



PAPAIOEA
PALMERSTON
NORTH
CITY

PALMERSTON NORTH CITY COUNCIL

AGENDA

COUNCIL

9:00 AM, WEDNESDAY 3 SEPTEMBER 2025

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

MEMBERS

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

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

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

Waid Crockett

Chief Executive | PALMERSTON NORTH CITY COUNCIL

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

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CITY

COUNCIL MEETING

3 September 2025

ORDER OF BUSINESS

1. Karakia Timatanga

2. Apologies

3. Notification of Additional Items

Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson's explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

4. Declarations of Interest (if any)

Members are reminded of their duty to give a general notice of any interest of items to be considered on this agenda and the need to declare these interests.

5. Public Comment

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

6. **Petition- Call for an Immediate, Permanent Ceasefire in Gaza and an Ethical Procurement and Investment Policy** Page 9
Presentation, by Judy Neale, Thyme4Action.
7. **Confirmation of Minutes** Page 13
That the minutes of the ordinary Council meeting of 6 August 2025 Part I Public be confirmed as a true and correct record.
8. **Confirmation of Minutes** Page 23
That the minutes of the extraordinary Council meeting of 13 August 2025 Part I Public be confirmed as a true and correct record.
9. **Notice of Motion: Kiwi Canoe Polo Next Stage Support** Page 27
Presentation, by Councillor Leonie Hapeta.
10. **Response to Notice of Motion - Next stage support to Manawātū Kiwi Canoe Polo Club to carry out a Feasibility Study/Business Case** Page 29
Memorandum, presented by Ann-Marie Mori, Policy Analyst.

REPORTS

11. **Fitzherbert Park - Proposal to Grant an Easement on Reserve Land to Powerco** Page 33
Report, presented by Perene Green, Property Officer.
12. **2025/26 Remuneration Budget Update** Page 41
Memorandum, presented by Scott Mancer, Manager Finance.
13. **Clearview Reserve - Request to reinstate 2025/26 capital budget** Page 45
Memorandum, presented by Kathy Dever-Tod - Manager Parks and Reserves.
14. **Review of the Central Economic Development Agency (CEDA) Appointment of Directors Policy.** Page 51
Memorandum, presented by Sarah Claridge, Governance Advisor.

15. **Waste Management and Minimisation Plan 2024 - Progress Report** Page 65
Memorandum, presented by Natasha Hickmott - Acting Resource Recovery Manager.
16. **Civic and Cultural Precinct: 6 Month Update** Page 75
Memorandum, presented by Glenn Bunny, Manager Property.
17. **Annual Section 10A Dog Control Report 2024/25** Page 85
Memorandum, presented by Angela Lumby, Manager Environmental Protection.
18. **Council Work Schedule** Page 105

RECOMMENDATIONS FROM COMMITTEE MEETINGS

19. **Presentation of the Part I Public Strategy & Finance Committee Recommendations from its 20 August 2025 Meeting** Page 107
20. **Karakia Whakamutunga**
21. **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
22.	Confirmation of the minutes of the ordinary Council meeting of 6 August 2025 Part II Confidential	For the reasons set out in the Council of 6 August 2025, held in public present.	

23.	Confirmation of the minutes of the extraordinary Council meeting of 13 August 2025 Part II Confidential	For the reasons set out in the Council of 13 August 2025, held in public present.	
24.	Land purchases for the purpose of Te Utanganui, Central New Zealand Distribution Hub	NEGOTIATIONS: This information needs to be kept confidential to ensure that Council can negotiate effectively, especially in business dealings	s7(2)(i)
25.	Environmental Health Contract Update	THIRD PARTY COMMERCIAL Disclosing the information could harm a company's commercial position and COMMERCIAL ACTIVITIES: This information needs to be kept confidential to allow Council to engage in commercial activities without prejudice or disadvantage	s7(2)(b)(ii) and s7(2)(h)
26	Purchase Opportunity – Mobile Stage	COMMERCIAL ACTIVITIES: This information needs to be kept confidential to allow Council to engage in commercial activities without prejudice or disadvantage and NEGOTIATIONS: This information needs to be kept confidential to ensure that Council can negotiate effectively, especially in business dealings	s7(2)(h) and s7(2)(i)
27	Part IIB - Chief Executive Performance Review (limited circulation)	PRIVACY This information needs to be kept private to protect personal information that is confidential or sensitive. This includes people who are no longer alive.	s7(2)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests

protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

[Add Third Parties], because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].

PETITION

TO: Council

MEETING DATE: 3 September 2025

TITLE: Petition- Call for an Immediate, Permanent Ceasefire in Gaza and an Ethical Procurement and Investment Policy

RECOMMENDATION(S) TO COUNCIL

1. That the Council receive the petition for information.

SUMMARY

Judy Neale will present the following petition on behalf of Thyme4Action.

Signed by 2044 (802 written and 1242 online).

We, the undersigned, urge Council to act in accordance with international law, human rights, and community values by:

1. **Publicly supporting an immediate and permanent ceasefire in Gaza and an end to Israel's illegal occupation of Palestinian Territories, as affirmed by UN resolutions, the ICJ, and the Geneva Conventions.**
2. **Developing and adopting an ethical procurement and investment policy that seeks to avoid contracts with companies complicit in grave breaches of international law, including those profiting from illegal Israeli settlements and occupation — consistent with UN Security Council Resolution 2334, the Fourth Geneva Convention, and recent UN Special Rapporteur findings.**

Council may develop a practical implementation framework that aligns with local procurement procedures and legal obligations, while reflecting community expectations and international ethical standards.

Supporting Statement

[As of 25 June 2025](#), at least 56,156 Palestinians have been killed in Gaza, including more than 17,121 children, with a further 132,239 injured, and countless missing. In addition to targeting civilians, Israel has destroyed civilian objects, including hospitals, schools, UN shelters, and entire neighbourhoods. [For 11 weeks \(2 March–18 May\), no humanitarian aid entered Gaza due to the siege imposed by the Israeli](#)

authorities. Since 18 May, effective aid delivery has been replaced by the Israeli-and US-backed Gaza Humanitarian Foundation (GHF), which by 31 May had sent only 10% of the aid needed into Gaza, and is accused of undermining the core humanitarian principles of humanity, neutrality, impartiality, and independence. At least 549 people seeking food from the GHF-run hubs have been killed by Israeli soldiers, and more than 4,066 others wounded. Basic humanitarian supplies, including food, fuel, medical aid and vaccines for children, have largely run out, with devastating impact on the population. The UN warns that Israel's campaign of deliberate starvation has left the entire population at risk of famine, and that its mission to help civilians in Gaza is "one of the most obstructed ... in recent history".

Israel's obstruction of humanitarian aid and its unchecked military assault defy international calls for a ceasefire and the ICJ's finding that there is a plausible case of genocide. Israel has repeatedly ignored the Court's binding provisional measures, and has escalated its expansion of settlements in the West Bank - which the UN, the ICJ, and multiple human rights organisations have declared unlawful.

The international community, including individual states and local governments, must not be silent in the face of such profound and continuing injustice and human suffering. Granting impunity to such a devastating level of dehumanisation sets a terrifying precedent. Our silence teaches the next generation what we value, and what we are willing to ignore.

Aotearoa New Zealand is a founding member of the UN and a signatory to the Genocide Convention, Geneva Conventions, and other key human rights treaties. Under these, New Zealand is legally bound to prevent and not be complicit in genocide and war crimes. It must also uphold UNSC Resolution 2334 (2016), which affirms the illegality of Israeli settlements on the West Bank of the Palestinian Territories, and calls on all states to distinguish between Israel and the territories it occupies. In 2020, the UN Human Rights Council (HRC) released a list of organisations involved in the maintenance, development, and consolidation of these illegal settlements, and updated this database in 2023. Binding provisional measures issued in 2024 by the ICJ — the principal judicial organ of the UN — include the requirement that states and international institutions prevent companies from enabling international crimes. Our government supports the ICJ process.

Why is this important?

Local governments have a role to play in upholding this legal framework and ensuring our cities do not profit from or contribute to the normalisation of human rights violations by dealing with the listed organisations and companies. Failure to do so would be a grave blow to the credibility of and trust in the international legal order, and to the reputation of New Zealand.

Palmerston North is a proud multicultural city, and a certified Welcoming Community. We have many sister cities, in support of international peace, and our Mayor is currently the President of Sister Cities NZ. Many members of our community have whakapapa to the Arab world and are deeply affected by events in the

Middle East. The Palestinian members of our community are grieving; they have all lost family and friends, and have faced decades of trauma and loss.

As a city, we have historically stood for peace, social responsibility, and human rights. Our Council has ethical guidelines for its operations and procurement processes, with commitments to values such as integrity, sustainability, and inclusion.

It is crucial that the Council condemns injustice wherever it occurs, in reflection of our shared ethics. We cannot claim to support women while watching Palestinian women targeted and starved. We cannot say we protect tamariki while Gaza's children are orphaned, amputated without anaesthetic, and lie cold under rubble. We cannot support human rights while turning away from genocide. This is the test of our generation, and history will remember what we choose.

While Palmerston North City Council may not currently purchase large volumes of goods directly, we call for a formal policy that ensures:

- PNCC does not knowingly enter into service contracts, sponsorships, or investment arrangements with companies that profit from or are complicit in violations of international humanitarian law and human rights, including the illegal occupation of Palestinian Territory.
- PNCC commits to ongoing ethical screening of procurement, investment, and funding practices, in line with its existing sustainability and social responsibility goals.
- PNCC aligns future policy development with New Zealand's obligations under international law and the rulings and advisory opinions of the ICC and ICJ.

This is an ethical call, not a political call. Councils have, in the past, taken ethical positions on international issues, including [condemning Russia's invasion of Ukraine](#), [sponsoring fundraising](#), and [fundraising for Ukraine](#), and [refusing procurement from companies complicit in other abuses](#). Likewise, the procurement policies called for in this petition are neither arbitrary nor politically biased — they are based in international law: [UNSC Resolution 2334](#), [ICJ Advisory Opinions](#), and [the Rome Statute](#) and [Geneva Conventions](#), which prohibit aiding and abetting war crimes or occupation. Councils have a duty to not support or engage with entities complicit in these crimes, especially as the [ICJ](#) and [ICC](#) are now actively investigating crimes against humanity and plausible genocide.

Across Aotearoa New Zealand, local authorities have begun taking action. [Far North](#), Whanganui, Nelson, and Dunedin City Councils have passed motions calling for a ceasefire in Gaza and to uphold Palestinian human rights. In addition, [Nelson](#) and [Christchurch City Councils](#) have amended their procurement policies to comply with UNSC Resolution 2334 and not contract with the list of companies identified by the UN Human Rights Council as being involved in the

building, maintenance, or consolidation of illegal Israeli settlements (as has Environment Canterbury Regional Council). [Dunedin City Council's Community Services Committee](#) has recommended that their Council support the [Unlawful Occupation of Palestine Sanctions Bill](#) proposed by the Green Party, and supported by the Labour Party and Te Pāti Māori.

This movement is part of a wider global effort. Hundreds of city councils worldwide (including in Australia, USA, Spain, Ireland, Italy, Turkey, and Belgium) have passed motions calling for a ceasefire, to divest from companies complicit in Israel's violations of Palestinians' human rights, and/or to end Sister City relationships.

In light of the above, we urge Palmerston North City Council to pass the following motions:

CEASEFIRE MOTION

That Palmerston North City Council:

1. Expresses grave concern at the continuing loss of life in Gaza and Israel, and calls for an immediate and permanent ceasefire;
2. Condemns all acts of violence against civilians, and calls for the immediate release of all Israeli and Palestinian hostages held unlawfully;
3. Calls on the Government of Aotearoa New Zealand to actively support a permanent ceasefire, uphold ICJ rulings, and fulfil its legal obligations under international law, including [UNSC Resolution 2334](#).

ETHICAL PROCUREMENT MOTION

That Palmerston North City Council formally adopts and enacts an ethical Procurement and Investment Framework that:

1. Incorporates respect for human rights, international law, and peacebuilding as key criteria in decision-making;
2. Screen suppliers, contractors, and investment partners for involvement in serious human rights violations, including those identified by the United Nations and international courts, [UNSC Resolution 2334](#), and [the 2004](#) and [2024 ICJ](#) rulings on the wall and settlements, ensuring that Council resources are not used in ways that contribute to the occupation or related violations.

Passing these motions would place Palmerston North City Council among the ethical leaders of local government in Aotearoa New Zealand, building on its commitment to sustainability and social justice

ATTACHMENTS

Nil

PALMERSTON NORTH CITY COUNCIL

Minutes of the Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 06 August 2025, commencing at 9.02am.

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

Members Present Online: Councillor Patrick Handcock

Apologies: Roly Fitzgerald and Pat Handcock (early departure).

Councillor Pat Handcock left the meeting at 10.31am during consideration of 114-25. He was not present for clauses 114-25 to 125-25 inclusive.

Councillors Lorna Johnson and Kaydee Zabelin were not present when the meeting resumed at 11.57am. They entered the meeting at 12.00pm after consideration of clause 116-25. They were not present for clause 116-25 having declared an interest in this item.

Councillor Vaughan Dennison was not present when the meeting resumed at 3.22pm. He entered the meeting again at 3.28pm after consideration of clause 121-25. He was not present for clauses 119-25 to 121-25 inclusive.

Councillor Orphée Mickalad left the meeting at 3.45pm after consideration of 122-25. He returned at 3.52pm after consideration of clause 123-25. He was not present for clause 123-25 inclusive.

Councillor Debi Marshall-Lobb left the meeting at 4.48pm after consideration of clause 124-25. She was not present for clauses 125-25.

Karakia Timatanga

Councillor Debi Marshall-Lobb opened the meeting with karakia.

109-25 Apologies

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council receive the apologies.

Clause 109-25 above was carried 15 votes to 0, the voting being as follows:

For:

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

110-25 Notification of Additional Items

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council agree to consider the following late Part II Confidential report titled: External Funding Opportunity for Community Projects in the Long Term Plan, for the reasons below:

Reason for lateness: Letter of intent arrived after the publication of the agenda.

Reason for urgency: To meet the timeframes of the third party.

Clause 110-25 above was carried 15 votes to 0, the voting being as follows:

For:

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

Declaration of Interest

Councillors Lorna Johnson, Orphée Mickalad and Kaydee Zabelin declared a conflict of interest in Item 11: Continuation of appointment of Plan Change I Commissioners (clause 116-25) and took no further part in discussion or debate.

111-25 Petition: Restore Wyndham Street to the current Work Programme

Petition presented by Kirsty Kirk and Kevin Shailer, residents of Ashhurst.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That the Council receive the petition for information.

Clause 111-25 above was carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent

Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

112-25 Confirmation of Minutes

Moved Debi Marshall-Lobb, seconded Leonie Hapeta.

RESOLVED

That the minutes of the ordinary Council meeting of 25 June 2025 Part I Public and Part II Confidential be confirmed as a true and correct record.

Clause 112-25 above was carried 13 votes to 0, with 2 abstentions, the voting being as follows:

For:

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

Abstained:

The Mayor (Grant Smith) and Councillor Lorna Johnson.

REPORTS

113-25 Wyndham Street, Ashhurst Upgrade

Report, presented by John Aitken - Manager Project Management Office.

Councillor Barrett moved an additional motion to review whether further work is required on Wyndham St between Cambridge Avenue and Salisbury Street.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council instruct the Chief Executive to recommence the procurement process and to report to Council on Programme and Funding options for the Wyndham Street Upgrade.

Moved Brent Barrett, seconded Leonie Hapeta

2. That in response to resident concerns, the Chief Executive review camber in Wyndham St between Cambridge and Salisbury.

Clause 113-25 above was carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent

Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

114-25 Long-Term Plan 2024-2034 Debrief

Memorandum, presented by Grace Nock, Manager Organisational Planning and Performance and David Murphy, General Manager Strategic Planning.

Councillor Patrick Handcock left the meeting at 10:31am

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council receive the memorandum titled 'Long-Term Plan 2024-2034 Debrief', presented to Council on 6 August 2025.

Clause 114-25 above was carried 13 votes to 1, the voting being as follows:

For:

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

Against:

Councillor Lorna Johnson.

115-25 Ratepayer Assistance Scheme (RAS)

Memorandum, presented by Cameron McKay, General Manager Corporate Services.

Moved Grant Smith, seconded William Wood.

RESOLVED

1. That Council approve making a contribution of \$250,000 to support final development of the Ratepayer Assistance Scheme being proposed by Local Government New Zealand, with any further funding subject to further Council decisions.
2. That Council approve this contribution being funded from unbudgeted borrowing and notes that this contribution could either be capitalised into shares should the Ratepayer Assistance Scheme be established, or expensed if the scheme is not established.
3. That the Chief Executive reports to Council the progress of the development of the Ratepayer Assistance Scheme and next steps.

Clause 115-25 above was carried 13 votes to 0, with 1 abstention, the voting being as follows:

For:

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

Abstained:

Councillor Lew Findlay.

The meeting adjourned at 11.41am.

The meeting resumed at 11.57am.

Councillors Lorna Johnson and Kaydee Zabelin were not present when the meeting resumed.

116-25

Continuation of appointment of Plan Change I Commissioners

Memorandum, presented by Desiree Viggars, Manager Legal, Risk and Assurance/Legal Counsel.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That the assignment of Lorna Johnson, Kaydee Zabelin and Orphée Mickalad to hear Proposed District Plan Change I apply until the decision of the Panel is issued, regardless of whether or not the members listed are re-elected to the Palmerston North City Council at the 2025 local government elections.

Clause 116-25 above was carried 11 votes to 0, the voting being as follows:

For:

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

Note:

Councillor Orphée Mickalad declared an interest and sat in the gallery.

Councillors Lorna Johnson and Kaydee Zabelin entered the meeting at 12.00pm.

