



PAPAIOEA
PALMERSTON
NORTH
CITY

PALMERSTON NORTH CITY COUNCIL

AGENDA

COUNCIL

9:00 AM, WEDNESDAY 6 MARCH 2024

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

MEMBERS

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

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

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

Waid Crockett

Chief Executive | PALMERSTON NORTH CITY COUNCIL

Te Marae o Hine | 32 The Square
Private Bag 11034 | Palmerston North 4442 | New Zealand
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COUNCIL MEETING

6 March 2024

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 matters.

6. **Confirmation of Minutes** Page 7
"That the minutes of the ordinary meeting of 14 February 2024 Part I Public be confirmed as a true and correct record."

REPORTS

7. **Fees and Charges Review** Page 17
Report, presented by Steve Paterson, Strategy Manager Finance.

8. **Adoption of the draft 2024 Palmerston North Future Development Strategy for public consultation** Page 97
Memorandum, presented by Sam Dowse, Senior Planner and Rebecca Bell, RFB Consulting.

9. **Director Vacancy - Central Economic Development Agency** Page 297
Memorandum, presented by Hannah White, Democracy & Governance Manager and David Murphy, Chief Planning Officer.

10. **Approval for international travel expenses- Deputy Mayor Marshall-Lobb** Page 303
Memorandum, presented by Hannah White, Democracy and Governance Manager.

11. **Remit proposal from Palmerston North City Council for Local Government New Zealand Annual General Meeting 2024** Page 309
Memorandum, presented by Hannah White, Democracy and Governance Manager.

12. **Council Work Schedule** Page 317

RECOMMENDATIONS FROM COMMITTEE MEETINGS

13. **Presentation of the Part I Public Economic Growth Committee's Recommendations from its 15 February 2024 Meeting** Page 321

14. **Presentation of the Part I Public Strategy & Finance Committee's Recommendations from its 21 February 2024 Meeting** Page 323

15. **Presentation of the Part I Public Economic Growth Committee's Recommendations from its 28 February 2024 Meeting** Page 325

16. **Karakia Whakamutunga**

17. **Exclusion of Public**

To be moved:

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

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

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
18.	Minutes of the ordinary meeting - Part II Confidential - 14 February 2024	For the reasons setout in the ordinary minutes of 14 February 2024, held in public present.	
19.	Environmental Health Contract	PRIVACY: This information needs to be kept private to protect personal information that is confidential or sensitive. This includes people who are no longer alive and THIRD PARTY COMMERCIAL: Disclosing the information could harm a company's commercial position	s7(2)(a) and s7(2)(b)(ii)

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.

PALMERSTON NORTH CITY COUNCIL

Minutes of the Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 14 February 2024, commencing at 9.03am.

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

Apologies: Councillor Lew Findlay

Councillor Orphée Mickalad left the meeting at 11.30am during consideration of clause 14-24. He returned at 11.53am, during clause 15-24. He was not present for clause 14-24.

Councillor Vaughan Dennison left the meeting at 11.54 after consideration of clause 14-24. He was not present for clauses 15-24 to 19-24 inclusive.

Karakia Timatanga

Deputy Mayor Debi Marshall-Lobb opened the meeting with karakia.

10-24 Apologies

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council receive the apologies from Cr Lew Findlay.

Clause 10-24 above was carried 15 votes to 0, the voting being as follows:

For:

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

Declaration of Interest

The Mayor Grant Smith declared a conflict of interest in Item 13 Approval for the Mayor to attend the 2024 Taipei Smart City Mayor's Summit (clause 18-24), he took no part in discussion or debate.

11-24 Culture & Sport Committee Part I Public - 7 February 2024

Councillor Bowen presented the recommendation below.

Moved Rachel Bowen, seconded Grant Smith.

RESOLVED

1. That the Committee's recommendation be adopted.

Te Manawa Museums Trust: Draft Statement of Intent 2024-27

1. That Council increase Te Manawa's operational grant funding in the draft Long-Term Plan 2024-34 to be:

2024/25	2025/26	2026/27
\$3,833,599	\$4,024,056	\$4,217,826

Clause 11-24 above was carried 11 votes to 2, with 2 abstentions, the voting being as follows:

For:

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

Against:

Councillors Roly Fitzgerald and Karen Naylor.

Abstained:

Councillors Vaughan Dennison and Leonie Hapeta.

12-24 Confirmation of Minutes

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That the minutes of the ordinary meeting of 7 February 2024 Part I Public be confirmed as a true and correct record.

Clause 12-24 above was carried 14 votes to 0, with 1 abstention, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Roly Fitzgerald, Patrick Handcock,

Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Abstained:

Councillor Leonie Hapeta.

REPORTS

13-24

2024-34 Draft Long Term Plan Consultation Material Update

Memorandum, presented by David Murphy, Chief Planning Officer, Cameron McKay, Chief Financial Officer and Chris Dyhrberg, Chief Infrastructure Officer.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council agree the Consultation Document for the Draft 2024-34 Long Term Plan (Attachment 1), be provided to Audit New Zealand, subject to the agreed amendment.

Clause 13-24 above was carried 14 votes to 1, the voting being as follows:

For:

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

Against:

Councillor Karen Naylor.

Moved Lorna Johnson, seconded Rachel Bowen.

On an amendment to recommendation 1: That paragraphs regarding social housing and the animal shelter costs be removed from page 23.

The amendment was carried 11 votes to 4, the voting being as follows:

For:

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

Against:

Councillors Vaughan Dennison, Roly Fitzgerald, Billy Meehan and Orphée Mickalad.

Moved Karen Naylor, seconded William Wood.

Note:

On an amendment to recommendation 1: That the words “We've cut a lot of existing budgets” is changed on page 3.

The amendment was lost 4 votes to 11, the voting being as follows:

For:

Councillors Vaughan Dennison, Leonie Hapeta, Karen Naylor and William Wood.

Against:

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

The meeting adjourned at 10.29am

The meeting resumed at 10.48am

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

2. That Council agree the Supporting Material for the Draft 2024-34 Long Term Plan (presented in [Attachments 3-10](#) to the Council meeting on 7 February 2024 with minor amendments as directed at that meeting) to be provided to Audit New Zealand.

Clause 13-24 above was carried 14 votes to 1, the voting being as follows:

For:

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

Against:

Councillor Karen Naylor.

Moved Karen Naylor, seconded Rachel Bowen.

Note:

On an amendment to recommendation 2: Subject to amending the timing for Programme 1194 (CET Arena) to spread the \$36M investment across the 10 Years of the LTP with a maximum of \$7.67M in the first 3 years.

The amendment was lost 1 votes to 14, the voting being as follows:

For:

Councillor Karen Naylor.

Against:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Roly Fitzgerald, Patrick Handcock,

Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

Moved Karen Naylor, seconded Leonie Hapeta.

RESOLVED

3. That the Chief Executive provide options to increase revenue, including increasing fees and charges and options for new fees and charges.

Clause 13-24 above was carried 13 votes to 2, the voting being as follows:

For:

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

Against:

Councillors Debi Marshall-Lobb and Lorna Johnson.

14-24

Long-Term Plan - Rating System

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

Councillor Orphée Mickalad left the meeting at 11:30 am

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council agree the rating information contained in the memorandum for inclusion in the supporting material for the Draft Long-Term Plan 2024-34; and that this be provided to Audit New Zealand.

