.

Contact Details

Primary Contact

Ms Leanne Wallace

Primary Contact Email

highburyweavers@outlook.com

Must be an email address.

Request for Occupancy/lease of Council Land/Building 22/23 Application form

Application No. 0008 From Leanne Wallace

Form Submitted 16 Jul 2023, 11:23PM NZST

Primary Contact Phone Number

7(2)(a) Privacy

Zealand phone number.

Secondary Contact Name

Ms Pearl Parker

Secondary Contact Phone Number

7(2)(a) Privacy

Zealand phone number.

Secondary Contact Email

highburyweavers@outlook.com

Must be an email address.

Secondary Contact Phone Number

Must be a New Zealand phone number.

Applying for: Please tick which relates to your application

- ☐ Occupying/leasing a (previously unoccupied) council-owned property
- ☐ Constructing a new community building on council-owned land
- ☒ Renewing an occupancy/lease

What is the Vision of the organisation, what are you wanting to achieve?

Te Whatu Raranga o Highbury Weavers Inc. was set up by the late Yvonne Marshall over 20 years ago and is registered as a Society with the New Zealand Companies Office (No. 2726432). Registration date being 29 January 2019. Copy of Certificate of Incorporation and amendments are attached.

The Purpose of our organisation is to:

- . encourage the development and use of traditional Māori weaving skills,
- . support and promote the interests of Te Whatu Raranga o Highbury Weavers Inc,
- . uphold mana and tikanga of traditional Māori weaving within a contemporary context,
- . to holistically enhance the wellbeing of members; and our wider community,
- . participate in and promote activities that involve and enhance our wider community.

How are the major decisions in your organisation taken? (e.g. Trust Board, Management Committee) *

Committee of six persons.

Who are the current members of the major decision-making group? *

Current committee

Debra Marshall-Lobb Patron

Leanne Wallace Chairperson

Pearl Parker Treasurer

Fae Sidney Secretary

Marise Clark Committee Member

Request for Occupancy/lease of Council Land/Building 22/23 Application form

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Ariana Tipa-Emery Committee Member

Sophia Parlato Committee Member

Are staff employed or is all work carried out voluntarily? *

No staff employed, committee members give of their time voluntarily.

If staff are employed, what is the source (s) of funding used to pay them? *

N/A

What are the key positions in the organisation (paid and/or voluntary) ?

All Voluntary positions

Patron

Chairperson

Treasurer

Secretary

What in general terms are the roles of these positions?

Patron Cultural and kaumatua advice

Chairperson Responsible for day to day running of the organisation

Treasurer Responsible for all things financial obligations of the organisation

Secretary Responsible for minute taking, disseminating information to financial members of the organisation

Who currently holds these positions? Please give names and brief resumes.

Patron Debra Marshall-Lobb (Deputy Mayor / secondary school teacher)

Chairperson Leanne Wallace (Teacher Assistant)

Treasurer Pearl Parker (Retiree)

Secretary Fae Sidney (Retiree)

Please summarise your organisation's achievements since its establishment?

The organisation's achievements

- . Participation in Cultural Festivals
- . Participation in Matariki celebrations at schools, libraries and other venues when requested
- . Participation in Manawatu Arts Trail
- . Offering workshops, twice yearly, at both Square Edge and Te Manawa
- . Highbury Weavers mahi toi that has been designed and completed by members displayed in local public areas, office workspaces, homes and kakahu/cloaks worn by students on graduation.
- . Work in progress on restoring Te Patikitiki Community Library's tukutuku taonga.
- . Help revive an ancient art in a local setting

Additional information

Filename: 20230706153445978.pdf

File size: 413.2 kB

Request for Occupancy/lease of Council Land/Building 22/23
Application form
Application No. 0008 From Leanne Wallace
 Form Submitted 16 Jul 2023, 11:23PM NZST

Filename: 20230706153601801.pdf

File size: 2.0 MB

Please upload any additional information to support your application

Intended Use

What is the intended use of the property?

- ☐ Sport and Recreation
☐ Community or social service
☐ Education
☒ Other: We would fit into all the above categories.

What service is to be provided from the property? Please give a full description

We are a non-profit rūpū who have created a safe place where interested persons can come to learn traditional Māori raranga (weaving). Also to share ideas and assist with any queries pertaining to the making of garments, baskets, wall hangings, etc, from harakeke or contemporary weaving materials.

What are the objectives of the service or activity ?