117-25

Atawhai Park and Walkway - Land Exchange with Massey University

Report, presented by Kathy Dever-Tod, Manager Parks and Reserves, and Perene Green, Property Officer.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council proceed with the public consultation on the proposed land exchange with Massey University noting that:
 - a. The land being exchanged to Massey University from Council would be approximately 564m² of Lot 1 DP 48076
 - b. The land being exchanged to Council from Massey University would be approximately 541m² of Part Section 208 TN of Fitzherbert.
 - c. Council would receive easements:

- i. over Lot 11 DP 18880 (91 Atawhai Road) legalising the existing walking path access to Atawhai Park
- ii. over Part Section 208 TN of Fitzherbert retaining legal access of the existing walkway from Atawhai Park to Bledisloe Park
- iii. a new easement over Part Section 208 TN of Fitzherbert allowing for a future walkway to be developed from Springdale Park to Bledisloe Park

Clause 117-25 above was carried 14 votes to 0, the voting being as follows:

For:

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

118-25

Local Water Done Well - Treatment of Stormwater and General Updates

Report, presented by Julie Keane - Transition Manager, Chris Dyhrberg – Deputy Chief Executive, Scott Mancer - Finance Manager.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council agree to Option 1 - Council transfers ownership and responsibility for stormwater assets and services to the Water Services Council Controlled Organisation:
 - a. on the basis that the ownership of Palmerston North City primary stormwater infrastructure will transfer to the Water Services Council Controlled Organisation set up by Palmerston North City, Horowhenua District and Rangitikei District Councils agreed by resolution 90-25; and
 - b. that the responsibility for delivering Palmerston North City stormwater services will transfer to the same Water Services Council Controlled Organisation.

Clause 118-25 above was carried 10 votes to 4, the voting being as follows:

For:

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

Against:

Councillors Brent Barrett, Billy Meehan, Karen Naylor and Kaydee Zabelin.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

2. That Council note that the responsibility remains with Council to ensure provision of water services is provided to the city.

3. That Council instruct the Chief Executive to prepare a Water Services Delivery Plan that incorporates the resolutions above.
4. That Council note that this matter or decision is recognised as of high significance in accordance with the Council's Significance and Engagement Policy.

Clause 118-25 above was carried 14 votes to 0, the voting being as follows:

For:

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

The meeting adjourned at 1.30pm

The meeting resumed at 3.22pm

Councillor Vaughan Dennison was not present when the meeting resumed at 3.22pm

119-25 Council Work Schedule

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council receive its Work Schedule dated 6 August 2025

Clause 119-25 above was carried 13 votes to 0, the voting being as follows:

For:

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

RECOMMENDATIONS FROM COMMITTEE MEETINGS

120-25 Sustainability Committee Part I Public - 18 June 2025

Councillor Barrett presented the recommendation below.

Moved Brent Barrett, seconded Kaydee Zabelin.

RESOLVED

1. That Council adopt the recommendation from the Sustainability Committee of 18 June 2025:

Options of new indicators to include in the 2026 Sustainability Review (clause 18-25)

Report, presented by Olivia Wix, Communications Manager and David Watson, Senior Climate Change and Sustainability Advisor.

The **COMMITTEE RECOMMENDS**

1. That the Chief Executive continue using existing data, include additional data already collected, and draw on data from other organisations to support the 2026 Sustainability Review (Option 3).

Clause 120-25 above was carried 11 votes to 0, with 2 abstentions, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Lew Findlay, Leonie Hapeta, Billy Meehan, Orphée Mickalad, Karen Naylor and Kaydee Zabelin.

Abstained:

Councillors Lorna Johnson and William Wood.

EXCLUSION OF PUBLIC

121-25 Recommendation to Exclude Public

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

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

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

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
19.	Land Purchases - Kikiwhenua growth development	THIRD PARTY COMMERCIAL Disclosing the information could harm a company's commercial position	s7(2)(b)(ii)
20.	Options for Ruahine Street Property	COMMERCIAL ACTIVITIES: This information needs to be kept confidential to allow Council to engage in commercial activities without prejudice or disadvantage	s7(2)(h)
21.	Appointments to Council-Controlled Organisations	PRIVACY This information needs to be kept private to protect personal information that is confidential or sensitive. This includes people who	s7(2)(a)

		are no longer alive	
22	External Funding Opportunity for Community Projects in the Long Term Plan	<p>THIRD PARTY COMMERCIAL Disclosing the information could harm a company's commercial position</p> <p>PREJUDICE THE SUPPLY OF SIMILAR INFORMATION: - Releasing this information could negatively affect similar confidential information or discourage people from sharing such information</p> <p>NEGOTIATIONS: - This information needs to be kept confidential to ensure that Council can negotiate effectively, especially in business dealings</p> <p>PREVENT IMPROPER GAIN OR ADVANTAGE: This information needs to be kept confidential to prevent its improper use for personal gain or advantage</p>	<p>s7(2)(b)(ii) s7(2)(c)(i) s7(2)(i) s7(2)(j)</p>

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Clause 121-25 above was carried 13 votes to 0, the voting being as follows:

For:

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

Councillor Vaughan Dennison returned to the meeting at 3:28pm.

The public part of the meeting finished at 3.28pm.

Confirmed 3 September 2025

Mayor

PALMERSTON NORTH CITY COUNCIL

Minutes of the Extraordinary Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 13 August 2025, commencing at 2.01pm.

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

Apologies: Councillors Debi Marshall-Lobb, Roly Fitzgerald and Vaughan Dennison (early departure).

Councillor Orphee Mickalad entered the meeting at 2.07pm during consideration of clause 127-25. He was not present for clause 126-25.

Councillor Vaughan Dennison left the meeting at 3.30pm after consideration of clause 127-25. He was not present for clauses 128-25 to 130-25 inclusive.

Councillor Billy Meehan left the meeting at 3.31pm after consideration of clause 128-25. He was not present for clauses 129-25 to 130-25 inclusive.

Karakia Timatanga

Councillor Kaydee Zabelin opened the meeting with karakia.

126-25 Apologies

Moved Grant Smith, seconded Patrick Handcock.

RESOLVED

1. That Council receive the apologies.

Clause 126-25 above was carried 13 votes to 0, the voting being as follows:

For:

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

127-25

Local Water Done Well - Adoption of the Water Service Delivery Plan

Memorandum, presented by Chris Dyhrberg - Deputy Chief Executive, Cameron McKay – General Manager – Corporate Services, Julie Keane - Transition Manager and Scott Mancer - Manager Finance.

Councillor Orphée Mickalad entered the meeting at 2:07pm

Officer's recommendations 3 and 4 were withdrawn as they were no longer required due to Ruapehu District Council voting to remain in a water entity with Whanganui District Council.

Moved Grant Smith, seconded Patrick Handcock.

RESOLVED

1. That Council adopt the Water Services Delivery Plan (Attachment 1) to submit to the Department of Internal Affairs.
2. That Council direct the Chief Executive to certify the joint Water Services Delivery Plan, allowing for minor changes to be made, before jointly submitting the Water Services Delivery Plan with the Chief Executives of Horowhenua District Council and Rangitikei District Council to the Secretary for Local Government on or before 3 September 2025.

Clause 127-25 above was carried 11 votes to 3, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad and William Wood.

Against:

Councillors Billy Meehan, Karen Naylor and Kaydee Zabelin.

Councillor Vaughan Dennison left the meeting at 3:30pm

EXCLUSION OF PUBLIC

128-25

Recommendation to Exclude Public

Moved Grant Smith, seconded Patrick Handcock.

RESOLVED

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

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

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
1.	All of Government Gas Contract	<p>THIRD PARTY COMMERCIAL</p> <p>Disclosing the information could harm a company's commercial position</p> <p>COMMERCIAL ACTIVITIES:</p> <p>This information needs to be kept confidential to allow Council to engage in commercial activities without prejudice or disadvantage</p>	s7(2)(b)(ii) and s7(2)(h)
9.	External Funding Opportunity for Community Projects in the Long-Term Plan - Contextual Report	<p>THIRD PARTY COMMERCIAL: Disclosing the information could harm a company's commercial position</p> <p>PREJUDICE THE SUPPLY OF SIMILAR INFORMATION:</p> <p>Releasing this information could negatively affect similar confidential information or discourage people from sharing such information</p> <p>NEGOTIATIONS: This information needs to be kept confidential to ensure that Council can negotiate effectively, especially in business dealings</p> <p>PREVENT IMPROPER GAIN OR ADVANTAGE: This information needs to be kept confidential to prevent its improper use for personal gain or advantage</p>	s7(2)(b)(ii), s7(2)(c)(i), s7(2)(i) and s7(2)(j)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Clause 128-25 above was carried 13 votes to 0, the voting being as follows:

For:

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

Councillor Billy Meehan left the meeting at 3:31pm

The public part of the meeting finished at 3.31pm

Confirmed 3 September 2025

Mayor

NOTICE OF MOTION

TO: Council

MEETING DATE: 3 September 2025

TITLE: Notice of Motion: Kiwi Canoe Polo Next Stage Support

FROM: Councillor Leonie Hapeta

THAT THE COUNCIL RESOLVES:

1. That Council grant \$10,000 to Kiwi Canoe Polo for the purpose of developing a combined feasibility study and business case for a new Canoe Polo facility, to inform the 2027-2037 Long-Term Plan.
-

NOTICE OF MOTION

I, Leonie Hapeta, in accordance with Standing Order 2.7.1. hereby GIVE NOTICE OF MOTION that I will move at the next Council meeting on 3 September 2025 the following motion:

That Council grant \$10,000 to Kiwi Canoe Polo for the purpose of developing a combined feasibility study and business case for a new Canoe Polo facility, to inform the 2027-2037 Long Term Plan.

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

We are seeking to move this notice of motion in response to the [Canoe Polo Needs Assessment](#) presented to the Culture and Sport Committee on 25 June 2025. This assessment outlined the long term need for a purpose built canoe polo facility in the region, but didn't outline the next steps of council's involvement in supporting the club to develop this vision.

This motion seeks to support the club with a \$10,000 financial grant to support the development of a joint Feasibility Study and Business Case. The scale of investment required is such that we believe combining the next two steps is the most efficient and sensible use of council and club resources to position us to make a well informed decision by the time of the 2027 – 2037 Long Term Plan.

Proposer: Councillor Leonie Hapeta

Seconded: Councillor William Wood

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 3 September 2025

TITLE: Response to Notice of Motion - Next stage support to Manawatū Kiwi Canoe Polo Club to carry out a Feasibility Study/Business Case

PRESENTED BY: Ann-Marie Mori, Policy Analyst

APPROVED BY: David Murphy, General Manager Strategic Planning

RECOMMENDATION(S) TO COUNCIL

1. That the Council receive the memo titled 'Response to Notice of Motion - Next stage support to Manawatū Kiwi Canoe Polo Club to carry out a Feasibility Study/Business Case,' presented on 3 September 2025.
-

1. ISSUE

- 1.1 A Notice of Motion has been filed proposing that Council grant \$10,000 to support Manawatū Kiwi Canoe Polo Club (MKCP) to develop a combined feasibility study and business case for a new Canoe Polo facility, to inform the 2027-2037 Long Term Plan.
- 1.2 The purpose of this memorandum is to provide the Council with additional information relevant to this Notice of Motion.

2. BACKGROUND

- 2.1 The Culture and Sport Committee on 25 June 2025 received a report on the *Canoe Polo Needs Assessment Papaioea Palmerston North – 2025* [link](#). This report intended to guide future decision-making processes of the Manawatū Kiwi Canoe Polo Club (MKCP), Palmerston North City Council (the Council), Sport Manawatū, and other key stakeholders, including potential funders, regarding future facility development options for canoe polo.
- 2.2 The Committee resolved under [15-25](#) to note the recommendations of the 'Canoe Polo Needs Assessment Papaioea Palmerston North - 2025' to inform future assessment stages and advice on the provision of canoe polo facilities in the City.

3. OFFICER ADVICE PRESENTED AT THE CULTURE AND SPORT COMMITTEE

- 3.1 Completing the Needs Assessment fulfilled the first stage of *He rā ki tua – Horizons Region Spaces and Places Plan for Sport and Recreation* (the *He rā ki tua Plan*) facility planning approach used to assess regional-level facility proposals. Council endorsed the use of this planning approach in June 2024.
- 3.2 The Council and Sport New Zealand jointly funded the Needs Assessment, however, there are no current Council programme budgets available for further investigations required under the *He rā ki tua Plan*. Officers had proposed establishing a fund to assist with this type of work, but it has not been supported in the Long-Term Plan programme budgeting phase at this stage.
- 3.3 MKCP previously indicated to staff that it can potentially access funding, or use some of its own funds, for the future stages of work identified in *the Canoe Polo Needs Assessment*, i.e. a detailed site assessment, then a feasibility study.

4. COMBINING THE FEASIBILITY STUDY AND BUSINESS CASE STAGES

- 4.1 Officers note that the Notice of Motion includes the concept of combining the feasibility study and the business case stages. These stages are usually undertaken separately, with the business case stage only following if the feasibility study produces a positive result. For example, if a feasibility study does not conclude that the facility proposal is feasible, then there would be no point in continuing to the business case stage.
- 4.2 Process efficiencies can, however, be achieved through the procurement process by phasing the work stages in the contract. For example, the preparation of a business case could be made contingent on completion of a favourable feasibility study.

5. ASSESSMENT OF THE FINANCIAL COSTS OF A FEASIBILITY STUDY AND BUSINESS CASE

- 5.1 The estimated cost for undertaking this work in two separate stages i.e. a feasibility study followed by a business case, is \$80-85,000. If the work was combined into a single project including both stages, the estimated cost is \$60-65,000. More accurate costs are dependent on an agreed scope of work with the appointed consultant.
- 5.2 A \$10,000 operational grant from Council towards this work would, therefore, need to be supplemented by other funding sources. This could include applying to an external funder such as a Trust or Foundation. Sport New Zealand have indicated that they would not contribute further funding for this

project and have suggested Lotteries Community Facilities Grants funding is explored.

- 5.3 Transfer of the operational grant to another party would be subject to the receipt of the balance funds. Given the small amount being requested, the grant would likely be offset with other minor underspends across the Council without increasing debt.

6. THE PLANNING PROCESS SUPPORTS GOOD DECISION-MAKING

- 6.1 The planning approach outlined in the *He rā ki tua Plan* aligns with national best practices, including Sport New Zealand's [National Spaces and Places Framework 2024](#). This framework is intended to assist decision-makers, such as the Council, and investors in understanding the necessity for independent and rigorous evaluation of the need and viability of facilities.
- 6.2 The Steering Group formed to implement the *He rā ki tua Plan* assesses the outcome of each work stage providing advice back to the Council so it can determine the extent or nature of any contribution or support for the proposed facility.
- 6.3 The practice of including operational grants or capital budgets associated with a proponent-led facility proposal without carrying out the planning steps in the *He rā ki tua Plan* carries increased risks. This may include supporting what might prove to be financially unsustainable and unviable facilities. Ideally, any financial decisions made by the Council are only made once the need, feasibility, or viability of these facilities is demonstrated through the phased, evidence-based planning process outlined in the *He rā ki tua Plan*.
- 6.4 It is important to note that although the Council endorsed the use of the planning approach in the *He rā ki tua Plan*, this is not a statutory requirement. Should the Council want to expediate a particular project, this can be achieved via the provision of a specific budget via the next Annual Budget or Long-Term Plan process.

7. NEXT STEPS

- 7.1 If the Notice of Motion is supported, officers recommend that once the balance of funds are obtained that the grant is transferred, and held by, Sport Manawatū – who are responsible for supporting the *He rā ki tua Plan* process steps for regional-level facilities.
- 7.2 Sport Manawatū would work with MKCP to access additional funding for the feasibility study and business case.

- 7.3 Once all the funding has been secured, Sport Manawatū would then, with Council's support, undertake the procurement of the feasibility and business case stages.

8. COMPLIANCE AND ADMINISTRATION

Does Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these objectives?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to: Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city	
The recommendations contribute to this plan: 6. Mahere rēhia 6. Recreation and Play Plan The objective is: Support and funding for purpose organisations and community partners Specific action: Support the community-activation and needs assessment activities of the regional sports trust (Sport Manawatū)	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Following the <i>He rā ki tua Plan's</i> approach for assessing regional facility concepts contributes to effective decision-making related to the four well-beings.

ATTACHMENTS

Nil

Report

TO: Council

MEETING DATE: 3 September 2025

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

PRESENTED BY: Perene Green, Property Officer

APPROVED BY: Glen O'Connor, Acting General Manager Infrastructure

RECOMMENDATION(S) TO COUNCIL

1. That Council approve notifying the public of the proposal to grant an easement at Fitzherbert Park, 272 Fitzherbert Avenue Palmerston North, to Powerco to convey electricity, using the process set out in Section 48 of the Reserves Act 1977.
2. That Council note that the land area affected by the easement for Powerco is described as Lot 2 DP 77988

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	<p>Powerco are planning to complete upgrades to an existing transformer located within Fitzherbert Park.</p> <p>While the current infrastructure is protected under Section 23 of the Electricity Act 1992, the proposed upgrades mean that Powerco will no longer be able to rely on these statutory rights. Therefore, a formal easement will be required to proceed.</p> <p>The Reserves Act requires that any utility services located on reserve land be covered by an easement. Although Fitzherbert Park is not subject to the Reserves Act 1977, in the interest of consistency and good practice, officers recommend following the process set out in the Reserves Act for all applications for easements over reserve land.</p> <p>This report seeks Council approval to notify the public of Council's intention to grant an easement, following the process set out in Section 48 of the Reserves Act 1977.</p>
OPTION 1:	Notify the public of Council's intention to approve the proposal to grant an easement to Powerco at Fitzherbert Park.
Community Views	Community views will be sought during the public notification period.