Clause 14-24 above was carried 14 votes to 0, the voting being as follows:

For:

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

Councillor Orphée Mickalad returned to the meeting at 11:52am

Councillor Vaughan Dennison left the meeting at 11:54am

15-24

Rates Remission and Postponement Policies

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

Noting the following minor amendments:

- Section 11.2, remove the last bullet point “the ratepayer's sole income is from a central government benefit (including New Zealand superannuation)
- Section 11.2 applies to residential ratepayers only.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council adopt for consultation the draft Rates Remission and Postponement Policies (Attachment 1) with minor amendments.

Clause 15-24 above was carried 14 votes to 0, the voting being as follows:

For:

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

The meeting adjourned at 12.20am

The meeting resumed at 1.24pm

16-24

Treasury Policy (Including Liability Management & Investment Policy)

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

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council adopt the updated Treasury Policy, incorporating the Liability Management and Investment Policy pursuant to section 102 of the Local Government Act 2002 (Attachment 1).
2. That Council note it will review the specific borrowing limits contained in clause 3.6.1 of the Treasury Policy as part of the process of developing its Financial Strategy for the 2024-34 Long Term Plan, and that if the outcome of the review is that there are changes to these limits, the Treasury Policy will be updated to include these.

Clause 16-24 above was carried 14 votes to 0, the voting being as follows:

For:

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

17-24 Summary of Waste Assessment 2023

Memorandum, presented by Peter Ridge, Senior Policy Analyst, and Natasha Hickmott, Activities Manager - Resource Recovery and Sustainability.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council receive the Palmerston North City Council Waste Assessment 2023 (Attachment 1).
2. That Council note the Palmerston North City Council Waste Assessment 2023 is now complete in accordance with section 51 of the Waste Minimisation Act 2008.
3. That Council confirm it has considered the Palmerston North Waste Management and Minimisation Plan 2019 in light of the draft Palmerston North City Council Waste Assessment 2023 and agree to develop a replacement Waste Management and Minimisation Plan.

Clause 17-24 above was carried 14 votes to 0, the voting being as follows:

For:

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

Mayor Grant Smith vacated the chair and sat in the gallery.
Deputy Mayor Debi Marshall Lobb took the chair.

18-24 Approval for the Mayor to attend the 2024 Taipei Smart City Mayor's Summit

Memorandum, presented by Gabrielle Loga, International Relations Manager.

Moved Debi Marshall-Lobb, seconded Patrick Handcock.

RESOLVED

1. That Council grant approval for the Mayor to travel to Taipei from 18 March to 23 March 2024 to attend the 2024 Taipei Smart City Mayors' Summit.

Clause 18-24 above was carried 11 votes to 2, the voting being as follows:

For:

Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

Against:

Councillors Rachel Bowen and Karen Naylor.

Note:

The Mayor Grant Smith declared a conflict of interest, withdrew from the discussion and sat in the gallery.

Mayor Grant Smith took the chair.

EXCLUSION OF PUBLIC

19-24 Recommendation to Exclude Public

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

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

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

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
15.	Purchase of 117-121 College Street (St. Marks Presbyterian Church)	THIRD PARTY COMMERCIAL: Disclosing the information could harm a company's commercial position	s7(2)(b)(ii)
16.	Purchase of 80 Waldegrave Street	THIRD PARTY COMMERCIAL: Disclosing the information could harm a company's commercial position	s7(2)(b)(ii)

This resolution is made in reliance on Section 48(1)(a) of the Local

Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Clause 19-24 above was carried 14 votes to 0, the voting being as follows:

For:

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

The public part of the meeting finished at 2.10pm

Confirmed 6 March 2024

Mayor

Report

TO: Council

MEETING DATE: 6 March 2024

TITLE: Fees and Charges Review

PRESENTED BY: Steve Paterson, Strategy Manager Finance

APPROVED BY: Cameron McKay, Chief Financial Officer

RECOMMENDATIONS TO COUNCIL

1. That Council receive the report titled 'Fees and Charges Review', presented on 6 March 2024, and note the current status of fees and charges.

Trade Waste

2. That Council agree for consultation the proposal of updated fees and charges for Trade Waste services effective from 1 July 2024 as attached in Appendix 2 and authorise the Chief Executive to undertake the necessary consultative process under sections 82 and 150 of the Local Government Act 2002.

Planning & Miscellaneous

3. That Council agree for consultation the Statement of Proposal (and the associated summary) of updated fees and charges for Planning Services and Miscellaneous Services effective from 1 July 2024 as attached in Appendix 3, and authorise the Chief Executive to undertake the necessary consultative process under sections 83 and 150 of the Local Government Act 2002.

Building

4. That Council agree the fees and charges for Building Services, as proposed in Appendix 4 for public notification to take effect from 1 July 2024.

Environmental Health

5. That Council agree the fees and charges for Environmental Health Services (in terms of regulation 7 of the Health (Registration of Premises) Regulations 1966) as proposed in Appendix 5, for public notification to take effect from 1 July 2024.

Animal Management

6. That Council agree the fees and charges for the Impounding of Animals (in terms of section 14 of the Impounding Act 1955) and for Dog Registration and Dog Impounding (in terms of sections 37 and 68 of the Dog Control Act 1996) as proposed in Appendix 6; either
 - 6.1 as Attachment A; or
 - 6.2 as Attachment B
 for public notification to take effect from 1 July 2024.

7. That if 6.1 is agreed, Council amend the draft Revenue and Financing Policy to include a change to the target revenue band for fees and charges for animal management from High (80-100%) to Medium/High (60-79%).
8. That if 6.2 is agreed, Council increase the revenue budget for 2024/25 and beyond for fees and charges for animal management by \$317,000 and reduce the rates requirement by \$317,000.

Burial & Cremation

9. That Council agree the fees and charges for Burial and Cremation, as proposed in Appendix 7 for public notification to take effect from 1 July 2024.

Service Connections

10. That Council agree the fees and charges for Service Connections, as proposed in Appendix 8 to take effect from 1 July 2024.

Resource Recovery

11. That Council agree the changes to fees and charges for Resource Recovery, as proposed in Appendix 9, to take effect from 1 July 2024, and specifically:

11.1 Either

Increase the maximum retail price for rubbish bags from \$2.90 to \$3.80 (60L) and from \$2.20 to \$2.80 (40L);

Or

Increase the maximum retail price for rubbish bags from \$2.90 to \$3.50 (60L) and from \$2.20 to \$2.50 (40L), reducing the revenue budget for 2024/25 and beyond by \$155,000 with a consequential increase in rates of \$155,000;

Or

Increase the maximum retail price for 60L rubbish bags from \$2.90 to \$3.20 and retain 40L bags at \$2.20, reducing the revenue budget for 2024/25 and beyond by \$290,000 with a consequential increase in rates of \$290,000;

- 11.2 Increase Events Recycling charges as outlined in clause 3.2.2;

- 11.3 Increase Bagged compost charges from \$5 to \$7, increasing the revenue budget for 2024/25 and beyond by \$16,000 with a consequential reduction in rates of \$16,000;

- 11.4 Increase Green waste charges at Awapuni as outlined in clause 3.3.2, and increase the revenue budget for 2024/25 and beyond by \$94,000 with a consequential reduction in rates of \$94,000.