The Purpose of our organisation is to:

- . encourage the development and use of traditional Māori weaving skills,
- . support and promote the interests of Te Whatu Raranga o Highbury Weavers Inc,
- . uphold mana and tikanga of traditional Māori weaving within a contemporary context,
- . to holistically enhance the wellbeing of members; and our wider community,
- . participate in and promote activities that involve and enhance our wider community.

Who is expected to benefit from the service/project? (i.e. who will be the end users or client group) ?

Anyone in the community who wishes to join as a member will benefit from the shared knowledge of other members.

Whanau who will proudly wear the kakahu/cloaks made out of Highbury Weavers

Clients who request weaving pieces in their offices/homes, etc.

Anyone who has had kakahu/cloaks made from Highbury Weavers

What geographic catchment will the project serve?

Manawatu District although we have members from Horowhenua.

What is the demographic profile of those who are expected to benefit from the service / project?

Persons wanting to learn traditional Māori weaving with harakeke and contemporary materials.

How many people are expected to use the service/project on an annual basis?

We can not give a definitive figure on this service as it is dependant upon persons wanting to learn.

Current financial membership is approximately 25.

Request for Occupancy/lease of Council Land/Building 22/23 Application form

Application No. 0008 From Leanne Wallace

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How was this need identified ?

As a collective determining the need for the preservation of traditional Māori weaving skills.

Which organisations in the City are providing services for a similar target group? (i.e. similar geographic location, demographic profile)

. Te Wānanga o Aotearoa

In what way does your service/activity differ from that supplied by these other organisations?

- . We are a non-profit rūpu that is enabling the skill of traditional Māori weaving to be kept alive by offering two sessions per week for the community
- . Non-formal learning
- . Working at your pace.
- . Working within your whanau commitments
- . Weavers have the knowledge that if "life" gets in the way, you do not lose your way. We pick up when they are able to return

What evidence do you have that the service/activity will meet the need identified?

- . Our members are all encouraged by one another, to share and receive advice.
- . The look of achievement when a person has completed their piece and wanting to start the next piece.
- . Whanau proudly wearing a kakahu/cloak made at Highbury Weavers
- . The premises are central, parking is available, there is a bakery and take away in close proximity allowing our Kūi to have a one stop outing.

Has the service/project been pilot tested for effectiveness? If so, please give details of pilot test and results.

Nil pilot test.

Has the service/project previously been operated in Palmerston North or anywhere else in New Zealand? If yes, please give details.

Highbury Weavers Inc. has been servicing the district from these premises for the past 20 years.

How will you measure the level of success of this service/project?

- . Individual achievements.
- . Requests for demonstrations/workshops from community organisations
- . Renewed memberships
- . New members
- . Commissions

Readiness

Request for Occupancy/lease of Council Land/Building 22/23 Application form

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What are the costs involved in establishing this activity/service? Please give the main categories of cost and as close an estimate as you can manage for each category.

. We have been established for 20 years in these premises.

How do you anticipate funding these costs? (e.g. funds in hand, grants, fund raising) Please specify which funds have already been secured and which are subject to further work/decisions.

N/A

What are the estimated costs of operating the service/project on each year?

. Rent/Rates \$1,000/pa

. Power \$1,000/pa

. Kitchen supplies \$300/pa

. Weaving supplies \$500/pa

Some weaving materials have been donated by both past and current members and public who support us.

How do you anticipate funding these costs?

. Membership

. Koha

. Commissioned projects

Have you prepared a business plan for the service/project? If yes, please supply a copy.

N/A

Upload Business Plan

No files have been uploaded

Please supply a copy of your most recent audited accounts.

Filename: 20230706153628293.pdf

File size: 248.7 kB

If you are lease a property, what is the timeline for making the service/project operational?

. Currently operational.

Please specify plans for resourcing (equipment, services, people, tools etc.)

. Tools and materials have been gifted by past and present members.

. Purchasing as required.

. We call on the expertise of kaumatua as required.

Have you prepared any conceptual and technical plans? Please Upload

No files have been uploaded

Request for Occupancy/lease of Council Land/Building 22/23
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Fit with Council Direction

Policy on Use of Public Spaces 2019

Support and Funding Policy - Occupancy of council-owned Property by for Purpose groups

Purpose: The purpose of this support is to provide to allow for-purpose groups to occupy and operate out of, Council owned property for sporting, recreational, community/social services and educational purposes, at community rental rates.

Support Priorities: For-purpose groups that contribute to outcomes to achieve goals 2, 3, and/or 4 of Council's strategic direction. For- purpose organisations who are jointly seeking a shared space within a Council-owned building; and their presence fits with the identified space and will maintain or enhance the uniqueness of the space.