Benefits	<p>Registering an easement is considered good governance.</p> <p>The transformer upgrade will enhance the reliability, capacity, and safety of the local electricity supply, benefiting the community and future-proofing infrastructure.</p> <p>Even though Fitzherbert Park is not subject to the Reserves Act 1977, following its provisions sets a consistent and transparent standard for similar proposals on Council reserve land.</p>
Risks	<p>Council may be criticised for allowing the transformer and associated services to be installed on a recreation reserve as opposed to in the road reserve. However, this risk is low as no feasible location in the road reserve has been identified.</p> <p>The proposed easement is located near notable trees within Fitzherbert Park. To mitigate this, Powerco will be required to obtain resource consent, which will include an independent arborist's report.</p>
Financial	There are no financial implications with this easement as all costs are met by Powerco as the owner of the services.
OPTION 2:	Decline the proposal to grant an easement to Powerco at Fitzherbert Park.
Community Views	Community views will not be sought.
Benefits	The area will remain unchanged, this is regarded as a minor benefit.
Risks	<p>If the aged gear fails unexpectedly, this will cause a loss of power to all customers connected to it.</p> <p>Unexpected outages and delays in restoration could damage Powerco's reputation and lead to customer dissatisfaction.</p> <p>If Powerco cannot secure approval for the easement within the reserve the only option is to wait for the equipment to fail and use emergency powers to install new equipment to restore power, which could result in endangering the nearby notable trees. The installation of the new equipment ahead of failure will mitigate this risk.</p> <p>Council may be viewed as causing unnecessary disruption.</p>
Financial	No costs would be incurred.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 Powerco are planning to complete upgrades to an existing transformer located within Fitzherbert Park.
- 1.2 Although Fitzherbert Park is not subject to the Reserves Act 1977, this Act requires that any utility services located on reserve land be covered by an easement. In the interest of consistency and good practice, officers recommend following the process set out in the Reserves Act 1977 for all applications for easements over reserve land.
- 1.3 The Palmerston North Reserves Act 1922 does not set out a process for easements on reserve land.
- 1.4 This report seeks Council approval to notify the public of Council's intention to grant an easement, following the process set out in Section 48 of the Reserves Act 1977.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 Powerco are planning to complete upgrades to an existing transformer located within Fitzherbert Park. The proposed upgrade and existing transformer are situated within 7 square metres, subject to survey.
- 2.2 The scope of work includes replacing the existing Magnefix unit with a new ABB CFCF (switchgear unit), which will require extending the footprint Powerco currently occupies within the reserve. The current unit is nearing the end of its operational life and is prone to causing network faults during switching operations due to its single-phase configuration. The upgrade will improve network flexibility and enhance system security.
- 2.3 While the current infrastructure is protected under Section 23 of the Electricity Act 1992, the proposed upgrades mean that Powerco will no longer be able to rely on these statutory rights. Therefore, a formal easement will be required to proceed.
- 2.4 Powerco and Council officers explored locating the new infrastructure in the road reserve to avoid further impacting the reserve, but this was found to be unfeasible due to space constraints.
- 2.5 In general, Council encourages, wherever possible, service companies to locate their services in the road corridor. This allows service companies to operate under a standard roading corridor right-of-way.
- 2.6 However, as in this case where there is no suitable location within the road reserve, it is not always possible or an appropriate outcome, hence on occasion these utility services are required to be located within private property, including land owned by the Council.

- 2.7 The proposed easement is located near notable trees within Fitzherbert Park, which are protected under the District Plan. Powerco will be required to obtain a resource consent prior to works being carried out, which will include an independent arborist's report. This report will assess the health and condition of the affected trees, evaluate potential impacts of the proposed works on tree roots and canopies, and provide recommendations for tree protection measures to mitigate any adverse effects during and after construction.
- 2.8 The aerial location of the transformer and switchgear within Fitzherbert Park is shown below in red in Figure 1. Figure 2 provides a concept of the transformer on site.



Figure 1: aerial view



Figure 2: Onsite view

- 2.9 Consultation feedback and a decision to grant an easement on reserve land will be brought to Council in a subsequent report.

3. LAND STATUS

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

Title	Reserve Status	Comment
Lot 2 DP 77988	Public park, recreation ground and botanical garden	Subject to the Palmerston North Reserves Act 1922 Zoned Recreation Reserve

4. DESCRIPTION OF OPTIONS

Notify the public of Council's intention to approve the proposal to grant an easement to Powerco at Fitzherbert Park

- 4.1 Option 1 involves Council beginning the easement process by notifying the public of the Council's intention to grant an easement following the process set out in Section 48 of the Reserves Act 1977.
- 4.2 After the public consultation has concluded, submissions will be brought back to Council for consideration.
- 4.3 A Council resolution accepting the easement proposal would be required before an easement could be registered to Powerco.

Decline the proposal to grant an easement to Powerco at Fitzherbert Park.

- 4.4 While the area would remain unchanged, the associated risks significantly outweigh this minor benefit.
- 4.5 Choosing not to proceed could be seen as Council contributing to preventable disruption and environmental harm.
- 4.6 Delaying necessary upgrades until equipment failure could result in widespread power outages, damage to Powerco's reputation, and significant inconvenience to the community.
- 4.7 Emergency installation under time pressure also poses a real threat to protected trees within the reserve. Granting the easement proactively allows for planned, low-impact upgrades that mitigate these risks.

5. CONCLUSION

- 5.1 Option 1 is considered good governance and will ensure the community views on the activity on the reserve are understood before the activity is formalised with an easement.
- 5.2 In addition, Powerco has agreed to meet all costs associated with this easement

6. NEXT ACTIONS

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

7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 7.1 Seek feedback from Rangitāne.
- 7.2 Public Notice in Manawatū Standard and Palmerston North City Council website.

8. COMPLIANCE AND ADMINISTRATION

Does Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these objectives?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to: Whāinga 3: He hāpori tūhonohono, he hāpori haumarū Goal 3: A connected and safe community	
The recommendations contribute to this plan: 6. Mahere rēhia 6. Recreation and Play Plan	

The objective is: Administering the Reserves Act 1977	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	This action ensures Council decision making is consistent with the provisions of the Reserves Act 1977 with regards to reserves planning and legislative requirements for utilities sited in reserves.

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 3 September 2025

TITLE: 2025/26 Remuneration Budget Update

PRESENTED BY: Scott Mancer, Manager Finance

APPROVED BY: Cameron McKay, General Manager Corporate Services

RECOMMENDATION(S) TO COUNCIL

1. That Council increase the remuneration budget for 2025/26 by \$100,000 to allow for increasing KiwiSaver contribution rates from 1 April 2026.
 2. That Council increase the following budgets to fund the Executive Director role for the implementation of the Water Services Council-Controlled Organisation, noting that this is cost neutral:
 - a. Remuneration Expenditure budget increase of \$250,000
 - b. Government Operating Grant revenue budget increase of \$250,000.
 3. That Council note the remuneration budget for 2025/26 may need to increase if the work on the Water Services Council-Controlled Organisation impacts existing workloads.
-

1. ISSUE

Through the Annual Budget 2025/26 process, a resolution was passed to limit the increase for the remuneration budget to the levels identified in the Long-Term Plan for Year 2, plus an additional \$500k which was offset by an increase in revenue of \$500k.

The above changes were adopted as part of the Annual Budget on 4 June 2025, giving the total net remuneration budget of \$63,344.

This budget can be broken into two key components:

- Elected Member Remuneration - \$1,258
- Employee Remuneration - \$62,086

This net budget provision covers all associated costs with employing staff, such as salaries, wages, KiwiSaver, overtime, temporary & casual staff and the capitalised remuneration assumption.

2. BACKGROUND

KiwiSaver

On 22 May 2025, the Government announced its budget for 2025/26, which included a change to the default contribution rate for both employers and employees. The first change is effective from 1 April 2026, increasing the contribution from 3% to 3.5%. A further 0.5% increase is expected from 1 April 2028.

At the time of adopting the budget, Officers provided advice that there would be some implications on Council's budget and an additional paper would be brought back to Elected Members, should the Chief Executive determine that the set budgets would be unable to be managed with this additional pressure. Early estimates were that the impact of this would be \$100k for the 2025/26 financial year, and this has subsequently been confirmed along with a likely inability to absorb the increase within the existing remuneration budget.

Water Services Council Controlled Organisation (WS-CCO)

On 26 June 2025, the Chief Executive, in conjunction with the chief executives from Horowhenua & Rangitikei District Councils, announced the secondment of Chris Dyhrberg into the role of Executive Director Water Services CCO. This has in turn required the GM Infrastructure role to be backfilled.

The Executive Director role has attracted further funding from the Department of Internal Affairs (DIA) for supporting the establishment of the WSCCO. The value of this funding is \$250,000.

As this role is working across three councils, it is expected that the value of funding from the DIA would appropriately cover the time spent at both Horowhenua and Rangitikei District Councils.

This role remains employed by Palmerston North City Council, so the remuneration expense would remain. It is therefore requested to increase both the remuneration and revenue budgets. There is no impact to Council's budgeted surplus/deficit from this budget adjustment.

Local Water Done Well Transition Support

As Council has resolved to create a joint Council WS-CCO, there are several workstreams that are commencing in relation to creating and setting this entity up. This relies on both internal staff supported by external specialists to ensure timeframes are met.

We currently have a loan funded external consulting budget of \$1.5M to support transition to the new WS-CCO. It is expected that these costs are to support legal, finance, transition support as well as seeking additional advice for easements, asset classifications and technical requirements of creating a new organisation.

In the previous year, there was approximately \$130,000 of staff time recorded to support the transition programme. This was mostly absorbed through business as

usual support from key staff and teams within the organisation. The next phase of transition is expected to require more internal staff input than previous years, and as such, is likely to require some level of backfill to be provided to ensure existing service levels can be maintained.

The expected remuneration for backfilling positions could be at least \$250,000. Should this be needed, we will report to Council.

The transition support budget is loan funded in the current year. Any support costs are to be transferred to the new entity as part of the transfer of debt.

3. NEXT STEPS

If the recommendations are agreed, budgets will be revised, and regular reporting will continue through the quarterly reporting mechanism to the appropriate committee of Council.

4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these objectives?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
<p>The recommendations contribute to:</p> <p>Whāinga 1: He tāone auaha, he tāone tiputipu Goal 1: An innovative and growing city</p> <p>Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city</p> <p>Whāinga 3: He hāpori tūhonohono, he hāpori haumarū Goal 3: A connected and safe community</p> <p>Whāinga 4: He tāone toitū, he tāone manawaroa Goal 4: A sustainable and resilient city</p>	
<p>The recommendations contribute to this plan:</p> <p>14. Mahere mana urungi, kirirautanga hihiri</p> <p>14. Governance and Active Citizenship Plan</p>	

The objective is: Oversee Council operations and communicate outcomes and decisions to our communities	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Governance response to changing environment with Kiwsaver legislative requirements and Water Services CCO transition costs.

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 3 September 2025

TITLE: Clearview Reserve - Request to reinstate 2025/26 capital budget

PRESENTED BY: Kathy Dever-Tod - Manager Parks and Reserves

APPROVED BY: Glen O'Connor, Acting General Manager Infrastructure

RECOMMENDATION(S) TO COUNCIL

1. That Council revoke clause 80.13-25
 - b. Deferring Programme 1853 - Development of existing reserves (\$85K) to the 2026/2027 Annual Budget;
2. That Council agree to bring forward Programme 1853 - Development of existing reserves (\$85K) from the 2026/27 to the 2025/2026 financial year in order to develop Clearview Reserve in 2025/26 in line with commitments made at the time of the related subdivision consents.

1. ISSUE

- 1.1 Council committed to reserve development of Clearview Reserve in 2015/16 in conjunction with neighbouring residential developments, including land exchanges.
- 1.2 As part of the preparation of the 2025/26 Annual Budget preparation the budget, Programme 1853 - Local Reserves - Development of Existing Reserves - Capital New was deferred.
- 1.3 Since then the neighbouring subdivision development has progressed and the developer is requesting that the reserve development commitments are met in the 2025/26 year.

2. BACKGROUND

- 2.1 Council has various interrelated commitments relating to the development of Clearview Reserve. These included:

1. A [land exchange approved](#) by the Council in 2017 that enabled a laneway for the developer and a future walkway connection to Airport Drive¹ for the Council.
 2. Developing the balance of Clearview Reserve in accordance with the development plan (Attachment 1) agreed at the time of subdivision.
- 2.2 Half of Clearview Reserve was developed, while half remains undeveloped as shown in Figure 1.



Figure 1: Clearview Reserve development status

- 2.3 Budget for developing the undeveloped portion was included in Council budgets for a few years, carried forward waiting on the housing subdivision processes to drive the timing.
- 2.4 The budget was incorporated into Programme 1853 - Local Reserves - Development of Existing Reserves - Capital New during the 2023/34 Long Term

¹ Subject to securing easements or land from the Airport.

Planning process. The programme includes funding for the development of a small number of Council reserves which remain undeveloped.

- 2.5 The 2025/26 Draft Annual Budget included provision of \$85K for Programme 1853, including provision for commencing works at Clearview Reserve and 46 Rodeo Drive.
- 2.6 During the deliberations on the 2025/25 Annual Budget, the Council resolved to defer Programme 1853 to the 2026/27 Annual Budget (Clause 80.13-25).
- 2.7 The developer has progressed their housing developments and is ready to progress the final subdivision stage. They are noting that development of the reserve was agreed to progress as part of the subdivision consent and requesting that Council give effect to that commitment.
- 2.8 The reserve development plan will require some amendment as the contour of the swale is more pronounced on site than the 2016 Development Plan suggests. The proximity of the neighbouring properties boundaries to the southwest of the planned path route means a planted boundary and a path cannot be accommodated. The trees positioned on northern boundaries of residential properties are not good practice as they would shade neighbours and result in future tree maintenance issues.
- 2.9 The stormwater team are reviewing whether any of the channel in the portion of the park already developed needs to be modified to support managing flooding in downstream areas of the city.
- 2.10 It is recommended Council re-instate the \$85,000 budget and complete Clearview Park development in the current financial year.

3. NEXT STEPS

- 3.1 Revise the development plan and confirm what, if any, stormwater management matters need to be accommodated.
- 3.2 Complete the development of Clearview Reserve.

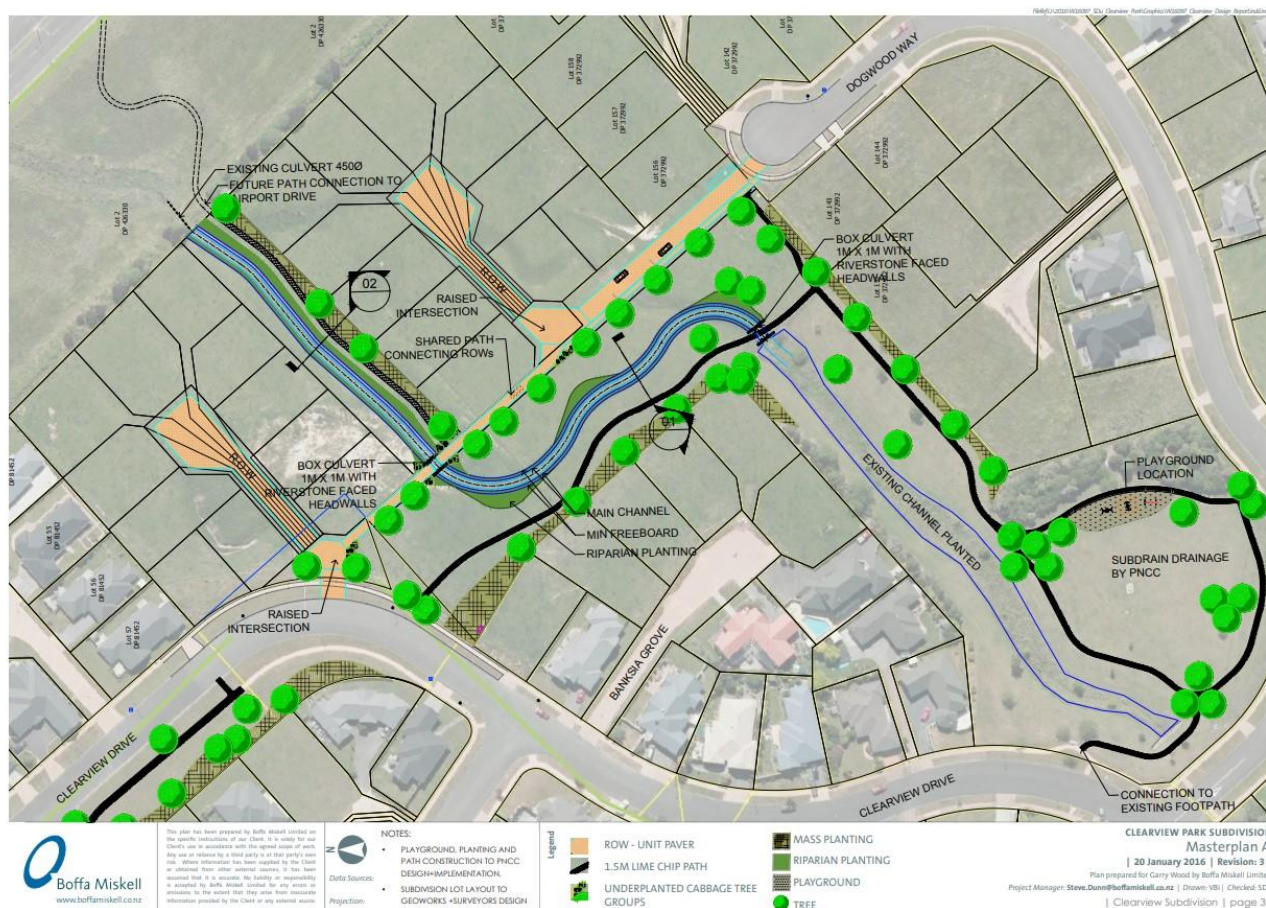
4. COMPLIANCE AND ADMINISTRATION

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

Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to: Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city	
The recommendations contribute to this plan: 6. Mahere rēhia 6. Recreation and Play Plan The objective is: Provide city, suburb and local park and reserves.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Completes the reserve development including opportunities for walking.

ATTACHMENTS

1. Clearview Reserve Development Plan 2016 [↓](#) 



MEMORANDUM

TO: Council

MEETING DATE: 3 September 2025

TITLE: Review of the Central Economic Development Agency (CEDA) Appointment of Directors Policy.

PRESENTED BY: Sarah Claridge, Governance Advisor

APPROVED BY: Cameron McKay, General Manager Corporate Services

RECOMMENDATION(S) TO COUNCIL

1. That Council adopt the Central Economic Development Agency (CEDA) Appointment of Directors Policy 2025 (Attachment 1), as recommended by the Electoral College.
-

1. ISSUE

- 1.1 In [February 2025](#), Manawātū District and Palmerston North City Councils ('the Councils') requested the Electoral College² review the Central Economic Development Agency Appointment of Directors Policy ('the Policy').
- 1.2 The Electoral College has reviewed the Policy, which is attached for adoption. The Electoral College unanimously endorses the revised Policy.
- 1.3 The Central Economic Development Agency (CEDA) is a Council-Controlled Organisation with joint shareholding of the Councils. As such, agreement from both sides is required to appoint its directors and agree any changes to the Policy.

2. BACKGROUND

- 2.1 The Policy outlines the process for how Palmerston North City and Manawātū District Councils will appoint directors to CEDA. It explains the expected skills or knowledge required and how the Board's remuneration will be set; in accordance with s57 (1) of the Local Government Act 2002 (LGA).

² The Electoral College consists of six members, three from each Council. Members are: Mayors Grant Smith (PNCC) and Helen Worboys (MDC) and Councillors Vaughan Dennison (PNCC), Michael Ford (MDC), Leonie Hapeta (PNCC) and Grant Hatfield (MDC).

3. PROCESS OF REVIEW

The Electoral College met on 4 August 2025 to review the Policy. After determining which parts of the Policy to focus on, they recommend the following changes:

2.1 – Range and Quality of Skills added a sentence around balancing local knowledge compared to national experience

2.2 – General Skills added governance experience as a list of desired skills

3.7 – Appointments – removed references to using recruitment consultants to assist with the appointment process. Current practice is for the administering council to advertise and organise the interviews and for the Electoral College to shortlist applicants.