12. That Council authorise Chief Executive to determine appropriate fees and charges if additional recyclable materials are to be accepted by the Council before the next annual review.

13. That the charge for End of Life Tyres cease from 1 September 2024, if the Council's Awapuni site becomes a registered site for the purposes of the Tyrewise Stewardship Scheme, or such other date as the scheme becomes operative.

Parks and Reserves

14. That Council agree the fees and charges for Parks and Reserves as proposed in Appendix 10 to take effect from 1 July 2024.

Backflow Prevention

15. That Council agree the fees and charges for Backflow Prevention testing and maintenance as proposed in Appendix 11 to take effect from 1 July 2024.

Corridor Access Request

16. That Council agree the fees and charges for Corridor Access Requests as proposed in Appendix 12 to take effect from 1 July 2024.

Parking

17. That Council increase the charge for metered parking from \$1.70 per hour to \$2.00 per hour effective from 1 July 2024 or the most practical day immediately thereafter.

18. That Council increase the revenue budget for metered parking for 2024/25 and beyond by \$450,000 with a consequential reduction in rates of the same amount.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	Fees and charges need to be reviewed annually to ensure they adequately meet Revenue & Financing policy, budgetary and other objectives
OPTION 1:	Approve fee increases as proposed
Community Views	Each of different types of fees requires a different process for community engagement. Where this is legislatively controlled it is identified in the report
Benefits	More likely to comply with funding proportions contained in Revenue & Financing Policy
Risks	Public criticism of increases
	Increased charges for some activities may discourage compliance or reduce volumes
Financial	Budgeted revenue targets more likely to be achieved
OPTION 2:	Approve fee amendments for some of those proposed at greater or lesser levels
Community Views	As above
Benefits	Lower fees than recommended likely to mean policy targets will not be achieved
	Higher fees than recommended in some instances will increase likelihood of policy user fee target being achieved

Risks	Higher fees than recommended may increase the risk of public criticism
Financial	If lower increases are approved for some fees likely that budgeted revenue will not be achievable
OPTION 3:	Do not approve any fee increases
Community Views	As above
Benefits	Lower fees than recommended likely to mean policy targets will not be achieved
Risks	When increases eventually are made (to reduce the pressure on rates increases) the extent of the increase required will be publicly and politically unacceptable The budget assumptions for fees and charges in the Long-term Plan or Annual Budget would need to be revisited which would result in an increase in rates requirement
Financial	If no increases are approved likely that budgeted revenue will not be achievable

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 The purpose of this report is to provide an overview of the current status of fees and charges made by the Council and to recommend the adoption of updated fees for some of them.
- 1.2 At its meeting on 14 February 2024 Council resolved "That the Chief Executive provides options to increase revenue, including increasing fees and charges and options for new fees and charges." This report only partially addresses this resolution by considering fees and charges that are scheduled to be reviewed annually. It does not consider opportunities for further revenue from new sources – this is a much longer-term project.
- 1.3 It is important that fees and charges be regularly reviewed. There are a variety of reasons for this including:
- Compliance with legislative requirements – many fees and charges made by the Council are governed by specific legislation
 - Consistency with Council's Revenue and Financing policy – for each activity the Council has adopted targets for the funding mix, i.e. the proportion of costs to be funded from fees and charges
 - Transparency – in some instances it is important to be able to demonstrate that the charge being made represents a fair and reasonable recovery of the costs of providing a particular service

- Market comparability – for some services the Council operates in a contestable market and it is important that fees and charges are responsive to market changes.

1.4 However, as a review process is sometimes very time-consuming the depth of the review for each type of fee or charge may vary depending on the circumstances.

1.5 Attached as Appendix 1 is a schedule listing, in broad terms, the various types of fees and charges made by the Council. The schedule is ordered by activity (consistent with the proposed 2024-34 Long-term Plan (LTP)) and within that by function (consistent with the Revenue & Financing Policy). Comments are made within the schedule outlining the reasons for there being no change recommended to a particular fee or charge. In cases where changes are recommended more detail is provided in the appendices.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

2.1 Council has previously indicated that as a matter of policy it wishes all fee and charge revisions to be encapsulated in a single report to the Council early each year.

2.2 Council's current Revenue & Financing Policy (10 Year Plan 2021-31 pages 245-283) describes how the Council goes about deciding who should pay for the provision of each activity and in what proportions. The policy should be the foundation for decisions about the levels of fees and charges. No material changes are proposed for the 2024-34 LTP.

2.3 For some activities (such as swimming pools) only a portion of the operating costs is borne by the Council and none of the revenue is received directly by the Council. The Council does have the right under the agreement with CLM to set the maximum fees charged for the services. The Revenue & Financing Policy addresses only that portion of the net operating costs funded by the Council and therefore makes no reference to user charges for swimming pools.

2.4 In some of the activities shown above it is not practical to charge users through a separate charge specifically related to use. An example of this is water where large consumers are metered but the majority of users are charged through the rating system by way of a fixed targeted rate as the best proxy for direct user charge.

2.5 In some activities a combination of charging mechanisms is used. Rubbish and recycling is an example. Users are responsible for their own rubbish disposal. The Council does provide a collection and disposal service which is funded from the sale of rubbish bags. Recycling activity is funded from the sale of recyclables and the balance through the rating system by way of fixed targeted rates.

3. DESCRIPTION OF OPTIONS

- 3.1 With a few exceptions (being cemeteries, animal management), draft revenue budgets for 2024/25 have been set at levels which aim to meet the Revenue & Financing Policy proportion targets. Achieving these revenue levels is dependent not only on the level of fee or charge set but also the actual volumes of activity by comparison with budget assumptions.
- 3.2 The timing of this review is scheduled to fit into the annual planning timetable in a way which ensures appropriate revenue assumptions are made in the proposed Long-term or Annual Plans and changes to fees and charges can be implemented as soon as practicable.
- 3.3 Much of this report is focused on providing an overview of Council's fees and charges. However, the report does include specific proposals for change for a number of fees and charges as explained in more detail in the following appendices:

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

- 3.4 Whilst the background to, and rationale for, the recommendations is made in each of the appendices, attention is drawn to the following:
 - Many of the charges are being proposed to be increased by 7% (rounded) to reflect the level of cost increase being experienced and thereby ensure an appropriate proportion of the increase is incurred by the user rather than the general ratepayer.

