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# **PALMERSTON NORTH CITY COUNCIL**

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AGENDA

## **COMMUNITY COMMITTEE**

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**9AM, WEDNESDAY 22 NOVEMBER 2023**

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

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# MEMBERS

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Lorna Johnson (Chair)  
Patrick Handcock (Deputy Chair)  
Grant Smith (The Mayor)

Brent Barrett  
Rachel Bowen  
Lew Findlay (QSM)  
Billy Meehan

Orphée Mickalad  
Karen Naylor  
William Wood  
Kaydee Zabelin

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

[pncc.govt.nz](http://pncc.govt.nz) | Civic Administration Building, 32 The Square  
City Library | Ashhurst Community Library | Linton Library

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**Waid Crockett**

Chief Executive | PALMERSTON NORTH CITY COUNCIL

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Te Marae o Hine | 32 The Square  
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# COMMUNITY COMMITTEE MEETING

22 November 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.)

- |            |  |         |
|------------|--|---------|
| <b>6.</b>  | <b>Presentation: Disability Reference Group, Annual Presentation</b>   | Page 7  |
| <b>7.</b>  | <b>Presentation: Amanaki STEM Academy</b>  | Page 9  |
| <b>8.</b>  | <b>Confirmation of Minutes</b><br>"That the minutes of the Community Committee meeting of 27 September 2023 Part I Public be confirmed as a true and correct record."              | Page 11 |
| <b>9.</b>  | <b>Notice of Motion -Youth Wellbeing Plan</b><br>Notice of Motion, presented by Councillor Pat Handcock  | Page 15 |
| <b>10.</b> | <b>Community Reference Groups - Terms of Reference Review</b><br>Report, presented by Martin Brady, Community Development Advisor Salome Faaiuasoo, Community Development Advisor. | Page 19 |
| <b>11.</b> | <b>Review of Sector Leads Trial</b><br>Report, presented by Amy Viles, Community Development Advisor, and Ahmed Obaid, Community Development Advisor.                              | Page 33 |
| <b>12.</b> | <b>Community funding settings for the 2024-2034 Long-Term Plan</b><br>Report, presented by Stephanie Velvin, Community Development Manager.  | Page 43 |
| <b>13.</b> | <b>Update on Response to Homelessness</b><br>Report, presented by Stephanie Velvin, Community Development Manager.   | Page 53 |

**14. Additional Social Housing Budget Update (Programme 1459)** Page 63

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

**15. Natural Burial Update** Page 67

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

**16. Committee Work Schedule - November 2023** Page 73

**17. Karakia Whakamutunga**

**18. 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].



## **PRESENTATION**

**TO:** Community Committee

**MEETING DATE:** 22 November 2023

**TITLE:** Presentation: Disability Reference Group, Annual Presentation

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### **RECOMMENDATION TO COMMUNITY COMMITTEE**

1. That the Community Committee receive the presentation for information.
- 

### **SUMMARY**

Hugh O'Connell and Nat McLean Co-chairs of the Disability Reference Group will present an update to Council on the groups work over the past year.

### **ATTACHMENTS**

Nil





## **PRESENTATION**

**TO:** Community Committee

**MEETING DATE:** 22 November 2023

**TITLE:** Presentation: Amanaki STEM Academy

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### **RECOMMENDATION TO COMMUNITY COMMITTEE**

1. That the Community Committee receive the presentation for information.
- 

### **SUMMARY**

Amanaki STEM Academy (ASA) encourages and normalises the uptake and achievement rates of Science, Technology, Engineering and Mathematics (STEM) subjects among Pasifika students aged 9 - 18 years old in the Manawatu.

Viliami Teumohenga and Tanya Koro are founders of the academy and will be presenting an overview of how the academy is tracking thus far, the challenges it faces as a Not for Profit Charitable Trust and how Council can support the work it does alongside the community. They will also be accompanied by board member, Taupo Tani.

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### **ATTACHMENTS**

NIL



## PALMERSTON NORTH CITY COUNCIL

### **Minutes of the Community Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 27 September 2023, commencing at 9.00am**

**Members Present:** Councillor Lorna Johnson (in the Chair), The Mayor (Grant Smith) and Councillors Patrick Handcock, Brent Barrett, Rachel Bowen, Lew Findlay, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

**Non Members:** Councillors Roly Fitzgerald, Leonie Hapeta and Debi Marshall-Lobb.

**Apologies:** Councillor Billy Meehan.

Councillor Orphée Mickalad left the meeting at 9.01am during consideration of clause 32. He entered the meeting again at 9.03am after the consideration of clause 32. He was not present for clause 32.

#### **Karakia Timatanga**

Councillor Roly Fitzgerald opened the meeting with karakia.

#### **32-23 Apologies**

Councillor Orphée Mickalad left the meeting at 9.01am.

Moved Lorna Johnson, seconded Patrick Handcock.

#### **The COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

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

#### **For:**

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

Councillor Orphée Mickalad entered the meeting again at 9.03am.

#### **Declarations of Interest**

The Mayor (Grant Smith), Councillors Pat Handcock, Debi Marshall-

Lobb, Rachel Bowen, Lew Findlay, Leonie Hapeta and William Wood declared an interest only (no conflict or pecuniary interest) in item 9 (clause 35): Draft Gambling Venue Policies – Deliberations Report.

### **33-23 Confirmation of Minutes**

Moved Lorna Johnson, seconded Patrick Handcock.

#### **The COMMITTEE RESOLVED**

1. That the minutes of the Community Committee meeting of 9 August 2023 Part I Public be confirmed as a true and correct record.

Clause 33-23 above was carried 12 votes to 0, with 1 abstention, the voting being as follows:

#### **For:**

Councillors Lorna Johnson, Patrick Handcock, Brent Barrett, Rachel Bowen, Lew Findlay, Orphée Mickalad, Karen Naylor, William Wood, Kaydee Zabelin, Debi Marshall-Lobb, Roly Fitzgerald and Leonie Hapeta.

#### **Abstained:**

The Mayor (Grant Smith).

### **34-23 Summary of Community Funding Allocations 01/07/2022 - 30/06/2023**

Memorandum, presented by Cindy Nguyen, Community Development Advisor, and Stephanie Velvin, Community Development Manager.

Moved Lorna Johnson, seconded Patrick Handcock.

#### **The COMMITTEE RESOLVED**

1. That the Committee receive the report titled 'Summary of Community Funding Allocations from 01/07/2022 - 30/06/2023' presented to the Community Committee on 27 September 2023.

Clause 34-23 above was carried 13 votes to 0, the voting being as follows:

#### **For:**

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

### **35-23 Draft Gambling Venue Policies - Deliberations Report**

Memorandum, presented by Stacey Solomon, Policy Analyst.

The meeting adjourned at 10.39am.

The meeting resumed at 10.59am.

Moved Lorna Johnson, seconded Patrick Handcock.

#### **The COMMITTEE RECOMMENDS**

1. That Council adopt the Class 4 Gambling Venue Policy 2023, attachment 2 of this memorandum.

Clause 35-23 35.1-23 above was carried 10 votes to 2, with 1 abstention, the voting being as follows:

**For:**

Councillors Lorna Johnson, Patrick Handcock, Brent Barrett, Rachel Bowen, Orphée Mickalad, Karen Naylor, William Wood, Kaydee Zabelin, Debi Marshall-Lobb and Roly Fitzgerald.

**Against:**

The Mayor (Grant Smith) and Councillor Leonie Hapeta.

**Abstained:**

Councillor Lew Findlay.

Moved Lorna Johnson, seconded Patrick Handcock.

The **COMMITTEE RECOMMENDS**

2. That Council adopt the TAB Venue Policy 2023, attachment 3 of this memorandum.

Clause 35-23 35.2-23 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**36-23**

**Committee Work Schedule - September 2023**

Moved Lorna Johnson, seconded Patrick Handcock.

The **COMMITTEE RESOLVED**

1. That the Community Committee receive its Work Schedule dated September 2023.

Clause 36-23 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**Karakia Whakamutunga**

Councillor Roly Fitzgerald closed the meeting with karakia.

The meeting finished at 11.28am

Confirmed 22 November 2023

**Chair**

## NOTICE OF MOTION

**TO:** Community Committee

**MEETING DATE:** 22 November 2023

**TITLE:** Notice of Motion -Youth Well-being Plan

**FROM:** Councillor Pat Handcock

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### THAT THE COMMUNITY COMMITTEE RESOLVES:

1. That the establishment of a specific Youth Well-being Plan be referred to the 2024-2034 Long Term Plan.
  2. That Officers complete a sector wide scan of youth focused programmes and or initiatives within the city, and identify any strategic or service gaps that can be used to inform the development of the Youth Well-being Plan.
  3. That Officers provide a report to the 12 June 2024 Community Committee on the finding of the sector wide scan, with associated recommendations and resource implications.
- 

## NOTICE OF MOTION

I, Patrick James Handcock, in accordance with Standing Order 2.7.1. hereby GIVE NOTICE OF MOTION that I will move at the next Community Committee meeting on 22 November 2023 the following motions:

1. That the establishment of a specific Youth Well-being Plan be referred to the 2024-2034 Long-term plan.
2. That Officers complete a sector wide scan of youth focused programmes and or initiatives within the city, and identify any strategic or service gaps that can be used to inform the development of the Youth Well-being Plan.
3. That Officers provide a report to the 12 June 2024 Community Committee on the finding of the sector wide scan, with associated recommendations and resource implications.

AND I further give notice that in compliance with Standing Order 2.7.2 the reasons for the Notice of Motion include:

In recent years our community has experienced increased frequency of youth anti-social and criminal behaviour.

This is a trend that is mirrored in many parts of New Zealand, and incidents have been well publicised through national and local media.

Our CBD has frequently had incidents involving youth anti-social, and sometimes criminal, behaviour leaving retailers, business-people and the public feeling concerned for their well-being and safety.

During the period of Covid-19 the Ministry of Education has reported a growing number of students disengaged from education, and are either not enrolled in school, or infrequently attend school. Educational commentators report that the level of disengagement is alarming. There is a correlation between disengagement from education and anti-social/criminal behaviour in youth.

Ministry of Health, and the World Health Organisation also report on the growing deterioration of the mental health of our tamariki and rangatahi.

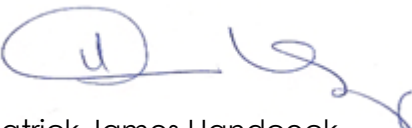
The city's Safety Advisory Board, key stakeholders and Council officers have worked across various agencies and youth focused entities to take opportunities and provide appropriate interventions. It is clear that while some of these interventions have improved some outcomes, the drivers and environmental factors that underpin these behaviours are not being adequately addressed.

Whilst the described behaviours exhibited by this growing number of youth falls within the primary mandate of a range of Government institutions, Council also has a primary responsibility to the social well-being of its citizens.

The Safety Advisory Board and its key partners have identified that at an operational level there are some effective interventions. However, what is lacking is a strategic oversight that aligns services to drive effective and sustainable change.

Positive action and ownership are needed to provide that sustainable change. It is anticipated that a youth well-being forum in early 2024 would support and inform our understanding of what is being done, and what needs to be done in future years.

Whilst the narrative of this Notice of Motion reflects negatively, it is the intention of the Safety Advisory Board and key partners to find and follow a collective impact and strength-based approach.

Signed: 

**Moved:** Patrick James Handcock

**Seconded:** Grant Smith

## ATTACHMENTS

1. Officers Advice  



## MEMORANDUM

**TO:** Community Committee

**MEETING DATE:** 22 November 2023

**TITLE:** Notice of Motion – Officer Response

**PRESENTED BY:** Anton Carter, Group Manager – Community Services

**APPROVED BY:** Kerry-Lee Probert, Acting Chief Customer Officer

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### RECOMMENDATION TO COMMITTEE

1. That the Committee receive the Officer advice.
- 

#### 1. OFFICER ADVICE

In relation to the specific proposed resolutions outlined in the Notice of Motion we provide the following information.

1. That the establishment of a specific Youth Well-being Plan be referred to the 2024-2034 Long-term plan.

Should Council approve this Notice of Motion, a specific youth wellbeing plan could be included as an action in the Community Support Plan.