Strengthen the wording to ensure that retiring directors know they can re-apply through the appointment process (as long as they have not already completed 9 consecutive years).

3.8 – Re-appointment of first term incumbents – flexibility has been added to enable the Electoral College to recommend the re-appointment of a first term director without having to go through a full appointment process. This option is only available when the incumbent has met the criteria listed in section 3.8 of the Policy and has the support of the CEDA Chair.

Removed paragraphs around exceptional circumstances being a reason for direct re-appointment.

4. NEXT STEPS

Manawatū District Council are due to also consider changes to this Policy on 4 September 2025. Once agreed by both councils, the Policy will be published on each Council's website.

5. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these objectives?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to: Not applicable	

<p>The recommendations contribute to this plan:</p> <p>14. Mahere mana urungi, kirirautanga hihiri</p> <p>14. Governance and Active Citizenship Plan</p> <p>The objective is: Base our decisions on sound information and advice</p>	
<p>Contribution to strategic direction and to social, economic, environmental and cultural well-being</p>	<p>The CEDA Appointment of Directors Policy sets out the process for appointments to the CEDA Board, as required by the Local Government Act. It ensures effective decision-makers are recruited to govern CEDA.</p>

ATTACHMENTS

1. CEDA Appointment Policy 2025 - Track changed [↓](#) 



Central Economic Development Agency Limited

Appointment of Directors Policy

Adopted:

Manawatu District Council ~~2-March-2023~~ September 2025

Palmerston North City Council ~~1-March-2023~~ September 2025

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1. INTRODUCTION

This Policy applies to the appointment of Directors to the Central Economic Development Agency (CEDA) (four to six directors appointed by the Councils). CEDA is a Council controlled Organisation (CCO) jointly-owned by Manawātū District Council and Palmerston North City Council (the Councils).

A CCO is an organisation which Council (alone or with other councils) controls more than 50% of the voting rights or appoints more than 50% of directors.

1.1 Purpose of Policy

This policy sets out an objective and transparent process for:

- a) The identification and consideration of the skills, knowledge, and experience required of directors of the Central Economic Development Agency Limited (~~CEDA~~);
- b) The appointment of directors of the CEDA Board; and
- c) The remuneration of directors of the CEDA Board.

1.2 Definitions

Councils	Means the Manawātū District Council and Palmerston North City Council.
Electoral College	A group of six elected members responsible for recommending appointments of CEDA directors to the Councils. The College consists of the two Mayors, two elected members from MDC and two elected members from PNCC.
MDC	Means the Manawātū District Council
PNCC	Means the Palmerston North City Council

1.3 Amendment or Replacement of Policy

The Manawātū District Council and Palmerston North City Council may, from time to time, amend or replace this policy. In doing so, the Councils will consult with CEDA.

1.4 Exceptions of Policy

There may be circumstances in which adherence to this policy is not appropriate. Should the Councils decide not to comply with any provision, the decision should be recorded by way of resolution (which should also include the reason for deviation from the policy).

2. DIRECTOR SKILLS

2.1 Range and Quality Skills

In appointing directors, the Councils will be seeking persons with relevant skills and an ability to make a significant contribution to the successful operation of CEDA. While Directors directors must be located in New Zealand, consideration will be given to maintaining a balance between those with local knowledge and those with broader national experience. It is also important to ensure a mix of -The need for balance- new and existing directors, particularly those -who have first-hand knowledge of and experience in the activities of CEDA.

The range and quality of skills will vary from one position to another. The appropriate skills will be determined by the members of the Electoral College in consultation with CEDA so as to meet the performance needs of CEDA.

2.2 General Skills

The Councils in appointing any person to be a director of CEDA will consider the following skills existing in that director or elsewhere on the CEDA board:

- Proven track record in economic development;
- Major event, tourism, visitor or destination marketing experience;
- Experience conducting business internationally;
- Strong financial knowledge;
- Communication and marketing skills;
- Proven track record conducting business;
- Governance experience;
- People and talent skills
- The ability to interface between the private sector, iwi and local government;
- Understanding of tikanga Māori and Māori business and
- Any other skills that the Councils consider appropriate to the business of CEDA.

Successful board members will include:

- Impeccable ethics and integrity;
- Strong communicators;

- Natural leaders with the ability to take people with them; and
- Clear and creative thinkers.

3. APPOINTMENT AND REMOVAL OF DIRECTORS

3.1 Number of Directors

The CEDA Board shall consist of a minimum of four (4) and a maximum of six (6) directors.

3.2 Appointment

Directors shall be appointed by the Councils for terms of up to three (3) years, and for a maximum period of nine (9) consecutive years.

3.3 Electoral College

- The Electoral College shall comprise of six (6) members, three (3) appointed by PNCC, one of which should be the Mayor, and three (3) appointed by MDC, one of which should be the Mayor.
- PNCC and MDC may remove and replace their appointees to the Electoral College at any time by giving notice in writing to the appointee in question and notice in writing to the Joint Committee.
- PNCC and MDC agree to appoint persons to the Electoral College in a timely manner to ensure that at all times an operative Electoral College is in place and provide all necessary assistance including administrative assistance and facilities in order to ensure the Electoral College can effectively undertake its role.
- The voting of the Electoral College shall be by way of majority and decisions of the Electoral College may not be made unless all members of the Electoral College are present at a meeting either in person or electronically (sight or sound).
- The Electoral College's role is to make recommendations to the Shareholders concerning the appointment of Directors to the CEDA board. The Electoral College may also be used as the conduit between the Shareholders and the Directors in circumstances when it is necessary or desirable to formulate a co-ordinated approach for matters affecting the Company.

3.4 Appointment of Directors

- The Councils will appoint directors jointly on the recommendation of the Electoral College (including any reconsidered recommendation, and taking into account the CEDA board skills sets).
- Where a recommendation has been received from the Electoral College with respect to the appointment of directors, and that recommendation is not accepted by one or both of the Councils, the Councils may ask the Electoral College to provide a further recommendation.

3.5 Staggering Appointments

Appointments will be staggered so that approximately one-third of the board is rotated each year. Staggering appointments to the board ensures there is an appropriate level of institutional knowledge retained on the board, which in turn provides for continuity in the management of CEDA.

3.6 Administration of Appointments

PNCC and MDC shall administer appointments alternatively on a three yearly basis in line with the council term.

3.7 Appointments

CEDA will advise the Mayors and Chief Executives of the Councils of the impending expiry of a director's term. Such advice shall be provided no later than three (3) months before the date of expiry of a director's term in office.

Once a vacancy has been established, the Council responsible for administering an appointment will ~~work with a director recruitment consultant to~~ manage the advertising and administration for seeking applications and arranging Electoral College meetings and any relevant administration work around this.

The Electoral College will identify the skills, knowledge and experience required for the position ~~with the assistance of a director recruitment consultant.~~ This may involve discussions with the Chair of CEDA and consideration of the results of board performance reviews and composition on the board.

Applicants may be sought through a combination of the following search methods: advertising of the position, nominations from the mayor, councillors. In addition, a director recruitment search and checking the availability of candidates, will form part of the appointment process.

A complete list of applicants will be compiled for the Electoral College to short list, ~~usually with the assistance of a director recruitment consultant.~~

The Electoral College, ~~with assistance from a recruitment consultant,~~ will screen the list to ensure that the ~~candidates~~ applicants have the required core competencies as well as the specific skills and expertise required for the position. The screening will prepare a ~~recommended~~ short list of applicants for consideration.

The Electoral College will select the candidates for interview from the ~~recommended~~ short-list and interviews will be undertaken by the full Electoral College.

The Electoral College will assess candidates against the required skills, knowledge and experience and may take into account other factors such as:

- the demographic and geographic diversity of the board

- board dynamics and stakeholder relationships
- the capacity of applicants to attend regular board meetings and fulfil the other requirements of the directorship
- succession planning.

The Electoral College will recommend its preferred candidates to each Council for approval.

NOTE: With the exception of clause 3.2, nothing prohibits a retired director from re-applying to serve as a director of CEDA.

3.8 **Re-appointment of Incumbent**

Appointment for a second term

A director who is retiring from their first three-year tenure and who wishes to stand, may, at the discretion of the Electoral College be recommended for re-appointment without going through a formal appointment process for a second term of up to three years to the Councils.

To determine whether a director is suitable for re-appointment, the Electoral College will seek advice from CEDA as to whether the following criteria has been met:

- That an appropriate contribution has been made by the retiring director to the effective governance of CEDA;
- That the relevant skills of the retiring director fit the skill-set required by CEDA; and
- That the organisation is meeting the agreed requirements of the current Shareholders Agreement.

In obtaining information on these criteria, the Chief Executive will seek advice from the Chairperson of CEDA, or if the Chairperson is the person being considered for reappointment, from the Deputy Chairperson of CEDA or other person appointed by the governing body of CEDA.

Directors should not be given any expectation that they will be offered a subsequent term of office.

Any director re-appointed for a second term retires upon expiry of that term. A director who wishes to apply for a third term must go through the formal appointment process (3.7 above)

~~The Chief Executive of the Council responsible for the administration of appointments will seek applications to fill the vacancy unless exceptional circumstances apply. Exceptional circumstances include such things as when CEDA is in the midst of a major project where continuity of the existing directors is accepted by the J Councils as a critical factor for the success of the project.~~

~~All director vacancies for CEDA are to be advertised unless exceptional circumstances apply.~~

~~a) In the event that a retiring director is available to be considered for reappointment, in addition to receiving that director's application, the Chief Executive will seek advice from CEDA as to whether the following criteria are being met:~~

b) Re-appointment for six months or less

~~c) The Chief Executive shall report to the Electoral College on these criteria in relation to a retiring director.~~

d) The Councils may reappoint a person without following the full appointment procedure if the term of reappointment to CEDA is for six months or less.

~~Board members should not be given any expectation that they will be offered a subsequent term of office.~~

3.9 Removal

A director of CEDA may be removed from office by notice from the Councils at any time.

3.10 Local Government Act

Any appointment or removal of a director must, at all times, comply with the Local Government Act 2002.

3.11 Vacation of Office

A Director vacates office if any of the following occurs:

- a) The Director resigns by notice in writing to the Mayors of the Councils. The notice is to be effective when it is received by the relevant parties or at a later time specified in the notice;
- b) The director is removed from office in accordance with clause 3.7;
- c) The director becomes disqualified from being a Director pursuant to section 151 of the Companies Act 1993;
- d) The director dies;
- e) The director fails to attend three (3) consecutive meetings of the board without leave of the other directors.

3.12 Appointment of Directors by the Board

Where a director vacates office, the continuing directors may, with the written consent of the Councils appoint any other qualified person to hold office as a director in that director's place until a replacement director is appointed by the Councils.

3.13 Chairperson

The Chairperson of the board shall be appointed from the members of the board by the Councils. If the Councils' appointed Chairperson is not present at any meetings, then the members present can appoint a Chairperson for that meeting.

3.14 Eligibility for Appointment

Appointment of Councillors

Under this policy, no councillors may be appointed to the board.

Appointment of Council ~~Officers~~ officers

Under this policy, council officers are ineligible to serve as a director on the board. Any board member applying for employment with either council should resign from the board immediately following an offer of appointment.

Appointment of CEDA Executives to CEDA board

Board members should be independent from management and should not hold executive positions in CEDA.

In the event that that a board decides that one of its members should fill a vacancy in the executive team, the board member must first resign from their position on the board.

Other Exclusions

Immediate family members, of elected members, of the chief executive, and of second tier managers of either Council are also prohibited from serving as board members of CEDA.

4. REMUNERATION AND OTHER BENEFITS OF DIRECTORS

Board members' fees will compensate board members fully for their normal contribution to the board, including attending board and Committee meetings, meeting preparation, stakeholder management and any other agreed tasks.

Board members' fees will reflect the element of public service in serving on the board of a CCO and will accordingly be set at level for comparable public sector entities.

To ensure transparency, fees will be set by the Councils for the board members and Chair, rather than allocating a pool to be distributed by the board. Fees are to be met from CEDA's own resources.

4.1 Fee Setting

Board members' remuneration will be reviewed once per triennium following council elections. A full review will be conducted and will include benchmarking against comparative entities. The review will consider market movement and the final decision on board members' remuneration will be made by a resolution of the Councils. Fees will be set taking into consideration the following:

- a) the size and scale of CEDA (e.g. turnover, value of assets, number of employees)

- b) complexity and scope of operations (e.g. complexity of issues, level of guidance for decision-making, relationship management responsibilities)
- c) accountability (e.g. scale of market risk, public interest and profile, potential risk to director reputation, and other key risks)
- d) skills - the type of expertise and specialisation needed.

Special considerations may also be included in setting fees, such as a temporary increase in workload for the board, or difficulties in recruiting particular skills.

MEMORANDUM

TO: Council

MEETING DATE: 3 September 2025

TITLE: Waste Management and Minimisation Plan 2024 - Progress Report

PRESENTED BY: Natasha Hickmott - Acting Resource Recovery Manager

APPROVED BY: Glen O'Connor, Acting General Manager Infrastructure

RECOMMENDATION(S) TO COUNCIL

1. That the Council receive the memorandum titled 'Waste Management and Minimisation Plan 2024 - Progress Report' presented on 3 September 2025.

1. ISSUE

- 1.1 The 2024 Waste Management and Minimisation Plan (WMMP) was adopted in June 2024 and is aligned to the Resource Recovery Plan in the Long-Term Plan. The 2024 WMMP also aligned with the New Zealand Waste Strategy 2023 Te Rautaki Para.
- 1.3 In March 2025, a new waste strategy was released titled 'The Government's Waste and Resource Efficiency Strategy'.
- 1.4 Progress on the 6 objectives outlined in the WMMP are included in this report, covering the period from 1 July 2024 to 30 June 2025.

2. BACKGROUND

- 2.1 Palmerston North City Council (PNCC) has a statutory requirement under the Waste Minimisation Act 2008 to promote effective and efficient waste management and minimisation within Palmerston North City.
- 2.2 This is done through adopting a WMMP which sets the priorities, actions, targets, and strategic framework for managing waste in the city.
- 2.3 The 2024 WMMP set an interim target of increasing the percentage household kerbside waste diverted from landfill over the next six years:
 - 30 per cent by July 2026
 - 40 percent by July 2028
 - 50 percent by July 2030.

3. OVERVIEW OF ACHIEVEMENTS

Objective 1- Promote Waste Reduction

- 3.1 Our Awapuni Open Days, (tours of the Material Recovery Facility (MRF)) continue to be popular, giving people the chance learn about what happens to their recycling once it gets collected. Our tours also include ways waste can be reduced. The most impactful part of the tour is experiencing the MRF in action.
- 3.2 As well as the Awapuni Open Day, scheduled tours are held during the school holidays, and bookings are available at other times on request. We have also taken our collection vehicles to early childhood education (ECE) centres and conducted talks at schools, and other interested groups.
- 3.3 In 24/25 we also engaged with environmental consultancy company WasteED with Kate (Kate Meades – formerly known as 'The Nappy Lady') to deliver a series of seminars, which included:
 - An evening talk about reducing food waste that included tips on avoiding food waste; and
 - An evening talk about general waste reduction that covered what happens to waste, debunked common myths, reinforced information on Councils recycling service, and gave practical advice and useful tips on how to reduce waste in everyday living; and
 - Worked with two high schools and students about reducing menstrual product waste.
- 3.4 In 24/25 we reached 828 people through direct engagement (See Figure 1 below), and numerous others at various events including the Home Show, Esplanade Day, consultation on the Waste Management and Minimisation bylaw and the annual plan, PNCC's Waitangi Day celebrations, and the Career's Expo.

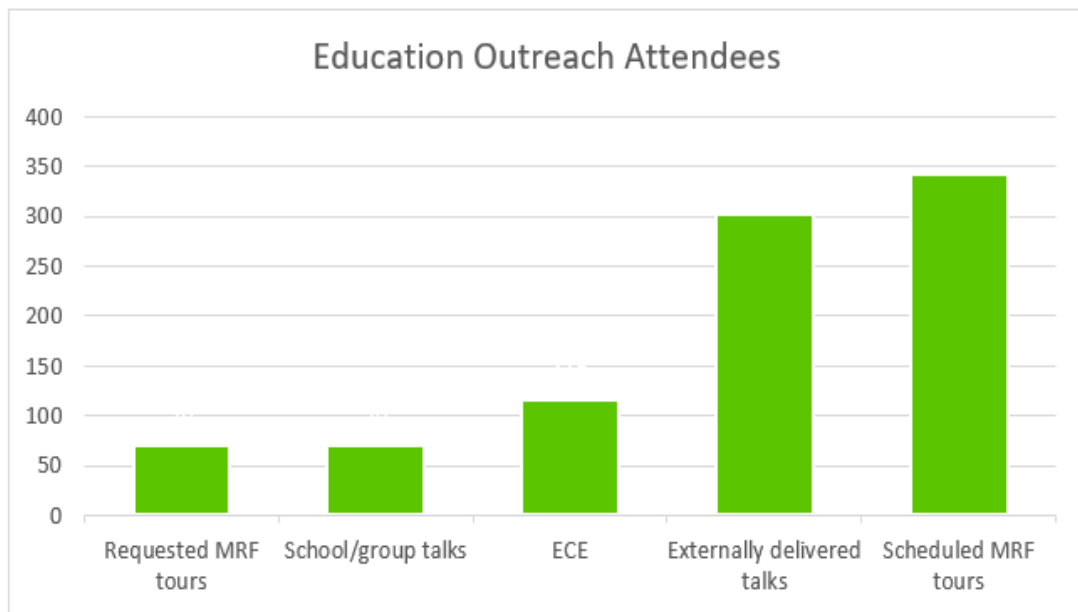


Figure 1. Attendees of PNCC delivered or arranged education

- 3.5 Between March and June this year, the booking webpage for recycling centre tours and truck visits was viewed more than 8,000 times, showing strong and growing community interest in waste minimisation.
- 3.6 Our popular “What Goes Where” recycling guide (an interactive tool to help people correctly sort their waste) was visited by almost 6,000 people, with a total of 25,000-page views in 24/25.
- 3.7 A new wheelie bin request form has also been a standout performer. Published at the end of March this year, it allows households to order new or replacement wheelie bins or glass crates or request different bin sizes. Between launch and the end of June 2025, 367 people visited the page 555 times, resulting in 187 completed requests - a great conversion rate, with around half of visits leading to action.
- 3.8 In July 2024 we also launched a proactive campaign to tackle common recycling myths and reassure people that all Palmy recycling truly gets a second life. The centrepiece was a special episode of Palmy Ten-7, inspired by the crime-busting show Police Ten-7. In it, “Detective Logan” investigates and debunks recycling misinformation. Using humour to make a serious point, the episode shows that recycling does not just disappear; it's transformed into new products that benefit our community. Advertised digitally, the video reached over 130,000 people across Palmy and the wider Manawatū, with 55,000 watching right to the end.
- 3.9 Environment Network Manawatū (ENM) delivered two rounds of the Future Living Skills workshop series, with support from our sustainability budget. These workshops cover several sustainability-based topics including waste minimisation, and touch on reducing food waste and home composting. For the first half of the reporting period, 1 workshop series was held with 32

participants over the 8 workshops. The total participants may include attendees participating in more than one workshop series.