- A number of the fees and charges for resource recovery are being proposed to be increased, in accordance with the policy intention and budget assumptions. Last year the Council decided not to raise the maximum retail price of rubbish bags to the levels recommended to meet the policy intention. For 2024/25 the budget assumption is that the price will be raised to the necessary levels and that is officers' recommendation. However, the recommendations include two other lower options each with consequences for the draft budget and the need to increase rates to compensate for the lower income.
- A recommendation is included to increase the metered parking fee from \$1.70 to \$2.00 per hour. Such a change would not compromise the ongoing parking framework workstream. For comparative purposes the current charges for a number of other regional centres are shown below:
 - Nelson \$2 per hour
 - New Plymouth \$3 per hour
 - Tauranga \$2 per hour for the first 2 hours and then \$5 per hour after that.
 - Hamilton are proposing to change the rates to \$3 per hour for the first 2 hours and then \$6 per hour after that. Currently, the first two hours are free.
 - Dunedin has a zone system, with parking charged at \$3.50 per hour for the core and inner zone parking (CBD). In the outer zone (just outside of the CBD) parking is charged at \$1.50 per hour, with \$10 all-day parking allowable in certain areas; otherwise time limits do apply.
 - Whanganui are looking to move to \$2 except for Victoria Ave which is planned to be \$3.
- Animal management fees are proposed to be increased by 7% (rounded) – refer to Appendix 6 and Attachment A. Fees and charges at this level will not meet the targeted recovery from users as described in the Revenue and Financing Policy. A previous recommendation was made to revise the target band for the update of the Revenue and Financing Policy but to date this has not been accepted by the Council. Appendix 6 (Attachment B) outlines the fees and charges that would need to be approved (approx. 30% increase) for the minimum of the target recovery band to be achieved. The recommendations include the two options and the consequential decisions that follow.

4. ANALYSIS OF PROPOSALS

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

5. SUMMARY OF CONSIDERATIONS

5.1 A broad review of fees and charges has been undertaken. Revenue from these is an important part of the funding mix. There are two elements to achieving revenue budgets. The first is the actual level of the fee or charge. The second is the volume of sales or use. A change to the level of fee or charge can influence demand. Achieving revenue targets is sometimes more about volumes than the level of the charge. There is a fine balance between the two. This report recommends increases in charges for a number of services and many of these are reflective of revenue assumptions made in the proposed Long-term Plan Budget for 2024/25.

6. NEXT ACTIONS

- 6.1 There is a series of procedural steps to be followed to enable some of the revised fees and charges to be implemented. In some cases (as specifically identified in the recommendations) this involves a period of public consultation and a report back to the Council for final confirmation (taking into account any public submissions).
- 6.2 Staff will action messaging appropriate to the rates and fee changes not otherwise formally notified. This will include appropriate references in the consultation material for the LTP.
- 6.3 Further advice will come to Council on wider options for revenue raising.

7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 7.1 The Revenue & Financing Policy incorporates the Council's current views on what portion of each activity should be directly funded from users. This policy forms part of the 2021-31 10 Year Plan which was the subject of public consultation in 2021. No material changes are proposed to the policy for the 2024-34 LTP.
- 7.2 There are varying types of public consultation required to enable changes to be made to fees and charges. For some the special consultative process or a process consistent with the principles of section 82 of the Local Government Act is to be used. More detail about each is provided in the detailed appendices.

COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	Yes

Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans? There are some activities as mentioned in this report that do not meet the Revenue and Financing Policy limits for Fees and Charges. The level of inconsistency is in some cases is minor but in the case of the animal management activity is significant. We have been endeavouring to address this through the review of the Revenue and Financing Policy as part of the development of the 2024-34 LTP.	Yes
The recommendations contribute to Goal 5: A Driven and Enabling Council	
The recommendations contribute to the outcomes of the Driven and Enabling Council Strategy	
The recommendations contribute to the achievement of action/actions in Not Applicable	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	<p>The process for setting fees and charges depends on the nature of the activity and the particular requirements of the relevant bylaw, legislation or Council policy.</p> <p>The recommendations take account of Council's Revenue & Financing Policy that in turn reflects Council's strategic direction.</p>

ATTACHMENTS

1. Appendix 1  
2. Appendix 2_ Trade Waste  
3. Appendix 3_ Planning and Miscellaneous  
4. Appendix 4_ Building  
5. Appendix 5_ Environmental Health  
6. Appendix 6_ Animal Management  
7. Appendix 7_ Burial & Cremation  
8. Appendix 8_ Service Connections  
9. Appendix 9_ Resource Recovery  
10. Appendix 10_ Parks and Reserves  
11. Appendix 11_ Backflow Prevention  
12. Appendix 12_ Corridor Access Requests  
13. Appendix 13_ Metered Parking  

MEMORANDUM

TO: Council

MEETING DATE: 6 March 2024

TITLE: Adoption of the draft 2024 Palmerston North Future Development Strategy for public consultation

PRESENTED BY: Sam Dowse, Senior Planner and Rebecca Bell, Consultant

APPROVED BY: David Murphy, Chief Planning Officer

RECOMMENDATIONS TO COUNCIL

1. That Council adopt the draft 2024 Palmerston North Future Development Strategy (Attachment 1) for public consultation.
 2. That Council authorise the Mayor (Chairperson of the Palmerston North Future Development Strategy Joint Steering Group) in consultation with the Chairperson of Horizons Regional Council to make minor amendments to the draft Palmerston North Future Development Strategy prior to public consultation.
 3. That Council adopt the draft 2024 Future Development Strategy Statement of Proposal (Attachment 2) for public consultation.
-

1. ISSUE

- 1.1 The National Policy Statement on Urban Development 2020 (NPS-UD) requires Palmerston North City Council and Horizons Regional Council to jointly prepare a Future Development Strategy (FDS) for Palmerston North in time to inform, or at the same time as, preparation of the 2024 Long Term Plan.
- 1.2 As the FDS is jointly prepared, both councils must consult on, and adopt, the FDS.
- 1.3 The draft 2024 Palmerston North FDS is included as Attachment 1. The accompanying Statement of Proposal is included as Attachment 2.
- 1.4 At its meeting on 7 February 2024, Council resolved:
 1. *That Council delegate authority to the Palmerston North Future Development Strategy Joint Steering Group to hear submissions on the draft Future Development Strategy, to deliberate and to recommend the*

final adoption of the Future Development Strategy to both Palmerston North City Council and Horizons Regional Council.

2. *That the Joint Steering Group Terms of Reference Delegations be amended to include (1).*
3. *That Council note that both Palmerston North City Council and Horizons Regional Council will need to adopt the Future Development Strategy prior to the adoption of their Long-Term Plans 2024/34.*
4. *That Palmerston North City Council will be the administering authority for the special consultative procedure.*
- 1.5 A report to Horizons Regional Council on 27 February 2024 will seek the same resolutions as paragraph 1.4 above.
- 1.6 The NPS-UD requires that the special consultative procedure is undertaken when consulting on the FDS. This process includes the preparation of a Statement of Proposal which will accompany the draft FDS as part of the public consultation process.
- 1.7 The Statement of Proposal summarises the requirements of the FDS, the considerations during the preparation of the draft, and the options considered. It also sets out the preferred option for public consideration and feedback.
- 1.8 As part of the special consultative procedure, the period for receiving submissions will run from 22 March – 5 May 2024, followed by a hearing on 13 May 2024.
- 1.9 This report presents the draft FDS and the Statement of Proposal to Palmerston North City Council for adoption for consultation. A similar report will be presented to Horizons Regional Council on 12 March 2024.