Policy on Use of Public Spaces 2019^[1]

In considering an application to use public space, and particularly where there are competing applications for the use of public space or high demand for a public space, the Council will consider whether the activity:

- supports the achievement of the Council's goals
- adds to the variety of events or activities available in Palmerston North
- enhances any precinct identities (e.g. Broadway as a hospitality precinct)
- provides an experience (rather than a simple commercial exchange)
- does not significantly limit the availability of space for general community use.

Council may also consider:

- whether the event or activity is inclusive of and accessible to the wider community
- iwi feedback on the proposed event or activity
- the opportunity to enhance or celebrate the heritage values of the public space
- the opportunity to enhance or celebrate the natural environment of the public space
- the opportunity to contribute to preparedness for emergency response, disaster response, or national security concerns
- potential impact on existing city businesses. Council may require applications to be subject to public consultation where an application is likely to be controversial, or where it is unclear if the proposal is consistent with the overall intent of the policy.

Note that none of the criteria or considerations provided for in this policy outweigh the freedoms guaranteed under the Bill of Rights Act.

^[1] <https://www.pncc.govt.nz/council-city/official-documents/policies/policy-for-the-use-of-public-space/>

Palmerston North Strategic Direction

Goal 1: An Innovative and growing city

Goal 2: A creative and exciting city

Goal 3: A connected and safe community

Goal 4: An eco-city

[Strategic direction | Palmerston North City Council \(pncc.govt.nz\)](https://www.pncc.govt.nz/council-city/official-documents/policies/policy-for-the-use-of-public-space/)

Request for Occupancy/lease of Council Land/Building 22/23 Application form

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Please explain how your proposed lease will contribute to one or more goals of Council (it is not necessary to contribute to more than one goal):

A connected and safe community.

Allowing a safe and secure place for the community to weave

Allowing for all our equipment to be secure in one place and not have to move our equipment each session.

To have all services in close proximity and local.

Is the need which this project/service aims to address identified in any other City Council plans or research? If so please indicate the report and relevant sections.

. Unsure, but probably not.

Type of Property (new requests only)

35. Does your group require a building or land only?

N/A

36. Please describe the type of property you require? Size, type, what attributes must it have etc.

N/A

37. Does the property need to be located in a particular area of the City? If so, where?

N/A

38. Is this location essential or desirable? Please bear in mind that if you mark essential and the Council does not have suitable property in that location then no property at all may be offered.

☐ Desirable

☐ Essential

39. Do you have a location or Council property in mind? If so where?

N/A

40. Approximately how long do you anticipate requiring Council property for?

N/A

41. Please attach any other information you wish to supply as part of your application

No files have been uploaded

Declaration

You must agree to the below statements before submitting your application:

Request for Occupancy/lease of Council Land/Building 22/23 Application form

Application No. 0008 From Leanne Wallace

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New Question

- ☒ I confirm that all information given or written is true, complete and accurate.
- ☒ I give authority for Council to use the information provided publicly, such as in a report to the Council, to assess our proposal.

Assessment of Lease Proposal – Support and Funding Policy

In considering an application of a for purpose organisation to use public space, and particularly where there are competing applications for the use of public space or high demand for a public space, the Council will assess the applications against the criteria set out in both policies.

Date: 14 August 2023

Group Name: Te Whatu Raranga o Highbury Weavers

Proposed Lease Location: 119 Highbury Avenue (part of Tui Park), Palmerston North

Use of Public Space Policy

Criteria	Assessment
Supports the achievement of the Council's goals	Activities of Highbury Weavers are consistent with goals two and three of Council's strategic direction.
Is accessible to the wider community	Highbury Weavers activities seek and support the Palmerston North community.
Adds to the variety of events or activities available in Palmerston North	Highbury Weavers provides opportunities to promote confidence and create connections within the community.
Enhances any precinct identities (e.g. Broadway as a hospitality precinct)	Highbury Weavers supports and enhances the range of community activities at 119 Highbury Avenue (part of Tui Park).
Provides an experience (rather than a simple commercial exchange)	Highbury Weavers are focused on personal development and community engagement.
Does not significantly limit the availability of space for general community use	The lease does not affect the availability of the space for general community use.
Rangitāne o Manawatu feedback on the proposed activity	Rangitāne o Manawatu representatives have considered the proposal and have no comment.
Potential impact of the occupancy and proposed activities	Highbury Weavers has been occupying the site since 2013. The lease has no negative impact on the public's benefit and enjoyment of the land/reserve. The lease will not affect the availability of space for the general community use or other for-purpose groups, as it is an existing use.