- 3.10 Enforcement of illegal dumping provides another opportunity for education. Illegal dumping continues to increase; the amount of illegally dumped rubbish by weight is up by 9% compared with last year, and there were 27% more incidences.
- 3.11 There is an increasing trend in the number of incidents and weight of illegal dumping we are clearing each year. We are unable to determine if there is a correlation between increased illegal dumping and population growth; or due to adverse behaviour associated with disposal fees.
- 3.12 Contractors attend incidences where we expect identifying evidence to be found and follow up where possible. Out of the 1120 incidences, only 12 infringements were issued during the year. It is becoming increasingly difficult to obtain the evidence and information to issue an infringement.

Objective 2- Provide support to communities to recover, reuse, re-purpose or regenerate products

- 3.13 The fourth round of the Resource Recovery Fund (RRF) was opened during March 2025. There were three successful applicants:
 - Butterfly Compassion Society's winter wellness programme which distributes pre-loved clothing and other items to vulnerable people in need; and
 - Organic Packaging Limited's upgraded machinery to improve removal of contamination from post-consumer paper and cardboard; and
 - Precycle's event dishwashing trail pilot trial to reduce the amount of single use food containers used at events.

There were fewer applicants this round, and the total fund was not allocated. We have investigated options to increase the visibility of this fund for the next round, scheduled for March 2026. This includes things like advertising the fund earlier, through more channels and drop-in sessions or presentations to key groups. We are also planning to keep the next round open for six weeks instead of four.

- 3.14 The Repair Cafe hosted by ENM, is now in its fourth year. Previously funded by the Resource Recovery Fund, this initiative is now supported through ENM's sector lead agreement. This provides an element of security for the long-term future of this initiative and removes the need for ENM's annual application to the RRF.

Objective 3 - Divert waste from landfill

- 3.15 An achievement in 24/25 was the establishment of a polystyrene recycling service, and we are pleased to report that there has been good uptake. Around three tonnes of polystyrene has been dropped off by residents, which is equivalent to around 150 cubic meters.
- 3.16 Since Tyrewise, New Zealand's product stewardship scheme for tyres was rolled out nationwide in September 2024, we have seen a dramatic increase in the number of tyres that are dropped off at Awapuni. Under the product stewardship scheme, this has become a free service. This year, the weight of tyres dropped off increase by almost 376% compared with the 23/24 period (29 tonnes in 23/24 and 138 tonnes in 24/25).
- 3.17 We are currently in the process of undertaking a new waste assessment which will be able to tell us how much waste is diverted from landfill and the total tonnes of waste sent to landfill from within the city. As Council do not have complete control over the waste stream, we rely on private companies to share their information, which is becoming increasingly challenging. We expect the waste assessment to be completed in the second quarter of this financial year.

Objective 4 - Provide waste collection services, including kerbside collection, the Ashhurst transfer station, and public space rubbish bins

- 3.18 The tonnes of rubbish collected by PNCC during the year has reduced by 9%, and the number of bags collected has reduced by 4%. This reduction continues a trend we are seeing with our rubbish bag collection service. This is not necessarily indicative of an overall reduction of waste to landfill as PNCC only has a small share of the kerbside waste collection market.
- 3.19 The amount of waste collected from public space bins has decreased by 7% this year. We have been focusing our effort on ensuring collaboration within PNCC (e.g. Parks, Transport and the Project Management Office) to ensure bin placement is considered early in the planning phase.
- 3.20 A section 17A service delivery review of this activity was undertaken this year. This looked at the current services that PNCC delivers, and if there are any areas where improvements can be made. Detailed analysis will be provided in a future report.

Objective 5 - Provide recycling collection services including recycling drop off centres

- 3.21 As seen in Figure 2 below, recycling tonnage collected at the kerbside has increased by 3% and commercial recycling has decreased by 24%. The number of recycling bins emptied has risen by 1%. Glass collected is down 8% and 21% respectively. The drop in glass recycling fits with the overall current trend in New Zealand. As gross domestic profit drops, sales of items sold in glass packaging drop as there are often less expensive alternatives packaged in plastic or metal.
- 3.22 The MRF upgrade procurement has been put on hold until the outcome of the service delivery review has concluded.
- 3.23 Figure 2 provides an overview of the changes we have observed between the 23/24 and 24/25 financial years. Notable is that most of the waste and recycling services show a decrease when compared with last year, the outlier of this being the increase in the amount rubbish and green waste dropped off at the Ashhurst transfer station.
- 3.24 There is a correlation between gross domestic profit (GDP) and waste production – when GDP drops, so does the amount of waste generated as communities reduce their amount of purchases, although there is often a lag. Stats NZ have reported a drop in GDP over the last few years which likely is the reason we are seeing less waste, although this could also be attributed to more reduce and reuse activities, which are difficult to quantify.

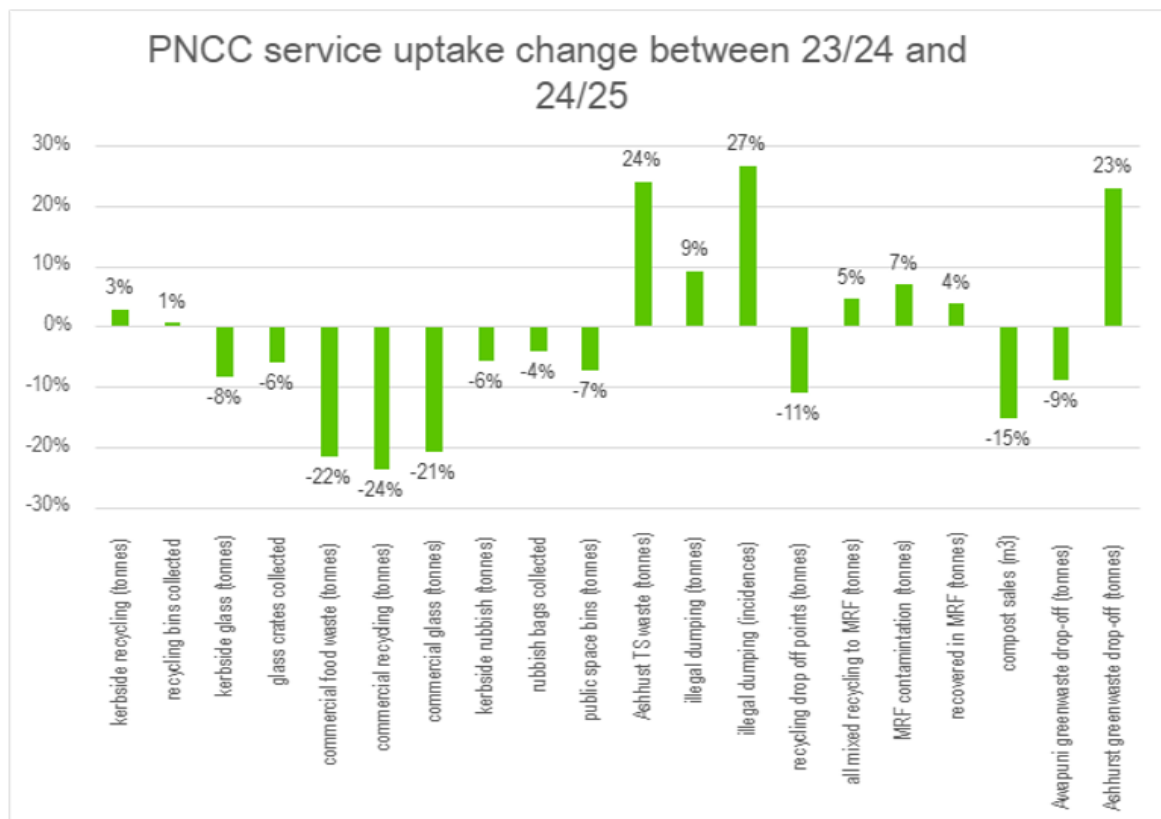


Figure 2. Percentage changes in PNCC services

Objective 6 – Monitor and manage closed landfills

- 3.25 Resource consents associated with the Ashhurst and Awapuni closed landfills are compliant, except for a low-risk non-compliance associated with the compost operation due to a delay in reporting.
- 3.26 The compost environmental management plan was updated at the request of Horizons, and further site investigations have taken place to measure the high biochemical oxygen demand (BOD) in the infiltration pond at Awapuni. Investigations into the cause of this have so far been inconclusive. We are investigating mitigation measures. Currently any water in the infiltration pond with a high BOD reading is pumped out and transferred to the wastewater treatment plant.
- 3.27 We have begun preliminary discussions with Horizons about reapplying for Awapuni consents that expire in early 2029. We are looking to prepare a pre-assessment snapshot of the site which will then feed into the consent application process.

4. CENTRAL GOVERNMENT UPDATE

- 4.1 In March 2025, the Government released a new waste strategy - Waste and Resource Efficiency Strategy. The supporting work programme has key focus areas including:
 - Overhauling waste laws, including introducing an extended producer responsibility framework and reforming the Waste Minimisation Act 2008 and Litter Act 1979 to create fit for purpose waste legislation;
 - Cost effective, outcome-focused investment from the waste disposal levy, prioritising infrastructure and diversion for materials such as organics, plastic (including farm plastics), and construction & demolition waste;
 - Reducing biogenic-methane and other waste emissions by expanding organics diversion and landfill gas capture;
 - Increase reuse and recycling of materials by scaling infrastructure;
 - Reducing harm and addressing legacy issues by boosting funding for contaminated site remediation through a new levy-funded programme;
 - Upholding International chemical and waste commitments.

In late 2024, the Government also reversed previously signalled mandates set by the previous government including, kerbside recycling and organics collections.

4.2 Officers made a submission to the consultation on proposed changes to the Waste Minimisation Act and Litter Act. The Government's intention is to roll these into a single, modernised act. An overview of the proposals is to:

- Introduce a formal extended producer responsibility (EPR) system, shifting financial and operational waste management accountability away from councils and communities onto producers, importers and retailers;
- Change the way the waste levy funds are allocated to councils; the proposal is for 20 % of levy funds to be distributed equally across all territorial authorities, and the remainder allocated by population;
- Broaden the scope for the use of levy funds to include emergency waste, contaminated site remediation, and climate-related infrastructure needs.
- Clarifying the roles and responsibilities of central government, local authorities, and the waste sector. To strengthen enforcement, a new tiered compliance regime is suggested—ranging from warnings and infringement notices to prosecution—tailored to the severity of offences and including more flexible evidence rules to effectively address mismanaged waste, such as litter and illegal dumping.

Public consultation closed on 1 June 2025 and feedback is currently being reviewed. Indications are that this legislation will be passed before the next election.

5. NEXT STEPS

- 5.1 The contamination monitoring project is scheduled to begin in the 2025/26 year. This will address the amount of contamination we are finding in the MRF by inspecting recycling wheelie bins at the kerbside. We are currently investigating the detail of this project, which we expect will involve a reward approach alongside the regulatory element. Similar projects have had great success in other areas of the country, and we are looking to our colleagues in other territorial authorities for learnings.
- 5.2 We will be investigating options to work with local industry to develop systems to address construction and demolition waste.
- 5.3 A citywide organics collection is proposed in the 2024 WMMP for 2028/29, with investigations into the collection and processing options to start in 2025/26. Findings from the service delivery review will be taken into consideration during this process. There are several options for the type of material can be collected (for example, food waste alone or food waste and green waste collected together) that need to be considered, and the operational and financial impacts these will have. The type of material collected will have an impact on the options for processing.

- 5.4 We undertake 3-yearly waste assessment, with one currently underway; we expect this to be finalised in the coming months. The waste assessment provides an in-depth snapshot of different waste streams in the city as well as offering recommendations to divert more waste from landfill. A waste assessment is required to be completed before a review of the WMMP can begin.
- 5.5 Preparations have commenced for the next biennial Hazardous Waste Day. This is scheduled to be held in spring and provides Palmerston North residents an opportunity to safely dispose of chemicals that may be lying around in homes and garages.
- 5.6 The MRF upgrade procurement process continues. A design and build tender was put to the market during 24/25 for which we received a number of tenders. The final decision has been put on hold while we work through the section 17a review. We are looking to applying to the Ministry for the Environment's Waste Minimisation Fund to help us co-fund this project.

6. COMPLIANCE AND ADMINISTRATION

Does Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	Yes
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these objectives?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to: Whāinga 4: He tāone toitū, he tāone manawaroa Goal 4: A sustainable and resilient city	
The recommendations contribute to this plan: 12. Mahere taumanu para 12. Resource Recovery Plan	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Information about our waste management and minimisation activities help us understand whether we are being effective in meeting our goals, especially Goal 4: A sustainable and resilient city

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 3 September 2025

TITLE: Civic and Cultural Precinct: 6 Month Update

PRESENTED BY: Glenn Bunny, Manager Property

APPROVED BY: Glen O'Connor, Acting General Manager Infrastructure

RECOMMENDATION(S) TO COUNCIL

1. That Council receive the report titled 'Civic and Cultural Precinct: 6 Month Update', presented on 3 September 2025.
-

1. ISSUE

- 1.1 The terms of reference for the Civic and Cultural Precinct Steering Group requires a 6-monthly update.

2. BACKGROUND

- 2.1 Council received the last [6-month update](#) on 5 February 2025.
- 2.2 The 5 February 2025 6-month update informed Council that a procurement process was underway to seek specialist external advice on options to reinitiate and advance the project.
- 2.3 A competitive market-based process has been undertaken to appoint a strategic advisor to assist with the development of the Civic Cultural Precinct Strategy. Following a very competitive response, TwentyTwo Independent Property Advisers Limited ('TwentyTwo') have been appointed.
- 2.4 Since the appointment of TwentyTwo in May 2025, weekly initiation meetings have been held to commence the project.
- 2.5 Two key aspects of this project initiation focus have been the collation and provision of all relevant documents and information, and the formation of a preliminary workplan and timeline for the project.
- 2.6 The first has been to ensure that TwentyTwo are fully informed. All previous studies and investigations into the precinct, and complete asset and operational information have been collated and made available.

- 2.7 The second key initial task has been lengthy discussion and contribution towards a project roadmap. A key component of this roadmap or workplan has been to emphasise the importance of having a priority focus on the funding and delivery mechanisms. A key aspect of this work investigates private investment and delivery of assets and infrastructure through third parties and partnerships.
- 2.8 This consideration has been prioritised and brought forward in the programme to avoid the circumstance whereby a precinct strategy is designed in isolation from a commercial implementation plan that identifies funding mechanisms and opportunities.
- 2.9 Twentytwo has completed a Stage 1 Workplan that sets out the structural approach to advancing the precinct. The focus is on identifying strategic investment opportunities and establishing the foundations for informed decision-making—balancing ambition with available resources, funding options, and risk considerations.
- 2.10 The workplan has been split into two parts. Part 1 takes a light touch, desktop approach that enables the funding conversation to be framed while developing a high-level understanding of the scale and shape of the existing property portfolio and associated capital. This initial phase will focus engagement within the project team.
- 2.11 Once Part 1 is complete, the workplan will be revisited and expanded in Part 2 to add more depth and detail. This will include addressing any information gaps, confirming key stakeholders, and developing a more comprehensive engagement approach that reflects their roles, influence, and alignment with the programme's investment objectives.
- 2.12 The Project Steering Group has also been reconvened and met on Friday 22 August where Twentytwo were introduced to the group and the proposed workplan was discussed.

3. NEXT STEPS

- 3.1 Officers are working with TwentyTwo on the forward work plan which is in "working draft" status at the time of writing this report. The Plan currently consists of the following Lifecycle Phases have been drafted as part of Stage 1 work:

STAGE	APPROACH
1 Establish Current State	Portfolio Review And Baseline Assessment
2 Articulate The Vision	Needs Analysis And Opportunity Identification



3 Prioritise Projects	Develop Prioritisation Framework
4 Scope And Scale The Change	Conceptual Project Scoping
5 Explore Funding Options	Assess Funding, Procurement And Developmnet Partnerships

4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these objectives?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
<p>The recommendations contribute to:</p> <p>Whāinga 1: He tāone auaha, he tāone tiputipu Goal 1: An innovative and growing city</p> <p>Whāinga 2: He tāone whakaihiihi, tapatapahi and Goal 2: A creative and exciting city</p> <p>Whāinga 3: He hāpori tūhonohono, he hāpori haumarū Goal 3: A connected and safe community</p> <p>Whāinga 4: He tāone toitū, he tāone manawaroa Goal 4: A sustainable and resilient city</p>	
<p>The recommendations contribute to this plan:</p> <p>5. Mahere toi</p> <p>5. Arts Plan</p> <p>The objective is: We want to celebrate the arts and the city's history and cultural diversity. We want there to be lots for people to do in our creative and exciting city.</p> <p>The arts bring the city to life, challenge ideas, and generate excitement. Palmerston North has a strong arts sector and thriving art scene. It is home to notable local artists, exhibitions, cultural facilities, and events. We want our city arts and cultural facilities to be strong and resilient.</p>	

We will support and care for our city's cultural facilities and develop a civic and cultural precinct. We will support the arts sector to reflect the bicultural foundations of our city	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The memorandum provides an update on work being undertaken to progress the Civic and Cultural Precinct work, as outlined in the 2024-34 Long Term Plan.

ATTACHMENTS

1. TwentyTwo - Workplan Draft [↓](#) 
2. TwentyTwo - Timeline [↓](#) 

TWENTYTWO



Let's build a
better place

PALMERSTON NORTH CITY COUNCIL

The Civic and Cultural Precinct
Stage 1 Workplan, July 2025

WORKING DRAFT

Stage 1 Workplan

This Stage 1 workplan outlines a structured approach to support Palmerston North City Council in repositioning its property portfolio to better serve future civic needs. It represents the starting point of TwentyTwo's involvement in shaping and advancing the Civic and Cultural Precinct (CCP) project, and is aligned with the NZ Government's *Better Business Cases* Investment Lifecycle.