2. BACKGROUND

- 2.1 A project team made up of officers from both councils has prepared a draft FDS according to the requirements of the NPS-UD, with oversight and direction from a Joint Steering Group. The Joint Steering Group is made up of three elected members from Horizons Regional Council and three elected members Palmerston North City Council.
- 2.2 The draft strategy sets out:
 - the broad locations for our housing, business, and industrial land supply to meet demand over the next 30 years;

- the general location of development infrastructure¹ and additional infrastructure² required to support or service supply;
 - constraints on development; and
- a statement of iwi values and aspirations for urban development.
- 2.3 The draft strategy is largely consistent with Council's existing growth plan for Palmerston North, setting out at a high level where and when growth will occur.
- 2.4 The Strategy explores the advantages and disadvantages of four approaches to providing for growth for Palmerston North:
- **Growing Up:** Providing for growth in our existing urban environments through infill and intensification of housing, business, and industry.
 - **Growing In:** Repurposing/rezoning pockets of industrial land³, and two previously identified reserves that are not required to meet community or recreation needs⁴. It also means continuing to enable housing above ground floor level within the city centre.
 - **Growing Out:** Providing for growth via greenfield areas at the edges of the city. This includes:
 - the development of our existing greenfield growth areas in the short (within the next three years) to medium terms – the Mātangi, Whakarongo, Napier Road Extension Area, and Kikiwhenua Residential areas, and the North East Industrial Zone Extension.
 - greenfield growth in the medium-term (between 3 and 10 years) and long-term (between 10 and 30 years) for homes at Aokautere and Kākātangiata and neighbourhood centres in these growth areas,
 - greenfield growth to the northeast of the city in line with the Te Utanganui masterplan to support industrial growth.
 - **Village Growth:** Greenfield and infill growth in our rural villages; Ashhurst, Bunnythorpe, Longburn and Linton.
- 2.5 The preferred growth option set out in the draft Strategy and the Statement of Proposal is a balanced approach.

¹ Development infrastructure is network infrastructure for water supply, wastewater, stormwater controlled by Palmerston North City Council; and infrastructure for the land transport network controlled by Horizons Regional Council and Palmerston North City Council.

² Additional infrastructure is infrastructure for the land transport network not controlled by Horizons Regional Council or Palmerston North City Council such as the State Highway network; public open spaces, including city-wide and local reserves; community infrastructure, such as libraries, aquatic centres, etc.; schools; healthcare facilities; telecommunications network, and electricity and gas networks.

³ Roxburgh Crescent industrial area, the Albert Street Depot and pockets of industrial zoned land on Botanical Road and Joseph and West Streets.

⁴ Huia Street Reserve and the Former Terrace End Bowling Club on Summerhays Street

- 2.6 A balanced approach to growth incorporates all four options in a way that will provide for expected market demand across a range of types and locations for housing, business, and industrial use. Council can enable intensification options while still enabling greenfield growth to meet market demand. The balanced approach also takes into account the varied constraints that occur within our existing urban environment.
- 2.7 A key consideration for planning types and locations of growth is the affordability of funding growth infrastructure.
- 2.8 Council's growth programmes are funded by the Long-term Plan (debt funded) and development contributions. There are also options to fund growth using external funding mechanisms such as the government's Infrastructure Financing and Funding levies and developer agreements.
- 2.9 The types and locations of growth must be staged carefully to ensure the affordability of infrastructure provision, i.e. the balance of specific network upgrades in areas of intensification or new infrastructure in greenfield development areas. The proposed types, locations and indicative timing are discussed in Section D of the draft FDS and summarised on page 8 of the Statement of Proposal.
- 2.10 It is important to highlight that Council's long-term growth plans will need to be mindful of funding constraints, and this will continue to present a challenge to Council in terms of growth decisions moving forward.

3. NEXT STEPS

- 3.1 The draft FDS and Statement of Proposal will be presented to Horizons Regional Council for adoption for consultation on 12 March 2024.
- 3.2 Once the two documents have been approved by both councils, consultation will run from 22 March – 5 May 2024.
- 3.3 The Joint Steering Group will hear submissions on 13 May 2024 and deliberate on submissions on 20 May 2024.
- 3.4 The Joint Steering Group will then make a recommendation to both Palmerston North City Council and Horizons Regional Council for adoption. Adoption dates for the two councils have not yet been scheduled however it will occur prior to adoption of the councils' respective Long-term Plans.

4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide? Clause 4.1.4b from Delegations Manual	Yes
Are the decisions significant?	Yes
If they are significant do they affect land or a body of water?	Yes

Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure? The special consultative procedure is required by S3.15(1) of the National Policy Statement on Urban Development 2020.	Yes
Is there funding in the current Annual Plan for these actions? Funding associated with the Future Development Strategy is factored into the Long-Term Plan 2024-34.	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the achievement of action/actions in City Growth The actions are: <ul style="list-style-type: none"> • Develop a Future Development Strategy • Comply with new legislative and government policy directions • Implement the National Policy Statement on Urban Development Capacity (now replaced with the National Policy Statement on Urban Development 2020) 	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Adoption of the Future Development Strategy and statement of proposal for public consultation will meet actions in our strategic direction. Developing a Future Development Strategy will ensure social, economic, environmental and cultural well-being outcomes are further incorporated into our growth planning and realised when growth occurs.

ATTACHMENTS

1. Draft 2024 Palmerston North Future Development Strategy [↓](#) 
2. Draft 2024 Palmerston North Future Development Strategy Statement of Proposal [↓](#) 

MEMORANDUM

TO: Council

MEETING DATE: 6 March 2024

TITLE: Director Vacancy - Central Economic Development Agency

PRESENTED BY: Hannah White, Democracy & Governance Manager and David Murphy, Chief Planning Officer

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATIONS TO COUNCIL

1. That Council agree to extend Margy Maré's term to 17 December 2024 (Option 1), noting the reason for the deviation from the CEDA Appointment of Directors Policy being this will enable a single fair appointment process in 2024.
 2. That Council officers will advertise for two Director positions in mid-2024 to be appointed by 18 December 2024.
-

1. ISSUE

- 1.1 The term of one of the directors, Margy Maré, on the Central Economic Development Agency (CEDA) Board is due to expire on 31 March 2024.
- 1.2 Both Palmerston North City Council and Manawatū District Council (as joint shareholders) must consider whether to establish the vacancy and advertise to fill the position. Manawatū District Council is meeting to discuss this report on 7 March 2024.