Reserves Act 1977 Considerations

Criteria	Assessment
Meets the defined purpose of recreation reserve in Section 17(1) of the Reserves Act 1977.	Highbury Weavers are providing an organisation to the local community. It is undertaken in people's leisure time and contributes to the community. This activity is consistent with the purpose of community reserves.
The public shall have freedom of entry and access to the reserve, except for the ability to lease areas under Section 54.	The area is proposed to be leased under Section 54 and therefore public access is not required.
Where scenic, historic, archaeological, biological, geological, or other scientific features or indigenous flora or fauna or wildlife are present on the reserve, those features or that flora or fauna or wildlife shall be managed and protected to the extent compatible with the principal or primary purpose of the reserve.	No trees or vegetation are required to be removed by the proposal.
Those qualities of the reserve which contribute to the pleasantness, harmony, and cohesion of the natural environment and the better use and enjoyment of the reserve shall be conserved.	Highbury Weavers, as an existing occupier will not negatively impact the existing pleasantness and enjoyment of the reserve.
To the extent compatible with the principal or primary purpose of the reserve, its value as a soil, water, and forest conservation area shall be maintained.	The proposed lease will not impact on soil, water and forest conservation.
Does not significantly limit the availability of space for general community use	The lease does not affect the availability of the space for general community use.

Impact on the locality and Park operations

Criteria	Assessment
Aesthetics	Highbury Weavers currently occupies the site. There are no additional impacts from the continuing occupation of the site
Security	Highbury Weavers will be responsible for security of their buildings and assets
Cleaning and Offensive litter	Highbury Weavers are responsible for managing litter within its leased area
Vegetation	No trees or shrubs would be required to be removed
Carparking	Existing car parking is available. No new effects are created in approving a new lease
Affected Parties	Parties identified include: <ul style="list-style-type: none"> - Members of Highbury Weavers - Neighbouring residents and tenants - Local Community - Rangitane o Manawatu

COMMITTEE WORK SCHEDULE

TO: Strategy & Finance Committee

MEETING DATE: 20 September 2023

TITLE: Committee Work Schedule

RECOMMENDATION TO STRATEGY & FINANCE COMMITTEE

1. That the Strategy & Finance Committee receive its Work Schedule dated September 2023.

COMMITTEE WORK SCHEDULE – SEPTEMBER 2023					
Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Clause number
1.	September 2023	Information relating to the description, timing and quantum of the infrastructure work programmes to enable growth in Aokautere	Chief Infrastructure Officer Chief Planning Officer		9 March 2022 Clause 11.4
2.	September 2023	Waka Kotahi Recreation Pathways Fund Associated with Te Ahu a Turanga Highway – report on the outcome of the funding application, including any financial implications for	Chief Infrastructure Officer		27 April 2022 Clause 30

		consideration as part of the draft 2023/24 Annual Budget process			
3.	September 2023	Quarterly Performance & Financial Report (quarter 4 ending 30 June 2023)	Chief Financial Officer	Presented to Council 6 September 2023	Terms of Reference
4.	September 2023	Treasury Report (Quarter 4)	Chief Financial Officer	Presented to Council 6 September 2023	Treasury Policy
5.	September 2023	Draft Water Supply Bylaw – deliberations report	Chief Planning Officer		
6.	September October 2023	Draft Interim Speed Management Plan - deliberations report	Chief Planning Officer	Report going to extraordinary meeting on 11 October	Council 5 April 2023 Clause 46
7.	September November 2023	Part Waterloo Park - Proposal to exchange land - deliberations report	Chief Infrastructure Officer	In progress	Terms of Reference
8.	November 2023	Treasury Policy Review	Chief Financial Officer	In line with LTP	Treasury Policy
9.	November 2023	Rates review	Chief Financial Officer	Workshop on 9 August	Terms of Reference
10.	November 2023	Amendment of Palmerston North Animals and Bees Bylaw 2018	Chief Planning Officer		22 March 2023 Clause 9
11.	November 2023	Quarterly Performance & Financial Report (quarter 1)	Chief Financial Officer		Terms of Reference

		ending 30 September 2023)			
12.	November 2023	Treasury Report (Quarter 1)	Chief Financial Officer		Treasury Policy
13.	November 2023	Vegetation Framework to include a Tree Policy focused on Council administered streets and public spaces	Chief Planning Officer		Committee of Council 9 June 2021 Clause 31.8
14.	August 2024	Draft Waste Management and Minimisation Bylaw – Approval for Consultation	Chief Planning Officer		11 August 2021 Clause 21

ATTACHMENTS

NIL