2. That officers complete a sector wide scan of youth focused programmes and or initiatives within the city, and identify any strategic or service gaps that can be used to inform the development of the Youth Wellbeing Plan.

Officers advise there is existing capacity to complete a high-level environmental scan utilising existing networks and knowledge, to produce a summary memo which identifies trends and gaps within the youth sector, and information on Council's current youth development roles and initiatives.

3. That Officers provide a report to the 12 June 2024 Community Committee on the finding of the sector wide scan, with associated recommendations and resource implications.

If Recommendation 1 was approved, it is envisaged that any sector scan would assist in the development of the Youth Well-being plan. It is anticipated that if the plan were approved it would include resource implications beyond year one of the long term plan.

## 2. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>Yes</b>
If Yes quote relevant clause(s) from Delegations Manual <Enter text>	
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>No</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 3: A Connected and Safe Community	
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	The Notice of Motion highlights youth wellbeing. Officer advice considers how this work might be prioritised within current resourcing and future LTP settings.

## ATTACHMENTS

Nil

## REPORT

**TO:** Community Committee

**MEETING DATE:** 22 November 2023

**TITLE:** Community Reference Groups - Terms of Reference Review

**PRESENTED BY:** Martin Brady, Community Development Advisor  
Salome Faaiuasoo, Community Development Advisor

**APPROVED BY:** Kerry-Lee Probert, Acting Chief Customer Officer

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### RECOMMENDATIONS TO COUNCIL

1. That Council agree the revised Terms of Reference for Community Reference Groups.
  2. That Council note that the provision of a recognition payment for members' contributions of time and knowledge is subject to budget being agreed in the 2024-2034 Long Term Plan.
- 

### 1. ISSUE

- 1.1 Council's Community Reference Groups are governed by a Terms of Reference document, which was recommended by the Community Development Committee and adopted by Council in December 2021.
- 1.2 Clause 1.5 of the Terms of Reference requires a biennial review of the document.
- 1.3 This memorandum provides a description of the required review, including three recommended updates, and proposes an updated Terms of Reference for Council's agreement. (See the proposed updated Terms of Reference document attached, with additions marked in red).

### 2. BACKGROUND

- 2.1 Council has three reference groups: Disability, Seniors, and Pasifika. The Disability Reference Group was established in 2018, and the Seniors and Pasifika groups were established in June 2022.
- 2.2 Reference Groups provide Council with a direct channel to hear the voices of those from a specific community or demographic, with the groups having opportunities to provide feedback on Council's activities, including what should be considered in planning, developing or implementing activities.

2.3 Establishing and supporting these groups is an action within Council's Connected Communities Plan, and in their operation, they contribute towards the achievement of Council's Goals in a range of ways, in particular the strategic aspirations within Goal 3:

- Council takes the lead from communities in understanding how it can support projects and services that are of value to them, and where possible provides communities with the resources to deliver their own initiatives,

and Goal 5:

- More Palmerston North residents and organisations participate in decision-making processes,
- A range of voices are heard in decision-making processes,
- Palmerston North residents understand what the Council does,
- Palmerston North residents can see the relevance of decisions,
- Council understands barriers to participation and works collaboratively to facilitate solutions.

2.4 The groups meet regularly, with the cadence of meetings varying from monthly to six-weekly. Group membership ranges from a minimum eight to a maximum of fifteen members.

2.5 The Disability Reference Group originally had its own Terms of Reference but with the establishment of the Seniors and Pasifika groups, the Terms of Reference were reviewed with an updated version created in December 2021 to cover all three groups.

### 3. ANALYSIS

3.1 In this review, officers engaged with all three Reference Groups and sought feedback on the current Terms of Reference. Officers also researched how other local councils are operating their equivalent groups, to reconfirm good practice.

3.2 Overall, officers found that the Terms of Reference are operating well, are largely in line with good practice, and no major updates are required.

3.3 However, there were three areas identified which required further consideration, and consequently are proposed as updates in the revised Terms of Reference attached. The three areas are:

- Recognition of members' contributions of time and knowledge;
- Rotation of members on each of the groups;
- Updates to wording regarding Māori representation.

### **Recognition of members' contributions of time and knowledge**

- 3.4 Two of the three groups supported recognising members' time and knowledge via a payment. The Pasifika and Disability Reference Groups felt that there was a significant amount of knowledge shared within the groups and it is important to acknowledge their contribution.
- 3.5 Officers agree that a recognition payment is good practice and have included provision for this in the revised Terms of Reference. Rationale for this is threefold.
  - Firstly, it is an acknowledgement that the members of these groups are usually individual volunteers participating on their own time, rather than attending on behalf of an organisation or in a professional capacity. Including a meeting fee in recognition of their time and effort demonstrates that their contribution is valued by Council.
  - Secondly, it provides an incentive for potential members, and formalises the commitment between the member and Council.
  - Thirdly, it is consistent with practice for comparable groups internally, such as for the community members of the Creative Communities Scheme Committee (\$85 per meeting), and in several other Councils around the country, for example Whanganui District Council (\$50 per meeting), Whangarei District Council (\$40 per meeting), Wellington City Council (\$110 per meeting) and Auckland City Council (\$270 per meeting).
- 3.6 In terms of the logistics of a recognition payment, discussions included consideration of whether a meeting fee or a one-off payment would be the most appropriate means of recognition.
- 3.7 On balance, with consideration of the administrative requirements of a meeting fee, officers view it is preferential to have one payment which recognises members' overall contribution to the group throughout the year, rather than a meeting fee to be processed per meeting.
- 3.8 In terms of the amount, having considered meeting frequency, time commitment, and complexity of role, officers recommend that \$200 net per member per year and \$400 net per Chair per year be provided for in the revised Terms of Reference. This payment would be made to members at the end of the year, with the first payment being in December 2024 for the 2024 calendar year. The total cost would be up to a maximum of \$12,750 per annum (based on full membership of 15 members per group and allowing for Co-chairs and for 20% schedular tax).
- 3.9 Officers have allowed for this cost in draft budgets prepared for Council's consideration and note that this additional clause in the revised Terms of Reference would be subject to this budget being agreed through the 2024-2034 Long Term Plan.

### **Rotation of members**

- 3.10 Currently there is no process regarding the duration and rotation of members, though the Terms of Reference does cover process for when members elect to withdraw from a group or group membership drops below the minimum level of eight members.
- 3.11 All three reference groups provided feedback as to possible structures of rotation. The consensus was rotation is important, with the proviso that continuity should also be maintained within the groups. The three groups agreed rotation should be either two or three years in duration, with the option for members to re-apply for their positions. Their reasoning was to ensure fresh ideas and a large portion of the community was represented and heard within these groups.
- 3.12 Officers agree that the Terms of Reference should include a process to ensure the rotation of members occur, for the same rationale.
- 3.13 With consideration of achieving a balance of rotation and continuity, officers have therefore recommended that membership should be three years, with the option for members to re-apply, and that one-third of membership rotate each year. The process for operationalising this is outlined further in the attached revised Terms of Reference.

### **Wording regarding Māori representation**

- 3.14 On review of the current Terms of Reference, and following feedback from Rangitāne regarding the wording via Te Whiri Kōkō, officers also propose a change in the wording of Clause 5.1 Membership regarding group composition.
- 3.15 Currently it reads: "Groups will have at least one member with lived experience in Te Ao Māori..."
- 3.16 Officers recommend changing it to "Groups will have at least one member representing Māori", as being Māori is inherited and does not require lived experience.
- 3.17 The Reference Groups are already in compliance with Clause 5.1, therefore this is a change in wording only and will not require any further action to implement at this time.

## **4. CONCLUSION**

- 4.1 There are three proposed revisions which have been informed by feedback from the three Reference Groups and officers' research into good practice.
- 4.2 Officers recommend that the Community Committee recommend the revised Terms of Reference to Council.

- 4.3 In order to implement the revised Terms of Reference, officers further recommend that Council note the provision of a recognition payment is subject to budgets being agreed in the 2024-2034 Long Term Plan.

## 5. NEXT STEPS

- 5.1 Subject to Council resolving the recommendations above, implementation of the revised Terms of Reference will commence from 2024.
- 5.2 Should budget for the recognition payment not be agreed in the 2024-2034 Long Term Plan, officers will implement the other two amendments only.
- 5.3 The Terms of Reference will be reviewed again in late 2025 and be presented to Council for agreement.

## 6. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	<b>No</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 5: A Driven & Enabling Council	
<p>The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship</p> <p>The action is:</p> <ul style="list-style-type: none"> <li>• More Palmerston North residents and organisations participate in decision-making processes.</li> <li>• A range of voices are heard in decision-making processes.</li> <li>• Palmerston North residents understand what the Council does.</li> <li>• Palmerston North residents can see the relevance of decisions.</li> <li>• Council understands barriers to participation and works collaboratively to facilitate solutions.</li> </ul> <p>Also links to Goal 3: A Connected and Safe Community, Connected Communities Plan, actions: Establish and support a Seniors Reference Group to liaise between older people and Council; Establish and support a Pasifika Reference Group to liaise between Pasifika communities and Council (as subsequent work, with these actions</p>	

having been completed).

- Council takes the lead from communities in understanding how it can support projects and services that are of value to them, and where possible provides communities with the resources to deliver their own initiatives

Contribution to strategic direction and to social, economic, environmental and cultural well-being

Terms of Reference are critical to the smooth operation of the three Community Reference Groups.

The Community Reference Groups contribute to the social, economic, environmental and cultural wellbeing of the wider community by highlighting the priorities, concerns and opportunities within their respective communities, and enabling Council to respond to these.

## ATTACHMENTS

1. Community Reference Groups Terms of Reference Nov 2023 [↓](#) 



Palmerston North City Council

# Community Reference Groups

Terms of Reference



Revised November 2023

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## 1 Introduction

### 1.1 Background, Scope and purpose

Palmerston North City Council (Council) has resolved to establish several Reference Groups to ensure that engagement takes place with specific sectors of the Palmerston North community.

Reference Groups provide Council with a direct channel to hear the voices of those with lived experience in a community or demographic, with the Groups having opportunity to provide feedback on Council activities, including what should be considered in planning, developing or implementing activities.

Reference Groups facilitate stronger relationships between Council and community, providing Council with a better understanding of community needs and perspectives, and providing communities with a dedicated forum to have their views and ideas heard by Council.

Part of the scope and purpose of each Reference Group is to report to Council annually and provide submissions on Council decision-making processes.

### 1.2 Document purpose

The purpose of these Terms of Reference is to guide the operation of each Reference Group.

To have a common Terms of Reference for all included Community Reference Groups provides clarity to Council, council officers and the community as to how the groups will operate and sets clear expectations for Council and Reference Group members.

### 1.3 Groups covered by these Terms of Reference

Groups covered by these Terms of Reference include the following standing groups:

- Disability Reference Group
- Pasifika Reference Group
- Seniors Reference Group

New reference groups may be covered by these Terms of Reference over time.

It is noted that there are many other reference, engagement or advisory mechanisms of Council which have different structures and scopes, including working groups stood up for specific projects, which are not covered by these Terms of Reference.

### 1.4 Process for establishment or disestablishment of Reference Groups

Community Reference Groups of Council will be established via a resolution of Council in response to community consultation or identification of community need.

Reference Groups may be disestablished via a resolution of Council.

### 1.5 Document review or amendments

These Terms of Reference will be reviewed biennially. Amendments may also be made as and when Reference Groups are established or disestablished.

## 2 Disability Reference Group

At the Community Development Committee meeting on 12 June 2017, it was recommended that Council supports the formation of a Disability Reference Group to advise Council on disability issues. The Disability Reference Group was then formed in 2018.

In November 2020, the Community Development Committee recommended that Council acknowledges the Enabling Good Lives principles and seeks to integrate them into the way Council goes about its work.

The Palmerston North disability community is unique, due to a range of historical and contextual factors, and this is reflected in the special character of the Palmerston North Disability Reference Group.

The Disability Reference Group is also guided by the New Zealand Disability Strategy, which was adopted by central government in 2016:

The New Zealand Disability Strategy 2016 vision is for the Country "to be a nondisabling society – a place where disabled people have an equal opportunity to achieve their goals and aspirations, and all of New Zealand works together to make this happen".