2. BACKGROUND

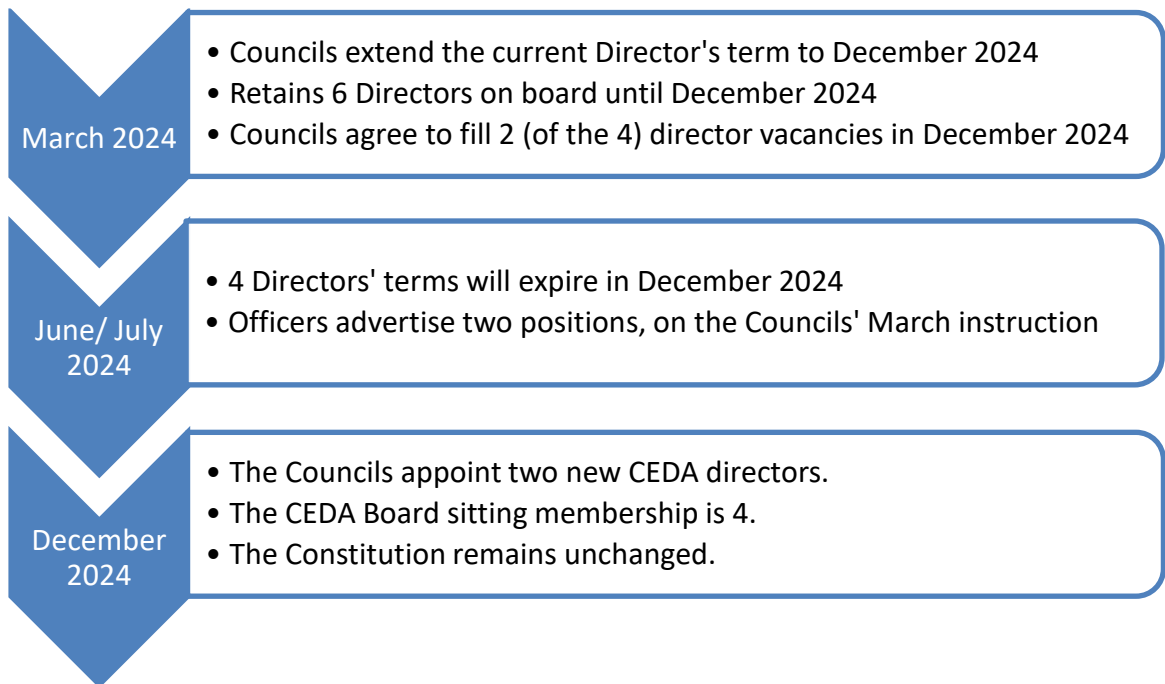
- 2.1 CEDA is a Council-Controlled Organisation (CCO) responsible for encouraging and facilitating economic development in the Manawatū Region. It is jointly-owned by Manawatū District Council and Palmerston North City Council (the Councils). As 50% shareholders, both Councils need to be in agreement for recommendations to take effect.
- 2.2 CEDA board members are appointed for a three-year term. They are remunerated at \$25,000 per year and are expected to work the equivalent of 2 days a month.

- 2.3 In the case of CEDA's current appointments, three further directors' terms of Bobby O'Fee (current chair), David Norman and Paul Bayly expire in December 2024. All would be eligible for reappointment, should they reapply.
- 2.4 The Chair of the CEDA Board following consultation with the mayors of both councils has requested that the current director's term be extended for eight months to align with the terms of the three directors due to expire in December 2024.
- 2.5 The [CEDA Appointment of Directors Policy](#) (the Policy) outlines the process for appointing directors to the CEDA Board. The Policy generally expects vacancies to be advertised and filled. However, section 1.4 **Exceptions** to the Policy does allow the Councils to "not comply with any provision, [as long as] the decision should be recorded by way of resolution (which should include the reason for deviation from the Policy)." Should the Councils consider extending the director's term (option 1) – officers recommend that the resolution note the reason for not following the Policy, i.e. that in reappointing without advertising the Councils seek to ensure an efficient and competitive process this year.
- 2.6 Section 3.8 **Re-appointments** also allows for vacancies not be sought 'if exceptional circumstances' apply. However, the Policy details "*Exceptional Circumstances ... as when CEDA is in the midst of a major project where continuity of the existing directors is accepted by the Councils as a critical factor in the success of a project.*" Although the Chair has indicated an extension would "ensure consistency on major projects (Te Utanganui and Food Strategy)," the threshold of being 'a critical factor to the success' of the project is a high one. Officers therefore suggest the Councils instead pass a resolution in line with 2.5 above.

3. REVIEWING THE NUMBER OF DIRECTORS ON THE BOARD

- 3.1 The expiry of the terms of four directors this year is an opportunity for the Councils to consider the total number of Board appointments.
- 3.2 CEDA's constitution requires the CEDA Board to consist of a minimum of four (4) and a maximum of six (6) directors.
- 3.3 The Councils could review the total director numbers and appointments before opening the recruitment process later in 2024 or alternatively, could give direction on the total number of directors today, on the proviso that the changes take effect from 18 December 2024, which is the day after the expiry of the 3 directors' terms. Making a decision today forewarns the CEDA Board about the change and directs officers to advertise for 2 vacant positions this year in time to secure successful appointees by December.
- 3.4 Figure 1 outlines the recommended process with the expectation that the number of directors is reduced to 4 (Option 1).

Figure 1: Proposal for CEDA Board Director recruitment



4. ANALYSIS OF OPTIONS

4.1 Option 1: Extend the current director’s term to December 2024, noting that the Council is not complying with recruitment expectation in the Policy.

If Council agree this option, officers would extend the incumbent's term for 8 months until 17 December 2024, this will ensure continuity on major projects and encourage the incumbent to re-apply for the position at the end of the year alongside other candidates- returning and new applicants.

Not advertising in March as well as later in the year will save time and recruitment costs.

The Policy allows for the Councils to not comply with the provisions of the Policy as long as a resolution is passed noting the reasons for not following the Policy.

An additional resolution at this meeting, to agree to only recruit for 2 positions in December, will mean ongoing operational savings for CEDA of \$50,000 annually.

4.2 Option 2: Agree to establish the vacancy and follow the appointment process outlined in the Policy

Option 2 means there is a full board of 6 directors to oversee the running of CEDA. If Council agrees this option, officers would advertise the vacancy, and facilitate the appointment process, with the view to appoint as soon as is practicable.

The CEDA Electoral College⁵ would interview candidates and recommend to the Councils their preferred candidate, to be presented to the Councils for approval.

Officers recommend any new director's term run until December 2026 to re-align the expiry of terms, so that a regular number of members are appointed each year, in line with section 3.5 of the Policy which seeks to stagger appointments to retain institutional knowledge.

With a full board of 6 directors, remuneration levels and workload commitments remain the same for 2024/25.

4.3 Option 3 – Do not establish a vacancy and allow the Board to naturally reduce to five directors on 1 April 2024.

Reducing the Board size will result in operational savings for CEDA of \$25,000 a year.

The CEDA Chair is concerned that if the Board reduces to 5 directors now, the incumbent cannot be reappointed and will be discouraged to reapply later in the year.

Not filling the position would increase the workload and responsibility of the five remaining Board directors.

Not advertising would save time and recruitment costs.

5. NEXT STEPS

5.1 If Option 1 is agreed, officers will inform the director of their short-term reappointment and the Chair and Board of the Councils' decision to reduce the number of positions available on the board at the end of the year.

5.2 If Option 2 is agreed, Officers will commence the appointment process (outlined in 4.2 above) and bring the recommendation for appointment from the Electoral College to the Councils as shareholders.

5.3 If Option 3 is agreed, officers will inform the director that at the expiry of their appointment, should they wish to apply they will be able to do so later in the year; and the Chair and Board that up to 3 positions will be advertised this year.

⁵ The Electoral College consists of six elected members, the Mayor of Palmerston North City Council (Grant Smith) and Palmerston North City Councillors Vaughan Dennison and Leonie Hapeta, together with the Mayor of Manawatū District Council (Helen Worboys) and Manawatū District Councillors Michael Ford and Grant Hadfield.

6. COMPLIANCE AND ADMINISTRATION

Does Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven & Enabling Council	
The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	By carefully considering appointments, Council will ensure that there is effective representation within the Council Organisations in which the Council has a financial interest or strategic interest. This will contribute to the desired outcome of an effective and responsible Council that excels in good governance.