The focus is on identifying strategic investment opportunities and establishing the foundations for informed decision-making—balancing ambition with available resources, funding options, and risk considerations.

Informed by early discussions, the workplan has been split into two parts. Part 1* takes a light-touch, desktop approach that enables us to quickly frame the funding conversation while developing a high-level understanding of the scale and shape of the existing property portfolio and associated capital. This initial phase will focus engagement within the project team.

Once Part 1 is complete, the workplan will be revisited and expanded in Part 2** to add more depth and detail. This will include addressing any information gaps, confirming key stakeholders, and developing a more comprehensive engagement approach that reflects their roles, influence, and alignment with the programme's investment objectives.

Stage 1 Workplan

LIFECYCLE PHASE	APPROACH	KEY ACTIVITIES	PART 1* DELIVERABLES (DESKTOP AND PROJECT TEAM)	PART 2** DELIVERABLES (DEVELOPING AND TESTING WITH KEY STAKEHOLDERS)	STAKEHOLDERS INVOLVED
THINK: INVESTMENT POSSIBILITIES	1. ESTABLISH CURRENT STATE Portfolio review and baseline assessment	<ul style="list-style-type: none"> Collect property data on i) in-scope buildings (ownership, condition, use, financials) and ii) the rest of the portfolio to get a sense of scale and context Identify strategic gaps, overlaps, under-utilised assets Review alignment with existing council strategies 	<ul style="list-style-type: none"> Snapshot of the current property portfolio Key descriptors and metrics of property assets in scope 	<ul style="list-style-type: none"> Summary of the current property portfolio e.g. total number of assets, portfolio value, annual operating cost, ownership mix, asset type, age, condition and performance 	Property team, strategy, asset management, finance
	2. ARTICULATE THE VISION Needs analysis and opportunity identification	<ul style="list-style-type: none"> Review existing information (provided by PNCC) e.g. Masterplans, stakeholder interviews Engage project representative(s) and/or internal business units on the core requirements for Council – administration and community facilities. Discuss future service and growth needs to develop a picture of demand (unless already available) Workshop with key stakeholders to identify those assets that are surplus, under-utilised, require urgent work, or strategic sites, and identify opportunities e.g. rationalisation, redevelopment, or co-location Review comparable benchmarking (included in Masterplan) Test against climate resilience, Māori outcomes, urban development priorities 	<ul style="list-style-type: none"> Programme vision and outcomes Establish core Council requirements and a picture of future demand Strategic gap analysis Draft opportunities register (redevelopment, divestment, consolidation, co-location) 	<ul style="list-style-type: none"> Opportunities register (redevelopment, divestment, consolidation, co-location) Commentary on service demand and community needs Commentary on strategic alignment 	Service leads, iwi representatives, planning, strategy

Stage 1 Workplan

DRAFT

LIFECYCLE PHASE	APPROACH	KEY ACTIVITIES	PART 1* DELIVERABLES (DESKTOP AND PROJECT TEAM)	PART 2** DELIVERABLES (DEVELOPING AND TESTING WITH KEY STAKEHOLDERS)	STAKEHOLDERS INVOLVED
PLAN: INVESTMENT CHOICES	3. PRIORITISE PROJECTS Develop prioritisation framework	<ul style="list-style-type: none"> Define criteria for investment prioritisation e.g. need, value for money, urgency, co-benefits Score and rank projects Workshop with governance to validate approach 	<ul style="list-style-type: none"> Draft Investment prioritisation framework 	<ul style="list-style-type: none"> Investment prioritisation framework Ranked project pipeline Governance sign-off report 	Governance, executive, strategy, finance, technical leads
	4. SCOPE AND SCALE THE CHANGE Conceptual project scoping	<ul style="list-style-type: none"> Develop initial investment logic maps (ILMs) for priority projects Define early scope, objectives, delivery assumptions, and risks Outline indicative budgets and sequencing 	<ul style="list-style-type: none"> Indicative programme budget Emerging 'gaps' between current and future state 	<ul style="list-style-type: none"> Preliminary project scopes Investment logic maps 	PMO, infrastructure planning, procurement, finance
	5. EXPLORE FUNDING OPTIONS Assess funding, procurement and development partnerships	<ul style="list-style-type: none"> Explore internal and external funding sources Review timing, constraints, and debt impacts Assess partnership, procurement and delivery model considerations to ensure they are aligned with the programme's scale, complexity and risk profile. Determine what is realistically affordable Workshop with governance to endorse approach 	<ul style="list-style-type: none"> Funding options and funding capacity of Council 	<ul style="list-style-type: none"> Sequencing strategy Draft investment plan Governance sign-off reports 	Treasury, finance, external funding agencies

TWENTYTWO

STRATEGY²²

Aligning property/real estate with strategic intent

WORKPLACE²²

Optimising the workplace to support high performance

INVEST²²

Infusing strategic acumen and commercial acuity into investment decisions

ADVISORY²²

Applying expert commercial acuity to real estate projects and transactions

TECHNOLOGY²²

Integrating building and workplace technology with business and property projects

DELIVERY²²

Establishing governance, teams and processes and providing leadership to ensure project success

PORTFOLIO²²

Partnering as a trusted outsourced property and lease management provider

ASSURANCE²²

Improving the performance of property programmes, projects and in-house teams

TĀMAKI MĀKAURAU |
AUCKLAND

Generator,
L12, 11 Britomart Place

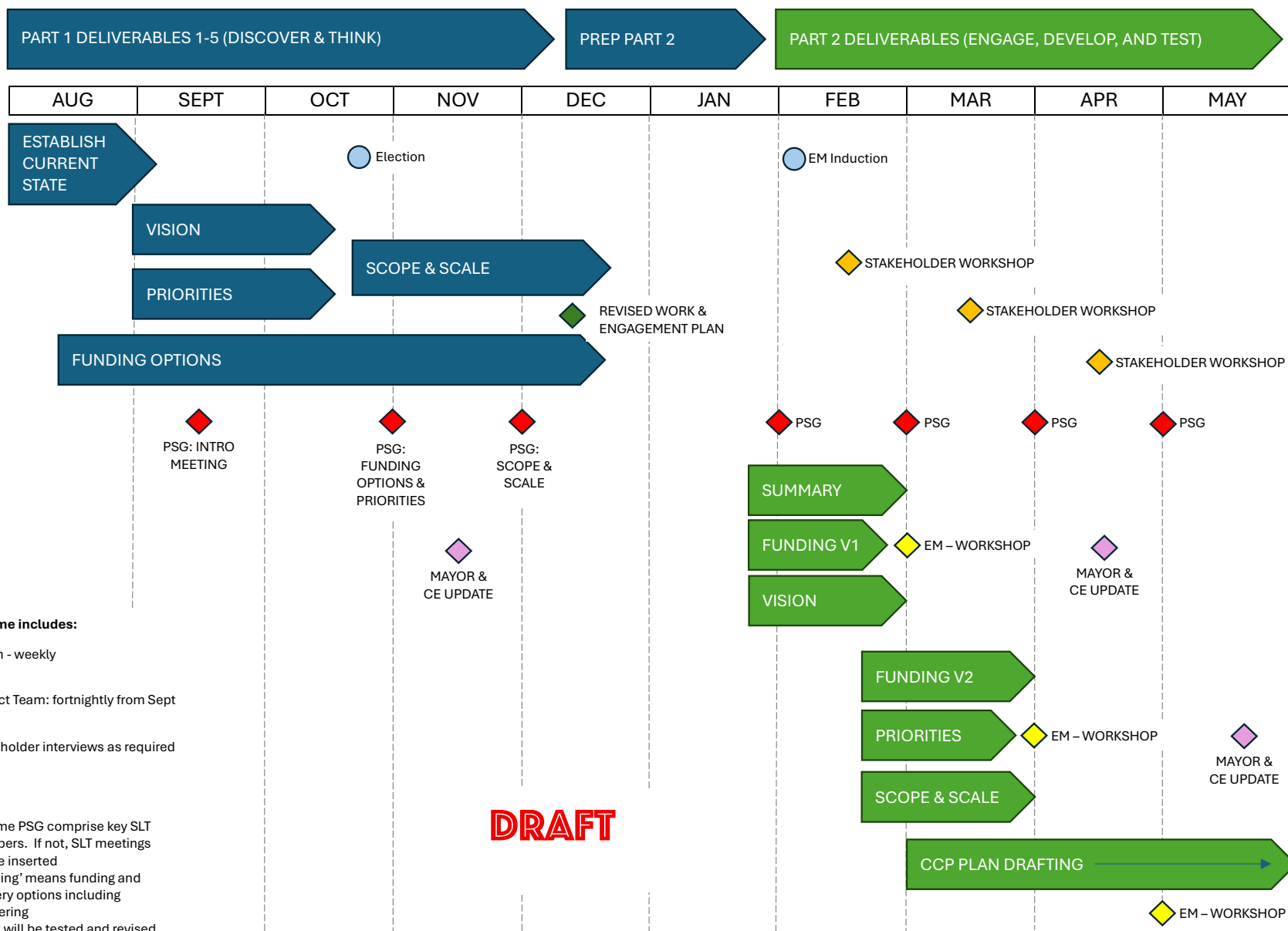
TAURANGA-MOANA |
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1 Spring Street

TE WHANGANUI-A-TARA |
WELLINGTON

Historic House,
22 The Terrace

www.twentytwo.co.nz



MEMORANDUM

TO: Council

MEETING DATE: 3 September 2025

TITLE: Annual Section 10A Dog Control Report 2024/25

PRESENTED BY: Angela Lumby, Manager Environmental Protection

APPROVED BY: Kerry-Lee Probert, General Manager Development & Regulatory

RECOMMENDATION TO COUNCIL

1. That Council receive the report titled 'Annual Section 10A Dog Control Report 2024/2025,' presented on 3 September 2025.
-

1. ISSUE

- 1.1 This report has been prepared to satisfy the requirements of Section 10A of the Dog Control Act 1996 ('the Act').
- 1.2 The report covers the 2024/25 fiscal year.
- 1.3 The Act requires the following information to be provided:
 - a. The number of registered dogs to the territorial authority district;
 - b. The number of probationary owners and disqualified owners in the territorial authority district;
 - c. The number of dogs in the territorial authority district classified as dangerous;
 - d. The number of dogs in the territorial authority district classified as menacing;
 - e. The number of infringement notices issued by the territorial authority;
 - f. The number of dog related complaints received by the territorial authority under this Act.
- 1.4 The attached report on the Council's administration of its Dog Control Policy and Practices for 2024/25 has the following highlights:
 - The number of dogs in the city had an annual maximum of 9,628, representing a 2.68% increase from 1 July 2024 to 30 June 2025. This

incremental increase is thought to be influenced by economic pressures and the costs associated with owning a dog.

- Of the 8089 dog owners, 2649 are approved as "preferred owner," which means they have been able to demonstrate an understanding of the requirements for owning a dog in the district. Consequently, they benefit from a lower registration fee.
- The number of complaints increased by 9.98% to 3,306 with the most significant being roaming and roaming secured dogs, accounting for 45.9% of complaints. Barking dogs were the second most common complaint, accounting for 25.7% of complaints.
- Reported dog attacks decreased by 12.8%, with 123 attacks reported during the year, 38 of these being attacks on a person. The severity of the attacks varied, with some being minor and others more serious.

1.5 In the next six months officers will be seeking to run a communications and engagement campaign to encourage reporting of problem dogs and owners to Council and other agencies who are best placed to address them. Additionally, across the year we are seeking to build further capability within the team to apply an education and customer centric approach to all customer complaints received.

1.6 A trial will be conducted during the 2026/27 financial year with Canine Friends Pet Therapy Charity post their submission at the Annual Budget deliberation, where they will receive free registration for dogs in their agency that have been working for more than 1 year and conduct at least 2 hours work per month. The current total would be 28 dogs.

2. NEXT STEPS


2.1 The report will be published on the Council's website and publicly notified.

3. COMPLIANCE AND ADMINISTRATION

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

Whāinga 3: He hapori tūhonohono, he hapori haumaru Goal 3: A connected and safe community	
The recommendations contribute to the achievement of objective/objectives in: 9. Mahere haumaru hapori, hauora hapori 9. Community Safety and Health Plan The objective is: Provide dog control and animal management services.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	In accordance with Section 10A of the Dog Control Act 1996, a territorial authority must, in respect of each financial year, report on the administration of its dog control policy adopted under Section 10, and its dog control practices.

ATTACHMENTS

1. Annual Dog Control Report to the Secretary of Local Government 2024-25 [↓](#) 

Annual Section 10A Dog Control Act Report 2024/2025.

Palmerston North City Council

This report has been prepared to satisfy the requirements of Section 10A of the Dog Control Act 1996 ('the Act').

The report covers the 2024/25 fiscal year.

1.1 Policy on Dogs

Council reviewed the Dog Control Policy and the Dog Control Bylaw during the 2023/2024 reporting period, with both coming into effect on 1 September 2024. A request via a submission from the Kelvin Grove Community Association, prompted follow-up engagement and consultation processes with the community on whether to make part of Linklater Reserve an on-leash area. Linklater Reserve is the largest fully fenced off-leash dog exercise area in the city at over 20 hectares, as well as being one of the most utilised. The reason for the original request was that poorly controlled off-leash dogs were impacting other residents enjoying the Reserve.

To inform the proposal of the Council, engagement with the community focussed on how people liked to use the Reserve, and if they would support changing the rules in the Policy to make an on-leash area. Mixed feedback from over 1,100 individuals, groups, and organisations was received, representing a variety of views. Most did not want changes to the off-leash controls; some stated it would depend on how much of the space would no longer be off-leash, and a number did support an on-leash area at Linklater Reserve. People generally agreed that:

- Linklater Reserve is a great space to enjoy a variety of recreational activities, with or without a dog;
- Dogs need to be exercised and socialised;
- Most owners are responsible, and their dogs well behaved and under control while off-leash at the reserve;
- Sometimes off-leash dogs that are not properly under control can make it feel unsafe for others at the reserve;
- It is important that everyone, and their dogs, can fairly and safely use the reserve.

After receiving a petition from the Kelvin Grove Community Association, consideration of all feedback received and the options available to them, the Council approved consultation to occur with the community to make approximately half of Linklater Reserve on-leash.

Consultation will be concluded during the 2025/2026 reporting period and will be followed by hearings and a deliberations process where the Council will make resolutions to either adopt, or revise and adopt, it's proposal. The Policy and Bylaw will be updated accordingly.

The Policy and Bylaw will next undergo a full review in 2029.

1.2 Accommodation

The Animal Management Office is located at Te Whare Kouru – Animal Shelter at 115 Totara Road, Palmerston North, positioned at the rear of the racecourse and adjacent to the wastewater treatment plant. Officers moved into Te Whare Kouru in the last reporting period and the dogs joined officers in the facility on 27 November 2024.

The site has administrative space for eight Animal Control Officers, and two support officers, totalling a capacity of 10 officers. Within this establishment, there is accommodations for 37 dogs and 13 puppies, alongside seven designated dog exercise areas, one outdoor enrichment space, four isolation kennels and four quarantine kennels.

Additional features of Te Whare Kouru are; two of the kennel blocks include a dedicated area for pregnant dogs, accommodating for whelping needs. There are 11 purpose-built kennels to safely house and exercise dangerous dogs without the need for handling. There is also a consultation room where a dog owner can talk with officers and have their dogs microchipped. A dog wash is available so that officers can bathe dogs before rehoming or when they come in dirty from their adventures. There is emergency cleaning water stored onsite and the ability to link a generator to the main power board in the event of a prolonged power outage.

Should it be needed for a civil defence emergency there is space within the exercise yards to put in temporary crates to increase the site's capacity.

1.3 Personnel

The Animal Management team is part of the Development and Regulatory Group and reports to the Manager Environmental Protection. The Team Leader of Animal Management and Education is focused on service effectiveness and service improvements for the benefit of customers. Supporting the Team Leader are four experienced Animal Control Officers.

The Animal Control Officers work on a roster system in which two officers are assigned to field work which includes attending customer complaints and undertaking patrols. Another officer is assigned administration duties, this role takes all calls from the Contact Centre and assigns work. In addition, this role processes all the afterhours requests for service and barking dog complaints. While the remaining officer is responsible for Shelter duties. This officer cares for impounded animals, (cleaning, feeding, exercising) and completes administration with respect to animals in the Shelter and the rehoming of dogs. The Team Leader of Animal Management and Education is located onsite at Te Whare Kouru and retains oversight of the welfare and wellbeing of dogs present in the Shelter. As a new initiative, administrative support is now being provided to the team through existing services, thus enabling the team to focus on core tasks.

When undertaking patrols in the City, the Animal Control Officers utilise the recently developed heat map reporting that provides visual oversight of complaints by suburb. Officers can further break this reporting down by type, enabling them to establish if there are more roaming dogs in one area or more barking dogs in another. By utilising this data lead approach, the team can direct efforts to the appropriate neighbourhoods, improving both efficiency and the team's visibility in the community,

as well as identify trends and emerging issues. Future uses of this reporting could be through target areas for bite prevention and/or how to manage dog aggression at home.

1.4 Hours of Operation

Normal working hours are 8am to 5pm on weekdays. The contracted after-hours services are limited to responding to dog attacks, secured dogs (roaming dogs secured by members of the public), aggressive dogs and roaming dogs.

Te Whare Kouru – Animal Shelter is open to the public Monday to Friday, 8.30am to 4.30pm. The emergency release of animals outside these hours is available but is subject to an additional fee.

1.5 Fees

The Palmerston North City Council has fee categories for general registration with a reduced fee for de-sexed dogs, approved preferred owners and rural working dogs. Owners of disability assistance and special working dogs are not required to pay a fee.

Under the Dog Control Act 1996, fees and charges are reviewed annually. As of 1 July 2024, there was an average increase of 7 percent across all dog registration fee categories. Fees related to pound fees for all animals other than dogs remained unchanged from the previous year.

Prior to the reporting period, Council resolved to amend the funding policy for the Animal Control activity from 'High' to 'Medium-High'. This change reflects the anticipated increase in operating costs associated with the new animal shelter facility. These higher costs are primarily driven by interest expenses, resulting from debt used to fund the construction of the new facility; and Depreciation costs, as the new shelter is expected to have a significantly higher asset value than the existing, older facility. As a result, the medium high (60-79%) policy of being self-funded for the year was met.

1.6 Dog Population

Dog numbers fluctuate throughout the year, meaning the population at the start and end of the period may differ from the minimum and maximum number of dogs registered throughout the year.

The number of known dogs in the city decreased from a high of 9,735 in 2023/24 to its maximum annual level of 9,628 during 2024/25 period.