The purpose of the Disability Reference Group is to ensure that the needs of disabled people are appropriately taken into account in the context of Council's roles and priorities. This includes:

- Representing in relation to PNCC's activities the interests, perspectives and expertise of people within our community living with impairments.
- Building strong relationships and establishing channels of communication between PNCC and disabled people living in our community.
- Providing guidance, advice, and support to inform the PNCC's planning and decision-making processes at a strategic level as well as identifying actual and potential on the operational gaps in PNCC's activities.

## 3 Pasifika Reference Group

In the 10 Year Plan 2021 – 2031, as a result of community consultation, Council resolved to establish a Pasifika Reference Group and a Seniors Reference Group commencing 2021/2022.

Palmerston North has growing number of Pasifika people and communities, with 5.3% of the population identifying as Pasifika at the 2018 census. 1.8% of the city were born in the Pacific Islands. At least eleven Pacific Island origin languages are spoken, with Samoan being the fourth most spoken language in the city.

Council and the Pasifika community organisations of the city have longstanding relationships, and Council is one of the only Councils in New Zealand with a dedicated officer for Pasifika community development. In 2020, Council demonstrated its dedication to supporting and empowering the Pasifika communities of the city by signing a Memorandum of Understanding with the Ministry for Pacific Peoples.

The Pasifika Reference Group is a significant opportunity to build on these foundations, further strengthening relationships and enhancing Council's strategic and operational activities towards a shared goal of thriving Pacific peoples.

## 4 Seniors Reference Group

In the 10 Year Plan 2021 – 2031, as a result of community consultation, Council resolved to establish a Pasifika Reference Group and a Seniors Reference Group commencing 2021/2022.

The over 60 population in Palmerston North is approximately 19% according to the 2018 census. In line with global trends, long term projections for the city show this cohort is expected to increase in terms of proportion of population faster than all other age groups. This demographic shift will have wide ranging implications, including for housing, health, employment, financial and social issues.

While Council has worked alongside organisations who work for or with seniors for many years, a Seniors Reference Group provides a dedicated regular platform for older people's voices to be heard and considered by PNCC. This Group will assist Council in responding to current and future opportunities to create a city that is fit-for-purpose for all community members.

## 5 Membership

### 5.1 Group composition

Each group will have between eight and fifteen members.

Members of the Seniors Reference Group will be at least 60 years of age at the time they are appointed.

The Disability Reference Group will include disabled people and may include family members of disabled people and others from the disability sector. Disabled people must make up at least 60% of membership.

The Pasifika Reference Group will include members with a variety of backgrounds and experiences, including members from each Pacific nation. Members will have connection to and experience working with Pasifika families and communities.

**Groups will have at least one member representing Māori.** The representation of Māori members may not be applicable to the Pasifika Reference Group.

Groups may be attended by one nominated liaison Councillor for communication purposes. The Councillor is not a member of the group.

### 5.2 Selection process

Membership selection will be guided by the following process.

The selection process of group members will commence with a call for expressions of interest. Expressions of interest will be called for publicly via Council's communication channels, which will include promotion via relevant community networks.

Selection decisions will be made by a panel, including: a member of the current group as nominated by the group, the Councillor liaison and the council officer liaison. For new groups with no existing members, the panel will include the Councillor liaison and the council officer liaison only; the panel may consult relevant community representatives to assist in selection decisions for new groups.

Group members need to:

- live within the boundaries of Palmerston North City Council at the time of selection
- be available to regularly attend (either online or in person) and contribute to meetings as scheduled

Group members need to have:

- lived experience as relevant to the purpose and/or demographic of the group
- a broad knowledge of issues relevant to the group
- good relationships and networks with relevant communities
- the ability to work effectively in a team
- an understanding of Te Tiriti o Waitangi

Subject to the above criteria, during selection the panel will have regard to maintaining an appropriate balance of people, including consideration of gender mix, cultural background, lived experiences, and age.

After the initial establishment of the Reference Group, new members will only be sought if a group drops below minimum numbers. The exception to this is if, as a result of a member exiting, the representative balance of the Group is negatively impacted.

### 5.3 Rotation of Membership

A member is selected onto their respective Reference Group for a period of three years. At the conclusion of a member's three-year term, a member is to stand down but can opt to re-apply for their role, should they wish to participate for another term.

One-third of the membership from each group will be rotated each year.

In the initial years, to initiate the rotation, members will be selected randomly for their respective rotation.

Selection for the membership rotation will occur in February 2024, with the first year of the new rotation commencing February 2025.

The recruitment process will begin in December 2024 and will be conducted as outlined in Clause 5.2.

### 5.4 Process for exiting members

Members may resign from the Group at any time via written notification to the council officer liaison for the Reference Group. Advance notice of one month from the resignation date is preferred.

## 6 Meetings

### 6.1 Frequency

Each group will meet at least four times per year. A provisional meeting schedule will be agreed annually. This schedule can be varied throughout the year.

## 6.2 Resourcing

PNCC will support each Reference Group with a designated council officer from the Community Development Team, who will provide administrative support and act as liaison for other council officers.

PNCC is responsible for providing Group members with an induction explaining the Council's function and processes, and the role of the Reference Group.

PNCC will provide each new Reference Group member a copy of these Terms of Reference, including the Code of Conduct.

PNCC will provide an appropriate venue for meetings.

Each group member will receive \$200 net per annum to recognise their contributions of time and knowledge throughout the year. Each Chair will receive \$400 net per annum. Annual payments will begin in December 2024, in arrears for the 2024 calendar year.





## REPORT

**TO:** Community Committee

**MEETING DATE:** 22 November 2023

**TITLE:** Review of Sector Leads Trial

**PRESENTED BY:** Amy Viles, Community Development Advisor, and Ahmed Obaid, Community Development Advisor

**APPROVED BY:** Kerry-Lee Probert, Acting Chief Customer Officer

### RECOMMENDATION TO COUNCIL

1. That Council approve the continuation of the Sector Leads Partnership model in principle, as per the Support and Funding Policy 2022, and note that appropriate budget will be established for Sector Lead partners within the draft 2024-2034 Long-Term Plan.

### 1. SUMMARY OF OPTIONS ANALYSIS

<b>Problem or Opportunity</b>	<p>Council requested that the Chief Executive trial a Sector Lead Partnership Agreement using the funding that has already been assigned to organisations through the allocations from the Strategic Priority Grants (SPG) fund, and report back to the Community Development Committee prior to the development of the next 10-Year Plan.</p> <p>This report is a response to that resolution.</p>
<b>OPTION 1:</b>	<p><b>The Sector Lead Partnership model is confirmed.</b></p> <p>Note there is already provision for the Sector Leads Partnership model within the Support and Funding Policy 2022.</p>
Community Views	<p>Current Sector Lead organisations have articulated their support for the continuation of the Sector Leads Partnership model.</p> <p>Wider community views have not been sought.</p>
Benefits	<p>For Council,</p> <ul style="list-style-type: none"> <li>• Ability for Council to utilise identified Sector Lead organisations to inform decision making.</li> <li>• Through direct annual reporting, Elected Members have direct visibility of Sector Lead organisations.</li> <li>• Alignment with current policy and delivers strongly on</li> </ul>

	<p>strategic aspirations within the current Connected Communities Plan.</p> <p>For Sector Lead organisations,</p> <ul style="list-style-type: none"> <li>• Through direct reporting to Committee, organisations have a greater level of visibility with Elected Members and have improved opportunities to realise their aspirations.</li> <li>• Increased opportunities to develop stronger collaborative relationships with other Sector Lead organisations.</li> <li>• More certainty in funding to enable longer term strategic thinking and operational planning.</li> </ul>
Risks	<p>No identified risks for Council.</p> <p>Risk to Sector Lead groups that their funding will be allocated individually and therefore could be more vulnerable to potential budget constraints.</p>
Financial	<p>Currently allocated in annual financial budgets. No anticipated change.</p>
<b>OPTION 2:</b>	<p><b>The Sector Lead Partnership model is ceased at the end of the current Agreement period, and current Sector Lead recipients re-enter the Strategic Priority Grants contestable funding process in the next funding round.</b></p> <p>Note at the next review of the Support and Funding Policy, officers would recommend removing the Sector Leads provisions.</p>
Community Views	<p>Current Sector Lead recipients have expressed their interest in continuing the Sector Lead Partnership model and are not in favour of reverting to a contestable funding process.</p> <p>Wider community views have not been sought.</p>
Benefits	<p>Maintains all grants of Council's multi-year community funding within one contestable model, for simplicity and possibility of greater flexibility in allocation at each three-year cycle assessment process.</p> <p>Less administrative load for officers, due to the reduced Committee reporting.</p>
Risks	<p>Missed opportunity for Council to capitalise on the skills and experience of each Sector Lead organisation.</p> <p>Not in alignment with current policy and delivers less strongly on strategic aspirations within the current Connected Communities Plan.</p> <p>Less opportunity for collaboration between Sector Lead</p>

	organisations to efficiently build capability and capacity within their sectors.
Financial	Currently allocated in annual financial budgets. No anticipated change.

## RATIONALE FOR THE RECOMMENDATIONS

### 2. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 2.1 The Sector Lead Partnership model has been trialled since 1 July 2022. A review of the trial has been completed and is presented to Elected Members through this report.
- 2.2 Officers are requesting that Council make this decision on the future of the Strategic Lead Partnership Model at this point in time due to the budget implications for the 2024-2034 Long-Term Plan and the timing of the next Strategic Priority Grants round, which will open for applications early in the 2024/2025 financial year.

### 3. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 3.1 On 6 April 2022, Council resolved: 'that the Chief Executive trial a Sector Lead Partnership Agreement using the funding that has already been assigned to organisations through the allocations from the Strategic Priority Grants (SPG) fund, and report back to the Community Development Committee prior to the development of the next 10-Year Plan'.
- 3.2 At that same meeting, Council also resolved: 'that a Sector Lead Partnership Fund is referred to the 2024-2034 10-Year Plan process for consideration as a separate budget item.'
- 3.3 Sector Leads are identified as community organisations who have demonstrated the characteristics of a key leadership role within their respective sectors and who deliver social, cultural and environmental outcomes that contribute to the Goals identified in the Council's Creative and Liveable City Strategy, the Connected Communities Strategy, or the Eco City Strategy.
- 3.4 Sector Leads exist in the current Support and Funding Policy 2022, at Part B, Section 12, which states that officers may make recommendations to Council to engage a Sector Lead organisation through a Partnership Agreement.
- 3.5 The criteria for an organisation to be eligible to become a Sector Lead, as per the Support and Funding Policy 2022, include:
  - Have an acknowledged strategic leadership role within the sector; and

- Are a key capacity-building organisation with a 'sector infrastructure' role supporting other sector organisations to develop and connect; and
- Are a cornerstone provider within their sector delivering the highest level of expertise or highest quality service or experience; and
- Have the capability and capacity to think, work, and advocate strategically; and
- Are clearly aligned to Council's strategic outcomes and priorities; and Support and Funding Policy 2022; and
- Have robust strategic and business plans already in place.

3.6 Following the resolution of 6 April 2022, Officers identified seven organisations as meeting the policy criteria, these are: Square Edge Community Arts; Te Tihi o Ruahine Whānau Ora Alliance (on behalf of Ora Konnect); Environment Network Manawātū; Housing Advice Centre; Te Pū Harakeke - Community Collective Manawātū; Manawātū Multicultural Council; and Creative Sounds Society Incorporated.

3.7 On 8 June 2022, Council resolved to engage the seven identified organisations through Sector Lead Partnership Agreements for the period of 1 July 2022 to 30 June 2025. Customised Partnership Agreements were negotiated for each organisation.

3.8 Reporting requirements within the Agreements include an annual report to Council covering the activities delivered and outcomes achieved in the preceding period. Each Sector Lead organisation delivered their first annual report to the relevant Committee in March 2023.

3.9 Officers continue to support Sector Lead organisations to deliver the wide-ranging activities covered by their Partnership Agreements throughout the duration of the trial, and in addition have coordinated quarterly gatherings of the organisations to discuss common issues and opportunities, provide feedback on Council's activities, and share sector updates.