ATTACHMENTS

NIL

MEMORANDUM

TO: Council

MEETING DATE: 6 March 2024

TITLE: Approval for international travel expenses- Deputy Mayor Marshall-Lobb

PRESENTED BY: Hannah White, Democracy and Governance Manager

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATIONS TO COUNCIL

1. That Council approve the Deputy Mayor to travel on Council business to China from 11 April 2024 to 25 April 2024 to join the World Class Education delegation to Hefei, China.
OR
That Council grant a leave of absence to the Deputy Mayor from 11 April 2024 to 25 April 2024.
 2. That Council agree to cover up to a maximum of \$400 travel costs associated with the Deputy Mayor's visit to China.
-

1. ISSUE

- 1.1 The Deputy Mayor has been formally invited to join World Class Education's delegation to Hefei, China during the April 2024 New Zealand school holidays.
- 1.2 This memorandum seeks Council's agreement for the Deputy Mayor to join this delegation on council business, for the purposes of applying the Elected and Appointed Members' Expenses and Allowances Policy ("the Policy").

2. BACKGROUND

- 2.1 The trip is led by Wendy Jochem, Director of World Class Education, who has been working in the international education sector in Palmerston North for many years. The Group also took a similar delegation last year, the result of which was the visit of 91 students and 10 teachers to Palmerston North.
- 2.2 Hefei and Palmerston North City signed a cooperation agreement in 2021 (attached).
- 2.3 Other members of the delegation from Palmerston North will be:

- Jaco BROODRYK, Principal Whakarongo School
- Mary CHERIAN, International Director Awatapu College
- Loan HONG, Director-International, Palmerston North Girls High School
- Minnie YOUNG-WILSON, Director-International, Palmerston North Boys High School
- Shirley URQUHART, Administration Manager World Class Education

2.4 The group has requested that the Deputy Mayor join in her capacity as city ambassador and to represent the schools as a collective. Each of the participating Palmerston North schools will contribute towards the costs (airfares, accommodation, food and transport) of the Deputy Mayor accompanying the group.

2.5 Council business is defined in the Policy to include, “formal Council meetings, Committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public and official events. It does not include events where the primary focus is on social activity or electioneering.”

2.6 Expenses incurred by Elected Members when acting in an official capacity on the Council' behalf, are eligible for reimbursement.

2.7 Expected costs are that of the visa application fee and any purchase of gifts. These would be covered from within the International Relations budget. Travel insurance would also be covered by the general corporate policy.

2.8 Should Council agree for the Deputy Mayor to join the delegation, she will be absent from the Economic Growth Committee meeting of 24 April 2024.

3. NEXT STEPS

3.1 The Deputy Mayor will report back to Elected Members on her experiences and any follow-up or future recommendations.

4. COMPLIANCE AND ADMINISTRATION

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

The recommendations contribute to Goal 1: An Innovative and Growing City	
The recommendations contribute to the achievement of action/actions in Economic Development	
The action is:	
<ul style="list-style-type: none"> • Promote Palmerston North's interests to global city partners • Strengthen engagement with New Zealand-based international representatives and organisations • Position ongoing international relations activities to support recovery from the impacts of the pandemic 	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Maintenance and growth of strong international education sector in Palmerston North.

ATTACHMENTS

1. Itinerary-China [↓](#) 
2. Cooperation Agreement [↓](#) 

MEMORANDUM

TO: Council

MEETING DATE: 6 March 2024

TITLE: Remit proposal from Palmerston North City Council for Local Government New Zealand Annual General Meeting 2024

PRESENTED BY: Hannah White, Democracy and Governance Manager

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATIONS TO COUNCIL

1. That Palmerston North City Council seeks / does not seek support from Zone 3 and other councils to put forward Attachment 1: 'Community Services Card' to the Local Government New Zealand 2024 remit process.
 2. That Palmerston North City Council seeks / does not seek support from Zone 3 and other councils to put forward Attachment 2: 'Subject all wards equally to a referendum' to the Local Government New Zealand 2024 remit process.
-

1. ISSUE

- 1.1 Local Government New Zealand (LGNZ)'s Remit Policy offers the opportunity for councils to propose remits that are supported by at least one zone or sector group meeting, or five councils.
- 1.2 Two potential remit topics have been raised by elected members. See the details presented as Attachment 1: Community Services Card and Attachment 2: Subject all wards equally to a referendum.
- 1.3 Proposed remits must be submitted for consideration by Zone 3 at its meeting of 21 March 2024.

2. BACKGROUND

- 2.1 All proposed remits and accompanying information must meet the remit policy.
- 2.2 Remits meeting the LGNZ criteria are considered by the Remit Screening Committee and following approval will move forward to the Annual General Meeting for consideration by the membership on 21 August 2024.

LGNZ policy on remits states:

- Remits should be relevant to local government as a whole, not just one zone, sector group, or council.
- Remits should address major policy issues, not just administrative matters.
- Remits need formal support from at least one zone or sector group meeting, or five councils before they can be submitted to assess support and achieve clarity about the proposal.
- Remits that are defeated at the Annual General Meeting (AGM) two years in a row cannot be resubmitted.
- Remits should not deal with issues that can be resolved through means other than the AGM.
- Remits should not address issues that are currently being worked on by LGNZ unless the issue is not currently being addressed.
- Remits must include background information and research that shows why the matter deserves consideration. The background should include the nature of the issue, why it was raised, its relationship to LGNZ's objectives, the level of work done so far, and any feedback received from zone or sector meetings. It should also suggest actions LGNZ could take if the remit is adopted.

3. NEXT STEPS



3.1 Should Council support the remits proposal, Elected Members and officers will seek support from Zone 3 to submit for the Local Government New Zealand Annual General Meeting.

COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven & Enabling Council	

The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship	
The action is: n/a	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Contribution to the national policy advocacy programme ensures the voice of Palmerston North is being heard in central government processes,

ATTACHMENTS

1. Proposed Remit: Community Services Card [↓](#) 
2. Proposed Remit: Subject all wards equally to a referendum [↓](#) 

COMMITTEE WORK SCHEDULE

TO: Council

MEETING DATE: 6 March 2024

TITLE: Council Work Schedule

RECOMMENDATION TO COUNCIL

1. That Council receive its Work Schedule dated 6 March 2024.

COUNCIL WORK SCHEDULE 6 MARCH 2024

#	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause
1	Early 2024	Nature Calls Steering Group - Adoption of Terms of Reference	Chief Infrastructure Officer		1 November 2023 Clause 180-23
	6 March 2024	Future Development Strategy – Adoption for consultation	Chief Planning Officer		Council 28 June 2023 Clause 109-23
	6 March 2024	CEDA Board Vacancy	Chief Planning Officer		Deferred Council 7 February 2024
	14 February 2024	Long Term Plan 2024-34 – Adopt for Audit	Chief Executive		Terms of Reference
	6 March 2024	Remits from PNCC for consideration	CE Unit Manager		Terms of Reference
	6 March 2024	Review of Fees and Charges	Chief Financial Officer		Terms of Reference
2	3 April 2024	2023 Residents Survey - Action Plan	Chief Planning Officer		6 Sept 2023 Clause 144-23