The dog population during the reporting period increased by 251 dogs from 9,377 dogs to 9,628 dogs being a 2.68 percent increase from 1 July 2024 to 30 June 2025.

There are 8,089 dog owners, this equates to 1 dog owner for every 9.5 people in the city. Dog owners are up in the city from 7,872 in the prior reporting period. (2.76 percent increase).

With current economic pressures and the costs associated with owning a dog we expect to see similar incremental increases in dog numbers in the coming year.

Quarter	Number of Dogs at Start Date	Number of New Dogs	Returned or Located dogs	Number of Deceased Dogs	Number of Departed Dogs	Number of Dogs at Finish Date
Q1	9,377	479	0	204	180	9,472
Q2	9,472	256	4	127	165	9,440
Q3	9,440	297	12	86	93	9,570
Q4	9,570	311	43	152	144	9,628
Year total		1343	59	569	582	

1.7 Preferred Owners

This scheme benefits both dog owners and officers. There is a financial benefit for the dog owners as the registration fee is lower. For officers, there is certainty that dog owners are aware of the requirements of owning a dog within the city as these are emphasised throughout the application process.

In 2023/24 there were 2735 preferred dog owners, which decreased by 3.14 percent to 2649 in 2024/25.

To qualify as a preferred owner, the owner must;

- have had the dog(s) registered without issue for the past 12 months;
- provide a satisfactory secure environment with respect to fencing, sleeping quarters and exercise space;
- demonstrate an understanding of basic dog welfare and owners' obligations including emergency readiness and evacuation planning;
- have no more than one substantiated complaint about their dog(s) in the past 12 months (including impounding).

1.8 Complaints and interactions

Officers group complaint types into two categories; priority one and priority two. Priority one consists of high risk to the public, such as dog attacks, aggressive / rushing dogs, secured dogs (roaming dogs captured by the public) / roaming dogs. All other complaint types fit into the priority two category.

The total number of complaints or requests lodged by customers year on year has increased by 300 (9.98 percent) to 3,306.

There were 2,702 complaints received during standard business hours and 604 priority one jobs received after-hours. The average response time for officers has reduced from 5.39 minutes to 3.05 minutes across all complaint types. This is the time between when the complaint was received, and an officer making contact with the customer either by phone or arrive onsite.

	KPI - Minutes	Count	Percentage	Average time Minutes
KPI Met	< 30	2639	79.82	3.05
KPI Exceeded	30 - 40	29	0.88%	35.86
	40 - 50	20	0.60%	44.55
	50 - 60	28	0.85%	58.71
	60 +	542	16.39%	6833.71*
Total		3306		1119.39

* On review these were caused by the processes for actioning barking dogs where the owner was not known to officers or multiple complaints are received for the same address in close succession.

During the year we actively review our current customer complaint processes to ensure that they are customer centric. As identified above, during the year we have experienced delays in response times when we receive complaints with no known dog at the property or when we receive multiple complaints for the same address. To mitigate this, we have implemented a process change. The revised process enables complaints to be actioned in a timely manner. The majority of these complaints relate to barking dogs.

The most significant source of complaints was roaming/secured dogs (roaming dogs captured by the public) with a combined total of 1,357 (41.1 percent of complaints), this is down from being 45.9 percent of total complaints the year prior. Officers were able to reunite 187 dogs with their owners without the need to impound. Barking dogs were second highest at 850 (25.7 percent of complaints), up from 24.8 percent of complaints the year prior.

1.9 Dog Attacks

The number of reported dog attacks decreased by 12.8 percent, with 18 fewer reported attacks from last year.

There were 123 reported dog attacks during the year, with 38 of these being attacks on a person. 11 were assessed as minor, 9 moderate, 3 were serious and 15 not possible to score.

There were 53 attacks on other dogs, with 11 assessed as minor, 15 as moderate, none as serious and 27 were not possible to score. There were 32 attacks on other animals, with none assessed as minor, 8 as moderate, 4 as serious and 20 not possible to score.

Note: The minor, moderate, serious and not possible ratings relate to the investigation in its entirety, not solely the injury/s sustained. It also includes other factors such as dog and owner history, attitudes towards the offending, and victim impact.

1.10 Impounded Dogs

In 2024/25, 346 dogs were impounded compared with 358 for the previous year which was a 3.35 percent decrease in impounded dogs. Of these, 173 (50 percent) were returned to their owner, 59 (17.05 percent) were euthanised and 87 (25.14 percent) were rehomed, 47 of which were transferred to the SPCA or another rehoming agency. The remaining 27 are dogs that are awaiting collection or adoption.

Of the dogs euthanised in the 2024/25 year, 41 were due to behavioural concerns held by Animal Control Officers, 5 due to the dogs classification, 13 due to ensuring the dogs welfare.

In comparison with the 2023/24 figures which saw 94 (26 percent) dogs euthanised and 55 (15 percent) dogs rehomed. Euthanasia numbers of impounded dogs has decreased by circa 9 percent, while rehome numbers of impounded dogs has increased by approximately 10 percent.

Officers consider every impounded dog for adoption and ensure that dog complaint history and temperament testing are completed for all dogs, this includes reviewing dog's suitability for rehoming on a regular basis during their time at the Animal Shelter.

Occupancy at Te Whare Kouru – Animal Shelter for the 2024/25 reporting year was 41.1%, the year prior occupancy was 37%. Occupancy is calculated by the difference of beds available versus beds in use each night at the Animal Shelter.

Whilst occupancy is increasing, the volume of impounds is decreasing, thus meaning that the average length of stay per dog is increasing. The average length of stay for animals that were able to be rehomed was 32.03 days in 2024/25, and down from an average of 33.75 days in the prior reporting period. Dogs that were euthanased across 2024/25 stayed an average of 35.77 nights prior to euthanasia, this has increased from an average stay of 24.22 nights per stay the year prior. The increased average length in stay is attributable to seeking to rehome the dogs in the first instance, however, over their stay, they may be deemed unsuitable for rehoming due to behavioural changes or are not breeds attractive to potential adoptees. To minimise the wellbeing effects on the increased average length of stay, Animal Control Officers have commenced individual supervision on a monthly basis.

During the reporting period the Animal Management team impounded a pregnant dog, which was successfully adopted out to an appropriate family. The adopted dog went on to have 10 puppies, Animal Control Officers worked closely with the adopted dog's family and all 10 puppies were successfully rehomed post the weaning period.

1.11 Infringements

Council continued to focus on ensuring that all known dogs are registered and kept under proper control by their owners. Infringements were issued to multiple offenders throughout the year.

A total of 31 infringement notices were issued; 18 for unregistered dogs, 13 for failing to have a dog under control or confined. Of the 31 infringements issued, 3 (9.68 percent) were waived or cancelled because of duplications of animal records in the system.

1.12 Menacing Dog Classification Appeals

There were no objections heard by the hearings committee in the 2024/25 financial year.

1.13 Prosecutions

There was one prosecution taken to court in the 2024/25 financial year where the offending dog caused injuries to the victim dog which later resulted in the dog passing. The judge ruled in favour of Council.

1.14 Customer Satisfaction

The residents' satisfaction survey for 2024/25 found 52 percent satisfied (54 percent in 2023/24) with the control of roaming dogs, while 30 percent were neutral, and 18 percent were dissatisfied. On the control of barking dogs, 45 percent were satisfied (49% percent in 2023/24), 36 percent neutral and 19 percent dissatisfied. The survey had 508 independently selected respondents from across the city. Whilst the results of the resident satisfaction show a decrease on both measures, a review undertaken by

the Team Leader indicates that there has been no change to service delivery across these measures.

1.15 Improvement Opportunities for the 2025/2026 year

Canine Friends Pet Therapy delivered a submission to the Annual Budget 2025-26 in Council on 14 May 2025. The Council resolution as part of this submission detailed that Council work with Canine Friends Pet Therapy charity to develop a discount scheme for their dog registrations (if appropriate). Canine Friends Pet Therapy is a nationwide voluntary organisation providing pet therapy visiting programmes where the benefits of canine company are shared with others. They visit residents in aged care facilities and patients in hospitals and hospices.

The Dog Control Act 1996 defines (in short), a disability dog is, a dog certified by an agency for the support of a person with a disability. Schedule 5 of the Act lists agencies that have the ability to certify dogs, Canine Friends Pet Therapy is not on this list, therefore Canine Friends Pet Therapy does not have the ability to certify their dogs as disability dogs and receive discounted Dog Registration. Council does not charge a fee for disability assist dogs within the City.

Discussions have been ongoing between Officers and Canine Friends Pet Therapy with regard to the Council resolution. Officers propose that for the dog registration period 2026/27 we trial:

- Nil registration fees payable for dogs in active service with Canine Friends Pet Therapy.
- Active service with Canine Friends Pet Therapy is defined as having provided services to the community for a minimum of 12 months prior to 1 July 2026 and have and will continue to work a minimum of two hours per month.
- Canine Friends Pet Therapy would provide Dog details on a one-off basis and if the trial continues on an annual, ongoing basis prior to the annual dog registration period.
- Officers will review the trial arrangement as part of the annual Fees and Charges submission to Council in the 27/28
- Officers have the ability to seek additional and ongoing information from Canine Friends Pet Therapy as appropriate.

Commencing this initiative in the 2026/27 registration period is to ensure that we meet our necessary requirements under the Dog Control Act 1996. Specifically, notifying the public of dog control fees one month preceding the start of the registration year.

Currently, there are twenty-eight dogs in active service with Canine Friends Pet Therapy who would be eligible for nil registration fees. The trial would be limited to Canine Friends Pet Therapy and it is proposed that Officers engage regularly with Canine Friends Pet Therapy throughout the trial period, regular meetings will be set up as appropriate.

Within the first half of year the Animal Management team are seeking to run a communications and engagement campaign to encourage reporting of problem dogs and owners to Council and other agencies that are best placed to address them. Anecdotally it is thought that the community is placing updates and

notifications on community social media pages rather than notifying the appropriate authorities of concerns, this issue will be addressed as part of the campaign.

Officers are reviewing how effective education could be delivered which is meaningful for both dog owners and the wider community. We are seeking to build further capability within the Animal Management team to apply an educational and customer centric approach to all customer complaints received. This will ensure that dog owners are aware of their responsibilities as an owner as set out in the Dog Control Act 1996 and Councils Dog Control Policy. In addition, this work will ensure that we provide complainants with clear, concise information, including timeframes for resolution and communicate effectively through the lifecycle of the complaint.

Officers will continue to utilise and further embed the recently developed heat map reporting that provides visual oversight of complaints by suburb. By utilising this data lead approach, the team can direct those efforts to the appropriate neighbourhoods, improving both efficiency and the team's visibility in the community, as well as identify trends and emerging issues. Officers will continue to transfer the remaining Animal Management administration processes to the Environmental Protection Business Support team, within the next reporting period.

Throughout the reporting year there has been an increase in Police assist jobs and dogs being held in Te Whare Kouru for other agencies due to a change in SPCA practices whereby their inspectors are not attending complaints after-hours. Recently officers have established processes between Police and SPCA for how dogs will be managed after-hours. Police will receive the complaint and begin the investigation, where a dog is seized or needs to be relocated, council will uplift and impound the dog as a hold for another agency, on the next business day the dog will be transferred to SPCA care. SPCA has provided paperwork to police and to council to allow for consistency and transfer of liability. This process will continue to be embedded in the next reporting period.

1.16 Community Outreach and Education

Officers attended public consultation events as part of the Linklater Reserve community engagement processes. Stalls held at Linton Military Camps' Wellness Expo, where officers spent time educating community and dog owners on processes and best practices for the keeping of dogs.

Two bite prevention trainings were held for Te Whatu Ora staff that visit homes on a regular basis. This covers off arriving at the property, how to enter how to exit and what to do when it goes wrong.

Team Leader Animal Management and Education invited to speak as part of a panel discussion at the Animal Emergency Incident Management Network conference recently. The conference brought together key agencies including the SPCA, Veterinary Council NZ, and Massey University's Wildbase. At this event the Team Leader was supported by Manager Emergency Management.

1.17 Summary

The reporting requirements of the Dog Control Act 1996 for the period 2024/25 are:

Number of registered dogs	9,628
Number of disqualified owners	0
Number of probationary owners	0
Number of dogs classified as dangerous under Section 31 of the Act	11
Number of dogs classified as menacing under Section 33A of the Act	94
Number of dogs classified as menacing under Section 33C of the Act	60
Number of dog-related complaints (See Appendix 1 for details)	3,306
Number of prosecutions	1
Number of infringements	31

Attached as Appendix 1 are details of dangerous and menacing dogs.

Attached in Appendix 2 is a comparative summary of Dog Control Statistics for the period 2020/21 to 2024/25. This contains the information above with the addition of a breakdown of types of complaints processed by staff.

Ross McDermott

TEAM LEADER ANIMAL MANAGEMENT AND EDUCATION

Angela Lumby

MANAGER ENVIRONMENTAL PROTECTION

Appendix 1: Dangerous and Menacing Dog Details

Dog Control Act 1996 S 31 – Dangerous Dogs

Section 31 requires the territorial authority to classify a dog as a dangerous dog if:

- The owner of the dog has been convicted of an offence in relation to a dog attack,
- The territorial authority has sworn evidence and reasonable grounds to believe that the dog constitutes a threat to the safety of any person, stock, poultry, domestic animal, or protected wildlife; or,
- The dog owner admits in writing that the dog constitutes a threat to the safety of any person, stock, poultry, domestic animal, or protected wildlife.

Dogs within the jurisdiction of Council that are classified as dangerous under S 31 are as follows:

Breed	Number
Alaskan Malamute	1
Greyhound	1
Rottweiler	2
Shepherd German	1
Siberian Husky	1
Terrier American Pit Bull	1
Terrier American Staffordshire	1
Terrier Staffordshire Bull	3
Total	11

Dog Control Act 1996 S 33A – Menacing Dogs

Section 33A menacing dogs are dogs that have not been classified as a dangerous dog, but the territorial authority considers may pose a threat to any person, stock, poultry, domestic animal, or protected wildlife because of any observed or reported behaviour of the dog or any characteristics typically associated with the dog's breed or type.

The 2023/24 financial year saw a total of 90 dogs classified under section 33A, this has increased to a total of 94 in the 2024/25 year.

Dogs within Palmerston North City Council jurisdiction that are classified as menacing under S33A were as follows:

Breed	Number
Akita	1
Australian Koolie	1
Bulldog	1
Bulldog American	1
Collie Border	1
Greyhound	2
Heading	2
Mastiff	1
Mastiff Bull	1

Mastiff Neapolitan	3
Poodle Standard	1
Retriever Labrador	9
Rottweiler	7
Shar Pei	2
Shepherd German	7
Siberian Husky	4
Terrier American Pit Bull	35
Terrier American Staffordshire	4
Terrier Border	1
Terrier Bull	3
Terrier Jack Russell	1
Terrier, Staffordshire Bull	6
Grand Total	94

Note: Some dogs that would normally be classified under Section 33C are included above as they have displayed behaviours which better fit a classification under section 33A, this behaviour has been identified and confirmed through customer complaint investigations.

Dog Control Act 1996 S 33C – Menacing Dogs

Under section 33CA the territorial authority must classify as menacing any dog that the territorial authority has reasonable grounds to believe belongs wholly or predominantly to one or more of the following breeds or types:

- Brazilian Fila
- Dogo Argentino
- Japanese Tosa
- Perro de Presa Canario
- American Pit Bull Terrier Type

The 2023/24 financial year saw a total of 35 dogs classified under section 33C, this has increased to a total of 60 in the 2024/25 year.

Dogs within the jurisdiction of Council that were classified as menacing under S33C, were as follows:

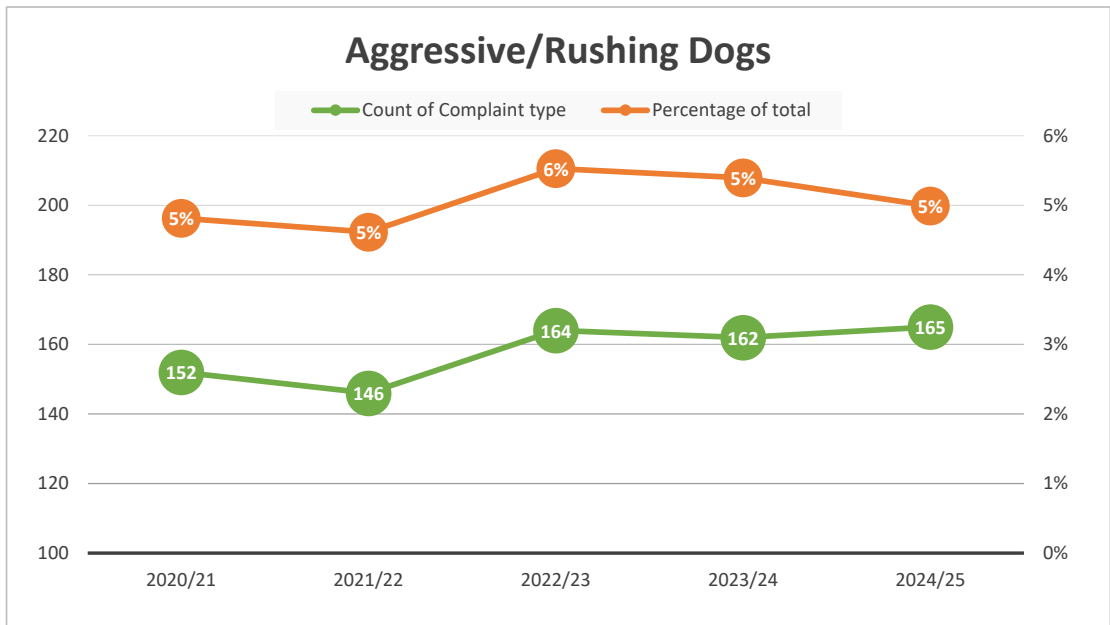
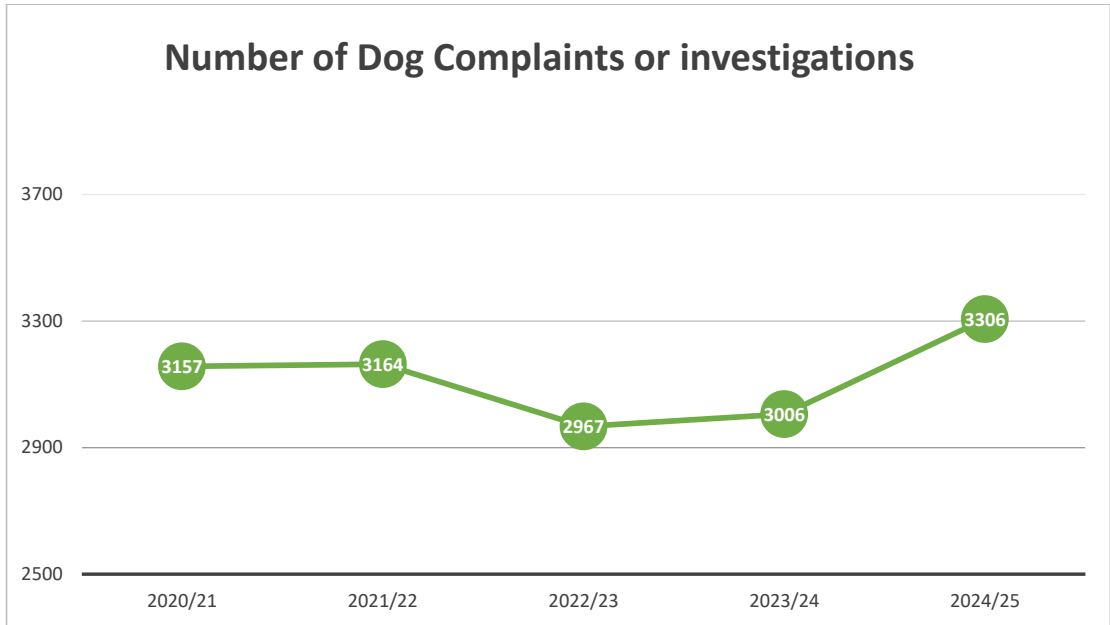
Breed	Number
Dogo Argentino	4
Terrier, American Pit Bull Type	56
Total	60