#### **4. FEEDBACK FROM SECTOR LEAD ORGANISATIONS**

4.1 To assess the effectiveness of the Sector Lead trial, officers sought feedback from the seven current Sector Lead organisations.

4.2 There is consensus among the Sector Lead organisations that the model is effective and should continue.

4.3 Sector Lead organisations view that presenting an annual report to Council gives them more visibility to show the impact of the work they do in their sectors.

4.4 Further, it is the view of Sector Lead organisations that the Partnership Agreement relationship, and proposed funding structure, is an opportunity for them to have more stability around funding which will ensure sustainability and consistency in the services they provide.

- 4.5 Sector Lead organisations have also highlighted the importance of Council's more formal acknowledgments of their contribution to the community sector.
- 4.6 Due to the scope of the trial, the views of community organisations who are current recipients of the Strategic Priority Grant have not been sought, however Officers recommend future reviews include this wider engagement.

## 5. DESCRIPTION OF OPTIONS

### 5.1 Option 1: The Sector Lead Partnership model is confirmed.

- 5.2 In this option, Council confirms the current model and Sector Lead organisations continue to work collaboratively and deliver the activities and outcomes set out in their Partnership Agreements.
- 5.3 Sector Lead organisations continue to report annually to the relevant Council Committee, as set out in the Partnership Agreement.
- 5.4 Sector Leads continue to receive funding as per their current Agreements; and budget included in the draft 2024-2034 Long-Term Plan.

#### Current Sector Lead Organisations

- 5.5 Prior to the end of the current Partnership Agreement period, officers will renegotiate new agreements for the next three-year period, provided the organisations continue to meet the above mentioned Support and Funding Policy criteria (outlined in 3.5 of this report), there are no performance concerns and/or the Sector Lead continues to be aligned to Council's strategic direction.
- 5.6 If Officers note there are performance concerns with the organisation, or it is deemed the organisation no longer meets the policy criteria or Council's strategic direction, this will be raised at the earliest opportunity within the annual report to Council, with consideration of timing of the next contestable funding period.
- 5.7 An organisation may also choose to withdraw from the Sector Lead Partnership Agreement and re-enter the Strategic Priority Grants contestable funding process at the next available funding round.
- 5.8 Officers may provide comment regarding budget allocation through the annual report for Council's consideration, and/or organisations may raise the issue directly with Council within their annual report.

#### New Sector Lead Organisations

- 5.9 New organisations beyond the current set of groups may request or be nominated by Officers to be considered for a Sector Lead Partnership Agreement at any point. On request or nomination, the group will be assessed by Officers against the policy criteria, and if the criteria are met,

officers will report to Council with a recommendation to engage the organisation as a Sector Lead.

- 5.10 **Option 2: The Sector Lead Partnership model is ceased at the end of the current Agreement period (2024/25), and current Sector Lead recipients re-enter the Strategic Priority Grants contestable funding process in the next funding round.**
- 5.11 In this option, Council ceases the Sector Lead model. While the Partnership Agreements will remain in place until the end of the funding period, 30 June 2025, organisations wishing to continue to receive Strategic Priority Grants funding beyond that date would be required to apply to the 2025-2028 Strategic Priority Grants funding round opening towards the end of 2024.
- 5.12 Note the Support and Funding Policy 2022 would need to be amended to remove reference to Sector Leads at Part B Section 12.
- 5.13 Budgets for the 2024-2034 Long-Term Plan would also need to be adjusted accordingly, pooling the total funds back into the one Strategic Priority Grants budget.

## 6. ANALYSIS OF OPTIONS

- 6.1 Officers have identified various benefits of the Sector Leads Partnership model to both Council and partner organisations, hence the recommendation to confirm and continue the model as it stands in the Support and Funding Policy 2022.
- 6.2 The primary benefit to Council of the Sector Leads Partnership model is the strengthened relationship with key organisations, with more regular, structured opportunities to gain insights into the challenges and opportunities being faced by the sectors and the communities that the organisations are working in and representing. These insights can be valuable for Council for informing services, activities and direction; for example, Sector Lead organisations were key contributors to the 2024-2034 Long-Term Plan document 'He Aha Rā Ngā Whāinga Matua' ('What Really Matters?').
- 6.3 Having Sector Lead 'status' provides clarity to officers and Elected Members as to the leadership role of an organisation, with the assurance of the process and criteria which have been applied in determining that status. To cease the model now would likely result in fewer opportunities for Council and the wider community to gain from the benefits these organisations can provide.
- 6.4 Organisations also benefit from greater visibility and the different level of relationship with Council as a Sector Lead. Sector Leads believe that this model provides greater profile for their organisations, and an enhanced level of validation which supports them to continue to play a leading role in their sectors.

- 6.5 Another identified benefit to both parties is the increased level of collaboration between the Sector Leads, both in their work to build capacity and capability in their sectors, and in their work to strengthen their own organisational strategies and performance. Whilst this collaboration could occur within Option Two, the Sector Lead model provides a greater impetus and structure for these opportunities to be maximised. Examples of collaboration seen to date include: shared coordination of training for the sector, including Te Tiriti ō Waitangi workshops for community groups, and an agreement to investigate opportunities for shared administration services and staff support services.
- 6.6 The key driver for organisations partnering with Council as a Sector Lead is a greater stability of funding. By removing the need for Sector Leads to submit an application for funding each round, there is the additional benefit to Sector Leads of a reduced administrative load. In contrast, Option Two would reintroduce the requirement for Sector Lead organisations to apply for funding each round through the contestable funding process.
- 6.7 In terms of Council's strategic direction, Option One provides greater alignment across several areas in Goals 2, 3 and 4, and delivers at a greater level towards the following aspirations, in particular:
- 'The city's strategic coordinating agencies are in a strong position to support for-purpose organisations, growing their sustainability and effectiveness',
  - 'For-purpose organisations are well-led, sustainable and responsive to community aspirations.'
  - 'Council participates in or facilitates collaborative networks designed to share resources and increase community impact.'
  - 'Council takes the lead from communities in understanding how it can support projects and services that are of value to them, and where possible provides communities with the resources to deliver their own initiatives.'
- (Connected Communities Plan, Community Development Chapter)
- 6.8 Whilst there may be some benefit to Council within Option Two, including greater flexibility to allocate at each three-yearly funding round and reduced administrative load with the removal of the annual reports to Committee, on balance, Officers view that these benefits are outweighed by the missed opportunities for Council to capitalise on the insights of each Sector Lead organisation, and the reduced collaboration towards capability and capacity building in the sector.
- 6.9 Overall, taking into consideration both options are essentially cost neutral at this stage, officers view that Option One provides greater benefits to Council and the community than Option Two.

## 7. CONCLUSION

- 7.1 This report seeks a Council decision on the future of the Sector Lead Partnership model.
- 7.2 Officers have reviewed the feedback and outcomes of the trial period and assessed that the current Sector Lead Partnership model is working well for both Council and partner organisations to date.
- 7.3 Two options have been presented, Option One to continue the model and Option Two to cease. Officers recommend that Option One provides greater benefit to Council and the sector.

## 8. NEXT ACTIONS

### **If proceeding with Option One,**

- 8.1 The Partnership Agreements and relationship arrangements continue as they are currently.
- 8.2 Current Sector Leads will provide their next annual report to the relevant Committees in March 2024. Officers will provide a covering memorandum with comment on each organisation's performance and alignment with the Sector Lead policy criteria as per the Support and Funding Policy 2022.
- 8.3 Council would subsequently need to agree the Sector Leads' partnership funding in the 2024-2034 Long-Term Plan.

### **If proceeding with Option Two,**

- 8.4 The Partnership Agreements and relationship arrangements continue as they are currently until 30 June 2025 only.
- 8.5 Current Sector Lead organisations who wish to receive Strategic Priority Grants funding after 30 June 2025 would need to reapply through the contestable funding process in late 2024.
- 8.6 Draft 2024-2034 Long-Term Plan budgets would need to be updated to incorporate Sector Lead funding back into the Strategic Priority Grant funds. At the next review of the Support and Funding Policy, officers would recommend removing the Sector Lead provisions.

## 9. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>No</b>
If Yes quote relevant clause(s) from Delegations Manual	
Are the decisions significant?	<b>No</b>



If they are significant do they affect land or a body of water?		<b>No</b>
Can this decision only be made through a 10 Year Plan?		<b>No</b>
Does this decision require consultation through the Special Consultative procedure?		<b>No</b>
Is there funding in the current Annual Plan for these actions?		<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?		<b>No</b>
The recommendations contribute to Goal 3: A Connected and Safe Community		
<p>The recommendations contribute to the achievement of action/actions in Connected Communities</p> <p>The recommendation is a new action, subsequent to the following action in the Connected Communities plan:</p> <ul style="list-style-type: none"> <li>Consider, within the review of the Community Funding Policy, whether it is more effective for sector lead organisations in the arts, social and environmental sections to be part of the contestable funding process or direct contracts for service</li> </ul> <p>The recommendation has alignment across several areas in Goals 2, 3 and 4, and delivers towards the following aspirations, in particular:</p> <ul style="list-style-type: none"> <li>'The city's strategic coordinating agencies are in a strong position to support for-purpose organisations, growing their sustainability and effectiveness',</li> <li>'For-purpose organisations are well-led, sustainable and responsive to community aspirations.'</li> <li>'Council participates in or facilitates collaborative networks designed to share resources and increase community impact.'</li> <li>'Council takes the lead from communities in understanding how it can support projects and services that are of value to them, and where possible provides communities with the resources to deliver their own initiatives.'</li> <li>(Connected Communities Plan, Community Development Chapter)</li> </ul>		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Sector Lead organisations have been assessed as contributors to a wide range of outcomes within the Council's strategic direction which seeks to enhance the social, economic, environmental and cultural wellbeing of the community.	

## ATTACHMENTS

Nil



## REPORT

**TO:** Community Committee

**MEETING DATE:** 22 November 2023

**TITLE:** Community funding settings for the 2024-2034 Long-Term Plan

**PRESENTED BY:** Stephanie Velvin, Community Development Manager

**APPROVED BY:** Kerry-Lee Probert, Acting Chief Customer Officer

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### RECOMMENDATION TO COMMUNITY COMMITTEE

1. That Committee agree Option 2 to inform the preparation of the 2024-2034 Long-Term Plan.
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#### 1. ISSUE

- 1.1 At the Community Development Committee on 14 September 2022, on the presentation of the [annual Summary of Funding Allocations for 2021-2022](#), the Committee resolved: 'That Council consider the scope and structure of the Strategic Priority Grants programme during the development of the Long Term Plan 2024-2034.'
- 1.2 This memorandum provides two options for future community funding settings, in response to the above resolution, for this Committee to consider.
- 1.3 The Committee needs to agree a direction to inform the development of the 2024-2034 Long Term Plan.
- 1.4 Note that the scope of this memorandum does not include discussion of the total budget for grant funding programmes or the Sector Leads direction. Neither option proposes an increase to total budget.

#### 2. BACKGROUND

- 2.1 Palmerston North depends on having a capable and sustainable for-purpose sector to support the achievement of a connected, safe and vibrant community. To this end, the Council funds a wide range of community groups, organisations and individuals via several contestable initiative-specific and outcomes-focused grant programmes.
- 2.2 The administration of Council's funding is currently guided by the [Support and Funding Policy 2022](#). The purpose of this policy is to provide a framework for how Council delivers support and funding to groups, organisations, and individuals to achieve the vision for the city.