#	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause
3	3 April 2024	Long Term Plan 2024-34 - Adopt Consultation Document including Rates Review Proposal.	Chief Executive		Terms of Reference
4	3 April 2024	Draft Interim Speed Management Plan – Prioritisation list	Chief Planning Officer		Strategy and Finance – 21 February 2024
5	3 April 2024	Appointment of Trustees - Te Manawa	CE Unit Manager		Terms of Reference
6	1 May 2024	Review of cultural CCO Boards remuneration	CE Unit Manager	Moved to Culture and Sport Committee	18 Dec 2023 Clause 246.11-23
7	1 May 2024	Development of a Youth Wellbeing Plan - sector wide scan to identify strategic or service gaps	Chief Customer Officer		22 November 2023 Clause 41.2-23
8	15 May 2024	Hearings of the Long Term Plan 2024-34	Chief Executive		Terms of Reference
9	29 May 2024	Deliberations of the Long Term Plan 2024-35	Chief Executive		Terms of Reference
10	5 June 2024	Appointment of Trustees on Council Controlled Organisations	CE Unit Manager		Terms of Reference
11	5 June 2024	Remits received from other Territorial Authorities	CE Unit Manager		Terms of Reference
12	26 June 2024	Adopt Long Term Plan 2024-34	Chief Executive		Terms of Reference
13	26 June 2024	Adoption of Future Development (FDS) Strategy – Recs from Steering group.	Chief Executive		Council 28 June 2023 Clause 109-23
14	26 June 2024	Adoption of Fees and Charges	Chief Financial Officer		Terms of Reference
15	7 August 2024	Food HQ Innovation Limited - Director's company progress	Chief Infrastructure Officer		6 September 2023 Clause 143-23

#	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause
		report			
16	7 August 2024	Civic and Cultural Precinct Master Plan Steering Group - 6-monthly update	Chief Planning Officer		Terms of Reference of the CCMP Steering Group
17	4 Sept 2024	Annual Review of Delegations Manual	CE Unit Manager		6 September 2023 Clause 147-23
18	2 Oct 2024	Appointment of members to the District Licensing Committee List.	CE Unit Manager		1 November 2023 Clause 190-23
19	30 Oct 2024	Adopt Annual Report 2023-24	Chief Financial Officer		Terms of Reference
20	27 Nov 2024	Annual Report 2023-2024 - Performing Arts Trust	CE Unit Manger		Terms of Reference
21	11 Dec 2024	PN Airport - Notice of Annual Meeting -	Chief Financial Officer		Terms of Reference
22	TBC	Report back on Investment Options for PN Airport	Chief Financial Officer		6 December 2023 Clause 197-23
23	1 March 2025	Exemption of Manawatū Whanganui Disaster Relief Fund from being a CCO	CE Unit Manger		Terms of Reference
24	30 May 2025	Exemption of Palmerston North Performing Arts Trust	CE Unit Manager		Terms of Reference

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 6 March 2024

TITLE: Presentation of the Part I Public Economic Growth Committee's Recommendations from its 15 February 2024 Meeting

Set out below are the recommendations only from the Economic Growth Committee meeting Part I Public held on 15 February 2024. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

4-24 Proposed Bus Shelter: 92 Pacific Drive, Fitzherbert

Memorandum, presented by Frances Duffin, Intermediate Project Manager.

The **COMMITTEE RECOMMENDS**

1. That Council dismiss the objection and the Chief Executive proceed with the installation of a bus shelter at this site with a modification to move further to the east side of the property boundary.

5-24 Proposed Bus Shelter: 36 Airport Drive, Milson

Memorandum, presented by Frances Duffin, Intermediate Project Manager.

The **COMMITTEE RECOMMENDS**

1. That Council dismiss the objection and the Chief Executive proceed with the installation of a bus shelter at this site.

7-24 Proposed Bus Shelter: 17 Featherston Street, Takaro

Memorandum, presented by Frances Duffin, Intermediate Project Manager.

The **COMMITTEE RECOMMENDS**

That the Council decide not to proceed with the bus shelter at this site – 17 Featherston Street.

11-24 Proposed Bus Shelter: 91 Milson Line, Milson

Memorandum, presented by Frances Duffin, Intermediate Project Manager.

The **COMMITTEE RECOMMENDS**

1. That the Council decide not to proceed with the bus shelter at this site – 91 Milson Line.

12-24 Proposed Bus Shelter: 41 James Line, Kelvin Grove

Memorandum, presented by Frances Duffin, Intermediate Project Manager.

The **COMMITTEE RECOMMENDS**

1. That Council dismiss the objection and the Chief Executive proceed with the installation of a bus shelter at this site.

8-24 Proposed Bus Shelter: 292 Ruahine Street, Terrace End

Memorandum, presented by Frances Duffin, Intermediate Project Manager.

The **COMMITTEE RECOMMENDS**

1. That the Council decide not to proceed with the bus shelter at this site – 292 Ruahine Street.

9-24 Proposed Bus Shelter: 165 James Line, Kelvin Grove

Memorandum, presented by Frances Duffin, Intermediate Project Manager.

The **COMMITTEE RECOMMENDS**

1. That Council dismiss the objection and the Chief Executive proceed with the installation of a bus shelter at this site.

10-24 Proposed Bus Shelter: 552 Ruahine Street, Hokowhitu

Memorandum, presented by Frances Duffin, Intermediate Project Manager.

The **COMMITTEE RECOMMENDS**

1. That Council dismiss the objection and the Chief Executive proceed with the installation of a bus shelter at this site.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 6 March 2024

TITLE: Presentation of the Part I Public Strategy & Finance Committee's Recommendations from its 21 February 2024 Meeting

Set out below are the recommendations only from the Strategy & Finance Committee meeting Part I Public held on 21 February 2024. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

6-24 Treasury Report - quarter ending 31 December 2023

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

The **COMMITTEE RECOMMENDS**

2. That Council note that at its meeting on 14 June 2023 it authorised the Chief Executive to borrow up to \$37 million of additional term debt to fund the approved 2023/24 annual budget.
3. That to reflect the subsequent resolutions approving additional expenditure Council increase the authorisation to the Chief Executive to borrow, in accordance with delegated authority, up to \$47 million ("the Borrowing") of additional term debt by way of bank loan or loans or credit facilities or other facilities or the issue of stock for the Borrowing secured by the Debenture Trust Deed.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 6 March 2024

TITLE: Presentation of the Part I Public Economic Growth Committee's Recommendations from its 28 February 2024 Meeting

Set out below are the recommendations only from the Economic Growth Committee meeting Part I Public held on 28 February 2024. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

16-24 Pioneer Highway Signalised Dual Crossing

Report, presented by Bryce Hosking, Acting Group Manager - Transport and Development.

The **COMMITTEE RECOMMENDS**

1. That Council agree Option 1 and construct the signalised dual crossing in the location described in Attachment 2, noting this will remove the right-hand turn exit from the shopping centre.

19-24 Proposed Bus Shelter: 85 Amberley Avenue/ Clarke Avenue - Update

Memorandum, presented by Bryce Hosking, Acting Group Manager - Transport and Development.

The **COMMITTEE RECOMMENDS**

3. That Council decide not to proceed with the proposal for a bus shelter at 85 Amberley Avenue.