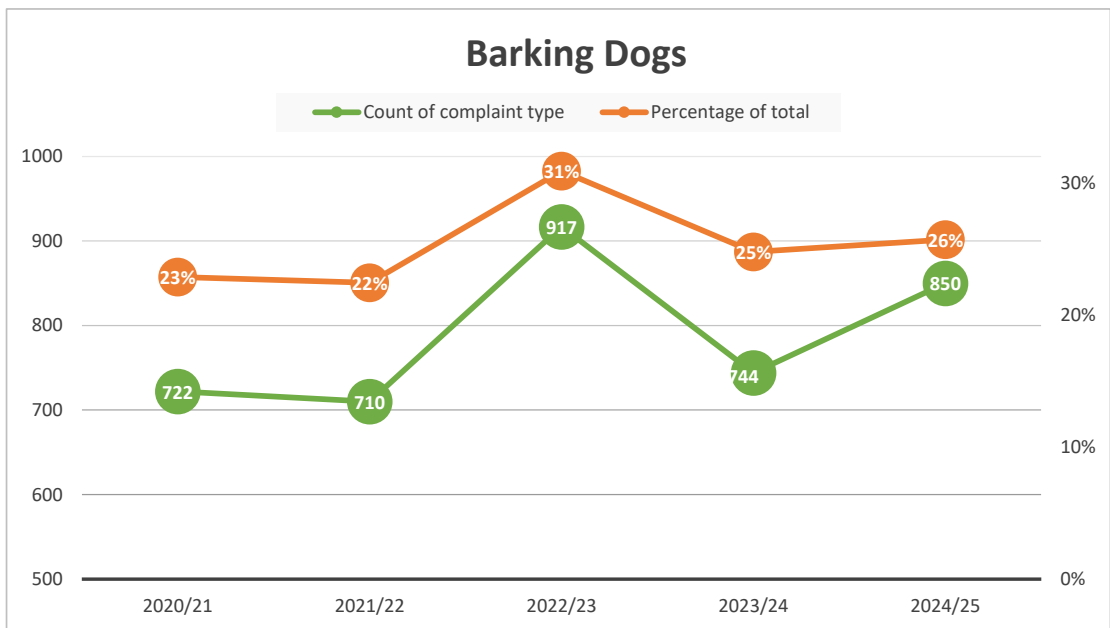
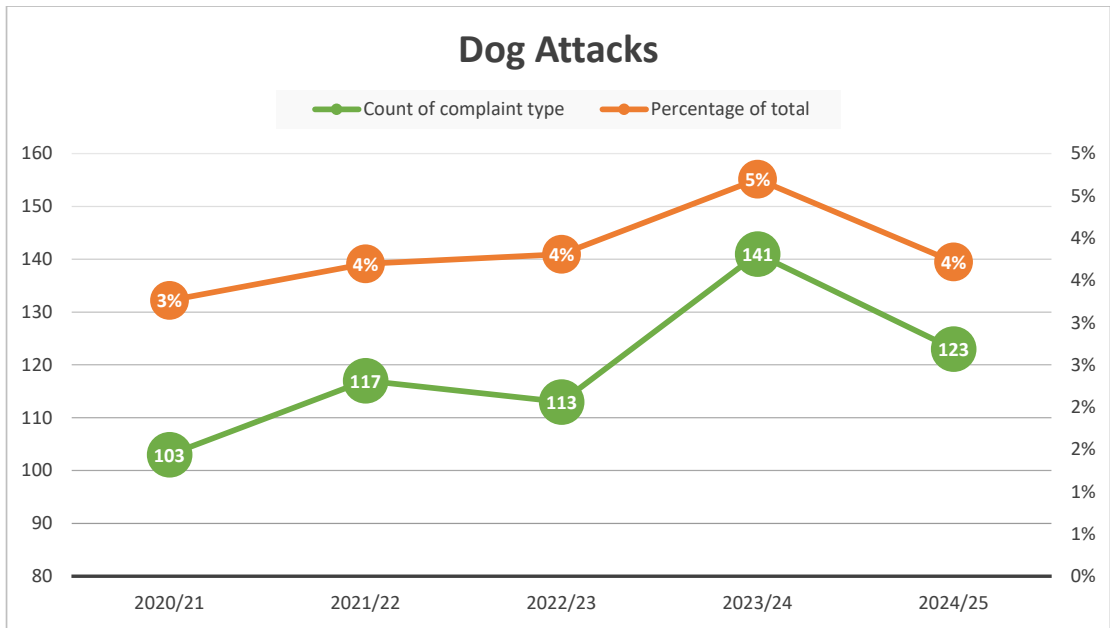
Appendix 2: Dog Control Statistics 2019/2020 to 2024/2025

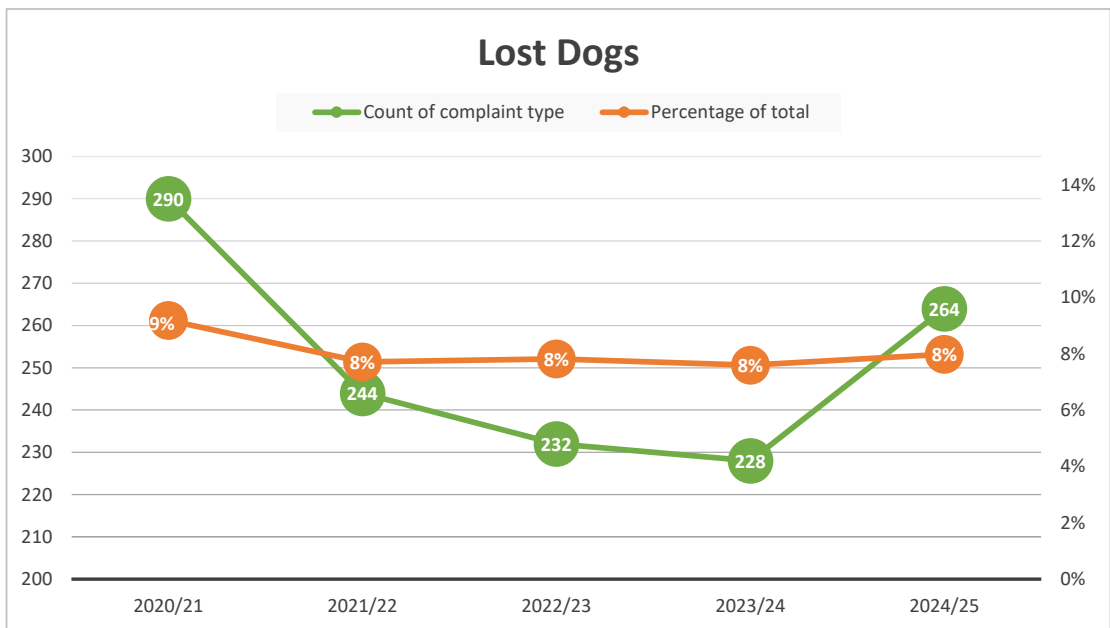
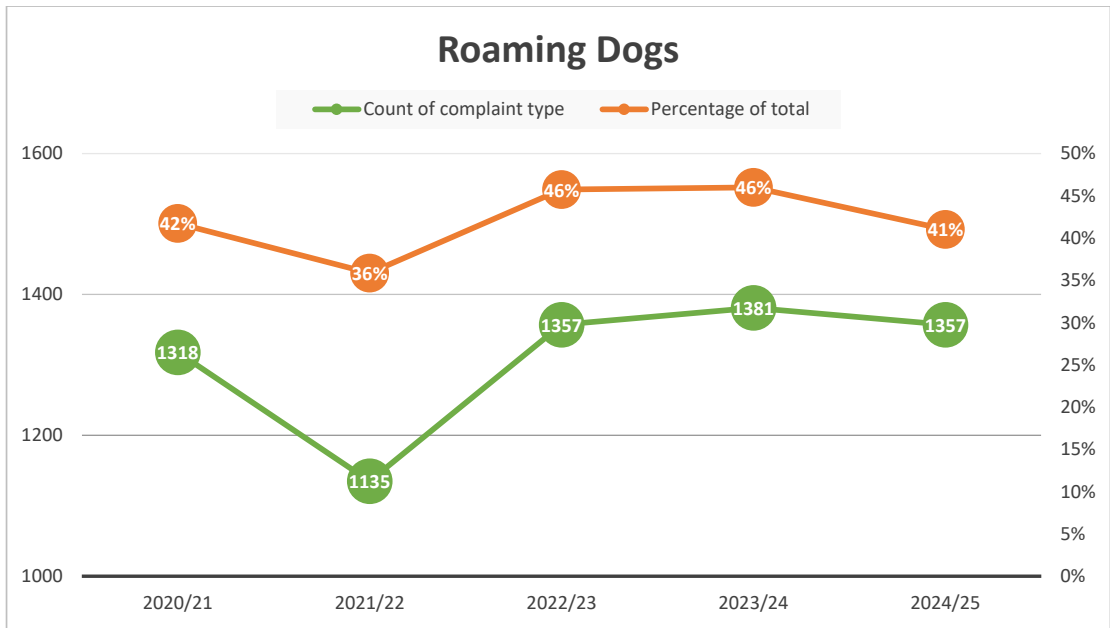
Serial	Topic	2020/21	2021/22	2022/23	2023/24	2024/25
1	Number of Dogs on the Register	9,021	9,565	9,636	9,735	9,628
2	Number of Disqualified Owners	2	0	0	0	0
3	Number of Probationary Owners	1	0	0	0	0
4	Number of Dogs classified as dangerous under S31 of the Act	6	10	12	14	11
5	Number of Dogs classified as menacing under S33A of the Act (Behaviour)	88	117	112	91	95
6	Number of Dogs classified as menacing under S33C of the Act (Breed)	69	51	50	35	31
7	Number of Dog Complaints or investigations initiated by public or ACO. (Refer to below for details)	3,157	3,164	2,967	3,006	3306
	7a Aggressive/Rushing Dogs	152	146	164	162	165
	7b Dog Attacks	103	117	113	141	123
	7c Barking Dogs	722	710	917	744	850
	7d Roaming Dogs	1,381	1,135	1,357	1381	1357
	7e Lost Dogs	290	244	232	228	264
	7f Property Checks	85	124	37	172	93
	7g Other Dog Related Incidents	52	56	66	54	142
	7h Identified/Reported Unregistered dogs	305	632	81	116	165
8	Number of Prosecutions	0	0	1	0	1
9	Number of Infringements	182	127	163	114	31

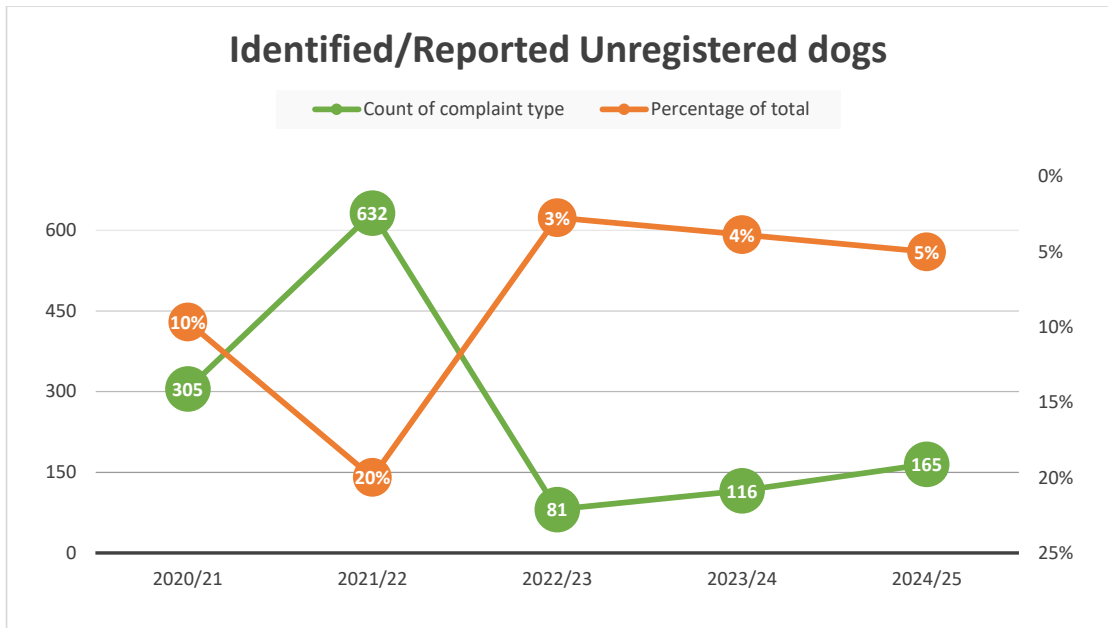
Comments

- The total number of complaints or investigations continued in an upward trend with an increase of 4.72 percent on the 2020/21 totals.
- Barking dog complaints increased year on year, recording the second highest number of complaints across the five-year period reported.
- Rushing dog notifications increased slightly year on year and sit above the five-year average of 158 per year. While dog attack notifications have decreased year on year but are above the five-year average of 119 per year.









COMMITTEE WORK SCHEDULE

TO: Council

MEETING DATE: 6 August 2025

TITLE: Council Work Schedule

RECOMMENDATION TO COUNCIL

1. That Council receive its Work Schedule dated 3 September 2025.

COUNCIL WORK SCHEDULE SEPTEMBER 2025

#	Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause
1	TBC	Report back on Investment Options for PN Airport.	GM Corporate Services		6 December 2023 Clause 197-23
	3-Sept 2025	Civic and Cultural Precinct Master Plan Steering Group – 6-month update	GM Strategic Planning		Terms of Reference
	3-Sept 2025	Annual Dog Report 2024-2025	GM Development & Regulatory	moved from Community Committee	
	3-Sept 2025	Review of CEDA Directors Policy	GM Corporate Services		2-Oct-2024 Clause 172
2	8 Oct 2025	Dog Policy/ Bylaw – Deliberations	GM Strategic Planning	Moved from Strategy & Finance Committee	
3	3-Sept 8 Oct 2025	Low Carbon Fund Allocations 2024/25	GM Strategic Planning	Moved from Sustainability Committee	21 August 2024 Clause 24-24
	8-Oct 2025	Waste Management and Minimisation plan 2019–annual progress for 2024/25 FY	GM Infrastructure	Moved from Sustainability Committee	9-Sept 2020 Clause 17-20
4	8 Oct 2025	Citywide Emissions Inventory 2024 Annual Report	GM Strategic Planning	Moved from Sustainability Committee	Climate Change Plan Action 3

#	Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause
5	8 Oct 2025	PNCC Organisational Emissions Inventory 2024/25 Annual Report	GM Strategic Planning	Moved from Sustainability Committee	Climate Change Plan Action 1
6	8 Oct 2025	Review of PNCC Appointment of Directors Policy.	GM Corporate Services	To align with CEDA Appointment Policy Review	2 Oct 2024 Clause 172
7	8 Oct 2025 TBC	Residents Survey – Action Plan	GM Strategic Planning	Awaiting benchmarking report.	Terms of Reference
8	8 Oct 2025	Adopt Annual Report 2024-25	Chief Executive		Terms of Reference
9	8 Oct 2025	Quarter 4 – Economic Update	GM Strategic Planning	Moved from Economic Growth	
10	8 Oct 2025	Deliberation and Adoption – Kahuterawa Reserve Management Plan	GM Infrastructure	Moved from Culture and Sport Committee	
11	8 Oct 2025	Tender for Wyndham Street upgrade & review of camber on Wyndham from Cambridge to Salisbury Ashhurst.	GM Infrastructure		6 August 2025 clause 113-25
12	8 Oct 2025	Atawhai Park - Land Exchange - Deliberations	GM Infrastructure		6 August 2025 clause xx-25
13	TBC	Summerhays Reports – Partnership Models Expressions of Interest	GM Infrastructure	Lying on the Table	1 May 2024 Clause 66-24 and 74 -24
14	TBC	Draft Waste Management and Minimisation Bylaw 2025	GM Strategic Planning	Lying on the Table - Awaiting workshop	Strategy and Finance 20 August 2025
15	2026	PNCC Fleet - Vehicle lease options	GM Corporate Services		Strategy and Finance 20 August 2025
16	TBC	Manawatū Ring Road – Draft Business Case timeframe	GM Strategic Planning		Economic Growth 27 August 2025

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 3 September 2025

TITLE: Presentation of the Part I Public Strategy & Finance Committee Recommendations from its 20 August 2025 Meeting

Set out below are the recommendations only from the Strategy & Finance Committee meeting Part I Public held on 20 August 2025. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

29-25 [Quarterly Performance and Financial Report – period ending 30 June 2025](#)

Memorandum, presented by Scott Mancer, Manager - Finance; John Aitken, Manager - Project Management Office; Grace Nock, Manager - Organisational Planning and Performance.

The **COMMITTEE RECOMMENDS**

4. That Council approve the adjustments to carry forward values per the carry forward report in [Attachment 5](#).
5. That Council approve the deferral of \$4,330,799 from 2025/26 to 2026/27 for Programme 1895 – Te Motu o Poutoa Development as noted in Attachment 5.