- 2.3 Annual reviews of community funding allocations over the last three years have identified opportunities to improve Council's community funding settings in future. One opportunity identified in the 2021-2022 annual summary was to reconsider the scope and structure of the Strategic Priority Grants programme (SPGs).
- 2.4 As per the Support and Funding Policy 2022, the purpose of the SPGs programme is to activate the potential of the community sector to deliver on Council's strategic direction, specifically Goals 2, 3 and 4, through three-year funding agreements. This programme is Council's largest funding stream available for the for-purpose sector; the budget allocated to the 43 SPG recipients this financial year, 2023-2024, is \$1,511,948 (including the 7 Sector Lead organisations; or \$917,204 without).
- 2.5 Key challenges with the current settings for the SPGs, as described in the [annual Summary of Funding Allocations for 2021-2022](#), include that the scope includes 13 priorities across Goals 2, 3, and 4. As a result, a wide range of arts, environmental and social service groups are all competing for the same dollar, meaning officers have to make judgements around the comparative priority of each of the 13 priorities. Further, the current structure and scope creates a tendency towards funding groups at a lower level to ensure the money is spread across many areas of activity, rather than funding for outcomes.
- 2.6 Another consequence of the funding being spread thinly is there are groups with relatively low levels of funding with disproportionate levels of administrative load for reporting and monitoring, creating inefficiencies from both from an officer and group perspective.
- 2.7 In addition to the challenges and opportunities identified by officers, the planned update to the strategic documents for the 2024-2034 Long-Term Plan, specifically the revision of the 'priorities' (now 'outcomes'), necessitate an update to the SPG support priorities in advance of the next funding round, regardless.
- 2.8 While change would not be implemented in full until 1 July 2025 (Year 2 of the 2024-2034 Long-Term Plan), officers require this direction now because preparations for the 2025-2028 Strategic Priority Grants round begin early in the third quarter of 2024. This timing also responds to the original resolution of 14 September 2022, and allows community views to be sought on the proposed changes within the 2024-2034 Long-Term Plan consultation.

### 3. SUMMARY OF OPTIONS

#### Option 1 - Status quo:

Maintain current scope and structure for SPGs with new proposed 2024-2034 Long-Term Plan strategic outcomes. No change to other funding programmes.

#### Description

- **Support priorities for SPGs remain broad**, with 17 equivalent outcomes across

Goals 2, 3 and 4 in the proposed LTP, including:

Goal 2: A creative and exciting city

We want our communities to have:

- a vibrant city that connects people, and where creativity is built into our cityscape
- an arts community and cultural facilities that are well supported and invested in
- our unique heritage preserved and promoted
- opportunities to celebrate our many cultures
- access to exciting, well-managed events and activities throughout the city and its neighbourhoods
- places across the city and its neighbourhoods for communities to take part in play and recreation

Goal 3: A connected and safe community

We want our communities to have:

- access to services and facilities that are inclusive and appropriate for their needs
- the support they want to live healthy lives
- access to healthy and affordable housing
- opportunities to contribute to the design of our city
- access to safe and accessible community places

Goal 4: A sustainable and resilient city

We want our communities to have:

- a sustainable and low-emissions city
  - a circular economy with more resource recovery and less waste
  - a healthy, thriving, ecosystem, including native biodiversity and food security
  - the Manawatū River and waterways restored to a healthy, respected, and connected state
  - sustainable urban planning with a low-carbon built environment
  - access to relevant information and education to support more sustainable choices
- **No change** to grant allocation thresholds or size of funds.
  - Likely no change to applicant/recipient numbers across funding programmes.
  - Implementation to occur from 1 July 2025 (Year 2 of the 2024-2025 Long-Term Plan) with the next SPGs round.
  - This option does not propose an increase to total budget.

**Option 2 - Rebalance and refocus:**

Strategic Priority Grants, Community-Led Initiatives Fund and Community Development Small Grants updated to create opportunity for greater impact and efficiencies.

## Description

- **Support priorities for SPGs are narrowed** to focus on 6 highest priority, highest impact outcomes, including:
  - Goal 2: A creative and exciting city  
We want our communities to have:
    - an arts community and cultural facilities that are well supported and invested in
  - Goal 3: A connected and safe community  
We want our communities to have:
    - access to services and facilities that are inclusive and appropriate for their needs
    - the support they want to live healthy lives
    - access to healthy and affordable housing
    - access to safe and accessible community places
  - Goal 4: A sustainable and resilient city  
We want our communities to have:
    - access to relevant information and education to support more sustainable choices
- **Funding envelopes rebalanced** across SPGs, Community-Led Initiatives and Community Development Small Grants funding programmes as follows:
  - SPGs decrease 20%  
*(Based on draft budget prepared for 2024/2025, this would make the total programme budget approx. \$765,500 (pre-inflation), noting an assumption has been made that the Sector Lead recipients have been budgeted separately)*
  - Community-Led Initiatives increase by 50% of the SPG decrease amount  
*(Based on draft budget prepared for 2024/2025, this would make the total programme budget approx. \$280,000 (pre-inflation))*
  - Community Development Small Grants increase by 50% of the SPG decrease amount  
*(Based on draft budget prepared for 2024/2025, this would make the total programme budget approx. \$345,000 (pre-inflation))*
- **Grant allocation thresholds amended** as follows:
  - SPGs – introduce a grant allocation minimum of \$30,000 (currently no thresholds)
  - Community-Led Initiatives – widen grant range to \$500 to \$30,000 (currently in practice \$500 to \$20,000)
  - Community Development Small Grants – increase maximum allocation to \$15,000 (currently \$5,000)
- Likely changes to applicant/recipient numbers across funding programmes include:

<ul style="list-style-type: none"> <li>• SPGs – fewer groups funded</li> <li>• Community-Led Initiatives – more groups funded</li> <li>• Community Development Small Grants – more groups funded</li> </ul>
<ul style="list-style-type: none"> <li>• Implementation to occur from 1 July 2025 (Year 2 of the 2024-2034 Long-Term Plan).</li> </ul>
<ul style="list-style-type: none"> <li>• This option does not propose an increase to total budget.</li> </ul>

#### 4. DISCUSSION OF OPTIONS

	Benefits	Cons/Risks
Option 1 – status quo	<p>No significant change, so less disruptive in the short term for the sector</p> <p>Provides opportunities for SPG funding to support initiatives that contribute to the achievement of the proposed LTP outcomes; though officers view the impact of the funding is likely to be less than Option 2, overall.</p>	<p>Missed opportunity to realign funding programmes to their intended purpose, and missed opportunity to achieve efficiencies for Council and sector.</p>
Option 2 – rebalance and refocus	<p>Efficiencies for Council and for the sector, realigning time spent on applications, assessments and reporting to be more proportionate with the amounts of funding allocated. SPG applications take groups an average of 16 hours to complete, take several months to work through the assessment process, and require a minimum of six-monthly performance reporting. Community-Led and Small Grants have much simpler application and assessment processes, and less complex reporting. A group receiving a lower level of funding would therefore be able to spend more time delivering their service, and contributing to outcomes, and less time on administration.</p> <p>Rebalancing the level of funding and thresholds across three funding programmes to align better with the intent of each programme and enable better community outcomes. For the SPG programme, funding fewer groups across fewer outcomes, at greater amounts, will focus Council's investment to enable the achievement of</p>	<p>Relatively significant change for the sector, so could be unsettling or disruptive; however, community views can be sought through the LTP consultation and responded to as required.</p>

	<p>greater impact for the community. Officers will be able to provide a greater level of support to SPG groups. This option may also drive greater collaboration and collective impact, as has been seen with the Sector Leads trial. For Community-Led Initiatives, a greater level of funding in that programme will allow more flexibility year-to-year to respond to emerging opportunities and needs in the sector and community.</p> <p>Achieving greater clarity and focus in our funding programmes for the benefit of the community and for Council. By setting clear thresholds and priorities for each funding programme, groups are able to apply for the fund most appropriate to their proposal.</p>	
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- 4.1 The 6 outcomes for the narrower focus of the SPGs within Option 2 have been identified by officers as the outcomes with the highest potential value for this type of funding investment, including facilities and spaces, healthy lives and housing, and environmental education. Consideration was also given to other avenues of funding available to deliver on the proposed outcomes, with the 6 identified having fewer alternative avenues.
- 4.2 See attached for additional context a list of SPG recipients 2022-2025, in order by amount funded. This shows that 11 current recipient groups are receiving amounts less than \$15,000, representing 11.9% of the total SPG funding. Under Option 2, it is anticipated that groups receiving lower levels of funding would be eligible for funding through Community Development Small Grants and/or Community-Led Initiatives, depending on the type of activity or service proposed. While the applications are annual, these funds have simpler application processes and faster response times than SPGs, and also have a more appropriate level of monitoring and reporting for a lower amount of funding. It is also noted that 7 of these 11 groups also applied for Community Development Small Grants in the current financial year.
- 4.3 This list also shows that 16 current recipient groups are receiving amounts between \$15,000 and \$30,000, representing 36.6% of the total SPG fund. Under Option 2, it is anticipated that groups receiving 'middle' levels of funding would be eligible for funding through Community-Led Initiatives, or may 'roll up' to a higher amount of SPG funding, depending on the type of activity or service proposed.
- 4.4 The recommended 20% decrease to SPGs and split of half of that amount across each of the Community-Led Initiatives and Small Grants funds under Option 2 is based on the above high level modelling. Officers view these proposed increases and decreases will rebalance the funds more



appropriately and create enough funding in each programme for the anticipated outcomes of implementing Option 2.

- 4.5 It is also noted that, based on available records, the threshold for Community Development Small Grants has been at \$5,000 since at least 2008.

## 5. CONCLUSION

- 5.1 Officers recommend Option 2 as the option which presents the greatest opportunity for impact towards Council's proposed outcomes. It will also achieve greater operational efficiency for Council and a more proportionate administrative load for community groups.

## 6. NEXT STEPS

- 6.1 Once the Committee has determined a preferred option, officers will develop budgets and plans accordingly for the proposed 2024-2034 Long-Term Plan.
- 6.2 If Option 2 is agreed, community views will be sought as part of the 2024-2034 Long-Term Plan consultation. If Option 1 is agreed, there will be no specific consultation and no further consideration until the next policy review.

## 7. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	<b>No</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>Yes</b>
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 grants in line with the community funding policy.	
Note due to the range of funds included this memorandum relates to outcomes and actions under multiple plans across Goals 2, 3 and 4.	
Contribution to strategic	Providing funding to community helps Council deliver its strategic objectives in a range of areas and provides critical

direction and to social, economic, environmental and cultural well-being	support to the local for-purpose sector.
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**ATTACHMENTS**

1. List of current SPG allocations ordered by allocation [↓](#) 

Strategic Priority Grant Recipients 2022 – 2025		
Organisations	Amount Funded (Y1)	
Manawatū Community Housing Trust	\$5,410.00	11.9%
Manawatū Toy Library Association	\$7,030.00	
Abuse & Rape Crisis Support Manawatū Incorporated	\$10,000.00	
Manline - Manawatū Alternatives to Violence Inc	\$10,000.00	
Manawatū Reuniting Refugee Families Trust	\$10,000.00	
Manawatu Tenants' Union Incorporated	\$10,000.00	
Parentline Manawatū Incorporated	\$10,000.00	
Citizens Advice Bureau Palmerston North	\$10,000.00	
Manawatū Lesbian & Gay Rights Association Incorporated	\$10,000.00	
City Mission Palmerston North	\$11,000.00	
RECAP: The Society for the Resilience and Engagement of the Community of Ashhurst and Pohangina	\$11,000.00	
Te Wakahuia Manawatū Trust	\$15,000.00	36.6%
Legacy Housing	\$15,000.00	
Alzheimers Society Manawatū Inc	\$15,655.00	
Toimata Foundation - on behalf of Enviroschools Manawatū-Whanganui	\$16,000.00	
Plant to Plate Aotearoa	\$16,000.00	
Youthline Central North Island Incorporated	\$20,000.00	
House Next Door Community Trust	\$20,000.00	
Age Concern New Zealand Palmerston North and Districts Branch Incorporated	\$20,000.00	
Camellia House Trust	\$21,000.00	
SuperGrans Manawatū Charitable Trust	\$21,000.00	
Digits Charitable Trust	\$21,000.00	
Volunteer Central	\$21,000.00	
Prisoners Aid and Rehabilitation Society of the Manawatū District Incorporated	\$24,000.00	
Snails Artist Trust (Snails: Artist Run Space)	\$25,000.00	
Te Roopu Oranga o Highbury Charitable Trust (Te Whare Koha)	\$25,000.00	
Pascal Street Community Trust	\$26,000.00	
Housing Advice Centre (Palmerston North) Incorporated	\$30,000.00	Sector lead
Big Brothers Big Sisters of Manawatū	\$31,000.00	

Manawatū Home Budgeting Service Incorporated (Moneywise Manawatū)	\$35,000.00	Sector lead	51.5%*
Ora Konnect (Te Tihi o Ruahine Whānau Ora Alliance)	\$35,000.00		
Te Manawa Family Services Charitable Trust	\$35,000.00		
The Free Store Charitable Trust (operating as Just Zilch)	\$40,000.00		
Te Aroha Noa Community Services Trust	\$50,000.00		
Whanau Support Group, Highbury, Takaro, Westbrook Incorporated (Highbury Whānau Centre)	\$52,000.00		
Manawatū Multicultural Council Incorporated	\$55,000.00	Sector lead	
LUCK Trust	\$60,000.00		
Palmerston North Theatre Trust (Centrepont Theatre)	\$65,000.00		
Community Arts Palmerston North Incorporated (SECA)	\$80,000.00	Sector lead	
Central Palmerston North Business Improvement District Incorporated (Safe City Hosts)	\$85,000.00		
Palmerston North Community Services Council	\$90,000.00	Sector lead	
Creative Sounds Society Inc (The Stomach)	\$110,000.00	Sector lead	
Environment Network Manawatū	\$165,000.00	Sector lead	

\*note 51.5% is Sector Leads excluded, as option 2 assumes their exclusion; proportions with Sector Leads included are: 7.23%, 22.27% and 70.49%.

## REPORT

**TO:** Community Committee

**MEETING DATE:** 22 November 2023

**TITLE:** Update on Response to Homelessness

**PRESENTED BY:** Stephanie Velvin, Community Development Manager

**APPROVED BY:** Kerry-Lee Probert, Acting Chief Customer Officer

### RECOMMENDATION TO COMMUNITY COMMITTEE

1. That the Committee refer to the 2024-2034 draft Long-Term Plan:

EITHER

Option 2- Pilot highest priority systems-change interventions to respond to housing insecurity

OR

Option 3- Pilot full suite of systems-change interventions to respond to housing insecurity

### SUMMARY OF OPTIONS ANALYSIS

<b>Problem or Opportunity</b>	<p>There are people who are experiencing homelessness in Palmerston North.</p> <p>Officers are seeking Council direction on the future role of the organisation in responding to issues of homelessness.</p>
<b>OPTION 1:</b>	<p><b>Continue with the status quo.</b></p> <p>Maintain Council's current role in supporting the sector to respond to housing insecurity in the city within their current resources; reacting to immediate needs as they arise with the resources available.</p>
Community Views	<ul style="list-style-type: none"> <li>Wider community views have not been sought on the options presented; they would be gauged during the upcoming Long-Term Plan consultation.</li> <li>Community partners in the sector favour Option 2 or 3, which provide additional resource to enable short, medium and long-term change.</li> </ul>

Benefits	<ul style="list-style-type: none"> <li>Continued collaboration with community organisations and others involved in Palmerston North Housing Insecurity Response Collective.</li> <li>Some capacity to respond to immediate issues within current level of resource.</li> <li>No additional resource required.</li> </ul>
Risks	<ul style="list-style-type: none"> <li>Missed opportunity to maximise current momentum and relationships to pilot initiatives to create systems change and realise improved wellbeing outcomes for community.</li> <li>Reputational risk for Council and city if housing insecurity issues, particularly highly visible homelessness in the city centre, continue to escalate; Council and city seen as less proactive.</li> </ul>
Financial	<ul style="list-style-type: none"> <li>No additional resource required. Officer support can be provided within existing resource, and funding for some housing insecurity related groups is already provided through Strategic Priority Grants funding.</li> </ul>
<b>OPTION 2:</b>	<p><b>Pilot highest priority systems-change interventions to respond to housing insecurity.</b></p> <p>Council partners with organisations in the sector to progress a local Housing First model and pilot an outreach programme.</p>
Community Views	<ul style="list-style-type: none"> <li>Wider community views have not been sought on the options presented; they could be gauged during the upcoming Long-Term Plan consultation.</li> <li>Community partners in the sector favour Option 2 or 3, which provide additional resource to enable short, medium and long-term change.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>Opportunity to build on existing recent work and relationships to pilot initiatives to create systems change and realise improved wellbeing outcomes for community.</li> <li>Lower cost than Option 3.</li> <li>Possible reputational benefit for Council and city if housing insecurity and homelessness issues are improved or resolved, and/or Council is seen as proactive in responding to key community issues .</li> </ul>
Risks	<ul style="list-style-type: none"> <li>Likely lower level of impact compared to Option 3, with fewer mutually reinforcing initiatives.</li> <li>The proposed initiatives are pilots and are therefore not guaranteed to have impact; if there is limited impact, either because the initiative is ineffective or there is a change in context which means that homelessness worsens, community expectations may not be met.</li> </ul>

Financial	<ul style="list-style-type: none"> <li>\$200,000 per year, across Years 1,2 and 3 of the 2024-2034 Long-Term Plan</li> </ul>
<b>OPTION 3:</b>	<p><b>Pilot full suite of systems-change interventions to respond to housing insecurity.</b></p> <p>Council partners with organisations in the sector to progress Housing First model, pilot an outreach programme, develop capacity in responding to overcrowding in the Pasifika community, and trial a flexi-fund for maintaining tenancies.</p>
Community Views	<ul style="list-style-type: none"> <li>Wider community views have not been sought on the options presented; they could be gauged during the upcoming Long-Term Plan consultation.</li> <li>Community partners in the sector favour Option 2 or 3, which provide additional resource to enable short, medium and long-term change.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>Opportunity to build on existing recent work and relationships to pilot initiatives to create systems change and realise improved wellbeing outcomes for community.</li> <li>Possible reputational benefit for Council and city if housing insecurity and homelessness issues are improved or resolved, and/or Council is seen as proactive in responding to key community issues .</li> </ul>
Risks	<ul style="list-style-type: none"> <li>The proposed initiatives are pilots and are therefore not guaranteed to have impact; if there is limited impact, either because the initiative is ineffective or there is a change in context which means that homelessness worsens, community expectations may not be met .</li> </ul>
Financial	<ul style="list-style-type: none"> <li>\$335,000 per year, across Years 1,2 and 3 of the 2024-2034 Long Term Plan</li> </ul>

## RATIONALE FOR THE RECOMMENDATIONS

### 1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 A [memorandum on homelessness presented to this Committee in March 2023](#) noted that Elected members will be informed of the result of the Ministry of Housing and Urban Development funding application and, "Should additional budget be required to further this work, it would be brought to Council as part of the Long-Term Plan discussions and prioritisation of work streams."

- 1.2 Officers are now seeking Council direction on the future role of the organisation in responding to issues of homelessness.
- 1.3 This report describes developments in this area over the last six months and presents three options for next steps for the Committee's consideration and recommendation to Council.
- 1.4 Options 2 and 3 require additional resource and would require referral to the 2024-2034 Long-Term Plan deliberations.

## 2. UPDATE

- 2.1 In January 2023, Council officers, alongside the Palmerston North Housing Insecurity Response Collective (PNHIRC)<sup>1</sup>, applied to the Ministry of Housing and Urban Development Local Innovation and Partnership Fund for funds to support a multi-faceted response to housing insecurity in the city.
- 2.2 Note background information detailing the work leading up to the creation of the PNHIRC and the submission of the Local Innovation and Partnership fund application can be found in the previous [memorandum presented to this Committee in March 2023](#).
- 2.3 Since March 2023, while awaiting the outcome of the funding application, collaborative work has continued, with the PNHIRC meeting on several occasions to strengthen relationships, gain greater understanding of each organisations' work, and discuss ways of working as a collective.
- 2.4 In addition to coordinating the Collective, Council officers have been active in providing immediate responses to people sleeping rough in the city. A process has been developed to provide a more consistent response, which includes an initial engagement with the individual to understand their support needs, and a referral to support services available, where possible, before any escalation to a compliance response.
- 2.5 This process has been enhanced by the strengthened relationships of the Collective; however, it has had variable levels of success as capacity is limited within Council and across services, and responses can be ad hoc. The needs of individuals sleeping rough are typically complex and cannot usually be resolved quickly.
- 2.6 Council officers continue to liaise regularly with Palmy BID, local businesses and police regarding safety in the city; relationships are also strengthened through the Safety Advisory Board.

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<sup>1</sup> The collective is primarily comprised of organisations actively involved in temporary housing provision and those providing housing support services: Housing Advice Centre, Niuvaka Trust, Homes for People, MASH Trust, and Manawatū Tenants' Union. Ministry of Social Development, Kāinga Ora Health are also attending. Te Tihi o Ruahine Whānau Ora Alliance were members of the group at the time of the application but have since stepped back from the group due to capacity limitations.



- 2.7 The exact number of people sleeping rough in the city remains unknown; though officers note there have been several recent occasions of individuals sleeping in high-profile locations in the city centre.
- 2.8 As at June 2023, the Ministry of Social Development (MSD) advised they have 627 applicants on their waiting list for social housing. There are 95 households in emergency housing, including 104 adults and 99 children. Updated MSD figures for September 2023 were not available at the time of writing this report.
- 2.9 In August 2023, the Ministry of Housing and Urban Development declined our funding application. The reason given by the Ministry was they had decided to "prioritise applications from rural and isolated areas with high deprivation, highest needs, fewer support services available and limited investment". Note this was third and final tranche of the Fund, and Manawatū received no funding in the first or second tranches.
- 2.10 In light of this outcome, officers now require further direction from Council on the future role of the organisation in this work, as there is currently no resource available to progress planned solutions. Officers have determined three options for the pathway forward for the Committee to consider and refer to the 2024-2034 Long-Term Plan deliberations, as required.
- 2.11 Note homelessness, also referred to as severe housing deprivation or housing insecurity, is defined by Statistics New Zealand as a living situation where people with no other options to acquire safe and secure housing are: without shelter (e.g. living in a park, shack or car), in temporary accommodation (e.g. living in hostels, transitional supported accommodation, women's refuges, motor camps and boarding houses), sharing accommodation with a household (e.g. living on a couch or in an overcrowded house), or living in uninhabitable housing (e.g. a dwelling that is dilapidated).
- 2.12 Note the initiatives proposed within Options 2 and 3 are designed to be mutually reinforcing and have been developed within a collective impact framework. Collective impact is an approach to systems change for social wellbeing which includes multiple stakeholders working together towards a common agenda.

### 3. DESCRIPTION OF OPTIONS

**Option 1: Continue with the status quo.** Maintain Council's role in supporting the sector to respond to housing insecurity in the city within their current resources; reacting to immediate needs as they arise with the resources available.

- 3.1 Officers have capacity to continue coordinating the PNHIRC, should the partners wish to continue. If continuing, officers can keep seeking alternative funding avenues and maintain focus on 'quick wins' that are already underway, for example work to map the local sector for improved shared understanding and to strengthen processes for responding when people are sleeping rough in the city centre.

- 3.2 Strategic Priority Grants funding for housing insecurity related groups, such as Housing Advice Centre and Manawatū Tenants' Union, would continue as per the current contracts through to 30 June 2025.

**Option 2: Pilot highest priority systems-change interventions to respond to housing insecurity.** Council partners with organisations in the sector to progress the Housing First model and pilot an outreach programme.

- 3.3 This option would involve piloting two initiatives which have been identified as gaps or opportunities in the city for improving housing insecurity outcomes. Both initiatives would be delivered by partners with the existing expertise and connections in the sector, in collaboration with wider sector partners and supported and funded by Council.
- 3.4 The first initiative is an Outreach Service for people sleeping rough. This would involve the engagement of one or two dedicated and skilled individuals to build relationships with those sleeping rough (including people sleeping on the streets, in cars, and in other similar situations) to gain a better understanding of who is out there, what their needs are and how best to connect them into the supports they need to pathway out of homelessness.
- 3.5 Currently, this function is being filled by several organisations, but capacity is limited and ad hoc, as the work is being done on top of their core funded services. There are also limitations to these organisations' opening hours and ability to respond with consistency or urgency due to other priorities within their core services.
- 3.6 As a result, Council is often required to step in, again without the capacity to do so, but also without the specialist skills required to perform this function safely. The Ministry of Social Development are also unable to perform this function as they work on a referral system, either by the individual or an organisation on their behalf, and do not have the capacity or mandate to provide outreach.
- 3.7 This initiative will also provide Council, government and partners improved data on how many people are experiencing homelessness, the demographics, and better insight into needs and solutions.
- 3.8 Should this option proceed, Officers anticipate that the Outreach Service would be running within three-four months of the funding being available and would be evaluated throughout the three-year pilot.
- 3.9 This initiative has been costed at \$100,000 per annum, including the employment of two Outreach Officers (within a partner service).
- 3.10 The second initiative within Option 2 is the pilot of a local Housing First model.
- 3.11 The Housing First model is the leading approach for addressing chronic and episodic homelessness. It is an evidence-based model for addressing homelessness, which recognises that is much more effective to address

complex needs, such as mental health and addiction, once people are housed. Previous models stipulated that people should be sober, or mentally well, in order to be “housing ready”. Housing First sees the need for permanent, secure, appropriate, safe housing as a fundamental human right.

- 3.12 Housing First providers across the world show integrity to the following principles:
  1. Immediate access to housing with no housing readiness conditions
  2. Consumer choice and self-determination
  3. A harm reduction and recovery-orientation approach
  4. Individualised and person-driven supports
  5. Social and community integration
- 3.13 Housing First was piloted in Auckland in 2017 and has since formed a key part of the Ministry of Housing and Urban Development's Homelessness Action Plan 2020-2023. The Housing First model is now being implemented in towns and cities across the country, including Kaitia, Whangārei, Auckland, Hamilton, Tauranga, Rotorua, Napier, Wellington, Nelson, Blenheim and Christchurch.
- 3.14 Officers note that, while the Housing First model originated overseas, it was developed with an indigenous lens, and thus has leant itself well to adaption in New Zealand to align with and be enhanced by Te Ao Māori principles. Examples include Housing First Auckland who have developed the Tāiki model, and Housing First Rotorua. Similarly, Palmerston North has a unique opportunity to create our own Housing First kaupapa for our community.
- 3.15 Across the three-year pilot, Council would fund and support a partner organisation to lead the development of a shared strategic plan for the model (Year 1), and then the implementation of that model (Years 2 and 3).
- 3.16 This initiative has been costed at \$100,000 per annum, including the employment of one Coordinator (within a partner service) to research, develop and lead the implementation of the strategic plan, with the guidance and support of partners.
- 3.17 In total, the cost of proceeding with Option 2 is \$200,000 per annum. Made up of; \$100,000 (for two Outreach Officers) and \$100,000 (for a lead coordinator to research, develop and lead the implementation of the strategic plan).

**Option 3: Pilot full suite of systems-change interventions** to respond to housing insecurity. Council partners with organisations in the sector to progress Housing First model, pilot an outreach programme, develop capacity in responding to overcrowding in the Pasifika community, and trial a flexi-fund for maintaining tenancies.

- 3.18 In addition to the two initiatives described in Option 2, Option 3 would provide resource for two further initiatives identified by the PNHIRC as opportunities for improvement.

- 3.19 The third initiative would be the development of a wrap-around Pasifika support service. Overcrowding, due to the affordability of larger homes, leads to family members sleeping in unsuitable spaces, including garages or tents; the negative wellbeing implications of this form of housing insecurity are well documented.
- 3.20 To implement this Pasifika support service, Council would partner with a Pasifika service provider to add capability and capacity for the provider to work with Pasifika families to achieve their housing aspirations and improve wellbeing.
- 3.21 This initiative has been costed at \$105,000 per annum, including a Navigator and a part-time Support role. This amount is based on similar Navigator roles in the Social and Health sector.
- 3.22 The fourth initiative within Option 3 would be the pilot of a Flexi-fund for urgent intervention where there is a risk of housing loss due to barriers to maintaining the tenancy, such as cleaning costs, rubbish removal, short term pet care etc.
- 3.23 This fund would be administered by a partner organisation and has been costed at \$30,000 per annum.
- 3.24 The total cost of Option 3 would be \$335,000 per annum, for the coordination and delivery of four pilot initiatives. Made up of; \$200,000 (for two initiatives outlined in Option 2) and \$105,000 (for Pasifika Navigator role and part-time support role) and \$30,000 (for a flexi-fund for urgent intervention.)

#### **4. ANALYSIS OF OPTIONS**

- 4.1 All three options presented in this report have some level of overall benefit for Council and the community, and a level of strategic alignment.
- 4.2 Working to respond to homelessness aligns broadly with Council's strategic goal for a connected and safe community, where people have access to the housing they need and the appropriate social support (Connected Communities Strategy). The collective approach also aligns with Council's aspirations stated within the Connected Communities Plan, including the following:
  - Council takes the lead from communities in understanding how it can support projects and services that are of value to them, and where possible provides communities with the resources to deliver their own initiatives, and
  - Council participates in or facilitates collaborative networks designed to share resources and increase community impact.
- 4.3 Across the options, the greater the investment from Council into the work, the more activity there will be enabled, and therefore the greater opportunity for benefits for the community.

- 4.4 Option 1 has least potential for impact, with no additional capacity or initiatives, and is therefore likely to only achieve short term benefits within the system and sector as it stands currently.
- 4.5 Option 2 provides good potential for short, medium- and long-term impacts, with the addition of capacity in a high priority area through the Outreach Service, and the development of a Housing First model, which has been proven to be very effective in other countries and cities across New Zealand.
- 4.6 Similarly, Option 3 provides the potential for short, medium- and long-term impacts, but with two additional initiatives, the Pasifika support and the Flexi-fund, provides a greater likelihood for success with more activities mutually reinforcing each other.
- 4.7 With the support of the community partners in the PNHIRC, Options 2 and 3 also provide the relational benefits of responding to the advice of the sector and capitalising on the momentum created through the establishment of the group.
- 4.8 Whilst Officers have identified that there is some reputational and financial risk in Options 2 and 3, in that these are complex issues subject to many contextual factors and therefore the initiatives may not have the impact anticipated, officers view that this can be mitigated to a degree throughout the pilot period by ongoing evaluation and reporting.
- 4.9 Further, Officers view that, on balance, the potential reputational benefits for Council if the initiatives do have the anticipated impact are greater.
- 4.10 As described above, each option has a different level of financial impact for Council. Whilst the initial cost for Options 2 and 3 will sit with Council, Officers note that the data collected through the pilot initiatives would be beneficial in making any further case with central government or other funding partners for investment in future.

## 5. CONCLUSION

- 5.1 This report has provided a further update on the response to homelessness in Palmerston North and presented three options for the pathway forward for the Committee's consideration.

## 6. NEXT ACTIONS

- 6.1 If proceeding with Option 1, no further action would be required; officers will continue to provide the current level of service and support in this area.
- 6.2 If proceeding with Option 2 or 3, officers will prepare a programme to be incorporated in the 2024-2034 Long-Term Plan deliberations. Officers will also continue to provide the current level of service and support in the meantime.
- 6.3 If it is resolved through the 2024-2034 Long-Term Plan that a programme for Option 2 or 3 will progress, a pilot will commence as soon as possible in year

one (2024/2025), and an annual progress report will be provided to the Community Committee.

## 7. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual, clause 4.4	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>No</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 3: A Connected and Safe Community	
<p>The recommendations contribute to Goal 3: A Connected and Safe Community</p> <p>He whakaū i te hauora o te hāpori, e whai wāhi ai te katoa ki te whare noho me te paenoho kiritata hauora, haumaru anō hoki.</p> <p>Ensure the city has a healthy community where everyone has access to healthy, safe and affordable housing and neighbourhoods.</p> <p>He tautoko i ngā hāpori ki te whakatutuki i ō rātou awhero.</p> <p>Support communities to achieve their aspirations.</p> <p>Council participates in or facilitates collaborative networks designed to share resources and increase community impact.</p> <p>Council takes the lead from communities in understanding how it can support projects and services that are of value to them, and where possible provides communities with the resources to deliver their own initiatives.</p>	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Housing security is fundamental to overall wellbeing.

## ATTACHMENTS

Nil

## MEMORANDUM

**TO:** Community Committee

**MEETING DATE:** 22 November 2023

**TITLE:** Additional Social Housing Budget Update (Programme 1459)

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

**APPROVED BY:** Chris Dyhrberg, Chief Infrastructure Officer

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### RECOMMENDATION TO COUNCIL

1. That Council agree the use of Programme 1459 (Social Housing – Additional Social Housing Units) to fund Council's financial contribution to the Summerhays Street redevelopment project.
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#### 1. ISSUE

- 1.1 Programme 1459 (Social Housing – Additional Social Housing Units) was included in the 2021-31 Long Term Plan (LTP ) with a total budget of \$14M split over years 3, 4, and 5. There was no formal decision made at that time as to what specific project/s this budget would be used for.

In March 2023, the Community Committee requested the Chief Executive report back on progress made on the social housing budget in November 2023. This memorandum seeks to provide an update as per this resolution.

- 1.2 Given that at its meeting of 4 October 2023, Council endorsed Social housing outcomes for 17-19 Summerhays Street, Council should now consider funding for that outcome. Thus, this report recommends that Programme 1459 funds be used as a financial contribution, either in part or full, towards the Summerhays Street redevelopment project, accompanied by Programme 2234 (Better Off Funding – Construction of Summerhays).

#### 2. BACKGROUND

- 2.1 Programme 1459 was included in the 2021-31 LTP to provide for the future construction of additional council-owned social housing units within the city. This will either be on a greenfield site or redeveloping and increasing the density of one of Council's existing social housing complexes e.g. like the Papaioea Place Redevelopment project.

- 2.2 The current budget split for this capital new programme is summarised below:

Years	2023/24	2024/25	2025/26	Total
Budget	\$1,049,000	\$8,574,000	\$4,381,000	\$14,004,000

- 2.3 No budget has currently been spent on Programme 1459 as formal direction is required.

### 3. SUMMERHAYS STREET REDEVELOPMENT

- 3.1 Please refer to the report titled '[Housing Outcomes for 17-19 Summerhays Street](#)' presented to Council on 4 October 2023 for a detailed background of the Summerhays housing project.
- 3.2 There is \$4.56M allocated from the Better-off Funding for the Summerhays Street project which will fund the design and a contribution towards the construction.
- 3.3 The total project cost of the development is currently unknown; however, it could be circa \$15 - \$30 million. As the design progresses, the total project cost will be able to be more accurately confirmed.
- 3.4 Exploration of joint venture/ community housing and social housing partnerships is yet to be undertaken. If a partnership is entered, this may also contribute to the cost of the development, reducing Council's required funding contribution to the project.
- 3.5 During the Councillor Workshop held on 9 August 2023 and Council Meeting on 4 October 2023, Elected Members referenced the availability of funds from Programme 1459 that could be used to fund Council's financial contribution to the Summerhays Redevelopment project.
- 3.6 Programme 1459 provides the best opportunity to fund Council's financial contribution to the project. The extent of how much of the budget in Programme 1459 would be required will not be known until the design is progressed and the partnership opportunities are explored.

### 4. NEXT STEPS

- 4.1 Officers will investigate options for delivery including the potential for partnerships for the Summerhays Street redevelopment.
- 4.2 Continue to progress designs for the Summerhays Street project, including determining both project and on-going operational costs.



## 5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>No</b>
Are the decisions significant?	<b>No</b>
If they are significant do, they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
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:	
<ul style="list-style-type: none"> <li>Build new social housing</li> </ul>	
Contribution to strategic direction and to social, economic, environmental, and cultural well-being	Developing the Summerhays Street site will contribute to housing outcomes (economic and social wellbeings for the community).

## ATTACHMENTS

Nil



## MEMORANDUM

**TO:** Community Committee

**MEETING DATE:** 22 November 2023

**TITLE:** Natural Burial Update

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

**APPROVED BY:** Chris Dyhrberg, Chief Infrastructure Officer

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### RECOMMENDATION TO COUNCIL

1. That Council adopt Option 2A to work with Whanganui District Council to investigate Aramoho Cemetery as the regional facility for natural burial.
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### 1. ISSUE

- 1.1 In May 2022 Council received a report on options for eco-burial.
- 1.2 As a result of that report, Council adopted Option 2, continue to work with Manawatū District Council on the opportunity to establish a natural burial cemetery in the Manawatū.
- 1.3 This report provides the committee with an update on those discussions.

### 2. BACKGROUND

- 2.1 In May 2022 officers reported that several meetings have been held with Manawatū District Council officers responsible for the natural burial cemetery investigations. Palmerston North City Council officers have shared the Geotech reports completed for the city.
- 2.2 The provision for the natural burial investigation was included in the Manawatū District Council's 2022/23 Annual Plan and at the time of the May 2022 report Manawatū District Council were undertaking Geotech assessments in Feilding and Sanson cemeteries to determine suitability for a natural burial site.

### 3. UPDATE

- 3.1 Contact has been made with Manawatū District Council's Community Assets Manager Carl Johnstone who was responsible for managing the investigation process.

- 3.2 Manawatū District Council has concluded its investigation of two potential sites with the findings being unfavourable to progress further. Their investigations have found that neither Feilding nor Sanson cemeteries are suitable as a natural burial site based on soil type and high-water tables.
- 3.3 Information received indicates Manawatū District Council is not progressing any further with their investigation based on these findings and the limited requests for natural burials. They have determined it is no longer a strategic direction from their council and difficult to validate further investment.
- 3.4 On this basis the option to continue to work with Manawatū District Council on a shared services model is no longer viable. Officer assess the action requested by Council in May 2022 is now complete.
- 3.5 An objective in the community facilities chapter of Council's Connected Communities Plan is "Palmerston North people have access to a natural burial option within the Manawatū/Whanganui region." With this objective in mind officers have considered a regional approach as an alternative to the district approach.

#### **4. REGIONAL APPROACH TO NATURAL BURIAL**

- 4.1 The intention of working with Manawatū District Council was to seek a district-based solution to natural burial. With this no longer an option, officers have considered a regional approach.
- 4.2 This option would involve officers working with Whanganui District Council to investigate Aramoho Cemetery as the regional facility for natural burial utilising an already established natural burial cemetery.
- 4.3 A regional approach is an effective use of existing resources and provides timely access to natural burial for Palmerston North residents.
- 4.4 In April 2011, Whanganui District Council set aside a part of the Aramoho Cemetery for natural burials. Whanganui District Council developed and adopted a Natural Burials Policy in 2013 developed in conjunction with the Natural Burials NZ Group. Aramoho Cemetery is not a certified natural burial cemetery but is recognised as a natural burial cemetery.
- 4.5 Since its establishment in 2011, a total of 14 natural burials have occurred in the Aramoho cemetery. On average 489 deaths occur in Whanganui District each year, 14 burials represent only 0.3% of all deaths in the district over the 10-year period. There is capacity for this cemetery to support families from outside the Whanganui District with a natural burial option.
- 4.6 Industry members indicate that families often decide against natural burial due to price. Natural burials are generally more expensive than traditional burials.

- 4.7 People choosing a natural burial would avoid the \$565 - \$675 average cost of embalming as estimated by Consumer.org.nz however some of these savings may be lost in refrigeration costs.
- 4.8 A further cost consideration is that Whanganui District Council applies a 25% surcharge on plot purchases for people who have not been resident at the time of death.
- 4.9 Further investigation would consider matters such as payment of the 25% surcharge applied to non-residents, travel costs and the promotion of Aramoho Cemetery as a natural burial option for city families.

## 5. REVIEW OF PREVIOUS OPTIONS

- 5.1 The report presented to the Environmental Sustainability Committee in May 2022 provided three options.

Option 1: Status Quo – Continue to enable eco-burial within existing sections of the city's three cemeteries. Undertake no further investigation into natural burial in the city.

Option 2: Continue to work with Manawātū District Council on the opportunity to establish a natural burial cemetery in the Manawātū District. Undertake no further action regarding natural burial in the city.

Option 3: Develop a business case for the establishment of a natural burial cemetery at Kelvin Gove Cemetery for consideration as part of the 2024 Long Term Planning (LTP) process.

- 5.2 With Option 2 no longer available for further consideration, assessment of the remaining two options, alongside the new option (a Regional approach - Option 2A), has been undertaken.
- 5.3 The results of the assessment are shown in Table 1.

**Table 1: Natural burial provision options**

<b>Option 1</b>	<u>Status Quo</u> – Continue to enable eco-burial within existing sections of the city's three cemeteries. Undertake no further investigation into natural burial in the city.
Community Views	<p>A submission from Te Ha o Hine-ahu-one Palmerston North Women's Health Collective urged Council to investigate eco-burial options. The submission also included reference to establishing a natural burial cemetery.</p> <p>McCraes Bush was assessed as a feasible option for a natural burial area in 2015, but not pursued due to</p>

	community opposition.
Benefits	<p>This option partially fulfils the commitment made to Te Ha o Hine-ahu-one Palmerston North Women's Health Collective to undertake further investigation.</p> <p>The existing cemetery bylaw provisions support eco-burial in city cemeteries, however natural burial is not available in the city. Natural burial is available in the region at Te Aramoho Cemetery, Whanganui for our residents at extra cost.</p> <p>No further Council resources required.</p>
Risks	Expectations for a natural burial option in the city are not met.
Financial	There are no financial implications arising from this option.
<b>Option 2A</b>	Work with Whanganui District Council to investigate Aramoho Cemetery as the regional facility for natural burial.
Community Views	There is no recent data on wider community views. A survey conducted in 2010 resulted in mixed views on the need for a natural burial cemetery option. A survey of 220 respondents shows that the majority (50%) would either be definitely not, or probably not interested in an eco-burial option if Council offered it.
Benefits	<p>Maximise the investment already made by Whanganui District Council in Aramoho Cemetery.</p> <p>Avoids investment in a natural burial area in the City, in the face of uncertain demand and future funding</p> <p>Potential to make it easier for families to access a natural burial option in the region.</p> <p>Supports community collaboration and provides an opportunity to identify the lowest environmental impact option, consistent with the principles of natural burial.</p>
Risks	<p>No guarantee the investigation will result in a suitable outcome for the city. This risk is low as the Aramoho Cemetery natural burial area already exists.</p> <p>Any community expectations for a natural burial option in or close to the city will not be met.</p>

Financial	There are no financial implications arising from this option.
<b>Option 3</b>	Develop a business case for the establishment of a natural burial cemetery at Kelvin Grove Cemetery for consideration as part of the 2024 Long Term Planning (LTP) process.
Community Views	There is no recent data on wider community views. A survey conducted in 2010 resulted in mixed views on the need for a natural burial cemetery option. A survey of 220 respondents shows that the majority (50%) would either be definitely not, or probably not interested in an eco-burial option if Council offered it.
Benefits	This option would enable community views on the benefits and costs of establishing a natural burial cemetery in the city to be sought as part of the 2024 LTP process.
Risks	<p>Council would investigate an option already known to have a high environmental impact due to unsuitable soils. This is not consistent with the underlying principle of eco-burial.</p> <p>The significant costs to replace the soil in Kelvin Grove Cemetery with soil suitable for natural burial would need to be recovered via plot fees. When Council considered a natural burial cemetery in 2010, the estimated fees for a natural burial were 50% higher than a traditional burial. There is a high risk that higher fees could impact demand negatively, resulting in low uptake for the investment.</p> <p>Community expectations for natural burial options in or close to the city will not be met in the short term.</p>
Financial	<p>There is currently no financial provision for further investigation including the development of a business case.</p> <p>An estimate of the costs of this option is \$20 – \$30K.</p>

## 6. NEXT STEPS

- 6.1 If Elected Members confirm the officer recommendation, officers will commence discussions with Whanganui District Council on the concept of Aramoho Cemetery becoming a regional facility for natural burial.

## 7. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual.	<b>No</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the achievement of action/actions in Connected Communities	
The Connected Communities Plan states under 'What do we want to achieve?': "Palmerston North people have access to a natural burial option within the Manawatū/Whanganui region".	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	<p>Cemeteries provide a final resting place for former residents of the city and surrounding area. They are not just a place for burials, they hold significant social connections.</p> <p>Supporting eco and natural burial options enables families to have choices and supports cultural and spiritual beliefs.</p> <p>Investigating a region-wide natural burial area supports community collaboration and provides an opportunity to identify the lowest environmental impact option, consistent with the underlying principles of natural burial.</p>

## ATTACHMENTS

Nil



## COMMITTEE WORK SCHEDULE

TO: Community Committee

MEETING DATE: 22 November 2023

TITLE: Committee Work Schedule - November 2023

### RECOMMENDATION TO COMMUNITY COMMITTEE

1. That the Community Committee receive its Work Schedule dated November 2023.

### COMMITTEE WORK SCHEDULE – NOVEMBER 2023

Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause number
<del>22-Nov-2023</del>	<del>Disability Reference Group Annual Presentation</del>	<del>Chief Customer Officer</del>		<del>Invitation to present 4 November 2020 Clause 41-20</del>
<del>22-Nov-2023</del>	<del>Community Reference Groups Terms of Reference Review</del>	<del>Chief Customer Officer</del>		<del>1 December 2021 Clause 24-21 Terms of Reference 1.5</del>
<del>22-Nov-2023</del>	<del>Social Housing Programme Progress Report</del>	<del>Chief Infrastructure Officer</del>		<del>15 March 2023 Clause 11-23</del>
<del>22-Nov-2023</del>	<del>Review of Sector Leads trial</del>	<del>Chief Customer Officer</del>		<del>8 June 2022 Clause 7-22</del>
<del>22-Nov-2023</del>	<del>Opportunity to establish a natural burial cemetery in the Manawatu Progress report</del>	<del>Chief Infrastructure Officer</del>	<del>Pending external advice</del>	<del>Council 1 June 2022 Clause 60-22</del>

<del>22 Nov 2023</del>	<del>Addressing Home Insecurity (Night Shelter) – Update Report</del>	<del>Chief Customer Officer</del>		<del>15 March 2023</del> <del>Clause 10-23</del>
<del>22 Nov 2023</del>	<del>Community Funding Settings for LTP</del>	<del>Chief Customer Officer</del>		
<del>20 Mar 2024</del>	<del>Community Spaces Feasibility Study – to include Libraries, Pasifika – Hub and community space – in Highbury</del>	<del>Chief Customer Officer</del>	<del>Report to be presented at 6 December Council meeting – to allow alignment with Long Term Plan process</del>	<del>31 May 2023</del> <del>Clause 88.14-23</del>
20 Mar 2024	Welcoming Communities - Annual Report	Chief Customer Officer		<a href="#">4 November 2020</a> <a href="#">Clause 43-20</a>
20 Mar 2024	Annual Sector Lead Report: Housing Advice Centre	Chief Customer Officer		<a href="#">Terms of Reference</a>
20 Mar 2024	Annual Sector Lead Report: Manawatū Multicultural Centre	Chief Customer Officer		<a href="#">Terms of Reference</a>
20 Mar 2024	Develop a Community Housing Partnership Plan	Chief Customer Officer/ Chief Planning Officer		<a href="#">31 May 2023</a> <a href="#">Clause 88.9-23</a>
20 Mar 2024	Annual Sector Lead Report: Te Pū Harakeke - Community Collective Manawatū	Chief Customer Officer		<a href="#">Terms of Reference</a>
20 Mar 2024	Annual Sector Lead Report: Te Tihī o Rūhine Whānau Ora	Chief Customer Officer		<a href="#">Terms of Reference</a>

	Alliance			
20 Mar 2024	Annual Report on Library Services	Chief Customer Officer		<a href="#">24 May 2023</a> <a href="#">Clause 22-23</a>
12 Jun 2024	Pasifika Reference Group - Annual Presentation	Chief Customer Officer		
12 Jun 2024	Develop a City Wide Food Resilience and Security Policy	Chief Planning Officer		<a href="#">31 May 2023</a> <a href="#">Clause 88.10-23</a>
12 Jun 2024	Seniors Reference Group - Annual Presentation	Chief Customer Officer		
12 Jun 2024	Develop an Age Friendly Plan	Chief Customer Officer/ Chief Planning Officer		<a href="#">31 May 2023</a> <a href="#">Clause 88.15-23</a>
23 Oct 2024	Annual Report - Community Funding Allocation 2023/24	Chief Customer Officer		<a href="#">Rec 1c of the Community Grants &amp; Events Funding Review - May 2021</a>